

भारत सरकार
अंतरिक्ष विभाग
सतीश धवन अंतरिक्ष केंद्र शार
श्रीहरिकोटा रेंज डा.घ. 524 124
श्री पोट्टि श्रीरामुलु नेल्लूर जिला, आं.प्र., भारत
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Government of India
Department of Space
Satish Dhawan Space Centre SHAR
Shriharikota Range P.O. 524 124
SPSR Nellore Dist., AP., India
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निविदा सूचना सं. NOTICE INVITING TENDER
No. SDSC SHAR/Sr.HPS/PT/SMPC-U1/03/2025-2026

भारत के राष्ट्रपति की ओर से वरि. प्रधान, क्रय एवं भंडार, सतीश धवन अंतरिक्ष केंद्र श्रीहरिकोटा निम्नलिखित वस्तुओं के लिए ऑनलाइन निविदाएं आमंत्रित करते हैं /On behalf of the President of India, Sr. Head, Purchase & Stores, SDSC SHAR, Sriharikota invites online quotations for the following:

क्र.सं. Sl.No	संदर्भ सं. Ref. No.	विवरण Description	मात्रा Qty.
01	SDSC SHAR/SMPC-U1 Purchase/SH202600008001 E-Procurement (Public Tender – Two Part basis)	Operation and Maintenance Work Package Contract for Material Handling Equipment at SMPC-U1	1 Lot

निविदा जमा करने की प्रारंभिक तिथि (ऑनलाइन)/Bid Submission Start Date (online) : 10-02-2026, 10:00 hrs.
निविदा स्पष्टीकरण की अंतिम तिथि (ऑनलाइन)/Bid clarification Due date(online) : 24-02-2026, 14:00 hrs.
निविदा जमा करने की अंतिम तिथि (ऑनलाइन)/Bid submission due date (online) : 03-03-2026, 14:00 hrs.
निविदाएं खोलने की तिथि (ऑनलाइन)/Bid opening date(online) : 03-03-2026, 14:05 hrs.
मूल्य निविदाएं खोलने की तिथि (ऑनलाइन)/Price Bid opening date(online) : 13-03-2026, 14:00 hrs.

निविदाकार के लिए निर्देश Instructions to Tenderers:

ईजीपीएस के माध्यम से भेजी गई निविदाओं पर निविदा शुल्क तथा बयाना जमा राशि लागू नहीं होगी।
Tender fee and EMD not applicable for tenders submitted through EGPS

- कार्य के सम्पूर्ण विवरण/जानकारी तथा नियम व शर्तों इत्यादि के लिए संलग्न अनुलग्नक को देखें। / For full details/scope of work and terms and conditions etc., please see the enclosed annexures.
- इच्छुक निविदाकार इसरो के ई-क्रय वेबसाइट <https://eproc.isro.gov.in> से ई-निविदा डाउनलोड कर सकते हैं तथा अपनी निविदा (बोली) को ई-क्रय पोर्टल पर ऑनलाइन जमा कर सकते हैं। Interested tenderers can download the e-tender from ISRO e-procurement website <https://eproc.isro.gov.in> and submit the offer online in the e-procurement portal.
- निविदा दस्तावेज इसरो की वेबसाइट www.isro.gov.in, इसरो ई-क्रय वेबसाइट <https://eproc.isro.gov.in> तथा सतीश धवन अंतरिक्ष केंद्र शार की वेबसाइट www.shar.gov.in पर भी उपलब्ध हैं। इन्हें डाउनलोड करके अपनी निविदा (बोली) को ई-क्रय पोर्टल पर ऑनलाइन जमा किया जाना चाहिए। /Tender documents are also available on ISRO website www.isro.gov.in, ISRO e-procurement website <https://eproc.isro.gov.in> and SDSC SHAR, Sriharikota website www.shar.gov.in. The same can be downloaded and offer shall be submitted online in the e-procurement portal.
- आखिरी समय पर होने वाली भीड़-भाड़ कम करने के लिए निविदाकार अपनी निविदा (बोली) ऊपर विनिर्दिष्ट समय के अंदर ही जमा कर दें। नए विक्रेता के रूप में अनुमोदन के लिए आवेदन / अनुरोध पत्र ई-मेल द्वारा निविदा दस्तावेज में अंकित निविदा संख्या का उल्लेख करते हुए ऑनलाइन जमा करें। / Tenderers shall submit their offers within the given time as specified above and last moment rush for bid submission shall be avoided. Request for new vendor approval shall be submitted online and the same shall be intimated by mail (mentioned in the tender document) referring the tender number.
- चूंकि यह दो भागों वाली निविदा है, अर्थात् तकनीकी एवं वाणिज्यिक भाग और मूल्य भाग, इसलिए निविदाकर्ता को तकनीकी एवं वाणिज्यिक बोली के साथ मूल्य निर्धारण संबंधी कोई भी दस्तावेज संलग्न नहीं करना चाहिए। सामान्यतः, यदि भाग-I (तकनीकी प्रस्ताव) हमारी तकनीकी विशिष्टताओं को पूरा नहीं करता है, तो हम भाग-II (मूल्य बोली) नहीं खोलते हैं। निविदा दस्तावेज/अनुसूची में उल्लिखित मूल्य बोली खोलने की तिथि केवल अस्थायी है। हालाँकि, मूल्य बोली केवल भाग-I के तकनीकी बोली मूल्यांकन के संतोषजनक समापन और विक्रेताओं को पूर्व सूचना के बाद ही खोली जाएगी। / This being a two part tender i.e. Technical & Commercial Part and Price Part, the tenderer should not attach any documents containing Pricing information along with Technical & Commercial Bid. Normally we do not open PART-II (Price bid), if PART-I (Technical Offer) does not meet with our technical specification requirements. Price bid opening date mentioned in the tender document/ Schedule is tentative only. However, price bid opening will be made only after satisfactory completion of Part-I technical bid evaluation and with prior intimation to vendors.
- वरि. प्रधान क्रय एवं भंडार, सतीश धवन अंतरिक्ष केंद्र श्रीहरिकोटा के पास किसी भी या सभी निविदाओं को स्वीकार / अस्वीकार करने का अधिकार है। / Sr. Head, Purchase and Stores, SDSC-SHAR, Sriharikota reserves the right to accept or reject any/or all the quotations.

Satish Dhawan Space Centre, Sriharikota
सतीश धवन अंतरिक्ष केंद्र, श्रीहरिकोटा

भारतीय अंतरिक्ष अनुसंधान संगठन



Indian Space Research Organisation

वरि. प्रधान क्रय एवं भंडार
Sr. HEAD, PURCHASE AND STORES

**GOVERNMENT OF INDIA
DEPARTMENT OF SPACE
SATISH DHAWAN SPACE CENTRE SHAR SRIHARIKOTA (SDSC SHAR)
NELLORE**

**Tender for OPERATION AND MAINTENANCE WORK PACKAGE
CONTRACT FOR MATERIAL HANDLING EQUIPMENT SMPC U1.**

Bids to be submitted online

**Tender No.: SDSC SHAR/SMPC-U1 PURCHASE/SH202600008001 dated 10-02-
2026**

A. Tender Details

Tender No :	SDSC SHAR/SMPC-U1 PURCHASE/SH202600008001
Tender Date :	10-02-2026
Tender Classification:	SERVICES
Purchase Entity :	SMPC-U1 PURCHASE
Centre :	SATISH DHAWAN SPACE CENTRE SHAR SRIHARIKOTA (SDSC SHAR)

OPERATION AND MAINTENANCE WORK PACKAGE CONTRACT FOR MATERIAL HANDLING EQUIPMENT SMPC U1.

OPERATION AND MAINTENANCE WORK PACKAGE CONTRACT FOR MATERIAL HANDLING EQUIPMENT SMPC U1.

(GeM Report ID: GEM/GARPTS/03022026/HA8K6G6YT081)

NOTE: BEING A TWO PART TENDER, WE REQUEST YOU NOT TO DISCLOSE/INDICATE ANY OF THE PRICE VALUE WHILE SEEKING/PROVIDING CLARIFICATION. IN CASE IF YOU DISCLOSE ANY OF THE PRICE AMOUNT, YOUR OFFER WILL BE REJECTED. BIDS SHALL BE SUBMITTED IN TWO PARTS. PART-1 : TECHNO COMMERCIAL PART OF THE BID & PART -2: PRICE PART OF THE BID. BIDDERS SHALL NOT DISCLOSE ANY PRICES IN PART-1 BID AND IF INDICATED, THE OFFERS WILL BE REJECTED.

A.1 Tender Schedule

Bid Submission Start Date :	10-02-2026 12:00
Bid Clarification Due Date :	24-02-2026 14:00
Bid Submission Due Date :	03-03-2026 14:00
Bid Opening Date :	03-03-2026 14:05
Price Bid Opening Date :	13-03-2026 14:00

B. Tender Attachments

NA

Instructions To Vendors

1. STANDARD TERMS & CONDITIONS

1. Tele No.08623-225174/226377

Fax No.08623-225170/22-5028

e-Mail ID : hps@shar.gov.in, spsoscfpurchase@shar.gov.in, smpcu1-purchase@shar.gov.in

1. Instruction to Indigenous Suppliers:

a) Payment Terms shall be as specified in RFP. If not specifically mentioned Our Normal payment term is 100% within 30 days after receipt and acceptance of the item at our site. Please confirm acceptance in your quotation.

b) GST/IGST: Please specify GST percentage, if any, in your offer. Please mention HSN/SAC code in your offer and Our GST No. is. 37HYDF00385A1DZ

c) Purchase / Price preference to MSEs

Purchase/Price preference will be applicable to the product reservation admissible to the Micro and Small Enterprises. Purchase/Price Preference shall be extended to the MSEs under the Public Procurement Policy for MSEs formulated under the Micro, Small and Medium Enterprises Development Act, 2006. The participating MSEs in a tender, quoting price within the band of L-1 plus 15% may also be allowed to supply a portion of the requirement by bringing down their price to the L-1 price, in a situation where L-1 price is from someone other than an MSE. Such MSEs may be allowed to supply up to 25% of the total tendered value. In case of more than one such eligible MSE, the supply will be shared equally.

Micro & Small Enterprises which have technical capability to deliver the goods & Services as per prescribed technical & quality specifications and may not be able to meet the qualification criterion relating to prior experience-prior turnover may be relaxed as per guidelines issued by Ministry of MSMEs & as amended from time to time.

Interested vendors shall specifically claim the benefit with supporting documents.

d) Purchase / Price preference to Make-in-India Products:

Preference shall be given to Class 1 local supplier as defined in public procurement (Preference to Make in India), Order 2017 as amended from time to time and its subsequent Orders/Notifications issued by concerned Nodal Ministry for specific Goods/Products. The minimum local content to qualify as a Class 1 local supplier is denoted in the bid document 50%. If the bidder wants to avail the Purchase preference, the bidder must upload a certificate from the OEM regarding the percentage of

the local content and the details of locations at which the local value addition is made along with their bid, failing which no purchase preference shall be granted. In case the bid value is more than Rs. 10 Crore, the declaration relating to percentage of local content shall be certified by the statutory auditor or cost auditor, if the OEM is a company and by a practicing cost accountant or chartered accountant for OEMs other than companies as per the Public Procurement (preference to Make-in-India) order 2017 dated 04.06.2020. In case Buyer has selected Purchase preference to Micro and Small Enterprises clause in the bid, the same will get precedence over this clause.

2. Instruction to Foreign Suppliers:

- a) Payment Terms shall be as specified in RFP. If not specifically mentioned Our normal payment term is SIGHT DRAFT, Please confirm acceptance in your offer, if you insist for L/C, and all bank charges shall be to your account. Confirm acceptance.
- b) Please specify whether any export clearance is required in case of an order on you.
- c) Warranty/Guarantee applicable for the item shall be mentioned in your offer
- d) Special Certification for packing Material : as per Plant Quarantine (Regulation of Control into India) Order 2003, Articles packed with packing material of plant origin viz., hay, straw, wood shavings, wood chips, saw dust, wood waste, wooden pallets, Dunn age Mats, wooden packages, coir pith, peat or sphagnum moss etc., will be allowed entry by Customs only with a Phytosanitary Certificate. In case of a Purchase Order, if you propose to us any of the above material for packing such a certificate issued by your local Plant Quarantine Authority shall be furnished.
- e) Confirm whether any Export License is required and for which End User Certificate is to be provided by us, in case of an Order on you. (Enclose format for EUC, if applicable)
- f) Either Indian Agent on behalf of the foreign principals or the foreign principal directly can quote against this order, but not both. In either case an Indian agent cannot represent more than one principal against the same tender.
- g) In case the quote is in INR we prefer to execute the same on HSS Basis and for which Concessional Customs duty as per Notification no.50/2017 Customs dated 30.06.2017, Serial No.539(A) as amended by Notification no.05/2018 dated 25.01.2018. In case the quote is on Indian Rupee (Outside High Sea Sale), the price shall include taxes and duties if any. We shall not be able to provide any duty or IGST tax exemption/concession certificates. If the item quote is of USA make, please quote for all-inclusive price since we prefer to get the item on FOR destination basis.
- h) Any bidder from a country which shares a land border with India will be eligible to bid in any procurement whether of goods, services (including consultancy services and non-consultancy services) or works (including turnkey projects) only if the bidder is registered with Competent Authority as specified in Office Memorandum no.F.No.6/18/2019-PPD, Ministry of Finance, Department of Expenditure, Public Procurement Division dated 23rd July 2020. All the conditions mentioned in the above OM is applicable for this tender.

Common terms to Indigenous and foreign suppliers:

3.Warranty

You shall provide applicable warranty for the items offered by you without fail. For the applicable period you shall provide necessary warranty certificate.

4.Performance Bank Guarantee

Towards the performance of the systems during the warranty period you shall submit a performance bank guarantee equivalent to 3% of the order value to cover the warranty period. This PBG shall be interest free and the same shall be returned to you on successful completion of all contractual obligations. The said PBG shall have a further claim period of 2 months.

5.Security Deposit

On acceptance of the order, you shall submit an interest free amount equivalent to 3% of the total contract/order value towards security deposit. This security deposit is collected towards the performance of the Contract. The said Security Deposit shall be submitted either in the form of Bank Guarantee/Demand Draft/FDR receipts duly endorsed in the name of the centre. The Security Deposit will be returned to you on successful completion of the Contractual obligations; failing which it shall be forfeited/adjusted.

6.Offer Validity : - In case of single part tender - the validity of offers/tenders should be 90 days. In case of two part tender - 120 days from the date of opening of Part-I bid and 60 days from the date of opening of Part-II bid. Tenders shorter than offer validity mentioned above will not be considered for evaluation.

7.Liquidated Damages:

If you fail to deliver the ordered items satisfactorily within the time specified or any extension thereof, Liquidated Damage @ 0.5%(zero point five percent) of the order value or part thereof the un-delivered items for each calendar weeks of delay shall be recovered from your bill. However total Liquidated Damage shall not exceed 10% (ten percent) of the order value.

FORCE MAJEURE:

Should a part or whole work covered under this contract be delayed in delivery/completion of work due to reasons of Force majeure which shall include legal lockouts, strikes, riots, civil commotion, fire, accidents, quarantines, epidemic, acts of God & War, stoppage of deliveries by the Government , freight embargoes etc; the delivery period/completion of work referred to in this Contract shall be extended by a period not in excess of duration of such Force Majeure. The occurrence shall be notified by either party within reasonable time.

8.Offers received through post, courier, fax or email will not be considered.

9. Technical and commercial bid (Part-I) shall not contain any price details. Optional accessories or other price details, if any shall be uploaded in Supporting documents related to Price Bid, to be opened along with Price Bid.

10. In respect of FIM being issued, the fabricator shall submit Bank Guarantee for equivalent sum compulsorily. In case, submission of Bank Guarantee is not possible, the reasons there for shall be clearly mentioned. However, for such cases the fabricators at their cost shall secure such FIM through

Insurance Policy with Director, SDSC SHAR as beneficiary. In case of PSU and Government Organization, Indemnity Bond in lieu of Bank Guarantee is acceptable. Balance FIM/Scrap, if any shall be returned along with the supply of the items. Please confirm acceptance in your quotation.

11. SDSC SHAR shall have the right to place part order among the parties for the items for which they are the lowest.

12. Arbitration:

In the event of any dispute/s, difference/s or claim/s arising out of or relating to the interpretation and application of the Contract, such dispute/s or difference/s or claim/s shall be settled amicably by mutual consultations of the good Offices of the respective Parties and recognizing their mutual interests attempt to reach a solution satisfactory to both the parties. If such a resolution is not possible, within 30 days from the date of receipt of written notice of the existence of such dispute/s, then the unresolved dispute/s or difference/s or claim/s shall be referred to the Sole Arbitrator appointed by the Parties by mutual consent in accordance with the rules and procedures of Arbitration and Conciliation Act 1996 as amended from time to time. The arbitration shall be conducted in Bengaluru in the Arbitration and Conciliation Centre Bengaluru (Domestic and International) as per its rules and regulations. The expenses for the Arbitration shall be shared equally or as may be determined by the Arbitrator. The considered and written decision of the Arbitrator shall be final and binding between the Parties. The applicable language for Arbitration shall be English only.

Work under the Contract shall be continued by the CONTRACTOR during the pendency of arbitration proceedings, without prejudice to a final adjustment in accordance with the decision of the Arbitrator unless otherwise directed in writing by the DEPARTMENT or unless the matter is such that the works cannot be possibly continued until the decision (whether final or interim) of the Arbitrator is obtained.

2. General Instructions to Vendor

1. Instructions to tenderers

TeleNo.08623-225174/226377

Fax No.08623-225170/22-5028

e-Mail ID : hps@shar.gov.in, spsoscfpurchase@shar.gov.in, smpcu1-purchase@shar.gov.in

1. Interested tenderers may, at their option, login to <https://eproc.isro.gov.in> and submit your offers.

2. TENDER FEE IS NOT APPLICABLE.

3. EARNEST MONEY DEPOSIT IS NOT APPLICABLE IF NOT MENTIONED IN THE RFP SPECIFICATION.

4. Indian agents while quoting on behalf of their principals are requested to attach Principals original quote, necessary authorization letter from their Principals, copy of agency agreement etc. in their bid.

5. TWO PART BIDS: In case of Two part tender, price details shall not be uploaded in the Technical & Commercial Bids (Part I), failing to which the bid will be treated as INVALID.

6. VALIDITY OF OFFER: - In case of single part tender - the validity of offers/tenders should be 90 days. In case of two part tender - 120 days from the date of opening of Part-I bid and 60 days from the date of opening of Part-II bid. Tenders shorter than offer validity mentioned above will not be considered for evaluation.

7. Due date & time: Sufficient time has been allotted for Bid submission. Vendors are requested to complete Bid submission well in advance. Last minute requests for due date extension citing server problems etc. will not be entertained. Bids will not be entertained after the due date and time.

7 (A). Request for the extension of the due date will not be considered.

8.

(a) Bid Opening for Public Tender: In case of Public Tender-Two Part Tenders: Technical and Commercial Bids will be opened on the first day specified for Tender opening. Interested vendors can attend the tender opening session to know the bidding details (Bidders presence is not mandatory to consider the quote for evaluation). Price Bid opening of the selected vendors will be scheduled later and it will be intimated to the selected Bidder (s).

(b) For Limited Tender: Bidders participation is not allowed.

9. Prices are required to be quoted according to the units indicated.

10. Preference will be given to those tenderers offering supplies from ready stocks and on the basis of FOR destination delivery at site.

11. (a) All available technical literature, catalogues and other data in support of the specifications and detail of the items should be furnished as attachments.

(b) Samples, if called for, should be submitted free of all charges by the tenderer and the Purchaser shall not be responsible for any loss or damage thereof due to any reason whatsoever. In the event of non-acceptance of tender, the tenderer will have to remove the samples at his own expense.

(c) Approximate net and gross weight of the items offered shall be indicated in your offer. If dimensions details are available the same should be indicated in your offer.

(d) Specifications: Stores offered should strictly conform to our specifications. Deviations, if any, should be clearly indicated by the tenderer in their quotation. The tenderer should also indicate the Make/Type number of the stores offered and provide catalogues, technical literature and samples wherever necessary. Test certificates wherever necessary should be attached. Whenever options are called for in our specifications, the tenderer should address all such options. Wherever specifically

mentioned by us the tenderer could suggest changes to specifications with appropriate response for the same.

12. The purchaser shall be under no obligation to accept the lowest or any tender and reserves the right of acceptance of the whole or any part of the tender or portion of quantity offered and the tenderers shall supply the same at the rates quoted.

13. All amounts shall be indicated both in words as well as in figures. Where there is difference between amounts quoted in words and figures, amount quoted in words shall prevail.

14. The tenderer will be required to furnish a document containing the name of his bankers as well as the latest income-tax clearance certificate duly counter signed by the Income-tax Officer of the Circle concerned under the Seal of his office, if required by the Purchaser.

15. The Purchaser reserves the right to place order on the successful tenderers for additional quantity up to 25% of the quantity offered by them at the rates quoted.

16. Sr. Head, Purchase and Stores, SDSC SHAR SRIHARIKOTA reserves the right to accept or reject any bid in part or full without assigning any reason thereof.

17. Any bidder from a country which shares a land border with India will be eligible to bid in any procurement whether of goods, services (including consultancy services and non-consultancy services) or works (including turnkey projects) only if the bidder is registered with Competent Authority as specified in Office Memorandum no.F.No.6/18/2019-PPD, Ministry of Finance, Department of Expenditure, Public Procurement Division dated 23rd July 2020. All the conditions mentioned in the above OM is applicable for this tender.

18. Micro and Small Enterprises [MSEs]

a). In order to avail the benefits extended by Government of India to the Micro and Small Enterprises [MSEs] in respect of Goods and Services as per provision of the policy, MSEs registered with District Industries Centre [DIC] or Khadi and Village Industries Commission [KVIC] or Khadi and Village Industries Board [KVIB] or Coir Board or National Small Industries Commission [NSIC] or Directorate of Handicrafts and Handlooms or Udyog Aadhar Memorandum, or any other Body specified by Ministry of MSME have to submit a copy of Valid Certificate with self-attestation along with the Technocommercial bid. No Certificate claiming exemption will be entertained after Tender due date.

b). MSEs are entitled for [i] issue of Tender documents Free of Cost [ii] Exemption of Earnest Money Deposit [EMD]. However, Performance Security is mandatory for Goods and Services.

c). If the Tenderer[s] is/are SC/ST/Woman entrepreneur owned MSEs, specific mention for the same should be there in the valid certificate submitted by the tenderer.

d). Tenderers claiming MSME benefit shall furnish copy of UAM No. as uploaded on CPP portal to avail benefit.

19. Public Procurement [Preference to Make in India]:

Public Procurement (Preference to Make in India) order 2017- revision issued by Government of India, Department of Promotion of Industry and Internal Trade [DPIIT] Public Procurement [preference to Make in India] vide Order No P-45021/2/2017-PP(BE II) dated 16/09/2020 or as amended thereafter. The Tenders submitted are subjected these orders.

Bidders are required to submit necessary certificates & documents as detailed in the above referred GOI Order in support of their claim to avail benefit against this order. The bidders who claim Purchase Preference under Make in India Policy shall fulfill all requirements of tender document applicable for Indigenous Manufacturer. FAILURE TO SUBMIT THE REQUIRED DOCUMENTS MAY RENDER A TENDER UNACCEPTABLE.

Local Content means the amount of value added in India which shall, unless otherwise prescribed by the Nodal Ministry, be the total value of the item procured (excluding net domestic indirect taxes) minus the value of imported content in the item (including all customs duties) as a proportion of the total value, in percent.

Local Supplier: Class-I Local Supplier means a supplier whose product offered for procurement has local content equal to or more than 50%. Class-II Local Supplier means a supplier whose product offered for procurement has local content more than 20% but less than 50%. Non-Local Supplier means a supplier whose product

Margin of Purchase Preference: For being eligible for purchase preference under this clause, the Margin of purchase preference shall be 20% (i.e. L1 plus 20% band). Preference: Purchase Preference shall be given to Class-I Local Supplier only in the manner specified here under:

(a) In the procurement of Goods which are divisible in nature:

i. If L1 is from a Class-I local supplier, the contract for full quantity will be awarded to L1.

ii. If L1 is not a Class-I local supplier, 50% of the order quantity shall be awarded to L1. Thereafter, the lowest bidder among the Class-I local supplier will be invited to match the L1 price for the remaining 50% quantity subject to the Class-I local supplier(s) quoted price falling within the margin of purchase preference, and contract for that quantity shall be awarded to such Class-I local supplier subject to matching the L1 price. In case such lowest eligible Class-I local supplier fails to match the L1 price or accepts less than the offered quantity, the next higher Class-I local supplier within the margin of purchase preference shall be invited to match the L1 price for remaining quantity and so on, and contract shall be awarded accordingly. In case some quantity is still left uncovered on Class-I local supplier, then such balance quantity may also be ordered on the L1 bidder

(b) In the procurement of Goods which are not divisible in nature:

i. If L1 is Class-I local supplier, the contract for full quantity will be awarded to L1

ii. If L1 is not Class-I local supplier, the lowest bidder among the Class-I local supplier will be invited to match the L1 price subject to the Class-I local supplier(s) quoted price falling within the margin of purchase preference, and the contract shall be awarded to such local supplier subject to matching the L1 price.

iii. In case such lowest eligible Class-I local supplier fails to match the L1, the Class-I local supplier with the next higher bid within the margin of purchase preference shall be invited to match the L1 price and so on and contract shall be awarded accordingly. In case none of the local suppliers within the margin of purchase preference matches the L1 price, then the contract may be awarded to the L1 bidder

(c) Class-II local supplier will not get purchase preference

Verification of local content:

i. The Class-I local supplier / Class-II local supplier at the time of bidding shall be required to indicate percentage of Local Content and provide self-certification that the items offered meet the local content required for Class-I local supplier/ Class-II local supplier and shall give the details of the location(s) at which the local value addition is made .

ii. False declarations will attract banning of business of the bidder or its successor(s) for a minimum period of three years along with any other penal action as may be deemed fit including rejection of the offer, forfeiture of all dues including EMD/ Security Deposit / banning of the firm.

iii. A supplier who has been debarred by any procuring entity for violation of this order shall not be eligible for preference for procurement for the duration of debarment. It will be the bidders responsibility to provide self-certification, clearly stating that the bidder is not serving debarment from any procuring entity for the tendered item at the time of tendering.

3. Tender- Two part Instructions

1. 1. This requirement can be quoted only through online e-procurement mode using ISRO portal <https://eproc.isro.gov.in>. No manual tender will be considered.

2. The vendors have to get themselves registered in above site to download the tender details. To register in above ISRO portal (<https://eproc.isro.gov.in>) the vendors need to have digital certificate The digital certificate can be obtained from any digital certifying authority like M/s (n)Code solutions; M/s Tata Consultancy Ltd., M/s Satyam Information System etc.

3. The parties are advised to download the tender and submit the bid on online at least two days prior to tender closing date to avoid last minute network problem. The due date shall not be extended due to

network or computer related problems.

4. Tender fee is not applicable.

5. This being a two part tender i.e. Technical & Commercial Part and Price Part, the tenderer should not attach any documents containing Pricing information along with Technical & Commercial Bid. Normally we do not open PART-II (Price bid), if PART-I (Technical Offer) does not meet with our technical specification requirements. Price bid opening date mentioned in the tender document/ Schedule is tentative only. However, price bid opening will be made only after satisfactory completion of Part-I technical bid evaluation and with prior intimation to vendors.

6. Our Tender Enquiry contains technical requirements and specification. The detailed technical specification of your offer should be covered in the technical part. The Technical documents need to be attached online as a single PDF file without any prior information. The tender attachments containing Price details will be treated as unsolicited offers and rejected.

7. The quote should indicate quantity wise unit rate separately which have to be filled online. The Prices are to be mentioned both in figures as well as in words. The taxes, duties etc. are to be calculated and indicated in the column provided in online forms explicitly.

8. Bidders are expected to comply with the technical & commercial and other terms and conditions given in vendor specified terms of this tender. In case of any deviation, the reasons thereof should be clearly specified in the vendor specified terms column.

9. The vendors have to compulsorily submit the compliance statement online otherwise their offer will not be considered for further evaluation. Before entering the compliance statement, vendors are advised to refer the detailed specification provided in the Technical Write-up/ Drawings document. The specification offered by the vendors may also be indicated in the compliance statement wherever necessary.

10. The Technical Specification / Drawing / Product Catalogues / Works carried by vendor / Make offered etc. as a single PDF file without any financial details has to uploaded online mode by the vendor. This being TWO PART TENDER the PDF document uploaded should not contain any commercial/pricing details. If the attached PDF contains any pricing detail the offer will be treated as unsolicited and will be summarily rejected.

11. Original Equipment Manufacturer (OEM) or their representative can submit bid. Indian agents while quoting on behalf of their principals are requested to attach necessary authorization letter from their Principals in their bid.

12. Instructions on Indian Agent (if any):- Bidders are required to provide the following information in respect of their authorized Indian Agent, if any, alongwith technical bid as the same is mandatory as is required for consideration of the bid. Name, Address, Telephone no. , fax no., email of the Indian Agent including the contact person.

13. A letter from the OEM in the current date certifying that the said Indian Agent is their authorized Indian Agent and also indicating the responsibilities/role of the Indian Agent under the proposed purchase. Remuneration/service charges payable to the Indian Agent under the proposed purchase.

14. The offer should be valid for a minimum period of 120 days from the date of tender opening or as specified in the tender document.

15. Due date & time: Sufficient time has been allotted for Bid submission. Vendors are requested to complete Bid submission well in advance. Last minute requests for due date extension citing server

- problems etc. will not be entertained. Bids will not be entertained after the due date and time.
17. The vendors may contact +91471 2565454/4574/2527/3753/3289 or eproc@vssc.gov.in for any technical assistance in bid submission.
 18. Once the offer is submitted in on line mode by the vendor and bid submission period is over, vendor will not be able to provide revised offer.
 19. Request for the extension of the due date will not be considered.
 20. Tender which are not prepared in terms of these instructions are liable to be rejected.
 21. Based on the response to the e-Public Tender Notice, SDSC SHAR reserves the right to change any milestone date of the tendering activity.
 22. SDSC SHAR reserves the right to verify all claims made by the bidder.
 23. Tender Opening : The Technical and Commercial Bid [Part-I] will be opened on the specified day mentioned in the schedule and in case any further clarification/ discussion are required, such clarification/discussion shall be called for before opening the Price Bid.
 24. The exact date and time of opening of price bid of successful tenderers will be intimated later.
 25. Tenderers can participate in the said tender opening to know the details on for which, the representative of the firm shall be duly authorized by Competent Authority. Against proper authorization only such representatives shall be allowed to attend the tender opening. Tenderer Presence is not mandatory to consider the Quote for evaluation.
 26. SDSC SHAR, SRIHARIKOTA reserves the right to accept or reject any/or all the tenders in part or full without assigning any reasons thereof.

4. Additional Instructions to tenderers

1. 1. This requirement can be quoted only through online e-procurement mode using ISRO portal <https://eproc.isro.gov.in>. No manual tender will be considered.
2. The parties are advised to download the tender and submit the bid on online at least two days prior to tender closing date to avoid last minute network problem. The due date shall not be extended due to network or computer related problems.
3. Tender fee is not applicable.
4. Our Tender Enquiry contains technical requirements and specification. The detailed technical specification of your offer along with price details shall be provided.
5. The quote should indicate quantity wise unit rate separately which have to be filled online. The Prices are to be mentioned both in figures as well as in words. The taxes, duties etc. are to be calculated and indicated in the column provided in online forms explicitly.
6. Bidders are expected to comply with the technical & commercial and other terms and conditions

given in vendor specified terms of this tender. In case of any deviation, the reasons thereof should be clearly specified in the vendor specified terms column.

7. The vendors have to compulsorily submit the compliance statement online otherwise their offer will not be considered for further evaluation. Before entering the compliance statement, vendors are advised to refer the detailed specification provided in the Technical Writeup/ Drawings document. The specification offered by the vendors may also be indicated in the compliance statement wherever necessary.

8. The Technical Specification / Drawing / Product Catalogues / Works carried by vendor / Make offered etc. as a single PDF file has to be uploaded online mode by the vendor.

9. Original Equipment Manufacturer (OEM) or their representative can submit bid. Indian agents while quoting on behalf of their principals are requested to attach necessary authorization letter from their Principals in their bid.

10. Instructions on Indian Agent (if any):- Bidders are required to provide the following information in respect of their authorised Indian Agent, if any, alongwith technical bid as the same is mandatory as is required for consideration of the bid. Name, Address, Telephone no. , fax no., email of the Indian Agent including the contact person.

11. A letter from the OEM in the current date certifying that the said Indian Agent is their authorized Indian Agent and also indicating the responsibilities/role of the Indian Agent under the proposed purchase. Remuneration/service charges payable to the Indian Agent under the proposed purchase.

12. The offer should be valid for a minimum period of 90 days from the date of tender opening.

13. Due date & time: Sufficient time has been allotted for Bid submission. Vendors are requested to complete Bid submission well in advance. Last minute requests for due date extension citing server problems etc. will not be entertained. Bids will not be entertained after the due date and time.

15. The vendors may contact +91471 2565454/4574/2527/3753/3289 or eproc@vssc.gov.in for any technical assistance in bid submission.

16. Once the offer is submitted in on line mode by the vendor and Bid Sealing is done by SDSC SHAR, vendor will not be able to provide revised offer.

17. Request for the extension of the due date will not be considered.

18. Tender which is not prepared in terms of these instructions are liable to be rejected.

19. SDSC SHAR reserves the right to change any milestone date of the tendering activity.

20. SDSC SHAR reserves the right to verify all claims made by the bidder.

21. Tender Opening: Tenders will be opened on the specified day mentioned in the schedule.

22. Tenderers cannot participate in tender opening.

23. SDSC SHAR, SRIHARIKOTA reserves the right to accept or reject any/or all the tenders in part or full without assigning any reasons thereof.

C. Bid Templates

C.1 Technical Bid - OPERATION AND MAINTENANCE WORK PACKAGE CONTRACT FOR MATERIAL HANDLING EQUIPMENT SMPC U1.

1. Operation and Maintenance Contract for Material Handling Equipment at SMPC U1 as per RFP Specifications enclosed

Item specifications for Operation and Maintenance Contract for Material Handling Equipment at SMPC U1 as per RFP Specifications enclosed

SI No	Specification	Value	Compliance	Offered Specification	Remark
1	Refer Enclosed RFP Documents	Refer Enclosed RFP documents	Yes / No / Explain		

[Document : Annexure C Confirmation and Compliance Checklist](#)

[Document : Annexure B checklist](#)

[Document : RFP Specification for Operation and Maintenance contract for material Handling Equipment at SMPC U1](#)

Supporting Documents required from Vendor

1. Acceptance for the condition of Compensation to workforce in the Section B,part 2 (Point 4-b4) in bidder's letter head duly signed by their authorized signatory which is mandatory for acceptance of their offer.
2. PRICE BID FORMAT TABLE -4 of ANNEXURE A in the RFP with price. (Price Bid Related)
3. PRICE BID FORMAT TABLE -3 of ANNEXURE A in the RFP with price. (Price Bid Related)
4. PRICE BID FORMAT TABLE -2 of ANNEXURE A in the RFP with price. (Price Bid Related)
5. PRICE BID FORMAT TABLE -1 of ANNEXURE A in the RFP with price. (Price Bid Related)
6. Un- Priced bid format table 1, 2, 3 and 4 of annexure A with all other commercial terms, taxes, duties, exemption certificates and condition duly filled (Price to be kept blank), signed and

stamped

7. Financial documents- documentary proof, audited balance sheet/CA certified and Profit & Loss details of A/c shall be submitted during the period 2022-23; 2023-24; 2024-25
8. Duly signed with company stamp/seal of all pages of RFP as a token of acceptance
9. Supporting documents for bidder for earlier experience meeting RFP Section B point 21 and 22
10. Satisfactory work completion certificate related to P.O copies submitted for RFP Section B point 21.
11. ANNEXURE C- DEVIATION FORMAT
12. ANNEXURE C Confirmation/ Compliance Statement.
13. Any other supporting documents related to RFP
14. Solvency Certificate for Rs 50.00 lakhs or above from a Nationalized/Scheduled Bank, valid in the current financial year 2025-26.
15. Supporting documents for Bidder average annual turnover of Rs. 90.00 Lakhs in last 3 FY ending JAN-2026.
16. Bidder's firm In-corporation / Registration certificate
17. Furnish Udyam Registration Certificate
18. Land Border sharing declaration in prescribed format.
19. MII Local Content Declaration

5 additional documents can be uploaded by the vendor

C.2 Commercial Terms / Bid

Sl. No.	Description	Compliance	Vendor Terms
1	<p>Taxes and Duties:</p> <p>a)CGST/SGST/UTGST/IGST (whichever is applicable) shall not be included in the lump sum quote, but indicated (both percentage of tax applicable & amount on which it is applicable) separately in schedule of prices.</p> <p>b)It is the responsibility of the Service provider to issue the Tax Invoice strictly as per the format prescribed under the relevant applicable GST law (CGST Act/SGST Act/UTGST Act/IGST Act). Service provider to indicate the proper GSTN Registration/ HSN code in their tax invoices.</p> <p>c)CGST/SGST/UTGST/IGST shall be paid at actuals against Tax Invoice but restricted to the amount and percentage in the contract after recovery of applicable GST TDS.</p> <p>d)GST details of SDSC SHAR are given below: GSTIN 37HYDF00385A1DZ LEGAL NAMESATISH DHAWAN SPACE CENTRE SHAR VALIDITY FROM29/08/2017 TYPE OF REGISTRATIONREGULAR (As per RFP section-A.1 Point No.2)</p>	Yes / No / Explain	
2	<p>CONTRACT PERIOD: The Contract shall be valid for two years from the date of placement of Order. (As per RFP Section- B: Part-2 Point No.17)</p>	Yes / No / Explain	

<p>3</p>	<p>PENALTY CLAUSE: a.The Service Provider has to perform the work packages as per the quantities offered by the service receiver as per schedules. Successful completion of the work package activities with deployment of indicated workforce as mentioned in Section B Annexures of this document within the schedules corresponds to 100% of Service level.</p> <p>b.The activities under each work package are detailed in Section ?B & D. Due to any reason, if the service provider fails to execute the activities listed under various packages, the payment will be regulated after deducting the proportionate amount for the non-executed activity and in addition a penalty of 10% on non-executed activity (i.e. on one work unit (U) for operations works and Unit rate of service rate /equipment) will be levied.</p> <p>c.Absence of scheduled maintenance workforce (Skilled and Unskilled), for each day absenteeism an amount of Rs-1300/- for skilled and Rs. 1000 for unskilled will be levied as penalty in addition to penalties as mention above in 6 b.</p> <p>d.In case the service provider encounters conditions that are likely to affect the timely performance of Services during the contract period, he shall promptly notify the focal point in writing of the fact of the delay, its likely duration, and its cause(s) with justification. As soon as practicable, after receipt of the service provider?s notice, SDSC SHAR shall evaluate the situation and may, at its discretion, extend the service provider?s time for performance.</p> <p>e. Except as provided above, a delay by the service provider in the performance of its delivery obligations shall render the service provider liable to the imposition of penalty, pursuant to conditions of Work package contract.</p> <p>f.Subject to conditions of work package contract, if the service provider fails to commence the activities within 15 days from the date of communication, Service receiver shall without prejudice to its other remedies under the work</p>	<p>Yes / No / Explain</p>	
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	<p>package contract, deduct the penalty for non-execution of works till the day the workforce has been deployed. However, if the delay (including extended timelines) is beyond three months the work package contract may be terminated by Service receiver and the entire Security Deposit will be forfeited. (As per RFP Section A.1 point No.6)</p>		
4	<p>SECURITY DEPOSIT (SD) : a.The Service provider, whose tender is accepted, will be required to furnish by way of Performance security for the due fulfilment of the contract such a sum as will amount to 3 % of the contract price of the work awarded.</p> <p>b.The security deposit (bearing no interest) up to 60 days shall be held by the Department as security till satisfactory completion and for the due performance of all Service providers/ obligations under the contract as per delivery period or extension granted thereof by the Department.</p> <p>c.The Service provider within 10 days of Purchase Order or signing of Contract, deposit with the Accounts officer, Satish Dhawan Space Centre SHAR, Sriharikota as detailed above by any one or more of the following modes namely</p> <p>(i) By a crossed demand draft /FDR in favour of Accounts officer, Satish Dhawan Space Centre SHAR drawn on SBI and payable at Sriharikota.</p> <p>(ii) By a bank guarantee in the prescribed format (required format will be provided after award of contract). The bank guarantee shall be from a nationalized bank for & shall be valid for 60 days claim period beyond completion period.</p> <p>d.In case the Service Provider/Bidder fails to furnish the Security Deposit within 10 days from the date of receipt of this Contract, the Purchase Order shall be Cancelled or Terminated and appropriate penal action shall be initiated.</p> <p>e.In case of breach of contract, the Security Deposit shall stand forfeited in addition to other relief available to the Department under this contract. (As per RFP Section A.1 Point No.5)</p>	Yes / No / Explain	

5	<p>ARBITRATION:- In the event of any dispute/s, difference/s or claim/s arising out of or relating to the interpretation and application of the Contract, such dispute/s or difference/s or claim/s shall be settled amicably by mutual consultations of the good Offices of the respective Parties and recognizing their mutual interests attempt to reach a solution satisfactory to both the parties. If such a resolution is not possible, within 30 days from the date of receipt of written notice of the existence of such dispute/s, then the unresolved dispute/s or difference/s or claim/s shall be referred to the Sole Arbitrator appointed by the Parties by mutual consent in accordance with the rules and procedures of Arbitration and Conciliation Act 1996 as amended from time to time. The arbitration shall be conducted in Bengaluru in the Arbitration and Conciliation Centre Bengaluru (Domestic and International) as per its rules and regulations. The expenses for the Arbitration shall be shared equally or as may be determined by the Arbitrator. The considered and written decision of the Arbitrator shall be final and binding between the Parties. The applicable language for Arbitration shall be English only. Work under the Contract shall be continued by the CONTRACTOR during the pendency of arbitration proceedings, without prejudice to a final adjustment in accordance with the decision of the Arbitrator unless otherwise directed in writing by the DEPARTMENT or unless the matter is such that the works cannot be possibly continued until the decision (whether final or interim) of the Arbitrator is obtained.(As per RFP Section A.1 Point No.7)</p>	Yes / No / Explain	
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6	<p>FORCE MAJEURE: Should a part or whole work covered under this purchase order be delayed due to reasons of Force Majeure which shall include legal lockouts, strikes, riots, civil commotion, fire accident, quarantines, epidemic, natural calamities and embargoes the completion period for work, equipment referred to in this agreement shall be extended by a period not in excess of the duration of such Force Majeure. The occurrence shall be notified within reasonable time. (As per RFP Section A.1 Point No.7)</p>	Yes / No / Explain	
7	<p>FALL CLAUSE: The service charges quoted by you shall in no event exceed the lowest charges at which you service the machines of identical description to any other party during the period of this Contract. If at any time during the said period, you reduce the service charges of such item to any other customers, it shall be forth with done after the date of coming in to force of such reduction of service charges shall stand correspondingly reduced</p>	Yes / No / Explain	
8	<p>DOWN-TIME COMPENSATION: a. In case of delay in completion of the work as per the daily/monthly schedule of works/deployment, Down Time Compensation @ 10% of the value of the portion of work unit/service delayed as per the schedule/deployment allotted will be deducted/recovered from the Bill. (As per RFP Section- B: Part-2 Point no.10)</p>	Yes / No / Explain	
9	<p>VALIDITY OF OFFER: - In case of single part tender - the validity of offers/tenders should be 90 days. In case of two part tender - 120 days from the date of opening of Part-I bid and 60 days from the date of opening of Part-II bid. Tenders shorter than offer validity mentioned above will not be considered for evaluation.</p>	Yes / No / Explain	

10	<p>Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference, the bidder must be the manufacturer of the offered product in case of bid for supply of goods. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service. If L-1 is not an MSE and MSE Seller (s) has/have quoted price within L-1 plus 15% (Selected by Buyer) of margin of purchase preference/price band defined in relevant policy, such Seller shall be given opportunity to match L-1 price and contract will be awarded for 100% (selected by Buyer) percentage of total QUANTITY. Please specify whether you belong to MSE or not. If YES, supporting documents shall be uploaded.</p>	Yes / No / Explain	
11	Please furnish Contact details i.e. valid E-mail id, Mobile no/ Landline no. etc. for further communication.	Yes / No / Explain	
12	<p>Do you have Unique GeM Seller ID? If YES, provide details.</p> <p>If NO, As per Office Memorandum No 6/9/2020-PPD dated 24/08/2020 of Department of Expenditure, it is mandatory for sellers providing Goods and Services to Central Government Organizations to be registered on GeM and obtain a Unique GeM Seller ID, at the time of Placement of Order/acceptance of contract. Tenderers shall ensure the same.</p>	Yes / No / Explain	
13	Remarks if any:	Yes / No / Explain	

14	PAYMENT TERM: As per the RFP	Yes / No / Explain	
15	DELIVERY TERM: SDSC SHAR, Sriharikota	Yes / No / Explain	
16	All the supporting documents sought in the tender document/RFP viz., Bidder Eligibility/Pre-Qualification criteria and documents to be attached shall be furnished mandatorily.	Yes / No / Explain	
17	Compliance to all the terms and conditions mentioned in the RFP duly sealed and signed	Yes / No / Explain	
18	OTHERS: BEING A TWO PART TENDER, WE REQUEST YOU NOT TO DISCLOSE/INDICATE ANY OF THE PRICE VALUE WHILE SEEKING/PROVIDING CLARIFICATION. IN CASE IF YOU DISCLOSE ANY OF THE PRICE AMOUNT, YOUR OFFER WILL BE REJECTED.	Yes / No / Explain	
19	Sl.No.15 of Documents solicited to vendor shall be read as follows:"Supporting documents for Bidder average annual turnover of Rs. 90.00 Lakhs in last 3 FY ending 31.03.2025"	Yes / No / Explain	
20	INCOME TAX: Income Tax at the prevailing rate as applicable from time to time shall be deducted from the successful Bidders bill as per the Income Tax Act, 1961 and the rules there-under or any re-enactment or Modifications thereof	Yes / No / Explain	
21	The contractor shall employ Indian Nationals above age of 18 years only	Yes / No / Explain	
22	The party shall insure all his staff against any accidents for the duration of the contract period at his cost. The Department will not be responsible for any type of injury including death caused to the partys personnel during the work. The party has to fulfill all the statutory obligations required under workmen compensation act amended from time to time.	Yes / No / Explain	
23	Safety & security of people deputed for work is your responsibility. All the personnel engaged in the work shall be covered with valid insurance policy under workmens compensation Act.	Yes / No / Explain	

24	The Service Provider should comply all Labour laws, Minimum Wages Act, Payment of Employees Provident Fund and ESI/Insurance under Workmen Compensation Act and other laws applicable from time to time.	Yes / No / Explain	
25	Option clause: The purchaser reserves the right to increase/decrease the ordered quantity by up to [25] per cent at any time, till the final delivery date (or the extended delivery date of the contract), by giving reasonable notice even though the quantity ordered initially has been supplied in full before the last date of the delivery period (or the extended delivery period).	Yes / No / Explain	

C.3 Price Bid

Sl. No.	Item	Quantity	Unit Price	Currency	Total Price	Remark
1	Operation and Maintenance Contract for Material Handling Equipment at SMPC U1 as per RFP Specifications enclosed	1.00 Lot		-		

Common charges (Applicable for all items)

Additional Charges, if any (P&F, Freight etc.)	
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**REQUEST FOR PROPOSAL (RFP)
FOR OPERATION & MAINTENANCE SERVICES OF
MATERIAL HANDLING EQUIPMENT – SMPC UNIT-1**

SPECIFICATIONS & PRICE SCHEDULE



**MATERIAL HANDLING SECTION, SMPC UNIT-1
SATISH DHAWAN SPACE CENTRE
SRIHARIKOTA -524124
INDIAN SPACE RESEARCH ORGANISATION**

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GOVERNMENT OF INDIA
DEPARTMENT OF SPACE: INDIAN SPACE RESEARCH ORGANISATION
SATISH DHWAN SPACE CENTRE SHAR, SRIHARIKOTA – 524 124 (AP)

SECTION – A : GENERAL TERMS AND CONDITIONS OF THE CONTRACT

Definitions:

- The term “**Service receiver**” means Satish Dhawan Space Centre (SDSC SHAR) a centre under the Indian Space Research Organization (ISRO) of the Department of Space (DOS) hereinafter called “Service receiver”.
- The term “**Service Provider**” shall mean any registered Establishment which will be performing the Work package activities.
- Service Providers participating in Bidding are called as Bidders. Hence, Bidders or Service Provider Nomenclature is used synonymously.
- The term “**Work Package**” shall mean a Work package to provide services at SMPC UNIT-1, SDSC SHAR (Service receiver) as per the Skill set.
- The term “**Work force**” shall mean all the staff of the Service Provider deployed by the Service Provider to carry out the Work Package tasks as defined in the Work Package Order.
- The term “**Focal Point**” shall mean the designated officials of Service receiver, who will be from the technical stream of the SMPC UNIT-1, who will be coordinating with the representative of the Service Provider.
- The term “**Paying Authority**” shall mean the respective Sr. Accounts Officer / Accounts Officer of the Division / Group / Entity/ Centre of Service receiver.

PROPOSAL DOCUMENT, CLARIFICATION AND ADDENDUM

Quotations are invited from the interested bidders for the enclosed scope of work in two-part bid.

Part-1: Technical & Un-priced part of the work

Part-2: Priced Commercial part

The RFP document is organized in **THREE** sections as follows.

Section –A	General Terms & Conditions	
Section-A.1	General specification	
Section –B	Part-A	Scope of Work and Specifications
	Part-B	Terms & Conditions
Section- C	Quotation formats-Table-1, 2, 3 & 4 of Annexure A and Annexures -B & C	

Title of the proposal: “Operation & Maintenance of Material Handling Equipment”	
Date Public Notification issued by ISRO	As per notification
Last Date of downloading tender Document by tenderer	
Last date of submission of tender documents in online	
Last date of Bid sealing in online by ISRO	
Last date for giving open authorization in online by tenderer	

1. PROPOSAL DOCUMENT

- 1.1. Bidder shall sign & stamp each page of the tender document (RFP) as token of his acceptance and submit the same along with offer.
- 1.2. Proposal documents shall remain the property of SDSC SHAR and shall not be used for any another purpose without the consent of SDSC SHAR.
- 1.3. The proposal shall be completely filled in all respects and shall be tendered together with requisite information & Annexure. Any offer incomplete in any particulars is liable to be rejected.
- 1.4. The Proposal (Un-priced Techno-commercial bid) with a complete set of the required documents shall be up-loaded in ISRO e-procurement website.
- 1.5. The Proposals shall be submitted on-line before the time limit for bid submission specified in the Letter Inviting Bid.
- 1.6. Bidders shall set their quotations in firm figures and without variations/additions in the terms of the Proposal documents.
- 1.7. **Ambiguity:** Should there be any ambiguity or doubt as to the meaning of any of the tender clause/condition or if any further information is required, the matter shall be immediately brought to the notice of Head, Purchase & Stores of SDSC SHAR in writing.

2. PREPARATION OF BIDS

2.1. Site Visit

- a) The service provider shall visit the facilities if required and assess the nature /quantum of works involved in the work packages and the doubts if any can be cleared / clarified, before quoting for the work packages contract.
 - b) Claims and objections due to ignorance of existing conditions or inadequacy of information will not be considered after submission of the bid and during implementation.
- 2.2.** During evaluation of Bids, the service receiver may, at its discretion, ask the Service provider for clarification of its Bid. The request for clarification and the response shall be through EGPS portal and no change in price or substance of the Bid shall be sought, offered or permitted.

2.3. Validity of Offer

Bid shall remain valid for acceptance for a minimum period of 120 days from the bid opening date. The Bidder shall not be entitled during the said period to revoke or revise his Bid or to vary the Bid except and to the extent required by SDSC SHAR in writing. Bid shall be revalidated for extended period as required by SDSC SHAR in writing. In such cases, unless otherwise specified, it is understood that validity is sought and provided without varying either the quoted price or any other terms & conditions of Bid finalized till that time.

2.4. Cost of Bidding

All direct and indirect costs associated with the preparation and submission of bid shall be to Bidder's account and SDSC SHAR will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bid process.

2.5. Applicable Language/ measurements

The bid and all correspondence incidentals to and concerning the bid shall be in the English Language. For supporting document and printing literature submitted in any other language, an accurate English Translation shall also

be submitted. Responsibility for correctness in translation shall lie with the Bidder. All the measurements shall be given in metric system.

2.6. Arrangement of Bid

The Bid shall be neatly presented on white paper with consecutively numbered pages. It should not contain any terms and conditions which are not applicable to the Bid.

The Bid and all details submitted by the Bidder shall be signed and stamped on each page as token of acceptance, by a person legally authorized to enter into agreement on behalf of the Bidder. (Corrections / alteration, if any, shall also be signed by the same person).

2.7. Schedule of Prices

The schedule of prices shall be read in conjunction with all the sections of proposal document. The price must be filled in EGPS Portal in Financial Document Folder in the same format of 'Schedule of Prices' in **quotation formats**.

Hard copy of Price bid shall not be sent strictly. If hard copy of price bid is received the bid will be summarily rejected.

Price bid shall be filled in Price Bid form in e-procurement only. Price Bid annexures to be submitted in the Price Bid supporting documents only and in e-procurement only. Price bid shall not be enclosed along with Technical & Unpriced Commercial Bid in e-procurement/ hard copy.

2.8. Documents Comprising the Bid

Bids shall be arranged in the following order

2.8.1. Part – I: Technical and Un-Priced Commercial Part

Technical and un-priced commercial part shall comprise the attachments, specifying attachment number arranged in the order as follows:

- a) Submission of bid letter.
- b) Signed & stamped RFP
- c) Power of attorney in favor of authorized signatory of the bid / proposal documents.
- d) Firm establishment certificate and nature of work.
- e) Supporting documents for Prequalification criteria.
- f) All the annexure enclosed in proposal duly filled, signed and sealed.
- g) Un-priced copy of schedule of prices with all other commercial terms, taxes, duties, exemption certificates and conditions duly filled (Prices to be kept blank), signed and stamped. Bidder to clearly indicate "quoted" / "not quoted" against each sl.no in the price column in the unpriced schedule.
- h) Audited balance sheet including profit and loss account for account for F.Y. 2022-23, 2023-24, 2024-2025 showing annual turn-over.
- i) Solvency certificate for the current Financial Year 2025-26 from a scheduled bank for a value as per PQC
- j) List of personnel with qualification & experience in the firm.
- k) Any other relevant document, bidder desires to submit.

2.8.2. Part – II: Priced Commercial Bid

- a) Priced commercial bid shall be filled online in the price bid format. Any price breaks up asked as per Price bid format has to be filled and submitted in the Price bid online upload area only.
- b) Deviations in terms and conditions, assumptions, conditions, discounts etc. shall be stipulated in format specified in the portal. SDSC SHAR will not take cognizance of any such statement and may at their discretion reject such bids.

3. BID SUBMISSION

Bids duly filled in by the Bidder should invariably be submitted as stipulated in the

Letter inviting bid. Bids shall be submitted in the following manner.

3.1. Part – I: Un-priced Techno-Commercial Part of the Bid for the Work:

Complete Techno-commercial part of the bid shall be filled online in the “Vendor Specified Terms” form of the e-tender.

Any documents related, technical literature, guarantee / warrantee certificates and any other relevant documents as per the tender shall be scanned in lower resolution format and uploaded to the e-tender under ‘Documents solicited from Vendor’ form only in EGPS portal

The following enclosures shall be attached along with the techno-commercial bid

- a) Submission of bid letter.
- b) Signed & stamped RFP as a token of acceptance
- c) All the annexures enclosed in proposal duly filled, signed and sealed.
- d) Power of attorney in favor of authorized signatory of the bid / proposal documents.
- e) Firm establishment certificate and nature of work.
- f) ESI, EPF, GST, PAN, Labor license
- g) Un-priced copy of schedule of prices with all other commercial terms, taxes in percentage, duties, exemption certificates and conditions duly filled (Prices to be kept blank), signed and stamped. Bidder to clearly indicate “quoted” / “not quoted” against each sl.no in the price column in the unpriced schedule.
- h) Audited balance sheet /CA certified including profit and loss account for account for F.Y. 2022-23, 2023-24,2024-2025 showing annual turn-over.
- i) Solvency certificate for the current Financial Year 2025-26 from a scheduled bank for a value as per PQC
- j) List of personnel with qualification & experience in the firm.
- k) Pre-qualification criteria detail as per Annexure-1
- l) Compliance statement.
- m) Any other techno-commercial information related to the tender
- n) Confirmation of submission of price bid as per Price bid Format-1, 2, 3 & 4 along with ‘Price Bid’ (Part-II)
- o) Deviation statement if any and checklist shall be filled online, without which the bid will not be considered.

3.2. Part – II: Price Part of the Bid for the Work

- a) Price bid shall be filled in the on-line ‘price bid’ form of the e-tender only in EGPS Portal in Financial Document Folder. Break up for prices shall be filled in the respective forms available as per tender and uploaded in the price bid of

portal. Any other terms and conditions given in this part shall not be considered and if insisted upon by the Bidder, bids are liable for rejection.

- b) The break-up of prices as given in Price Bid **Format TABLE - 1, 2, 3 & 4** shall be enclosed along with price bid with prices.
- c) SDSC SHAR may open Technical Bid, Part-I of the bid on the due date of opening subject to evaluation of technical and commercial terms. Price Bid (Part-II) of technically and commercially acceptable offers shall be opened at a later date.
- d) Any bids/offers with price details in Techno-Commercial Offer (Part -I) shall be rejected.

4. DETERMINATION OF RESPONSIVENESS

SDSC SHAR will scrutinize tenders to determine whether the tender is substantially responsive to the requirements of the tender documents. For the purpose of this clause, a substantially responsive tender is one which inter-alia conforms to all the terms and conditions of the entire Tender document without any deviations and reservations. The decision of SDSC SHAR shall be final in this regard.

5. BID EVALUATION

- 5.1. During evaluation, SDSC SHAR may request bidder for any clarification on the bid or additional documents.
- 5.2. Techno-commercial discussion shall be arranged with bidder, if needed. Bidder shall depute his authorized representatives for attending discussions. The representatives attending the discussions shall produce authorization from his organization to attend the discussion and sign minutes of meeting on behalf of his organization if required. The authorized representative must be competent and empowered to settle/decide on all technical and commercial issues.
- 5.3. Bidder must provide the point by point compliance to the technical specifications along with deviations as per "schedule of deviations" attached in Annexure C. The tender will be rejected, if the deviations are not acceptable to the department.
- 5.4. SDSC SHAR reserves the right to accept a bid other than a lowest and to accept or reject any bid in full or part without assigning any reasons. Such decisions by SDSC SHAR shall bear no liability whatsoever consequent upon such decision.
- 5.5. The work package **cannot be spilt** in parts due to operational reasons and overall lowest bidder (Total evaluation basis) will be evaluated and awarded the total contract.
- 5.6. SDSC SHAR reserve rights to place order for either full quantities of all items or partial quantities and partial items based on the unit rates available.
- 5.7. The bidder, whose bid is accepted by SDSC SHAR, shall be Purchase Order (PO) to proceed with the work. Bidder shall confirm acceptance by returning a signed copy of the PO.

SECTION-A.1: GENERAL SPECIFICATION

1. SUB-CONTRACTS

a) No work shall be sub-contracted in this contract.

2. TAXES & DUTIES

a) CGST/SGST/UTGST/IGST (whichever is applicable) shall not be included in the lump sum quote, but indicated (both percentage of tax applicable & amount on which it is applicable) separately in schedule of prices.

b) It is the responsibility of the Service provider to issue the Tax Invoice strictly as per the format prescribed under the relevant applicable GST law (CGST Act/SGST Act/UTGST Act/IGST Act). Service provider to indicate the proper GSTN Registration/ HSN code in their tax invoices.

c) CGST/SGST/UTGST/IGST shall be paid at actuals against Tax Invoice but restricted to the amount and percentage in the contract after recovery of applicable GST TDS.

d) GST details of SDSC SHAR are given below:

GSTIN	37HYDF00385A1DZ
LEGAL NAME	SATISH DHAWAN SPACE CENTRE SHAR
VALIDITY FROM	29/08/2017
TYPE OF REGISTRATION	REGULAR

3. STATUTORY VARIATION

a) Statutory variation for CGST/SGST/UGST/IGST is applicable, provided the actual completion of services does not occur beyond the period stipulated in the order/contract or any extension (without levy of penalty). For variation after the agreed completion periods, the service provider alone shall bear the impact for the upwards revisions.

b) For downward revisions, the Department shall be given the benefit of reduction in CGST/SGST/UGST/IGST.

4. INCOME TAX

Income tax at the prevailing rate as applicable from time to time shall be deducted from the Service provider's bills as per Income Tax Act, 1961 and the rules there-under or any re-enactment or modifications thereof and a TDS certificate shall be issued. If it is a foreign bidder, please indicate India office/operations with address and PAN details.

5. SECURITY DEPOSIT

a. The Service provider, whose tender is accepted, will be required to furnish by way of Performance security for the due fulfilment of the contract such a sum as will amount to 3 % of the contract price of the work awarded.

b. The security deposit (bearing no interest) up to 60 days shall be held by the Department as security till satisfactory completion and for the due performance of all Service providers' obligations under the contract as per delivery period or extension granted thereof by the Department.

c. The Service provider within 10 days of Purchase Order or signing of Contract, deposit with the Accounts officer, Satish Dhawan Space Centre SHAR, Sriharikota as detailed above by any one or more of the following modes namely

- (i) By a crossed demand draft /FDR in favour of Accounts officer, Satish Dhawan Space Centre SHAR drawn on SBI and payable at Sriharikota.
- (ii) By a bank guarantee in the prescribed format (required format will be provided after award of contract). The bank guarantee shall be from a nationalized bank for & shall be valid for 60 days claim period beyond completion period.
- d. In case the Service Provider/Bidder fails to furnish the Security Deposit within 10 days from the date of receipt of this Contract, the Purchase Order shall be Cancelled or Terminated and appropriate penal action shall be initiated.
- e. In case of breach of contract, the Security Deposit shall stand forfeited in addition to other relief available to the Department under this contract.

6. SERVICE LEVEL AGREEMENT (SLA)/ PENALTY CLAUSES

- a. The Service Provider has to perform the work packages as per the quantities offered by the service receiver as per schedules. Successful completion of the work package activities with deployment of indicated workforce as mentioned in Section B Annexures of this document within the schedules corresponds to 100% of Service level.
- b. The activities under each work package are detailed in Section –B & D. Due to any reason, if the service provider fails to execute the activities listed under various packages, the payment will be regulated after deducting the proportionate amount for the non-executed activity and in addition a penalty of 10% on non-executed activity (i.e. on one work unit (U) for operations works and Unit rate of service rate /equipment) will be levied.
- c. Absence of scheduled maintenance workforce (Skilled and Unskilled), for each day absenteeism an amount of Rs- 1300/- for skilled and Rs. 1000 for unskilled will be levied as penalty in addition to penalties as mention above in 6 b.
- d. In case the service provider encounters conditions that are likely to affect the timely performance of Services during the contract period, he shall promptly notify the focal point in writing of the fact of the delay, its likely duration, and its cause(s) with justification. As soon as practicable, after receipt of the service provider's notice, SDSC SHAR shall evaluate the situation and may, at its discretion, extend the service provider's time for performance.
- e. Except as provided above, a delay by the service provider in the performance of its delivery obligations shall render the service provider liable to the imposition of penalty, pursuant to conditions of Work package contract.
- f. Subject to conditions of work package contract, if the service provider fails to commence the activities within 15 days from the date of communication, Service receiver shall without prejudice to its other remedies under the work package contract, deduct the penalty for non-execution of works till the day the workforce has been deployed. However, if the delay (including extended timelines) is beyond three months the work package contract may be terminated by Service receiver and the entire Security Deposit will be forfeited.

7. ARBITRATION

In the event of any dispute/s, difference/s or claim/s arising out of or relating to the interpretation and application of the Contract, such dispute/s or difference/s or claim/s shall be settled amicably by mutual consultations of the good Offices of the respective Parties and recognizing their mutual interests attempt to reach a solution satisfactory to both the parties. If such a resolution is not possible, within 30 days from the date of receipt of written notice of the existence of such dispute/s, then the unresolved dispute/s or difference/s or claim/s shall be referred to the Sole Arbitrator appointed by the Parties by mutual consent in accordance with the rules and procedures of Arbitration and Conciliation Act 1996 as amended from time to time. The arbitration shall be conducted in Bengaluru in the Arbitration and Conciliation Centre Bengaluru (Domestic and International) as per its rules and regulations. The expenses for the Arbitration shall be shared equally or as may be determined by the Arbitrator. The considered and written decision of the Arbitrator shall be final and binding between the Parties. The applicable language for Arbitration shall be English only.

Work under the Contract shall be continued by the CONTRACTOR during the pendency of arbitration proceedings, without prejudice to a final adjustment in accordance with the decision of the Arbitrator unless otherwise directed in writing by the DEPARTMENT or unless the matter is such that the works cannot be possibly continued until the decision (whether final or interim) of the Arbitrator is obtained.

8. APPLICABLE LAW AND JURISDICTION

The laws of India shall govern this purchase order for the time being in force. The Courts of Andhra Pradesh, India only shall have jurisdiction to be with and decide any legal matters or disputes what so ever arising out of the purchase order.

9. FORCE MAJEURE

Should a part or whole work covered under this purchase order be delayed due to reasons of Force Majeure which shall include legal lockouts, strikes, riots, civil commotion, fire accident, quarantines, epidemic, natural calamities and embargoes the completion period for work, equipment referred to in this agreement shall be extended by a period not in excess of the duration of such Force Majeure. The occurrence shall be notified within reasonable time.

10. DISCLOSURE AND USE OF INFORMATION

- a) If the documents supplied by SDSC SHAR are marked "Strictly Confidential", Service provider shall take all necessary steps to ensure the same.
- b) Service provider shall guarantee that all information and data received during execution of Purchase Order from SDSC SHAR shall be classified as "confidential" within the meaning of the Official Secrets Act and will not be divulged to any third party without prior written permission of SDSC SHAR. All drawings & documents shall be returned after execution of work.
- c) No publicity of any kind whatsoever regarding this work shall be given without prior clearance from SDSC-SHAR.

11. ACCEPTANCE AND REJECTION:

- a) On completion of the work or part of the work as specified in the contract, the representative of the Department (Service Receiver) referred to, shall check as soon as possible, but in any event within one month of notification of readiness for acceptance that the work performed complies with the contract requirements as regards quantity and quality.
- b) In the event of rejection of any of the articles, whereby the Service provider feels himself aggrieved, he may within eight days of the receipt of notification of rejection and before such articles have been removed from the place of inspection, give the Department notice of objection. Such objection shall be considered by a Board of Appeals of the Department. The Department shall, without prejudice to the arbitration clause in the contract, take a decision upon presentation of the Board's findings.

12. SUSPENSION:

- a) Department may notify the Service provider to suspend performance of any or all of his obligations under the Contract. Such notice will specify the reasons for suspension and the effective date of suspension. Service provider there upon shall suspend the performance of such obligations until ordered in writing to resume performance of Contract by Department.
- b) If Service provider's performance or his obligations remain suspended or the rate of progress is reduced, then, the time of completion will be suitably extended and all costs incurred by Service provider as a result of suspension or reduction in rate of progress will be paid to Service provider provided that the suspension or reduction in the rate of progress is not by reasons of Service provider's default or breach of Contract.

13. FRAUDULENT PRACTICES, BRIBERY AND CORRUPTION OF GOVERNMENT SERVANTS

The contractor represents and undertakes that he has not given, offered or promised to give, directly or indirectly any amount, gift, consideration, reward, commission, fees, brokerage or inducement to any person in service of the department or otherwise in procuring the contracts or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of the contract or any other contract with the Government for obtaining a contract or showing or forbearing to show favor or disfavour to any person in relation to the contract or any other contract with the government. Any breach of the aforesaid undertaking by the contract or any one employed by him or acting on his behalf or for his benefit (whether with or without the knowledge of the contractor) or the commissioning of any offence by contractor or any one employed by him or acting on his behalf, as defined in chapter IX of the Indian Penal code, 1860 or the prevention of corruption Act. 1947 or any other Act enacted for the prevention of corruption shall, without prejudice to any other legal action, entitle the Department to cancel the contract either wholly or in part, and all or any other contracts with Contractor and recover from the Contractor such amount or the monetary value thereof and the amount of any

loss arising from such cancellation without any entitlement or compensation to the Contractor. The Department will also have the right to recover any such amount from any contracts concluded earlier between the contractor and the Government of India. The contractor will also be liable to be debarred from entering into any contract with the Government of India for a minimum period of three years. A decision of the Department to the effect that a breach of the undertaking had been committed shall be final and binding on the Contractor.

14. LOCATION OF WORK

- 1) SDSC SHAR, Sriharikota is located 20 km East of Sullurpeta which is 85 km from Chennai, Tirupati & Nellore.
- 2) Maintenance & Operation services are to be carried out within SDSC SHAR at SMPC UNIT-1. The distance is around 15 km from main entrance of SDSC SHAR. Service provider shall arrange his own transport vehicle/vehicles with approved seating capacity not less than 20, for moving service provider team to work spot at SMPC UNIT-1 (Total of 70 Km per day from Sullurpeta)
- 3) If required, some of the services (Operation/Maintenances) may be extended to other units at SDSC SHAR on need basis.

15. RISK PURCHASE

If there is any downfall of services against which department has to engage or take services from elsewhere or engage its own staff to execute the works which are originally in scope of contractor under this contract and the contract has not fulfilled that work within the speculated period, then cost of such services incurred by service receiver shall be recovered from the contractor.

16. CONFIDENTIALITY CLAUSE

Bidder shall acknowledge that in the course of performance, it will receive or have access to information or carry consignment that is sensitive, proprietary, classified or confidential to the Department. The bidder shall agree to maintain such information in strict confidence, to Department it solely for fulfilling obligations under this Contract, and to disclose it only to those employees or agents who have a strict need-to-know and who are themselves bound by equivalent obligations of confidentiality.

Service provider/contractor shall be responsible if any personnel engage under this contract, tries photography/videography of the facilities or consignments in which he or she is engaged or of premises/facilities in which he or she comes around and/or tries to leak them/post in social media without prior permission of the Department. Department in such cases reserves the right to take suitable action as per relevant rules/laws.

The obligations of confidentiality shall survive termination of this Contract for a minimum of five (5) years, or longer where required under statutory provisions such as the Official Secrets Act, 1923 or applicable defense security directives.

17. PRICE VARIATION/ESCALATION:

Prices quoted by the service provider will remain firm and fixed for the first year and price variation clause is applicable only in 2nd year and further extension if any.

The price quoted for providing services in the form of work packages as per Section B: A & B and Section B: 2A, shall be firm and fixed for the first year and price variation formula is applicable for arriving the price for the subsequent years, considering the first-year price as base price.

Providing work package services as per Section B (i.e. Maintenance services & Operational services) in the Scope of Work will be subject to Price variation as per the following formula applicable for items in Price bid Table-1, 2 & 3 of Annexure-A which are due for 2nd year.

$$P_1 = 0.50 * P_0 + 0.50 * P_0 * \left[\frac{R_1}{R_0} \right]$$

P_1	=	Revised work package value per year at the current month and year of calculation
P_0	=	Work package value per year at the base month and year
R_1	=	All India Consumer Price Index (CPI) for labour published by Labour Ministry, Govt. of India for the current month and year of calculation.
R_0	=	All India Consumer Price Index (CPI) for labour published by Labour Ministry, Govt. of India for the base month and year (tender submission month)

Note: Bid submission month & year is base month and year.

Above price variation formula will be applied for all the work packages in the contract for arriving at the revised work package costs.

SECTION – B
SCOPE OF WORK AND SPECIFICATIONS

Material Handling Section of SMPC UNIT-1 (SOLID MOTOR PROPELLANT COMPLEX UNIT-1) at SDSC SHAR is having a fleet of Material Handling Vehicles and trailers of different makes & models and capacities like Haulers, Tractors, Explosives Vans, Forklift Trucks, Mobile cranes, Hydraulic/Mechanical suspension trailers, Diesel/Battery Operated Platform Trucks. Total numbers of vehicles are of 76 Nos. Refer price bid format table -1 of annexure A for details.

These vehicles are used for critical operations i.e. transportation of hazardous and sensitive cargos within SDSC SHAR site and outside the centre.

The work package consists of providing maintenance services for the list of equipment on non-comprehensive basis and providing operation services of that equipment by deploying the human resources as required as mentioned below on continuous basis for two years.

1. MAINTENANCE SERVICES

The maintenance services contain the following four types of activities

- a) Attending scheduled Maintenance (Mechanical/Electrical/Electronics) of various types of material handling equipment and heavy vehicles on non-comprehensive basis. Payment for this clause (services) will be paid as per Price bid format table-1 of Annexure A.
- b) Attending major repair, overhauling of aggregates of vehicles, auxiliary/standby/ support services, breakdown services, and modification works etc. whenever required **on need basis** through providing service teams. Payment for this clause (services) will be paid as per Price bid format table-2 of Annexure A.
- c) Supply of emergency genuine spares from Genuine traders/suppliers (or) OEMs/Agent and providing any specific/special services like overhaul/repair/calibration through OEM (or) reputed/authorised dealer of component or eqpts/vehicle related to vehicle maintenance/garage equipment **on need basis**. Payment for this clause (services) **will be paid additional** at actuals as per details given below.
- d) Non comprehensive AMC services from OEMs for VOLVO Tractors 4 Nos and 40t capacity mobile crane (Make M/s TIL) and other OEM services **on need basis** as per schedules. Payment for this clause (services) **will be paid additional** at actuals as per details given below.

A. ATTENDING MAINTENANCE (MECHANICAL/ELECTRICAL/ELECTRONICS) OF VARIOUS TYPES OF MATERIAL HANDLING EQUIPMENT AND HEAVY VEHICLES.

(TO BE QUOTED IN PRICE BID FORMAT TABLE 1- ANNEXURE A)

1. SCOPE OF WORK

- a) The list of material handling vehicles to be maintained, maintenance type and quantity for Two years are listed in **Price Bid Format Table -1in Annexure – A**

- b) The scope of service and quoted rate includes attending maintenance works as per checklists/attending daily checks/repairs as required in between the services /rectification of complaints/minor overhauls/tire replacements & rotation/ Load test for each vehicle as a part of Annul maintenance/ T & E/ Washing/Chassis lubrication/ cleaning arising between the services/ Service equipment maintenance/ Pre process checks/ Stores management and Handling accessories maintenance during the services for the period of contract.
- c) Typical maintenance checklists are enclosed in **Annexure – B**; The scheduled maintenance (mechanical & electrical/electronics) checklists are to be followed for respective vehicles types and periodicity; Quality of work will be monitored by service receiver. Arrangement of vehicle wise binded scheduled maintenance checklist books and other documents are in the scope of Service provider.

2. TERMS & CONDITIONS FOR MAINTENANCE SERVICES

- a) Maintenance checklists enclosed are only indicative, detailed checklist as per make/type of equipment listed in table will be issued after PO release; It will be updated/modified for improvement whenever required and the same shall be followed by Service Provider.
- b) Maintenance monthly plan will be provided by service receivers which has to be completed by service provider team invariably within the month and stipulated time for each activity unless otherwise if any unforeseen/additional work/unscheduled repair arises. A tentative daily and weekly plan with respective service provider team shall be provided by service provider for planning smooth operation and maintenance of the equipment.
- c) During the contract period, Service receiver reserves the right to remove or replace existing equipment from maintenance due to replacement/obsolescence/operational reasons without any amendment.
- d) In case of any equipment addition in the fleet, similar equipment/category maintenance cost will be matched for new equipment maintenance cost and it will be included/carried out with mutual agreement with Entity head approval.
- e) Quantity of the service plans indicated is for 2 years. In case of requirement, for any of the vehicles, the schedule /plan can be repeated/increased, (or) preponed/postponed, depending on need due to CASTING program critical activities/outstation trips/T & E/F.C etc., at the same rate.
- f) Because of BS 6 and advanced vehicle systems, certain proprietary services by OEM are essentially required at SDSC SHAR to put the vehicle on road for some of the vehicles, hence, their mandatory visit/services through their deputation at SDSC SHAR are to be arranged by service provider under the instructions of service receiver. It will be paid extra as per scope of work under Spares & Special services- (C) and are not covered under this item rate.

3. WORK FORCE DEPLOYMENT

- a) Service Provider should mobilize personnel who are technically qualified with experience in the material handling vehicles with the skill set as mentioned below.

- b) To complete the scheduled maintenance and given tasks within the scheduled time, service provider shall deploy **minimum maintenance team comprises of** Mechanics (Skilled)-6 Nos., Auto Electrician (Skilled)-1 No and Helper(unskilled)-6nos. are required to complete the maintenance plans throughout the contract period of two years without deficiency in quality and time.
- c) It is expected that the service plans may generally be completed within: for TYPE M: Monthly service: minimum 1/1.5 days, TYPE H: Half Yearly service: Minimum 3 Days, for TYPE A: Annual service: minimum 4 Days by engaging required maintenance teams.
- d) Details of No of axles for the vehicles and trailers (provided to understand works)

Sl.No.	No. of axles	As per Price bid format table -1, EQUIPMENT SL. No.
1	2 Axles	1 to 6, 8 to 12, 14, 16 to 21,24 and 25
2	3 Axles	7
3	4 Axles	13, 15, 22, 23.

- e) Deputed maintenance teams shall have experience and independent skill set in the maintenance, overhauling, trouble shooting and rectification of complaints in Hydraulic & pneumatic systems, transmissions (including Auto transmission/Torque converter), gear boxes, engines and cooling systems etc., of all material handling equipment listed in price bid format 1 of Annexure A.
- f) All the electrical, instrumentation and electronics maintenance related to all vehicles is to be taken care by skilled auto electrician who can do independently overhauling of self-starter, alternator, Electrical Harnessing and battery maintenance of material handling equipment and BS-VI/ latest electronic systems and Battery-Operated Platform trucks.
- g) New tyre replacement, Tyre rotation, Tyre Puncture/Breakdown, Air pressure checks, maintenance has to be taken care by the skilled manpower with relevant experience.
- h) It is the responsibility of the service provider to deploy minimum work force without affecting quality and schedule of delivery of services without attracting penalty clause.
- i) Any delay from service provider due to work force absence will attract penalty clause as per SLA/Penalty clauses Section A1- 6 b & 6 c.
- j) Qualification can be relaxed by service receiver, if the candidate possesses exceptional skills in the related field.
- k) The experience certificates and qualification/ driving licenses of the staff shall be submitted for verification/(skill test if required) before taking up the work. The minimum work force with required skill set to be deployed are given below:

S.No.	Category	Qualification& Experience	Minimum work force to be deployed per day
1.	Mechanic (Skilled)	Minimum ITI Certificate in Motor Mechanic/ Diesel Mechanic with Two (2) years in the maintenance field of similar Material Handling equipment/Heavy vehicles, preferably with heavy vehicle license.	6
2.	Auto Electrician (Skilled)	Minimum ITI Certificate in Auto electrician/Electrical trade with Two (2) year experience in maintenance of auto electrical.	1
3.	Helper (Unskilled)	Minimum 10 th class pass, with minimum two (2) year experience in automobile/mechanical repair.	6

4. PAYMENT TERMS

Payment will be made as per the rates quoted for the services for each equipment as per Price bid Table 1 after satisfactory completion, inspection and certification on monthly basis certified by Contract manager and competent authority.

B. ATTENDING MAJOR REPAIR, OVERHAULING OF AGGREGATES OF VEHICLES, STANDBY/SUPPORT SERVICES, BREAKDOWN SERVICES, AND MODIFICATION WORKS ETC. WHENEVER REQUIRED ON NEED BASIS.

(TO BE QUOTED IN PRICE BID FORMAT TABLE 2- ANNEXURE A)

a) The following works are classified under Major works category (which is not covered in regular services as per item SI No A above) and has **to be attended on need basis** by maintenance team and each work will be calculated based on time after completion, in terms of Work unit of 8.00 hrs. and will be paid extra other than scheduled maintenance charges of price bid table 1 of Annexure.

Major Repairs Category (On Need Basis)

- b) Major sub system repairs like Engine, clutch, Gear box, and Major Hydraulic system/power pack and system configuration changing.
- c) Attending any kind of break downs /towing the vehicle to work shop during outstation trips.
- d) Standby/Support services for vehicle condition monitoring/surveillance /operations monitoring support during critical transport/handling during Casting and Premixing Program/Special events within SHAR (or) from/to any outstation.

- e) Support to OEM/Special vehicle/equipment service/AMC other than listed service plans.
- f) Any major modifications (or)any other major relevant activity on demand which is not covered above.
- g) **PAYMENT TERMS:** Payment will be made on the actual service provided in terms of work units consumed for completion of each above work assigned and also pro rata basis if applicable, on certification of Contract manager and competent authority, bills on monthly basis.

C. SUPPLY OF EMERGENCY SPARES/SPECIAL MAINTENANCE SERVICES and Non comprehensive AMC from OEMs:

- a) Providing any specific services for overhauling/repair / calibration for vehicle maintenance tools/garage tools & equipment through OEM (or) reputed or authorised dealer on need basis will be covered in this scope.
- b) Service Provider shall extend special maintenance services through OEM or OEM approved agencies or Original aggregate service providers in case of requirement at their service centres or their deputation services to SDSC SHAR.(like VOLVO, Godrej Forklifts,TIL, Cranes, etc.)
- c) Non comprehensive AMC services from OEMs for VOLVO Tractors 4 Nos, 40t capacity mobile crane (Make M/s TIL) and other OEM services **on need basis** as per schedules.
- d) Service Provider shall procure and supply genuine spares/components from OEM or Authorized or Reputed component dealers with the approval of Engineer In Charge, approved by next higher authority/Contract Manager, certified by respective stores.
- e) Logo printing/Painting of vehicle, Upholstery /Tinkering works /Fabrication/ Machining/Glass changing works/Air conditioning repairs services including consumables are to be provided through relevant parties with prior approval of estimation, if required, for any material handling equipment and the amount will be reimbursed
- f) **RECORD MAINTENANCE /SUBMISSION OF BILLS:** Service Provider shall maintain through his supervisory resources for the daily activity record/vehicle history books/maintenance checklists for all maintenance, repairs/load tests carried by maintenance staff in the prescribed format and shall be submitted and certified by Department Engineer before submission of monthly bills.
- g) Service Provider shall provide the above services with the prior sanction approved by next higher authority or Contract Manager and competent authority.

- h) **PAYMENT TERMS:** The payment for the above categories of supply of spares, services and Non comprehensive AMC for VOLVO Tractors, 40t capacity mobile crane and other OEM services will be made as per submission of bill along with monthly bill at the base price with GST plus not more than 10 percentage of the base price (excluding GST towards processing/ handling and transportation charges) on production of documentary evidence with prior approval from Contract Manager and competent authority.

2. A. OPERATION SERVICES OF MATERIAL HANDLING EQUIPMENT

(TO BE QUOTED IN PRICE BID FORMAT TABLE 3- ANNEXURE A)

Providing operation services for Material Handling vehicles for a period of 2 years.

1) **Scope of work:**

Service provider has to provide operational services for driving the Material Handling Equipment/Heavy vehicles to meet various material handling and transportation activities. The activities are listed below but not limited to:

- a) Loading/Unloading of components using Mobile Cranes, Pick and Carry crane/Forklifts etc.
- b) Hauler and Hydraulic suspension trailers combination: Transportation of various ODC (Over Dimensional Cargos) includes flight hardware/stages, flight segments, general hardware structures, special tools/tackles, Liquid tanks and Loads for cranes Tests etc.
- c) Operation of Tractor and Trailers combination, Explosives vans, Road /Forest jungle clearance using cutting equipment with forklift/mobile cranes etc.
- d) Operational Services for casting program, various operational requirements to meet on demand and emergency needs.
- e) Transportation needs of within Centre- SDSC SHAR & outstation based on the need.
- f) Supervisory resource support for operations & maintenance desk for Daily work request receiving, allotment to drivers & operations support team in consultation with department engineer in advance, submitting daily report at the end of the day, verifying vehicle log books for the day, verifying vehicle run/statistics, fuel status and fuel consumption & reports, submitting monthly operation/maintenance report along with bills.

2) Skill set of work force engaged

Service Provider shall engage skilled and experienced work force who are capable of operating vehicles listed in Table 1-Annexure A i.e. mobile cranes, forklifts, heavy duty tractors with long trailers, 55T/100T GCW Prime movers like TATA / Ashok Leyland/Volvo make with articulated semi-trailers Hydraulic/Pneumatic suspension trailers, Open/Closed trucks, Explosives vans, Liquid tankers and over dimensional cargos truck/trailers for handling hazardous, sensitive and critical cargos etc.

The skill set is required as below.

S.No.	Category	Necessary Skill set	Minimum work force unit to be deployed per day
1.	Senior Contract Driver/Operator-Special Vehicles (Highly Skilled Category)	<ul style="list-style-type: none">• Minimum 8thclass passes with valid Heavy Vehicle Driver License for Driving of Heavy vehicles.• Minimum Four years' experience in operation of Heavy vehicles including Material Handling Equipment including Articulated vehicles, tractors, trailers, Mobile crane and Forklifts etc.• Deployed workforce shall possess Hazardous Goods Driving certification as per CMVR (or) has to obtain within one month of deployment.	7

- 3) Presently **minimum 7 units of operation services work units per day** are required during the contract period of two years. The bidder shall be able to meet further additional demand based on request from SDSC SHAR.

4) Definition of one Work Unit

Each work unit consists of providing operational services of operating/driving one equipment to carry out activities listed above by engaging workforce with skill set mentioned above for a period of 8.00hrs per shift in a day.

5) PAYMENT TERMS

- a) Payment will be made for actual work units performed as per price bid table 3 on monthly basis after certification through Contract manager and competent authority.
- b) Service charges for extended hours beyond general shift or on holidays for operational services within / outside SDSC SHAR shall be paid on pro rata basis on work unit rate (U) in Table 3.

2. B Terms & conditions for operation services.

- a) Service Provider shall quote the rates for operation of equipment for all items in the Price Bid Format Table 3.
- b) The duty hours of Services will be 08.00 Hrs. in any shift within in 24 hours format. In general, duty hours will be between 9.00 Hrs. to 17.30 Hrs. Monday to Saturday. This may vary as per operational requirements.
- c) Based on the requirement, the Service Provider should be prepared to undertake the work during extended hours on working days as well as on holidays which will be paid on pro rata basis on unit rate (U) as per Table 3.
- d) The services are to be provided within Satish Dhawan Space Centre SHAR, Sriharikota and also outside SDSC SHAR as and when required.
- e) Operating vehicles in and around Sullurpeta shall be considered as driving within SDSC SHAR, Sriharikota.
- f) Service provider has to arrange 100% work force (i.e. minimum indicated work force) on daily basis. If any shortage of workforce shall be substituted within two days. Beyond 15 days cancellation of the contract will be initiated.
- g) If any duty requires onward/return without department vehicle like picking/dropping the vehicle at any location outside SDSC SHAR, travel by other means i.e. Train/ Bus will be reimbursed on production of Bus/Train ticket, fare limited to 2nd class sleeper including any Tatkal charges. which does not include rates in Sl. No. 6 & 7 of price table 3.

3. SPECIAL CONDITIONS RELATED TO DAILY WORKS

- a) Shall report for duty well in time and strictly follow the rules and regulations regarding safety and security of this office.

- b) Should always carry the Identity Card displaying the name of the firm and driving license, while on duty.
- c) Should maintain the vehicles in neat and tidy condition.
- d) Shall follow all traffic rules and regulations scrupulously.
- e) Shall regularly take proper care of the vehicle assigned to them which includes filling of fuel, checking tyres, air pressure, engine oil level, radiator coolant, brake fluid, cleanliness of the vehicle, writing Log books etc.,
- f) Any defect found in the vehicle shall be reported to the Concerned Engineer-in-charge for arranging repairs / replacement of spares.
- g) The Work force deployed are not authorized to communicate any official information he may come across while working at SDSC SHAR.
- h) The Work force deployed should not consume alcohol while on duty.
- i) Any violation of traffic rules and regulations by the Work force will be at the risk of the Service Provider and consequent fines and other sundry expenses will be borne by the Service Provider. Service Receiver will not be responsible for violation of traffic rules and regulations by the personnel.
- j) The Service Provider should take care of the Medical/Legal expenses relating to injury/ death caused to the Work force while on duty. The Service Provider should take insurance coverage to their workforce as specified in the Tender document.
- k) In addition to resorting to any other remedy provided under the law, SDSC SHAR may deduct payments to Contractor, in whole or in part, without the work stoppage by Service Provider, in the event it is determined that (i) Service Provider has failed to perform any of his duties or obligations as set forth in this Contract; or (ii) has failed to meet or conform to any applicable specifications.
- l) The work force deployed must be in complete uniform with color specifications and pattern approved by Motor Vehicle Department, A.P. for drivers and as required for maintenance staff. The cost of the uniform will be paid by the department on production of proof, as per the offer commitment or the actual cost, whichever is less. In case if the work force is found working without uniform a penalty of Rs.50- (Rupees Fifty) per day per unit work force will be levied and deducted from the bill of the service provider.
- m) Changing of the work force deployed should be intimated to contract manager well in advance.
- n) The service provider or his work force shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.
- o) If any of the work force is/are found unacceptable for any reason, the Service provider shall be required to substitute him by another suitable work force within a reasonable time with prior intimation to contract manager.
- p) In case of substitution/replacement of any work force due to absenteeism/resignation etc., the service provider has to ensure that the replacement should fulfill the qualification criteria as envisaged. Such

substitution/replacement should be done with prior intimation to contract manager and only after his approval, the changes shall be done.

- q) The Service Provider shall identify a coordinator who would be responsible for immediate interaction with Service Receiver so that optimal services of the work force deployed by them could be availed without any disruption.
- r) The work force deployed shall not tamper with /pilfer any parts of the vehicles; They shall write the log book properly and should not carry/do any unauthorized passengers or operations. In case if it is found that unauthorized operations are being found in vehicles, a fine of Rs.600/- per instance will be recovered from the bills of the Service Provider. Service personnel found in default in any such mal-practices shall be withdrawn and replacement personnel to be provided by the Service Provider within 48 hrs.
- s) Contractor shall not engage any of their workforce for the intended purpose with other work packages in the contract.

SECTION-B: PART – 2

1. TERMS & CONDITIONS

- a) The Service Provider should issue individual letter of appointments for his staff before taking up work and the same shall be submitted to Contract Manager. The staff performance/skill will be assessed before taking into work, through practical test if required.
- b) The Service Provider should not remove or engage any person without the knowledge and concurrence of the Contract Manager.
- c) The Department will not be responsible for any type of injury including death caused to the Service Provider personal during the work.
- d) Service Provider should abide by the statutory provisions, rules and regulations of Govt. of India & Govt. of Andhra Pradesh in force from time to time for his personnel including of ensuring compliance with the provisions related to Labour Law [Central/State] and specially Minimum Wages Act, Payment of Wages Act, PF, ESI Act, Payment of Bonus Act, Contract Labour [R&A] Act, Workmen Compensation Act, Motor Vehicle Act, Motor Transport Workers Act, 1961 etc. and any other relevant acts as applicable at present or in future during the tenure of the contract and as may be enforced from time to time.
- e) Contribution towards EPF with EPF account number, ESI etc. Proof of remittance of EPF submission and employer's contribution, ESI etc shall be submitted to the Contract Manager every month. Any liability /compensation and disputes arising out of employment by Service Provider under any act/statutory provision shall rest with the Service Provider only. The Service Provider shall be solely responsible for the redress of grievances/ resolution of disputes relating to persons deployed. The Buyer shall, in no way be responsible for settlement of such issues whatsoever.
- f) The Service Providers shall indemnify the Purchaser/and/or any Officer, employee or any assignee thereof harmless from any loss, damage, liability or expense, on account of damage to the property or environment and injuries including death, to any persons not limited to, employees or agents of the Department, employees of the Service Provider or its sub-Service Providers, and all other persons performing any part of the work here under any occurrence caused by any act of commission/omission of the Service Provider or his sub-Service Providers or any of them. The Service Provider shall at his expense defend any suits or proceedings brought against the Department on account thereof and shall satisfy all judgments and pay all expenses which may be incurred by or rendered against them, or any of them in connection therewith. The Service Provider shall fulfill all the obligations required under different acts related to labour and as amended from time to time. The Service Provider shall ensure minimum wages as per relevant act.
- g) The Department will not accept any liability for the Service Provider, their officers, employees or agents, servants or assignees or any of them for their property while on the premises or in the service of the Department.

- h) The work force deployed by the Service Provider shall remain the employees of Service Provider and they will not acquire any claim what so ever for employment in SDSC SHAR or Right for regulations as employees of the department. The Service Provider or staff engaged by the Service Provider shall not have any right to claim for employment based on the work done through this contract.
- i) The Service Provider or his personnel shall adhere to all the security provisions of SDSC SHAR. Service Provider and his personnel are responsible for any violation of security provisions and indiscipline/agitation when they are inside the centre. Any resultant liabilities/damages due to violation /indiscipline /agitation shall be borne by the Service Provider.
- j) The Service Provider shall bear all expenses regarding uniforms, compensations, wages and allowances(DA), PF, ESI, Bonus as applicable relating to personnel engaged by him and abide by the provisions of various labour legislations including weekly off and working hours. The Service Provider shall pay the wages to the engaged personnel on or before **7th of every succeeding month irrespective of payments from service receiver.**
- k) The Service Provider should have a legal status, it can be a registered Proprietor ship Firm/ Partnership Firm/ Company under Companies Act having legal entity with all statutory licenses/ registration for carrying out such activities like registration with labour department, PF Act, 1952, ESI Act, 1948, Income Tax Act etc.
- l) Service Provider shall submit **workers EPF number and proof of submission of EPF, ESI etc as applicable, every month for the previous month along with the monthly bill** with respect to all employees deployed by him to the Contract Manager. The Service Provider shall specifically ensure compliance of various Labour Laws/Acts including with (but not limited to) the following and their re-enactments/amendments/modifications.
 - a. Employees Provident fund & Misc. Provisions Act, 1952 and EPF Scheme, 1952
 - b. Contract Labour (Regulation& Abolition) Act, 1970 & Central Rules, 1971
 - c. Employees State Insurance Act, 1948 & ESI Central Rules/Regulations, 1950
 - d. Employee Compensation Act, 1923 (in terms of Section 12 of the Act)
- m) The Service Provider should maintain all the records and documents under various labour laws applicable to contract labour/personnel and also Shops & Establishment Act/rules applicable to his/her establishment and make them available to the Contract Manager at all times. Indicative list of such records is given for example:
 - i. Muster Rollii. Wages Register
- n) Proportionate revision in Minimum wages, EPF & ESI as applicable shall be paid by the Service Provider to their staff as and when there is a revision in Minimum wages, EPF & ESI. There shall be no revision of order value on this

account and has to be estimated and borne by the party during the contract period.

- o) In case, the Service Provider fails to comply with any statutory/taxation liability under the appropriate law, and as a result, if Service Receiver is put under any loss/obligation, monetary or otherwise, Service Receiver will be entitled to get itself reimbursed either out of the outstanding bills against any of the Work Package Orders or from the Security Deposit to the extent of the loss or obligation in monetary terms.
- p) The Service Provider shall be bound by the details furnished by them to the Service Receiver while submitting the tender or at any subsequent stage (s). In case, any of the documents furnished by them is found to be false at any stage, it would be deemed to be a breach of the terms and conditions of the work package order making the Service Provider liable for legal action besides termination of work packages orders and forfeiture of security deposit.
- q) The Service Provider shall be solely responsible for the redress of grievances/revolution of disputes relating to the work-force engaged by them. Service Receiver shall no way be responsible for the settlement of such disputes. Service Provider should maintain a record of grievances received from their work force and action taken for settlement.
- r) For all the intents and purposes, the Service Provider shall be the “Employer” within the meaning of different labour legislations in respect of the work-force engaged by the Service Provider at Service Receivers site. The work-force engaged by the Service Provider to the Service Receiver shall not claim whatsoever of “Master of Servant” relationship nor have any “Principal and Agent” relationship with or the Service Receiver for the said services.
- s) In case of termination of the work package Order(s) on its expiry or otherwise, the work-force engaged by the service Provider shall not be entitled to and all shall have no claim whatsoever for any kind of employment in Service Receivers establishment and shall be made known by the Service Provider to their workforce before being engaged.
- t) The status of the Service Provider shall be that of an independent service Provider. The Service Provider and its work-force performing under this Work package shall not be the employees of Service Receiver. Neither the Service Provider nor its workforce shall be considered as employees of Service receiver. Such work-force has no right for subsequent regularization.
 - a. The service provider will be totally responsible for the duty and behavior of the work force provided by him.
 - b. Canteen facility will be extended to the work force at the rates applicable to the contractor, as per norms, subject to availability.
 - c. It is the responsibility of the Tenderer to keep the place of work neat and tidy. In case of any spillage of paint during mixing or painting, the Tenderer has to clean properly so that the original surface is not spoiled.
 - a. All the steps and operations involved in the works are to be carried out strictly as per the written procedure under Dept work instructions and

as per the safety & quality regulations of ISRO and instructions by the departmental staff.

- b. The concerned area, equipment, tools, vessels, etc., should be made clean after work and good housekeeping shall be ensured.
- c. Service Provider will be responsible for the safe custody, usage and return of all materials, tools, and equipment's, safety gadgets issued for execution of the work as per the contract.
- d. Sub-contracting of the work after obtaining the contract will not be allowed.

2. AGE LIMIT

It should be ensured by the Service Provider that only Indian Nationals between the age of 18 years and up to 60 years are included in the work-force and they should not have any criminal background and submitting medical fitness certificate by authorized medical officer.

3. License for Contract Workers

The Service Provider shall wherever applicable, obtain license under the contract Labour (Regulation & Abolition) Act according to the number of workers engaged by him on contract basis, depositing the prescribed fees and complying with the formalities.

4. Legal Terms and conditions:

- a. The Service provider shall abide by the law of the land including, Contract Labour (Regulation & Abolition Act, and all labour related laws/acts or any new regulations/legislations enacted in the regard and its compliance as applicable during the tenure of the work package order. Service Receiver shall in no way be responsible for any default of the service provider regarding statutory obligation. The service Provider has to ensure compliance of the above provisions at the time of submission of bill to the Service receiver and while making payments to their work-force at all times during the currency of the work package.

b. Compensation to workforce:

1) To grant compensation in case of death/permanent incapacitation of persons engaged by the service provider (Private companies, firms & contractors due to unintended/unforeseen occurrences during maintenance, operation and provisioning of Public Services, the following may be strictly followed:

2) The extent of liability, on the occurrence of any "accident" as defined under these guidelines, Department shall whether or not there has been any wrongful act, neglect or default on its part and notwithstanding anything contained in any other law, be liable to pay compensation to such extent as prescribed below;

i. In the event of death or permanent disability resulting from loss of limbs – Rs. 10 lakhs.

ii. In the event of other permanent disability – Rs. 7 lakhs. Any compensation paid under these guidelines shall be recoverable from such service provider concerned.

3. For this purpose, without limiting any of the other obligations or liabilities, the service provider concerned shall at their own expense take and keep a Comprehensive Insurance for their workforce and for all the work during the execution. The service provider concerned shall have to furnish originals along with

premium receipts and other papers related thereto the concerned Contract manager/focal point within 15 days from the date of commencement of the contract.

4. The service provider should provide their unconditional acceptance to these guidelines in bidder's letter head duly signed by their authorized signatory which is mandatory for acceptance of their offer.

5. For the category of workforce deployed by the tenderer whose pay (Basic+VDA) is above Rs. 21,000 per month the ESI act 1948 is not applicable. Such workforce shall be covered by a Mediclaim policy with a coverage of Rs.2,00,000 per annum per person to the workforce at the cost of service provider.

In case of change of work force, accordingly insurance cover has to be obtained on the new member.

6. Since, Government of India Vehicles are NOT insured based on an exemption, the Service Provider shall take TOTAL care of the medical/legal expenses relating to injury/death caused to the service personnel or any third party while operating the vehicles. SDSC SHAR shall not be liable for any compensation/reimbursement on this account. An undertaking is to be given by the service provider.

c. The service Provider shall discharge all the legal obligations in respect of the work-force engaged by them for the execution of the work in respect of their remuneration and Service conditions and shall also comply with all the rules and regulations and provisions of the law in force that may be applicable to them from time to time. The Service Provider shall indemnify the service Receiver from any claim, loss or damages that may be caused to it on account of any failure to comply with the obligations under various laws. In case of any dispute, the decision of the service receiver shall be final and binding on the service Provider.

d. The timely payment of remuneration to the work-force, remittance of EPF and ESI shall be the sole responsibility of the service provider. For any default with regard to any statutory obligation, the Service Provider is solely responsible.

e. The service provider shall also be liable for the remittance of all Taxes, Levies, Cess etc., on account of service rendered by them to the concerned authorities from time to time as per extant rules regulations in the matter.

f. The service provider shall completely be responsible to maintain the attendance, acquaintance of remuneration paid, EPF, ESI and Comprehensive Mediclaim policy of their workforce, as the case may be. Governmental authorities shall have the right to inspect these records at any time and take necessary penal action for noncompliance of these provisions, if any. The service provider is fully responsible for timely claiming and disbursing monthly payment of remuneration to their work-force engaged in the campus of the Service receiver, within the time limit prescribed in the relevant Act/rules.

g. The service provider shall submit to the respective paying authority of the service receiver, the details of the monthly remuneration in the form of a pay-slip made by them to their workforce including the deductions, by 10th of the following month. Payment disbursement shall be made of the service Provider by the Service Receiver on monthly basis for the actual units of work completed on test completion and part thereof and on receipt of the invoice/bill which is duly certified by the Focal points and approved by divisional Head/Group head in the

campus of the Service Receiver and submitted to the respective Sr. Accounts Officer, as the case may be, in the prescribed format together with the following documentary proof.

- Proof of payment of remuneration made to the work-force for the preceding month duly certified by the service Provider.
 - Proof of remittance of both employees and Employers contribution towards EPF, ESI or Medi-claim policy, as the case may be, made for the preceding month.
- h. The Service Provider, upon being served with the work package Orders shall engage the work-force as per the requirements sought for by the service receiver.
- i. In case of rejection of any workforce of the service provider by the service receiver, based on the bio-data, the Service Provider shall offer alternate workforce without delay.
- j. The focal point of the service receiver shall verify the bio-data of the workforce submitted by the Service Provider and engage those workforces, who are having the required expertise in the respective Skill set. This shall have the concurrence of the Respective Entity Chief. The list of the selected workforce shall invariably be forwarded by the respective Focal Point to the Administrative Officer, GAD, P&GA, with necessary recommendations for arranging Entry pass.
- k. The Service Provider shall not assign, transfer or convey in whole or in part, this work/work package order(s) to anyone. The Service Provider shall not delegate any of its obligations or duties under the work package order(s) to anyone. The Service Provider shall not assign, pledge as collateral, grant a security interest in, create a lien against or otherwise encumber any payments that may or will be made to the Service Provider under this Work Package Order(s).
- l. The Service Provider shall maintain a register for the execution of the work and get endorsement of the same from the focal point of the Service Receiver every week for having completed the work satisfactorily.
- m. The Service Receiver reserves the right to reject any of the workforce engaged by the Service Provider, if the presence or activity of such workforce is determine to the interest or discipline or security of the Service Receiver.
- n. The Government of India has enacted the micro, small and medium Enterprises Development (MSMED) Act 2006 and the preferences that are extendable to the MSE units including women and SC/ST Entrepreneur's as issued by the government of India from time to time and whatever feasible, will be applicable for this Work Package Order.

5. Safety and Security:

- a. The Service Provider shall take all safety precautions required for the execution of the work. They shall also responsible for any loss or damage caused to Service Receivers property/personnel due to the negligence of the work-force and shall make good the losses by the Service Provider at their own cost, failing which cost thereof, shall be recovered from the outstanding/running bills/Security Deposit of the Service Provider.

- b. The Service Receiver's premises being a High Security Area, the work-force engaged for the work by the Service Provider/Bidder, will be required to follow the security requirements such as possessing a valid Entry Pass issued by the Service Receiver and ID Card issued by the Service Provider/Bidder while entering the campus, maintaining high order of discipline while on duty. It should be ensured by the Service Provider/Bidder that only Indian Nationals above the age of 18 years and maximum age shall be as prescribed by the Government for such categories. Work-force should not have any criminal back ground.
- c. The Service Receiver shall not be responsible for any damages, losses, claims, financial or other injury to any of the work-force engaged by the Service Provider in the course of their performing the functions/ duties, or for payment towards any compensation. The work-force shall adequately be insured by the Service Provider against accidents including loss of life.
- d. The Service Provider shall solely be responsible for any theft, pilferage or misbehavior committed by any of the work-force while carrying out the Service(s) and the Service Receiver reserves the right to forfeit the Security Deposit/ Running bills/ any outstanding payment to the Service Provider.
- e. In case, the Work-Force engaged by the Service Provider commits any act of commission that amounts to misconduct/indiscipline/incompetence, the Service Provider shall forthwith remove the work-force under intimation to the focal point. The Service provider shall replace immediately any of its work-force who is/are found unacceptable because of security risks, incompetence, conflict of interest, improper conduct etc. upon receiving written notice from Service Receiver.
- f. The work-force engaged by the Service Provider at the Service Receivers Campus shall not carry any technical/Electronic gadgets inside the Service Receivers campus and shall follow all security and safety norms a prescribed by the Service Receiver, from time to time.
- g. The Service Provider shall ensure that the work-force engaged by them are disciplined and do not participate in any acts prejudicial to the interest of the Service Receiver.
- h. The Service Provider shall solely be responsible for the grievances/dispute relating to work-force engaged.
- i. The work-force engaged by the Service Provider at Service Receivers campus shall wear cotton Uniform Dresses while they are at work and the colour of the said uniform shall be decided by the Service Provider in consultation with the Service Receiver. The Service Provider shall issue FOUR pairs of cotton uniform, one pair of safety shoes once in a year and one pair of rain coat once in two years for all his staff.
- j. It is the responsibility of the Tenderer to take care of safety of his personnel while working at site. Department is not responsible for any untoward incidents/accidents. Tenderer has to ensure that all the personnel are working with safety accessories. Painters shall use hand gloves while painting.

- k. All personnel of the Tenderer working at site in Sriharikota shall be insured against accidents causing injury/death during the contract period. Copy of the Insurance policy shall be made available to the department.

6. Joint and Several liabilities

If the Service Provider is a joint entity, consisting of more than one, partnership, corporation or other business organization, all such entities shall be jointly and severally liable for carrying out the activities and obligations of this Work Package Order(s) and for any default of activities and obligations.

7. Severability

If any provision of this Work Package Order(s) is determined by a court of component jurisdiction to be invalid or unenforceable, such determination shall not affect the validity or enforceability of any other part or provision of this Work Package Order(s).

8. Immunity from Liability

Every person who is a party to the Work Package Order(s) is hereby notified and agrees that the State, Service Receiver and all its employees, agents, successors and assigns are immune from liability and suit for or from Service Provider activities involving third parties and arising from the Work Package.

9. Intellectual Property

The Service Provider agrees that they should not use the Name/logos of the Service Receiver in any manner, including commercial advertising or as a business reference, including ID cards without the approval of the Service Receiver. Any violation will result in cancellation of the Work Package Order(s) including forfeiture of Security Deposit.

10. Down Time Compensation:

- a. In case of delay in completion of the work as per the daily/monthly schedule of works/deployment, Down Time Compensation @ 10% of the value of the portion of work unit/service delayed as per the schedule/deployment allotted will be deducted/recovered from the Bill.
- b. The Service Provider is responsible to complete the quantum of work as specified in the Work Package Order(s) and as required by the Service Receiver and in case of absence of the work-force, the successful Service Provider should provide suitable replacement and for this purpose to ensure timely completion and the Service Provider shall keep a panel of work-force whose Character and Antecedents are verified.

11. Termination and Short Closing of Contract:

- a. Under the normal circumstances, termination/short closing of the Work Package Order(s) is not foreseen. The Agreement shall be come to an end either on completion of the Contract Period. The contract may be terminated based on mutual consent in case the services are no longer required. Termination based on mutual consent will not attract any penalties or shall not be liable for any extra payments other than payment of invoices raised till the time of termination including notice period. If the Service Provider want to withdraw the Work Package Order(s) voluntarily, a prior to notice of 30 days is required.
- b. Breach of contractual obligations: In case of repeated non-performance of the Work Package Order(s), owing to deficiency of service or breach of Order

conditions or cessation of the requirement, the Service Receiver reserves the right to terminate the Work Package Order(s) wholly or partly by giving a prior notice of 14 days, without any obligation on its side.

- c. The Buyer shall have the right to terminate the Contract effective immediately by giving written notice to the Service Provider if, the Service Provider breaches a material provision of this Contract where that breach is not capable of remedy (or) if the Service Provider breaches any provision of this Contract and fails to remedy the breach within 14 days after receiving notice requiring it to do so. The Work Package Order(s) is liable to be terminated effective immediately by giving written notice to service provider and the security deposit under the Work Package Order(s) shall be liable to be forfeited in the following circumstances.
- i. For the breach of any material term, condition or provision of this Work Package Order(s) by the Service Provider. In case the Service Provider provides any statement, representation or certification and the same is found false, deceptive or materially incorrect or incomplete.
 - ii. The Service Provider or any of its workforce and agents commits or has committed or engages/engaged in fraud, misappropriation embezzlement and, malfeasance.
 - iii. The Service Provider terminates or suspends their business, without going prescribed notice.
 - iv. The Service Providers license or certification is suspended, terminated, revoked or forfeited.
 - v. If the Service Provider failed to comply with any applicable law of the land.
- d. The contract may also be terminated by the Buyer if i) the cumulative penalties rise to 10% of the contract value if the service provider fails to provide the desired service even after repeated penalties.
- e. The event of sustenance of loss by the Service Receiver due to the premature termination of Work Package Order(s) by the Service Provider, the same shall be recovered from the security deposit.

12. Parallel/Adhoc Work Package Order

The Service Receiver reserves the right to enter into parallel/Adhoc work Package Order(s) with one or more Service Provider(s) in order to facilitate deployment of work-force during the currency of the Work Package Order(s) for availing the same or similar Services.

13. Volume of Work

The Requirement of work force purely depends upon the activities of Service Receiver for work Package. The mere mention of the number of work-force against this Work Package Order(s) does not by itself confer any right on the Service Provider to demand that work relating to or any item thereof, should necessarily or exclusively be entrusted to the Service Provider. The Service Receiver reserves the option for allocation of work force to meet the works to be carried out and the service Provider shall not have any right in this regard. The work allocation may not be uniform every month and hence no guarantee can be given as to the definite volume of work which will be entrusted to the Service Provider at any time or during the period of the Work Package Order(s).

14. Applicable Law, Jurisdiction and Arbitration:

- a. The contract shall be interpreted, constructed and governed by the laws in India. In the event of any dispute/s, differences or claims arising out of or relating to the interpretation and application of the Work Package Order(s), such dispute/s or difference/s or claim/s shall be settled amicably by mutual consultations of the good office of the respective parties and recognizing their mutual interests attempt to reach a solution satisfactory to both the parties. If such a resolution is not possible, within 30 days from the date of receipt of written notice of the existence of such dispute/s, then the unresolved dispute/s or difference/s or claim/s shall be referred to the sole arbiter appointed by the Parties by mutual consent in accordance with the rules and procedures of Arbitration and Conciliation Act 1996 as amended from time to time. The arbitration shall be conducted in Bengaluru in the Arbitration and Conciliation Centre – Bengaluru (Domestic and International) as per its rules and regulations. The Expenses for the arbitration shall be shared equally or as may be determined by the arbitrator. The considered and written decision of Arbitrator shall be final and binding between the Parties. The applicable language for Arbitration shall be “English” only.
- b. Work under the work package Order(s) shall be continued by the Service Provider during the pendency of arbitration proceedings, without prejudice to a final adjustment in accordance with the decisions of the Arbitrator unless otherwise directed in writing by the Service Receiver or unless the matter is such the works cannot be possibly continued until the decision (whether final or interim) of the arbitrator

15. FACILITIES PROVIDED BY SERVICE RECEIVER

- a. Electricity and water
- b. Work tables fitted with bench vises
- c. Spare parts, Consumables, Lubricants and other materials required
- d. Tools/Tackles/Jacks and Handling facilities to the extent available
- e. Grease guns/torque wrenches
- f. Battery charger and distilled water
- g. Air compressor
- h. Dress change room

16. WORKING HOURS:

- a. General working hours for Service Provider staff is **09.00 hrs. to 17.30 hrs.** on all working days. (**Monday to Saturday - Six days a week**). Public holidays declared by the Department/Govt of India and Sundays are holidays.
- b. If required, Service Provider Maintenance staff/drivers will be engaged on duty to work on any 3 shift / round the clock shift timing In case of requirements under instructions of the Engineer-In-charge of Department. Such shift timings will be considered as normal working hours.
- c. Service Provider Maintenance staff/drivers will be engaged in work beyond normal working hours on working days / public holidays and also in night shifts as and when work demands.

17. DURATION OF THE CONTRACT:

- a. The period of contract shall be for TWO years after receipt of Firm Purchase Order. However, the contract may be extended for ONE more year subjected to mutual agreement between Service Provider and Department with the same terms & conditions.
- b. Department has the right to terminate the contract at any time, if the quality of the work is not up to the standard or Service Provider activities is detrimental to the interest of the department, with prior notice.
- c. Department will not be liable to pay any compensation to the Service Provider for any loss that may happen to him in the event of the termination of the contract.
- d. The Service Provider shall make necessary arrangement to depute alternate work force in case of any absence/ holidays to existing work force.

18. TRANSPORTATION, ACCOMMODATION AND MEDICAL FACILITIES:

- a. Service Provider shall arrange his own conveyance/transport for his staff/materials to reach work spot.
- b. It is expected that around 2 to 3 light/medium vehicles like -of Jeep/Tata Magic category of vehicles are required for transport of staff which needs to be arranged by service provider.
- c. Safe mode of transport has to be arranged for staff without overloading and to reach in time within duty hours.
- d. Department will not provide any transportation arrangements for the Service Provider staff.
- e. Service Provider shall arrange his own arrangements for lodging and boarding of his staff during the period of contract outside SSDSC SHAR. Accommodation may be provided on chargeable basis at SDSC SHAR, only for very essential staff who may be required for on emergency need, subject to availability.
- f. No medical facilities will be provided by SDSC SHAR. Service provider shall make their own arrangement at their own expenses for medical facilities for site personnel.
- g. In case of any of the contract team are required to travel by road/rail to attend any breakdown (or) operations requirement as per direction of Contract Manager, the charges towards that travel will be reimbursed with the approval of contract manager on production of proof with prior approval.

19. ENTRY PASSES FOR CONTRACT STAFF

- a. The Service Provider and his staff need photo entry passes issued by the department to enter into work spots at SDSC SHAR, Sriharikota. For this purpose, the Service Provider shall provide all the required documents / ID proofs of his staff (Aadhar card, address proof, conduct certificate from local authorities, Police verification certificate etc.) to department. Service Provider should abide by the security restriction imposed by the department for his personnel, tools and materials from time to time.
- b. Service Provider personnel if removed from rolls, the entry passes shall be returned to the Department immediately with a covering note.

- c. The service Provider shall engage the Work-force who is not having any criminal background and submit a clearance certificate from nearest police station / local authorities at their own cost.
- d. Service provider has to apply and issue smart cards with bio metric system to all their staff, obtained on payable basis from Service receiver.
- e. The Service Receiver reserves the right to reject any of the work-force engaged by the Service Provider/Bidder, if the presence or activity of such workforce is detrimental to the interest or discipline or security of the Service Receiver.

20. SETTLEMENT OF BILLS AND PAYMENTS

- a. Payment shall be made within 30 days, once in a month for the works carried out by the Service Provider during that particular month, on submission of the following documents. For arranging payments, Service Provider shall submit invoice, bills to through Contract Manager for the works carried out before 5th of every month as per the following:
 - a) Scheduled Maintenance works attended
 - b) Major services if any carried out.
 - c) Emergency Spare parts/OEM service/Tinkering/Fabrication supplied
 - d) Operational services extended
 - e) Deductions / penalties if any.
- b. Income tax deduction at source will be done from the payments of the Service Provider as per IT rules in force and TDS shall be provided along with the Payment.
- c. Following Documentary proof shall be furnished along with Monthly bills:
 - a) Remittance of EPF of Service Provider staff
 - b) Monthly wages remittance into individual staff bank accounts
 - c) ESI remittance as applicable
 - d) GST remittance
 - e) Detailed table showing minimum wages paid, PF, ESI for employee wise.
- d. In case of any damage to the equipment or tools due to the negligence of the personnel of the contractor during the course of maintenance the same will be rectified to the satisfaction of the Department at no extra cost.
- e. Service provider has to manage all their man power requirement, bills submission, spares/service support through their supervisory resource of workstation for running this contract without delay reporting to Contract Manager.
- f. Payment shall be made only after submission of invoices, attendance sheet, logbook, service feedback and documents sought above; non-submission of the same may lead to delay/ deduction in payment
- g. All the penalties/ fine/ interest (if applicable) shall be settled before making the payments. Service Provider shall not have any objection on the same

21. BIDDER ELIGIBILITY / PRE-QUALIFICATION CRITERIA

Following are the essential qualifying criteria of the Bidder/ service provider for work package contract for Operation and maintenance of Material Handling Equipment.

TECHNICAL

- a. The bidder shall be a Company/Firm/ Limited Liability Partnership (LLP) including any legal entity, registered in India for last three years, ending tender due date. In-corporation / Registration certificate (or similar document) shall be furnished as documentary proof.**
- b. The bidder shall have minimum three years of working experience in the area related to any one of the following: Maintenance of CEV/Material handling equipment/Automobiles (anyone) (or)Maintenance of mechanical systems (or) Operation & Maintenance of any plants.**

FINANCIAL

- c. The service provider shall have an average annual turnover of Rs. 90.00 Lakhs in last three FY ending 31-03-2025.**
- d. The service provider shall submit Solvency Certificate for Rs 50.00 lakhs or above from a Nationalized/Scheduled Bank to be attached along with bid as part of qualification, valid in the current financial year 2025-26.**
- e. The value of similar work contracts on areas as per Sl.No (b) above, executed during the last three years period ending before JAN-2026 is required as follows.**

Rs. 90.00 Lakhs in case of single work order (or)

Rs. 65.00 Lakhs each in case of two works orders (or)

Rs 45.00 Lakhs each in case of three work orders.

22. DOCUMENTS TO BE ATTACHED

- f. As a documentary proof, audited balance sheet/CA certified and Profit & Loss details of A/c shall be submitted during the period **2022-23; 2023-24; 2024-25**, Copy of Work Orders/ PO shall be furnished as documentary proof.**
- g. The service provider shall not have been black listed by any State Government, Central Government or any other Public Sector undertaking or a Corporation as on the date of Tender opening. An affidavit (Duly Notarized) to this effect shall be submitted by the service provider on its letter head.**
- h. PO copies as proof of experience as per above PQC and Satisfactory work completion certificate (with respect to P.O. submitted along with offer) is to be submitted.**
- i. The Government of India has enacted the Micro, Small and Medium Enterprises Development (MSMED) Act, 2006 and the preferences that are extendable to the MSE Units including Women and SC/ST Entrepreneur's as issued by the Government of India from time to time and wherever feasible, will be applicable for this works package. In order to avail of the benefits extended by the**

Government of India to Micro and Small Enterprises, Service Providers are requested **to submit valid documents for this service** (like Entrepreneur Memorandum Part-II duly signed by the General Manager, District Industries Centre or NISIC Registration/Udhyog Aadhar details/UDYAM Registration Certificate.)

- j. The service provider shall mention the Registration number under the Employees' Provident Funds Act & Miscellaneous Act/Rules. The service provider shall furnish a copy of the EPF Registration Certificate along with the Tender.

SECTION-C, PRICE BID FORMATS

PRICE BID FORMAT TABLE -1

ANNEXURE –A

Attending Scheduled Periodical Maintenance as per Check lists of various types of material handling and heavy vehicles as per Section B- Clause A.

(Type M: Monthly service, Type H: Half Yearly service, Type A: Annual Service)

Sl.NO	NAME OF THE EQUIPMENT	SERVICE			Unit Rate Rs	Total Rs
		NO. OF EQPT.	SERVICE TYPE	Service Per Eqpt/2 Years		
1.	3T GODREJ FORKLIFT	1	TYPE M	20		
			TYPE H	2		
			TYPE A	2		
2.	5T GODREJ FORKLIFT	1	TYPE M	20		
			TYPE H	2		
			TYPE A	2		
3.	8T GODREJ FORKLIFT	1	TYPE M	20		
			TYPE H	2		
			TYPE A	2		
4.	12T GODREJ FORK LIFT	2	TYPE M	40		
			TYPE H	4		
			TYPE A	4		
5.	20T GODREJ FORKLIFT	1	TYPE M	20		
			TYPE H	2		
			TYPE A	2		
6.	TRACTORs (50 HP TO 75 HP)	6	TYPE M	120		
			TYPE H	12		
			TYPE A	12		
7.	VOLVO HAULERS (FM 400 to 520hp)	4	TYPE M	80		
			TYPE H	8		
			TYPE A	8		
8.	70T BEML AIRCRAFT TOW TRACTOR	5	TYPE M	100		
			TYPE H	10		
			TYPE A	10		
9.	PICK UP TRUCKS (TATA TRUCK)	2	TYPE M	40		
			TYPE H	4		
			TYPE A	4		
10.	CLOSED TRUCKS - (LCV/MCV/HCV) TATA 712 EXP VAN/ TATA 1816 EX VAN/TATA XENON EXP VAN /TATA YODHA EXP VAN)	4	TYPE M	80		
			TYPE H	8		
			TYPE A	8		
11.	TATA 1109 TRUCK with	1	TYPE M	20		

	handling Crane		TYPE H	2		
			TYPE A	2		
12.	40T TYRE MOUNTED TIL RT Mobile CRANE	1	TYPE M	20		
			TYPE H	2		
			TYPE A	2		
13.	MODULAR HYD SUSPENSION SEMI- TRAILER 4 AXLE MODULE	4	TYPE M	80		
			TYPE H	8		
			TYPE A	8		
14.	15T CAPACITY CANOPY BOWL TRAILER	4	TYPE H	8		
			TYPE A	8		
15.	20T CAPACITY CANOPY BOWL TRAILER	4	TYPE H	8		
			TYPE A	8		
16.	12T CAPACITY FLAT BED FULL TRAILER	2	TYPE H	4		
			TYPE A	4		
17.	5T CAPACITY FLAT BED FULL TRAILER	4	TYPE H	8		
			TYPE A	8		
18.	4T CAPACITY FLAT BED FULL TRAILER	9	TYPE H	18		
			TYPE A	18		
19.	2T CAPACITY FLAT BED FULL TRAILER	4	TYPE H	8		
			TYPE A	8		
20.	1T CAPACITY FLAT BED FULL TRAILER	5	TYPE H	10		
			TYPE A	10		
21.	6T CAPACITY FLAT BED FULL TRAILER	2	TYPE H	4		
			TYPE A	4		
22.	25T CAPACITY TRAILER	2	TYPE H	4		
			TYPE A	4		
23.	30T CAPACITY FLAT BED FULL TRAILER	2	TYPE H	4		
			TYPE A	4		
24.	20T CAPACITY LOW BED TRAILER	1	TYPE H	2		
			TYPE A	2		
25.	BATTERY/DIESEL OPERATED PLATFORM TRUCK -2T	4	TYPE H	8		
			TYPE A	8		
Scheduled maintenance charges Total (w/out GST) Rs (This value should be entered in Price Bid table -4)						

SECTION-C, PRICE BID FORMATS

PRICE BID FORMAT TABLE -2

ANNEXURE -A

ATTENDING MAJOR SERVICES OF AGGREGATES OF VEHICLES, BREAKDOWN SERVICES, AND STANDY SERVICES, MODIFICATION WORKS ETC. (NEED BASED) AS PER SECTION -B CLAUSE -B

(one work unit is considered as 8 hours)

SI No	DESCRIPTION OFWORKS	Work Units for 2 years	Rate/ work unit Rs.	Amount Rs.
1	Service charges for attending works as per Section B- Clause B at SDSC SHAR by engaging Technician to complete one work unit.	200		
2	Service charges for attending works as per Section B- Clause B at SDSC SHAR by engaging One Helper to complete one work unit.	150		
3	Service Charges for attending works as per Section B- Clause B at out station within 12 hrs. basis. (Per Technician)	15		
4	Service charges for attending works as per Section B- Clause B at out station within 12 hrs. (Per Helper)	15		
5	Service charges for attending works as per Section B- Clause B at out station on 24 hrs. basis (Per Technician) including Night halt	15		
6	Service charges for attending works as per Section B- Clause B at out station on 24 hrs. basis (Per Helper) including night halt	15		
Cost of Major services/repairs support charges - Grand Total w/out GST (This should be entered in Price Bid Table - 4)				

SECTION-C, PRICE BID FORMATS

PRICE BID FORMAT TABLE – 3

ANNEXURE A

Price bid format & price schedule for the Operations work package

Sl. No.	Work Package	Skill Set	Total Period	Consolidated No of Units for 24 Months (P)	* Rate per Unit Rs (R)	Legend	Total Amount in Rupees
A	CATEGORY 1						
1	Providing operation services to Material Handling Equipments as per Section B-Item 2.A	As per Section: B-Item 2.A.2	2 Years	4818		A = P x R	
2	Service charges to the service provider in % to the total amount (A) above					--- % of A	B = (A x ... %)
3	One time cost of identity cards, Cost of 4 sets of uniform including its stitching charges for total (7) no of service personnel for 2 years.						C = 7 No's x....
4	Total amount for 4818 Units for 2 Years Rs					(D)	
5	Rate per Work unit Chargeable (U)					=D/4818	
6	ADDITIONAL CHARGES for outstation tour within 12 hour basis (Cost of work package extra) (per trip)			50		(E)	
7	ADDITIONAL CHARGES for outstation tour on above 12 to 24 hour basis including night halt (Cost of work package extra) (per Day)			50		(F)	
	Total Rs (G)					G= D+E+F	

Note:

1. *The format as per the Table given above is for the estimation of price on work package basis by the service provider. This format shall be signed & confirmed in the techno-commercial bid without indicating the prices against work packages; however, it shall be mentioned as “Quoted” against each work package. The work package rates shall be filled in the Price Bid part online and break up has to be attached along with Price bid documents.*
2. ** (R) The work package unit cost should take care of Minimum wages (including ESI, EPF, Bonus etc.), Transportation, any other expenses to each and every service personnel, along with all incidental charges.*
3. *Partial and incomplete offers will not be considered for awarding the work package.*
4. *During the works package contract period, all the minimum wages, ESI, EPF, Bonus and any other taxes are to be adhered by the service provider.*
5. *For Sl No 6 & 7, if any duty requires travel by train/bus, actual charges will be paid extra on production of proof of Bus/Train ticket travel. hence only boarding/lodging has to be considered here.*
6. **Prices quoted by the service provider will remain firm and fixed for the first year and price variation clause is applicable only in 2nd year and further extension if any.**

I / we have understood the items of the tender annexed to the invitation to tender and have thoroughly examined the scope of the work as detailed at Section: B quoted or referred to, herein I/we am/are fully aware of the nature of the service required and my/our offer is to provide the services strictly in accordance with the requirements subject to the terms and conditions stipulated in the enquiry and contained in the work package order(s) communicating the acceptance of this tender.

Signature of Authorized person of Seller

SECTION-C, PRICE BID FORMATS

PRICE BID FORMAT TABLE – 4

ANNEXURE A

Sl No	Description	Total	Taxes	Total incl GST
1	Scheduled maintenance charges as per Price bid format Table 1 –Annexure A		---%	
2	Cost of additional major service/repairs support charges as per Price bid format Table 2 –Annexure A		---%	
3	Cost of charges for Operation services as per Price bid format Table 3–Annexure A		---%	
4	GRAND TOTAL		Rs	

Note:

1. The above final value has to be entered as a LOT in Price bid online.
2. All the above price formats are to be submitted along with Bid Part I Technical bid without prices but mentioned as Quoted and % of GST without value .
3. All price format tables are to be uploaded along with Price Bid Part 2 with break up prices.
4. In case the quoted amount for maintenance/operations is less than the sum of minimum wages of the work force deployment and their PF, ESI, Bonus & other leverages the quote will be rejected.

Name & signature of the service provider with date & seal

ANNEXURE - B -
MAINTENANCE CHECK LIST
(DETAILED CHECK LIST WILL BE ISSUED DURING WORKS,
VEHICLE WISE)

DIESEL FORKLIFT - TYPE M (Monthly) - MAINTENANCE (SL NO 1 TO 5)	
S.NO	WORKS TO BE CARRIED OUT
1.1	Check engine oil level in the sump using dip stick and top-up if required (Specs: 20 W 40)
1.2	Check the engine oil, replace with new oil if required.
1.3	Check the engine oil for the following:
	a. Coolant water mixed with water
	b. Diesel fuel mixed with water.
	c. Carbon deposit in the Engine oil.
	d. Metal particles deposition in the engine oil.
1.4	Check the Engine Crank case (sump) for oil leaks. tighten the mounting bolts if required (Torque: 25 kg-m)
1.5	a. Coolant water mixed with water
1.6	Check the drain plug of engine crank case for metal particles deposition, clean & refit.
1.7	Check the condition of engine breather, clean & refit.
1.8	Check the functioning of engine breather replace if required.
1.9	Check the condition of engine oil filter & replace if required.
1.10	Check the condition of cooling system lines for leaks & tighten / replace if required.
1.11	Flush with water the radiator & cooling system fill with fresh water & coolant @ 50:50 mixture upto level.
1.12	Check the condition of radiator cap & replace if required.
1.13	Check the condition of expansion tank cap & replace if required.
1.14	Check the condition of radiator top & bottom hoses and replace, if required.
1.15	Check the condition of Fan belt & replace if required.(Specs:)
1.16	Check tension of Fan belt & adjust if required (Allowable belt tension: 20 to 27 N or 2.0 to 2.7 kgm)
1.17	Check the condition of water pump mounting bolts tighten if required.(Torque: 3.5kg-m)
1.18	Lubricate the water pump with grease if required.
1.19	Check the Water pump for leaks rectify / replace with water pump kit if required.
1.20	Check the condition of Valve door packing (Gasket) for leaks replace / rectify if required.
1.21	Check and tighten the cylinder head Bolts. (torque: 12kg-m)
1.22	Check and readjust the valve tappet clearance (Inlet valve: 0.25 mm), (Exhaust valve: 0.3 mm)
1.23	Check the tightness of Engine bed mounting bolts tighten if required (Torque: 6 kg-m)
1.24	Check the condition of cylinder head & gaskets and replace if required.
1.25	Check the condition of Fuel injection pump mountings & tighten if required.
1.26	Check the tightness of Fuel high pressure pipes tighten if required (Torque 4 kg-m)

1.27	Check diesel fuel leaks in the high pressure pipes tighten / replace if required (Torque: 5 kg-m)
1.28	Lubricate the Fuel pump with engine oil.
1.29	Remove bowl filter, clean the filter refit / replace if required. (Tools : Cutting Plier)
1.30	Check the condition of Fuel filter (Primary & secondary) and replace if required.
1.31	Check the condition of Inlet manifold mounting bolts tighten if required.(Torque: 5 kg-m)
1.32	Check the Inlet manifold for leaks, rectify / replace with manifold gaskets if required.
1.33	Check the condition of Exhaust manifold mounting bolts tighten if required.(Torque: 5 kg-m)
1.34	Check the Exhaust manifold for leaks rectify / replace with manifold gaskets if required.
1.35	Check the tightness of Silencer mounting bolts tighten if required.(Torque: 3.5 kg-m)
1.36	Check diesel fuel Leak off pipe, tighten bolts if required.
2	TRANSMISSION:
2.1	Check the oil (C- 4 SAE30) level in transmission and top-up, if required
2.2	Check for any leaks in transmission system (Differential,Gear Box) and rectify.
2.3	Check all the Couplings & joints for tightness and tighten if required.
2.4	Check for proper engagement of gears / check the proper functioning of neutral start switch.
3	STEERING
3.1	Check steering box mountings / check oil level in steering box and top-up, if required.
3.2	Check proper functioning of steering servo cylinder.
3.3	Check the steering tie rod end joints, cross pins and swill pins for any abnormality and ensure lock pins and dust caps are in position.
3.4	Check for oil seal leaks from steering cylinder & rectify if required.
3.5	Check the condition of High pressure steering hoses & replace if required.
3.6	Check and adjust steering wheel play
4	SERVICE BRAKES:
4.1	Check brake pedal free play (Max 20mm) and adjust, if required
4.2	Check the Brake oil(SAE J 1703) level in Master Cylinder and top up, if required
4.3	Check and adjust the brakes, if required.
4.4	Bleed the brake system & ensure that there are no air bubbles in the Hydraulic system.
4.5	Check the condition of brake system hoses & replace if required.
	PARKING BRAKES:
4.6	Check proper functioning of Parking brake.
4.7	Check & tighten Parking brake mounting bolts.
4.8	Lubricate Parking Brake linkages.
5	WHEELS AND TYRES
5.1	Check the condition of tyres.
5.2	Tighten all wheel nuts.
5.3	Check and adjust tyre pressure as per the specifications.
6	HYDRAULIC SYSTEM
6.1	Check the oil level in hydraulic oil (ENKLO 68) tank when tilt cylinders are in backward position and hoist cylinders are in lower position and top-up, if required.
6.2	Check for any oil leaks in hydraulic lines and hose connections & rectify, if so.
6.3	Check the proper functioning of tilt and hoist system.
6.4	Check the UJ crosses in hydraulic pump drive shaft and tighten the bolts.
6.5	Clean the hydraulic oil tank breather & refit.

6.6	Check the tilt and hoist cylinder mountings & tighten if required.
6.7	Check the condition of Hydraulic pump
7	UPRIGHT ASSEMBLY
7.1	MAST:
7.11	Check rail roller clearance & wear pattern & ensure for free rotation of guide rollers.
7.12	Check mast for alignment,looseness & smoothness of operation.
7.13	Check Mast mounting brackets & trunnions for loose bolts.
7.14	Check Hyd hoses for interference with mast.
7.2	CARRIAGE:
7.21	Check rail to roller clearance to avoid slipping.
7.22	Check Fork bar for notches / excessive wear & damage.
7.23	Check smoothness of operation.
7.3	CHAINS
7.31	Check for uniform tension in both Chains.
7.32	lubricate the Chains with Lubricants.
7.33	Check for corossion,bends & cracked links etc, rectify / replace the chain links.
7.34	Check chain mounting components for wear & damage.
7.4	LIFT & TILT CYLINDERS:
7.41	Check for seal leakages & rectify if required.
7.42	Check cylinder rods for nicks & scratches.
7.43	Check cylinder racking (uneven stroking of lift & tilt cylinders) & rectify if found.
7.44	Check for free sliding for forks & Check the condition of fork locks & replace if required..
7.45	Lubricate the Hoist cylinder chain.
7.5	FORK POSITIONER:
7.51	Check for seal leakages & rectify if required.
7.52	Check cylinder rods for nicks & scratches.
7.53	Check cylinder racking (uneven stroking of lift & tilt cylinders) & rectify if found.
7.54	Check for free sliding for forks & Check the condition of fork locks & replace if required..
7.55	Check Hyd hoses for interference with mast.
8	ELECTRICAL
8.1	Check the distilled electrolyte level in the batteries and top-up, if required with distilled water.
8.2	Clean the battery terminals and apply petroleum jelly and check the tightness of terminals.
8.3	Check the condition of battery box
8.4	Check the functioning of self-motor and dynamo / alternator.
8.5	Check the functioning of battery charging system and adjust the regulator, if required
8.6	Check the functioning of all dash board meters & replace if not working.
8.7	Check the functioning of all lights and electrical accessories and attend to any problems, if required.
	BATTERY ISOLATION SWITCH:
8.8	Check the condition of Battery Isolation switch
8.9	Tighten BIS Isolation Bolts.
	REVOLVING LIGHT:
8.10	Check the condition of Revolving light Mounting plate bolts & tighten if required.
8.11	Check for proper functioning of revolving light
9	BODY
9.1	Check the tightness of counter weight mountings and retighten, if required.
9.2	Check the Condition of Rear Tow hook.
9.3	Check the driver's seat mountings and retighten, if required.

9.4	Check the Condition of Overhead guard & tighten the mounting bolts if required.
9.5	Check the Condition of Wide rear view mirror & replace if required.
9.6	Tighten the Mirror mounting bolts.
10	SERVICING:
10.1	Verify whether all the works have been completed as per schedule Take the equipment for road test and check the followings. a) Engine performance b) Dashboard parameters c) Function of clutch, transmission, steering and brakes. d) Functioning of electrical appliances like lights, meters, switches etc. e) Function of hydraulic system. Wash the equipment thoroughly and Lubricate all grease points.
11.0	Take the equipment for road test and check the followings. a) Engine performance b) Dashboard parameters c) Function of clutch, transmission, steering and brakes. d) Functioning of electrical appliances like lights, meters, switches etc. e) Function of hydraulic system.
DIESEL FORKLIFT - TYPE H (HALF YEARLY) - MAINTENANCE (SL NO 1 TO 5) WORKS TO BE CARRIED OUT	
1.0	Attend to all the works mentioned in TYPE-M (MONTHLY)
2.0	Change engine oil, filter, diesel filters
DIESEL FORKLIF TYPE A3 -MAINTENANCE (SLNO1 to 5) TO 5)	
1.1	Carryout all the works mentioned in TYPE H (HALF YEARLY)
1.2	Check the Engine Valve Tappet clearance and adjust if required
1.3	Change engine oil and engine oil filter
1.4	Check the fuel injection timing without auto timer -
1.5	Clean the radiator fins on every annual maintenance by flushing with water mixed rust preventive compound.
1.6	Change the hydraulic oil replace hydraulic oil filter. Irrespective of the condition of oil for every annual maintenance.
1.7	Change the transmission oil and replace transmission oil filter.
1.8	Open all wheels and carryout hub service.
1.9	Overhaul brake system. Replace all wheels cylinder kits, MC kits. Replace brake lining, if required.
1.10	Check the condition of flow regulator, check valves and cylinder kits and replace if required.
1.11	Check the Condition of Wheel bearings & replace if required.
1.12	Check the Condition of Oil seal & replace if required.
1.13	Check the Condition of Wear sleeve & replace or repair if required.
1.14	Check the Condition of Tilt Cylinders for leaks, change kits if required.
1.15	Remove the alternator, self-motor. Overhaul and replace the worn out items and refit.
1.16	Clean the diesel tank and strainer.
1.17	Remove the spark arrester, clean and refit.
1.18	Adjust the Head Light Focus
1.19	Test the vehicle for performance and rectify if any complaint.
NEW HOLLAND / SONALIKA / BEML TRACTORS- TYPE M (MONTHLY) -	

MAINTENANCE (SL NO 6 & 8)	
SI No.	WORKS TO BE CARRIED OUT
1.	ENGINE:
1.1	Check the engine oil level and top-up, if required.
1.2	Check radiator cap condition and replace if required.
1.3	Check radiator hoses and change worn out ones.
1.4	Check fuel and oil lines for any leaks and rectify, if required
1.5	Check engine mountings.
1.6	Check the air cleaner and clean.
1.7	Check the fan belt tension and adjust, I f required.
1.8	Lubricate the fuel injection pump.
1.9	Clean the exhaust pipe lines and spark arrester for any leaks and rectify.
1.10	Lubricate the 'OFF' lever cable and linkages.
1.11	Start the engine and check oil pressure and functioning of temperature gauge.
2.	CLUTCH:
2.1	Check the proper functioning of clutch and adjust pedal play if required.
3.	TRANSMISSION:
3.1	Check the oil level in transmission and top-up, if required.
3.2	Check for any leaks in transmission oil lines and rectify, if required.
3.3	Check for proper engagement of gears.
4.	WHEELS:
4.1	Check all wheel disc and drum bolts and retighten. Retighten the wheel counter weight bolts.
4.2	Check the condition of tyres and report.
4.3	Inflate the tyres. Front 2.0 ksc. Rear 3.2 ksc.
4.4	Check the rear wheels and ensure that they are not rubbing with the side mudguards.
4.5	Check oil level in second reduction gear housing and top-up, if required.
4.6	Open the front hub dust cap and pack with grease and refit.
4.7	Check wheel bearings for any shake and adjust, if required.
5	BRAKES:
5.1	Check and adjust brakes, if required.
5.2	Check brake pedal play and adjust, if required.
6.	STEERING:
6.1	Check oil level in steering box and top-up, if required.
6.2	Check all steering linkages, tie rod ends and report. Retighten all linkages, if required.
6.3	Check for presence of lock cotters and rubber boots in tie rod ends, center shaft and swivel pins.
NEW HOLLAND / SONALIKA / BEML TRACTORS- TYPE M (MONTHLY) - MAINTENANCE (SL NO 6 & 8)	
SI No.	WORKS TO BE CARRIED OUT
7	ELECTRICAL:
7.1	Clean the battery terminals and apply petroleum jelly and retighten the terminals.
7.3	Check the battery mountings and cover. Report.
7.4	Check the function of alternator and self-motor and tighten the mountings, if required.
7.5	Check the function of all lights and other accessories and attend to problems, if any.
8.	BODY:
8.1	Tighten all mudguard, bonnet and cabin bolts, if required.
8.2	Tighten driver seat mountings, if required.
8.3	Tighten toe hook mountings at front and rear, if required.
8.4	Check toe-hook pin for any crack and opening and report.
9.	SERVICE:
9.1	Water wash the equipment and attend to greasing of all points.

10.0	Take the equipment for road test and check the following. a) Engine performance b) Dash board parameters c) Function of clutch, transmission, steering and brakes. d) Functioning of electrical appliances like lights, switches meters etc.
NEW HOLLAND/SONALIKA/BEML TRACTORS- TYPE H (HALF YEARLY) - MAINTENANCE (SL NO 6 & 8)	
1.0	Attend to all the works mentioned in TYPE-M (MONTHLY)
2.0	Change engine oil, filter, diesel filters.
TRACTOR - TYPE A (ANNUAL) - MAINTENANCE	
Sl No.	WORKS TO BE CARRIED OUT
1	Attend to all the works mentioned in TYPE M(MONTHLY) schedule.
2	Change engine oil, filter, diesel filters
3	Check and adjust valve tappets.
4	Change the transmission oil.
5	Carryout hub service for front wheels.
6	Overhaul Clutch MC , SC
7	Open rear wheels, reduction gear box unit, and check the brake linings and replace, if required.
8	Change the oil in reduction gear box for any water content and dirt contamination or if the equipment has run 1000 hours after previous oil change.
9	Remove the self-motor, alternator over haul and refit.
10	Take the equipment for road test and check the following. a) Engine performance b) Dash board parameters c) Function of clutch, transmission, steering and brakes. d) Functioning of electrical appliances like lights, meters switches etc.
11	Load testing of the equipment as per the procedure

BHARAT BENZ/ VOLVO - TYPE M (MONTHLY) - MAINTENANCE SCHEDULE SL NO (7)	
Sl No.	WORKS TO BE CARRIED OUT
1	ENGINE:
1.1	Check engine oil level in the sump using dip stick and top-up if required
1.2	Change the Engine oil as per Hours of the Schedule if required
1.3	Check the engine oil for the following: a. Coolant water mixed with oil b. Diesel fuel mixed with Engine oil.
1.4	Check the Engine Crank case (sump) for oil leaks. Tighten the mounting bolts if required
1.5	Check the condition of engine breather, clean & refit.
1.6	Check the condition of cooling system lines for leaks & tighten / replace if required.
1.7	Check radiator water coolant level in the expansion tank & top-up .
1.8	Check the condition of radiator cap & replace if required.
1.9	Check the condition of radiator top & bottom hoses and replace, if required.
1.10	Check the condition & Tension of Fan belt & replace if required.
1.11	Check for water leak at water pump. Tighten the water pump mounting bolts if required.
1.12	Lubricate the water pump with grease.

1.13	Check and tighten the cylinder head fasteners.
1.14	Check for Fuel leak at high pressure pipe line Tighten / replace H.P lines if required.
1.15	Lubricate the Fuel pump with engine oil if required.
1.16	Check the condition of Fuel filter (Primary & secondary) and replace if required.
1.17	Check the condition & functioning of Air Compressor.
1.18	Check the Pneumatic system lines for leaks tighten / rectify if required.
1.19	Check for Rattling sound of silencer & Mountings & rectify
1.20	Check engine mounting bolts, condition of beds.
2	CLUTCH:
2.1	Lubricate the clutch shaft.
2.2	Lubricate the clutch release bearing.
2.3	Lubricate the clutch linkages.
2.4	Check and adjust clutch pedal play if required.
2.5	Check the condition of clutch, hyd. cylinders, attend if required.
3	GEAR BOX / TRANSMISSION / DIFFERENTIAL
3.1	Check and top-up oil level
4	PROPELLER SHAFT:
4.1	Lubricate crosses, center joint bearings and splines.
4.2	Tighten the propeller shaft fasteners.
5	AXLES AND BRAKES:
5.1	Check and top-up rear axle oil levels.
5.2	Clean the air filter and refit.
5.3	Drain the air tank.
5.4	Clean the tyre inflation valve.
5.5	Lubricate the S cam shaft needle bearings at front and rear axle.
5.6	Check the wheel play in front wheels and adjust, if required.
5.7	Check the oil level in the reduction hubs (For Hippos only) and top-up, if required.
5.8	Check for air leaks in brake circuit and rectify, if required.
5.9	Check the condition of palm couplings and replace kit / washer, if required.
6	STEERING:
6.1	Check oil level in steering gear box and power steering system.
6.2	Tighten the steering mounting bolts.
6.3	Lubricate the tie rod ends and kingpins.
7	WHEELS:
7.1	Check the condition of tyres and replace, if required.
7.2	Inflate all tyres to 6.0ksc.
7.3	Tighten all wheel nuts.
8	SUSPENSION:
8.1	Check Spring Plates Cracks for Breakings.
8.2	Check and tighten shock absorber mountings.
8.3	Lubricate the shackle pins.
9	ELECTRICAL
9.1	Check the function of alternator and self-motor
9.2	Check the condition of battery, clean the terminals, apply petroleum jelly and top-up electrolyte level with distilled water.
9.3	Check all electrical connections.
	Check Specific Gravity with Hygrometer.
10	CABIN:
10.1	Check the condition of cabin door locks, window regulators and seats.

10.2	Check the condition of fifth wheel coupling tighten all the mountings bolts and apply grease to rubbing plate.
11	DASH BOARD PARAMETERS : Verify all parameters functioning and attend if required
1	Verify whether all the maintenance works have been carried out as per schedule.
2	Start the engine and check the equipment for the following.
	a. Oil, Diesel and air leaks.
	b. Dash board parameters
	c. Proper functioning of Dynamo / Alternator and self-motor
d. Performance of the engine.	
3	Check the tyres.
4	Check the electrical systems.
5	Check for any leaks in brake fluid / air lines.
6	Check the fifth wheel coupling
7	Body bolts and cabin locks.
8	Take the equipment for road test and check the following.
	a. Engine and turbo charger functioning.
	b. Clutch system
	c. Function of the transmission
	d. Steering
	e. Brakes.
f. Washing, lubrication as required.	

TYPE H(HALF YEARLY)- MAINTENANCE SCHEDULE	
1	Carry out all the works mentioned in TYPE M ABOVE
2	Change Engine Oil & Filter
3	Change the Fuel filters,
4	Overhaul Clutch hydraulic master and slave cylinders.
TYPE A(ANNUAL) - MAINTENANCE SCHEDULE	
Attend TYPE M AND TYPE H	
1.	Remove the spark arrester, clean and refit
2.	Change the Primary and Secondary Air filter.
3.	Check the Engine Valve Tappet clearance and adjust.
4.	Check the fuel injection timing without auto timer
5.	Change Gear box / Transmission oil:
6.	Change Front (Driven) axle Differential Oil
7.	Change Rear axle Differential & Hub Oil
8.	Change Power Steering oil & Filter:
9.	Overhaul all wheel hubs, Check the wheel bearings of Inner & Outer race for Pitting or Discoloration due to heat.
10.	Check pneumatic braking system & overhaul all components & change the
11.	Remove alternator, self-motor. Overhaul and replace the worn out items
12.	Inspect & Overhaul Fifth Wheel Coupler
13.	Change the Tilting Cabin Pump Hydraulic Oil.
14.	Water wash the vehicle & Grease with AMW grease OPCS / OPCSBD
15.	Completion of all the works as per schedule
16.	Verify whether all the works have been completed as per the schedule.
	Take the equipment for load test and check the followings.

17.	a)	Engine performance
	b)	Dashboard parameters
	c)	Function of clutch, transmission, steering and brakes.
	d)	Functioning of electrical appliances like lights, meters, switches etc.

PICKUP TRUCK- TATA YODHA- TYPE M (MONTHLY)- MAINTENANCE SCHEDULE, SL .NO. -9	
S.NO	WORKS TO BE CARRIED OUT
1.1	ENGINE:
1.2	Clean Air Filter
1.5	Check Timing Belt, adjust tension if required.
1.6	Check Alternator Belt tension & adjust
1.7	Check Injector nozzle for Opening pressure & Spray pattern
1.8	Check Engine idle speed, accelerator pedal & cable
1.9	Check Exhaust system for noise & leakages rectify if necessary
1.10	Check Exhaust Smoke level & correct
1.11	Check Engine Mountings for Looseness & damage to mountings
1.12	Check and Tighten Engine Bolts (Cylinder head cover, Oil Sump, Starter Motor, Alternator, Fuel filter)
1.13	Drain water from Fuel filters
1.14	Clean Strainer in Fuel tank
1.15	Change both fuel filters elements if Kms of run is covered
2.0	CLUTCH:
2.1	Adjust Clutch Pedal for play
2.2	Check clutch hydraulic cylinders for leak, level, repair if required.
3.0	GEARBOX:
3.1	Check Oil Level in Gear box & Topup if required.
3.2	Check & Tighten Mounting Bolts
3.3	Grease Propeller Shaft UJ cross & Sliding Yoke
4.0	AXLES:
4.1	Check Oil Level in Rear Axle & Topup if required.
5.0	SUSPENSION:
5.1	Front & Rear spring Bush Greasing
5.2	Check Front & rear spring U Bolt Torque and tighten if necessary
5.3	Check the Condition of Shock Absorber & Bushes
5.4	Check the Condition of Front & Rear Bump Stoppers
6.0	STEERING:
6.1	Check Oil Level in Steering Gear Box & topup
6.2	Check Wheel Alignment & adjust
7.0	BRAKES:
7.1	Check Brake Fluid level & Topup
7.2	Check Parking Brake cable
7.5	Check Brake Hoses and pipes for leakage
7.6	Check Brake pedal travel & correct and adjust four wheel brakes
8.0	ELECTRICALS:
8.1	Check functioning of Electrical system.
8.2	Check Electrolyte level in the Battery, top up with distilled water
9.0	WHEEL & TYRES:
9.1	Check Wheel mounting Nuts & tighten, tyre wear, pressure ,change if
1	Vehicle Washing, Lubrication of all grease nipple points
1	Performance checking of engine, road testing the vehicles, including
1	Check the condition chassis, body condition, report the works

PICKUP TRUCK- TATA YODHA- TYPE H (HALF YEARLY)- MAINTENANCE	
1.0	Attend to all the works mentioned in TYPE-M (MONTHLY)
2.0	Change engine oil, filter, diesel filters.
	TYPE A(ANNUAL) – MAINTENANCE SCHEDULE
	COMPLETE THE ABOVE TYPE M SCHEDULE AND THE FOLLOWING
1.0	ENGINE:
1.1	Replace Timing Belt if it comes 80,000 kms of run
1.2	Change engine oil, filter, air filter, fuel filters etc.
2.0	GEAR BOX:
2.1	Clean Breather on Gear Box
2.2	Change Oil in Gear box
3.0	AXLES:
3.1	Change Oil in Rear Axle
3.2	Clean Breather on Rear Axle
2.3	Overhaul all wheel hubs, brake system
2.4	Inspect tires, replace if required.
3	CLUCTCH: Overhaul clutch cylinders.
4.1	Take the equipment for road test and check the followings.
	a) Engine performance
	b) Dashboard parameters
	c) Function of clutch, transmission, steering and brakes.
	d) Functioning of electrical appliances like lights, meters,

CLOSED TRUCKS-(LCV/MCV/HCV) TATA 712 EXP VAN/ TATA1816 EXP VAN/ TAT
XENON EXP VAN/ TATA TODHA EXP VAN)
TYPE- M (MONTHLY) MAINTENANCE SCHEDULE- SL. NO. 10

Sl No.	WORKS TO BE CARRIED
1.	ENGINE:
1.1	Check oil level and top-up, if required
1.2	Check coolant level in the radiator and top-up, if required.
1.3	Check for leakage of coolant and rectify.
1.4	Check the condition of radiator cap and replace, if required.
1.5	Check the condition of radiator hoses and replace the worn out ones
1.6	Check fuel and lubricating oil lines for leaks and rectify. Remove the FI pump bowl filter, clean and refit. Remove air lock in fuel line.
1.7	Check the engine mountings.
1.8	Check the air cleaner and clean, if required.
1.9	Check fan belt tension and adjust, if required. (Max deflection 10-15mm on longer span)
1.10	Lubricate the fuel pump.
1.11	Lubricate the accelerator linkages.
1.12	Check the exhaust pipe lines and spark arrester for leaks and correct, if required.
1.13	Start the engine and check oil pressure, temperature and dashboard parameters for functioning..
1.14	Check and tighten, if necessary the following a. Injector pressure lines b. Leak off fuel banjo bolts c. Heat exchanger bolts d. Oil sump screws e. Oil pressure transducer at engine block f. Exhaust manifold mounting bolts g. Fly wheel housing mounting bolts
1.15	Check and tighten, if necessary the following a. Push rod chamber cover b. Cylinder head cover c. Radiator Fuel tank brackets d. Fuel filter mounting bolts e. Air duct hose f. Engine mounting hose g. Engine breather rubber hose clamp.
2.	CLUTCH:
2.1	Check proper functioning of clutch and adjust.
2.2	Adjust the clutch pedal play, if required.
2.3	Lubricate the clutch linkages with oilcan.
3.	TRANSMISSION:
3.1	Check oil level in the transmission and top-up, if required.
3.2	Check for any leaks in the transmission oil lines and rectify.
3.3	Check for proper engagement of gears.
4.	REAR AXLE:

4.1	Check oil level in the differential housing and top-up, if required.
4.2	Check and tighten differential cover mounting bolts, axle shaft cover bolts and tighten, if required.
5.	WHEELS:
5.1	Check the condition of tyres. Replace, if required.
5.2	Check all wheel discs bolts and tighten, if required
5.3	Inflate the tyres
5.4	Check and ensure that the rear wheels are not rubbing with
6.	SPRINGS:
6.1	Check all springs visually for any breakage of leaves, missing of fasteners and dislocation of leaves etc. Rectify, if required.
6.2	Check shock absorber mountings and shock absorbers for leakage.
7	BRAKES:
1.	Check and adjust brake pedal play, if required.
2.	Drain the air tank.
3.	Lubricate the brake linkages.
4.	Check the condition of brake line rubber components (like boots, pipes etc.) and replace, if required.
5.	Check and if necessary tighten air tank mountings and air line clamps
6.	Check free movement of plunger in dual brake valve.
7.	Check for proper functioning of exhaust brake, free movement of plunger of exhaust brake valve, mounting bolts for loosening and slackness in linkage.
8.	Checks for travel of brake chamber push rod / brake lining wear and clearance with brake drum. Adjust service brakes, if necessary
9.	Check brake torque plate (carrier plate) mounting bolts and tighten, if necessary.
10	Check for the brake lining wear by observing indicator and report.
8	STEERING:
8.1	Lubricate the steering linkages with oil
8.2	Check oil in power steering hydraulic tank and top-up, if required. Check hydraulic piping connections for leaks and rectify, if any.
8.3	Check and tighten steering linkages. Check for the presence of cotter pins and rubber boots in tie rod end nuts and kingpin lock bolts.
8.4	Check and tighten, if necessary <ul style="list-style-type: none"> a. U bolts of front and rear springs b. Nuts of spring pin wedge bolts c. Anti roll bar bracket mounting bolts d. Spare wheel carrier. e. Shock absorber mountings
8.5	Check and tighten, if necessary <ul style="list-style-type: none"> a. Pitman arm b. Drag link rod c. Tie rod d. Steering gear box mounting bracket bolts and nuts

9	PROPELLER SHAFTS.
9.1	Check the condition of center joint mountings, bearings and presence of rubber boots.
9.2	Check all propeller shaft crosses for any shake and presence of grease
10.	ELECTRICAL:
10.1	Clean the battery terminals and apply petroleum jelly and tighten terminals.
10.2	Check battery electrolyte level and specific gravity. The specific gravity should be 1.2. Top- up electrolyte level with distilled water, if required
10.3	Check battery-box condition. Clean / repair and fit, if required.
10.4	Check for the functioning of dynamo / alternator and self motor and tighten the mountings.
10.5	Check the function of electrical appliances and condition of fittings and replace the worn out items. Attend to problems, if
1	BODY:
11.1	Tighten all body and cabin bolts
11.2	Tighten driver seat mountings.
11.3	Check the function of door glasses for easy sliding. Lubricate the
12.	SERVICE:
12.1	Water wash the vehicle and grease all nipples.
12.3	Take the vehicle for road test and check the following a. Engine performance b. Dash board parameters c. Function of clutch, transmission, steering and brakes d. Function of electrical system.
TYPE H(HALF YEARLY) - MAINTENANCE	
Sl No.	WORKS TO BE CARRIED OUT
1	Attend to all the works mentioned in TYPE 2M
2	Change engine oil, filter, diesel filters
TYPE A (ANNUAL) - MAINTENANCE - WORKS TO BE CARRIED OUT Carry out M & H and below additional	
2	ENGINE: Change engine oil, filter, and fuel filters, air filters.
2.1	Remove the fuel tank, clean and refit. Check the condition of strainer and replace, if required.
2.2	Remove and clean the spark arrester and refit.
2.3	Check the end play of turbo charger shaft and radial clearance between turbine wheel and housing.
2.4	Check fan hub and drive belt tensioner bearing.
2.5	Check valve clearance and adjust, if required.
2.6	Check the condition of vibration damper and report.
2.7	Remove the injectors, check and reset the pressure (if required
3	CLUTCH AND GEARBOX:
3.1	Clean gearbox breather.
3.2	Overhaul clutch master and slave cylinder with new kits.
3.3	Replace gear box, differential oil.

3.4	Remove front wheel and rear wheel hubs, dismantle and clean bearing and other components. Replace damaged / worn out parts. Repack with fresh wheel bearing grease and refit. Adjust wheel hub play.
4.	STEERING AND SUSPENSION;
4.1	Change oil in power steering system. Replace filter and cartridge.
4.2	Dismantle front and rear springs. Clean and inspect leaves. Check and replace bushes if necessary. Apply graphite grease on leaves and reassemble.
4.3	WHEELS:
4.4	Overhaul all wheel hubs, inspect bearings, and refit.
5.	BRAKES:
5.1	Overhaul the pneumatic aggregates of the brake system with replacement of new kits.
5.2	Remove brake drums, inspect the brake linings, brake drums etc. Rectify for defects.
6.	ELECTRICALS:
6.1	Overhaul the self motor and alternator and refit.
6.2	Check all electrical functions like lights, switches, wiring etc
3	Take the vehicle for load test and check the following <ul style="list-style-type: none"> a) Engine performance b) Dash board parameters c) Function of clutch, transmission, steering and brakes d) Function of electrical system.

40 t TIL CRANE – TYPE M (MONTHLY) - MAINTENANCE SCHEDULE (SLNO 12)	
Sl No.	WORKS TO BE CARRIED OUT
1	Check and top up as required. a. Water in the radiator. b. Fuel in the tank c. Engine oil in the sump d. Air cleaner oil level e. Brake fluid level in Master Cylinder f. Oil level in the gear boxes & Differential g. Hydraulic oil level in the reservoir h. Transmission oil level i. Electrolyte level in the Battery
2	ENGINE
2.1	Check engine oil pressure as per the recommendation.
2.2	Check the condition of the Engine mounting bed and tighten / replace if
2.3	Adjust the Valve Tappet Clearance to recommended value. Check the condition of Valve door gasket, Engine cylinder head Gasket, Water pump gaskets, Engine oil sump Gasket etc for leaks and replace if required.
2.4	Lubricate the Fuel injection pump with engine oil. Check the condition of Diesel fuel high pressure lines, diesel fuel over-flow lines for leaks and tighten / replace if required.
2.5	Check the performance and condition of the Turbo Charger (TC), TC lubrication hoses and rectify leaks if any.
3	ENGINE COOLING SYSTEM
3.1	Check the condition of Radiator Top hose, Bottom hose, Elbow bend hoses, Hose clips etc., and replace / tighten if required.
3.2	Check the condition of the Radiator cap and replace if required.
3.3	Check the Radiator condition & performance, Radiator mountings and repair / tighten the same.
3.4	Check the condition of the Radiator cells for leaks and repair the same.
3.5	Check the condition and performance of the Water pump and rectify leaks, if any
3.6	Check the condition of Fan belt and tighten / replace the same if required.
3.7	Check the Radiator fan blade condition and its mounting bolts for tightness and tighten if required.
3.8	Check the performance of the ATF oil cooling system, clean the same if required.
3.9	Flush the Radiator water and fill with Fresh water / coolant.
3.10	Move, operate the crane for a period of 1 hour and record the radiator water temperature. If water temp. Exceeds more than the operating temp. Of..... Same may be
4	HYDRAULIC SYSTEM
4.1	Check Hydraulic oil level in the Reservoir and top-up if required.
4.2	Check the condition of the hydraulic oil for oil colour change, sediment in the oil or recommended hours of operation and replace.
4.3	Check condition of the Hydraulic hoses and its end fittings replace / tighten if
4.4	Check condition of hydraulic oil filter and replace if required. (Recommended to replace the filter for every 750 hrs of
4.5	Check the condition of Heat exchanger and fan for proper functioning
4.6	Check Hydraulic Pump for proper functioning
4.7	Operate the Hydraulic system lines such as Outriggers, Boom lift cylinder, Boom extractor cylinder and ropes, rectify leaks if any

40 t TIL CRANE – TYPE M (MONTHLY) - MAINTENANCE SCHEDULE (SLNO 12)	
Sl No.	WORKS TO BE CARRIED OUT
4.8	Operate the crane both Boom & Derrick for a period of 1 hour with load / without load, record Hydraulic oil temperature. If oil temp. Exceeds more than the operating temp. Of Same may be reported and corrective action to be taken.
5	BOOM & DERRICKS
5.1	Operate the boom for its maximum length and lubricate with proper grease.
5.2	Visually inspect the crane boom for pitting, dents, weld cracks, bend, twist / distortion and any damages etc.
5.3	Check the boom hydraulic cylinder for proper functioning and rectify leaks if any
5.4	Check the boom wire rope condition for bird caging, nesting, kinking, broken wires replace if damaged.
5.5	Lubricate the Boom rope with Cardium compound.
5.6	Check the functioning of boom brake and adjust the brake if required.
6	HOIST SYSTEM
6.1	Visually inspect the Hoist rope for bird caging, nesting, kinking, broken wires etc., and hoist pulleys and replace the same, if required.
6.2	Check the hoist rope anchoring points and tighten if required.
6.3	Check the rope drum and lubricate properly
6.4	Check the rope drum, hoist pulleys and replace the bearings if required
6.5	Check the condition of the crane hook for safety latch system, hook throat opening, distortion etc and record the same.
6.6	Visually inspect the crane hook block and record the same.
6.7	Lubricate the hoist rope with Cardium compound.
7	SLEW SYTEM
7.1	Check the slew brake for effectiveness and adjust if required.
7.2	Check the condition of the Annular gear and lubricate properly.
7.3	Operate the slew system and check for proper functioning.
7.4	Apply mechanical swing lock and check for proper functioning.
8	BRAKE SYSTEM
8.1	Visually inspect Brake system Hydraulic hoses and its end fittings and replace / tighten the same.
8.2	Visually inspect Brake system Pneumatic hoses and its end fittings and replace / tighten the same.
8.3	Check the performance of the Master cylinder, Wheel cylinder and connecting hoses and tighten / replace / repair the same.
8.4	Check the condition of the compressor V-belt and V-belt tension, adjust tension if
8.5	Check the performance of the Air compressor, Regulator etc, if any leak found, tighten /
9	WHEEL HUBS
9.1	Jack-up the wheel and check the wheel hub for shake, rectify the same if found.
9.2	Rotate the wheel and check the condition / performance of the wheel bearing, replace if required.
9.3	Check the wheel hubs for leaks and replace oil seals & O rings with new.
9.4	Check the effectiveness of Brakes and adjust if required.
9.5	Top-up the wheel hub with proper lubricant up-to mark.
10	WHEEL DISC AND TYRES
10.1	Check the condition of the wheel disc for distortion / cracks etc., and replace / repair the same.

40 t TIL CRANE – TYPE 2M - MAINTENANCE SCHEDULE (SLNO 12)	
Sl No.	WORKS TO BE CARRIED OUT
10.2	Check the condition of the wheel bolts, tighten to recommended tightening torque value. Replace wheel bolts and nuts with new if found thread damages
10.3	Check the condition of the tyres and Replace with new subjected to the following: tread cracks, worn out, aged tyres, side wall cracks etc. Note : Uneven wear of tyres to be reported and corrective action to be taken.
10.4	Inflate the tyres to the recommended inflation pressure. Front tyres inflation pressure : Rear tyres inflation pressure :
11	STEERING SYSTEM
11.1	Check the performance of the Power steering system, steering system hydraulic hoses for leaks, cracks etc, tighten / replace if required.
11.2	Check the condition and performance of the double acting steering cylinders, replace the O
12	TORQUE CONVERTER & TRANSMISSION
12.1	Check the condition and performance of the torque converter & transmission.
12.2	Check the performance of 2WD and 4WD and record
12.3	Check the oil level in the transmission at 82-93 ^o oil temperature and Top-up oil if required.
12.4	Move the crane for a distance of 5 kms at a max. Operating speed and record the transmission oil temperature. If oil temp. Exceeds more than the operating temp. of Same may be reported and corrective action to be taken.
13	ELECTRICAL SYSTEM
13.1	Check the specific gravity of the electrolyte in the batteries (SG-1.2). Check the electrolyte level and top-up, if required with distilled water. Clean the battery terminals and apply petroleum jelly.
13.2	Check the condition and performance of Self motor and Alternator for proper functioning, if not attend the same.
13.3	Check functioning of Head lights, tail lights, side indicators, Parking brake light, charging circuit, battery terminals, battery cut-off switch etc.,
14	DASH BOARD PARAMETERS (NO LOAD / AT RATED CAPACITY)
14.1	Engine oil pressure gauge
	Engine coolant temperature gauge (max. 90 ^o C)
	Transmission oil temperature gauge (max. 90 ^o C)
	Hydraulic oil temperature (max. 95 ^o C)
	Rpm / Hour meter
	Fuel gauge
	Volt meter
14.2	Functioning of Safety Display System & Program system (with out-riggers & without out-riggers)
14.3	Overload alarm
	Boom Over hoist alarm
	Over hoist alarm
	By-pass system
	3 rd wrap indicator
15	LUBRICATION
15.1	Lubricate all Greasing points as per the Lubrication Chart.
15.2	Clean and water wash the equipment thoroughly.

40 t TIL CRANE – TYPE M (MONTHLY) - MAINTENANCE SCHEDULE (SLNO 12)	
Sl No.	WORKS TO BE CARRIED OUT
16	Test the crane by operating all system by trail running.

Sl No.	WORKS TO BE CARRIED OUT
1.	Verify whether all the maintenance works have been completed as per Maintenance
2.	Check the condition and anchoring points of boom and hoisting ropes.
3.	Tightness of mounting bolts and nuts –random checks.
4.	Start the crane and test engine for <ul style="list-style-type: none"> a) Oil and water leaks b) Dash board parameters c) Function of all electrical systems and relays d) Undue vibration at couplings and propeller shafts e) Proper air filling in the air reservoirs f) Functioning of hydraulic systems g) Functioning of transmission system h) Functioning of power steering system i) Condition of Hoist rope and Boom rope j) Condition of Hook block k) Condition of tyres and wheels l) Effectiveness of Service brake / parking brake m) Performance of Safety display systems.

5.	Carryout the following operation checks on the crane	
	A	Main Hoist
		Hoisting
		Lowering
		Brakes
		Limit switches
	B	Outriggers
		Extraction
		Retraction
		Lifting (up)
		Lowering (down)
	B	Boom Hoist
		Hoisting
		Lowering
		Brakes
		Limit switches
C	Swing	
	Right side	
	Left side	
D	Travel	
	Front & Rear	
	Brakes	

4.	Carry out Road trial and check the performance of the crane
TYPE H (HALF YEARLY) MAINTENANCE	
Sl.No.	Works to be carried out
1.0	Carry out all the works as per Type M Maintenance.
2.0	Change engine oil filter, fuel filter, Air cleaner.

40T TIL CRANE – ANNUAL MAINTENANCE- TYPE A (ANNUAL) SL.NO. 12	
SI No.	WORKS TO BE CARRIED OUT
1	CARRY OUT ALL WORKS AS PER ABOVE TYPE M AND H MAINTENANCE SCHEDULES, ADDITIONAL TO THIS FOLLOWING WORKS ALSO TO BE CARRIED OUT.
2	ENGINE
2.1	Change Engine oil, engine oil filter and Air cleaner oil
2.2	Change Diesel fuel filter primary and secondary
3	COOLING SYSTEM
3.1	Check the condition of the Radiator – remove, Overhaul & refit – if required.
3.2	Check the condition of the Water Pump – remove, Overhaul & refit – if required.
4	HYDRAULIC SYSTEM
4.1	Change Hydraulic oil, hydraulic oil filter with new
4.2	Check performance of the Hydraulic motor and Overhaul if required
5	BOOM & DERRICKS
5.1	Check the performance of boom brake and Overhaul if required.
6	HOIST SYSTEM
6.1	Check the performance of hoist brake and Overhaul if required.
6.2	Check the condition of Sheave pulley bearings and crane hook block bearings and replace if required.
7	SLEW SYTEM
7.1	Check the functioning of slew brake for effectiveness, overhaul the same and refit, adjust properly and check performance.
8	BRAKE SYSTEM
8.1	Overhaul Master cylinder, Wheel cylinders, replace worn-out spares, refit and check for effectiveness.
8.2	Check the condition of the Pneumatic system such as Air compressor, Reservoir, air pressure Regulator, replace / repair the same and refit.
9	WHEEL HUBS
9.1	Overhaul all wheel hubs and repair / replace worn out spares and refit
9.2	Check the condition of the Wheel hub bearings and replace if required.
9.3	Check the condition of the Brake shoes, linings, springs etc, and replace if required and adjust brakes.
10	WHEEL DISC AND TYRES

40T TIL CRANE – ANNUAL MAINTENANCE- TYPE A (ANNUAL)	
SI No.	WORKS TO BE CARRIED OUT
10.1	Check the condition of all tyres and rotate as per the tyres rotation chart.
11	STEERING SYSTEM
11.1	Change steering system oil with new
11.2	Check the condition of the Power steering system and Overhaul the system if required.
12	TORQUE CONVERTER & TRANSMISSION
12.1	Change Transmission oil with new
12.2	Change transmission oil filter / filter element with new
13	ELECTRICAL SYSTEM
13.1	Remove Self motor and attend to Major overhauling, replace worn out items such as bearings, Oil seals, carbon brushes etc.
13.2	Remove Alternator and attend to Major overhauling, replace worn out items such as bearings, Oil seals, carbon brushes etc.
14	LUBRICATION
14.1	Lubricate all Greasing points as per the Lubrication Chart.
14.2	Water wash the equipment thoroughly.
16	LOAD TEST
16.1	Conduct Load testing of the equipment to its rated capacity and check the performance and record in the Load test format.

MODULAR HYDRAULIC SUSPENSION SEMI TRAILER(COMETTO) -TYPE A (ANNUAL) - MAINTENANCE SCHEDULE Sl.No. 13	
Sl No.	WORKS TO BE CARRIED
1.	Check the hydraulic oil level in the gooseneck
2.	Check the hydraulic hose connections in between modules and gooseneck for leaks and rectify, if any
3.	Check the condition of air brake connections for leaks and rectify, if any
4.	Check the condition of air and hydraulic hoses and replace, if required
5.	Check for oil leaks below the trailer bottom and rectify, if required.
6.	Check the condition of pressure gauges and connecting capillary tubes and replace, if required.
7.	Check the condition of steering linkages and retighten.
8.	Check the tightness of module connecting bolts, lock bolts of pins and retighten.
9.	Water wash / clean the trailer thoroughly.
10.	Check the presence of hub caps for all wheel hubs.
11.	Check the condition of tires and replace / rotate worn out ones.
12.	Inflate all tires.
13.	Check the tightness of all wheel nuts.
14.	Check the oil level and diesel level in the power pack and top-up, if
15.	Clean the power pack battery terminals and top-up the electrolyte level with distilled water. Retighten the terminals.
16.	Tighten the power pack bed bolts and mounting bolts.
17.	Check the condition of power pack V belts and replace, if required.
18.	Check for oil and diesel leaks in power pack and rectify, if required.
19.	Check the condition of props and presence of locking pins with chain
20.	Check the presence of earth chain.
21.	Check electrical harness, lights etc. and rectify complaints.
22.	Start the power pack and check <ul style="list-style-type: none"> a) Performance of engine and condition of spark arrester for clean exhaust. b) Unlock the fifth wheel locks, raise the goose neck and check the condition of king pin and apply new grease to the rubbing plate. c) Lower the gooseneck, lock the fifth wheel and adjust the wedge piece. d) Check the function of leveling system and adjust the platform level to 1165 + or -50mm e) Check the function of manual steering and adjust the wheel alignment. f) Check the function of hydraulic props provided
TYPE H (HALF YEARLY) MAINTENANCE	
Sl.No.	WORKS TO BE CARRIED OUT
1.0	All works to be carried out as per above TYEP M MAINTENANCE.
2.0	Tightness of steering linkages - random check.
3.0	Check the hydraulic hose connections in between modules and gooseneck for leaks.

MODULAR HYDRAULIC SUSPENSION SEMI TRAILER(COMETTO) -TYPE A (ANNUAL) - MAINTENANCE SCHEDULE	
1.	Carry out the works mentioned in TYPE M AND H
2.	Change engine oil and fuel filter for power pack.
3.	Change diesel filter for power pack.
4.	Check the function of tilt warning device separately.
5.	Check the hydraulic oil for contamination of water and dirt and change, if required. Also change the filter element.
6.	Remove all wheel drums and clean the brake parts. Carry out hub servicing for all wheels.
7.	Verify whether all the maintenance works have been carried out as per schedule.
8.	Check the hydraulic hose connections in between modules and gooseneck for leaks.
9.	Check the condition of hydraulic oil, filter, change if required
10	Check the brake connections for air leaks.
11	Tightness of steering linkages - random check.
12	Start the power pack engine and check <ul style="list-style-type: none"> a) Performance of power pack engine. b) For any oil and diesel leak c) Function of leveling system d) Function of manual steering e) Function of hydraulic props f) Wheel alignment
13	Check the function of tilt warning device
14	Load test the trailer as per the procedure.

ALL TRAILERS – TYPE H (HALF YEARLY) –MAINTENANCE SCHEDULE SL NO 14 to 24	
Sl No	WORKS TO BE CARRIED OUT
1.	Check the condition of leaf spring assembly, shackle pins, bushes, center bolt and U clamps and replace, if required (or)
2.	Check the condition of tow bar, spring and connected assembly and replace, if required.
3.	Check the condition of all bolts and nuts and replace and retighten, if required.
4.	Open the axle cups and pack with grease and fit back after ensuring proper condition of bearings.
5.	Check the condition of turn table, retighten the mountings and lubricate.
6.	Tighten all wheels and bolts.
7.	Check the condition of tyres and replace, if required. Inflate all tyres to specified pressures.
8.	Check the condition of brakes and adjust, if required.
9.	Water wash the trailer thoroughly & Lubricate all grease nipples and hinge points.
10	Check the condition of chassis frame, platform, presence of earth chain and hooking points, supporting legs, red reflectors and report.
11	Presence of all fasteners and random checking of their tightness.
12	All electrical connections, lights, air couplings etc.
13	Conduct the road performance trial and check for the following. a) Function of brakes. b) Function of suspension. c) Function of turn table. d) Wheels for wobbling. e) Heating of brake drums. f) General performance of the trailer and the hauler during the movement.
14	FOR CANOPY TRAILERS
	CHECK FOR FOLLOWING AND REPAIR TO BE CARRIED OUT IF NECESSARY. a. Check for condition of canopy tarpaulin and joints. b. Check the condition of rail. c. Check the condition of rollers. d. Check for overall free movement of the canopy arrangement. if any observation like damages/defectiveness corrective action shall be completed.
TRAILERS – TYPE A (ANNUAL) – MAINTENANCE SCHEDULE	
1	Carryout all the maintenance works mentioned in TYPE H MAINTENANCE
2.	Overhaul all wheel hubs; Check the condition of axle bearings and replace, if required. a. Repack all wheels with grease. (Hub Servicing). b. Check the brake condition, Overhaul air brake components and

	c. brake linings , replace the kits if required
3.	Inspect & if required Overhaul the turntable and tow hook linkages.
3.1	Overhauling of turn table should involve <ul style="list-style-type: none"> a) Dismantling of turntable b) Inspection of rubbing plates, kingpin, in mountings, pin fasteners, pin bush and attend to any reconditioning works, if required. c) Lubricating the all mating parts. d) Re-assembly & checking the function.
3.2	Overhauling of tow hook linkages should involve <ul style="list-style-type: none"> e) Dismantling of tow hook and steering connecting ball ends. f) Inspection of the condition of tow hook, spring, track rod ends, track rods and fasteners. g) Replacing / reconditioning worn out components. h) Re-assembly and lubrication.
4	Load testing as per the procedure. (only required trailers)

TATA 1109 TRUCK with handling Crane - TYPE M (MONTHLY)- MAINTENANCE SCHEDULE, SL .NO. -11	
S.NO	WORKS TO BE CARRIED OUT
1.1	ENGINE:
1.2	Clean Air Filter
1.5	Check Timing Belt, adjust tension if required.
1.6	Check Alternator Belt tension & adjust
1.7	Check Injector nozzle for Opening pressure & Spray pattern
1.8	Check Engine idle speed, accelerator pedal & cable
1.9	Check Exhaust system for noise & leakages rectify if necessary
1.10	Check Exhaust Smoke level & correct
1.11	Check Engine Mountings for Looseness & damage to mountings
1.12	Check and Tighten Engine Bolts (Cylinder head cover, Oil Sump, Starter Motor, Alternator, Fuel filter)
1.13	Drain water from Fuel filters
1.14	Clean Strainer in Fuel tank
1.15	Change both fuel filters elements if Kms of run is covered
2.0	CLUTCH:
2.1	Adjust Clutch Pedal for play
2.2	Check clutch hydraulic cylinders for leak, level, repair if required.
3.0	GEARBOX:
3.1	Check Oil Level in Gear box & Topup if required.
3.2	Check & Tighten Mounting Bolts
3.3	Grease Propeller Shaft UJ cross & Sliding Yoke
4.0	AXLES:
4.1	Check Oil Level in Rear Axle & Topup if required.
5.0	SUSPENSION:
5.1	Front & Rear spring Bush Greasing
5.2	Check Front & rear spring U Bolt Torque and tighten if necessary
5.3	Check the Condition of Shock Absorber & Bushes
5.4	Check the Condition of Front & Rear Bump Stoppers
6.0	STEERING:
6.1	Check Oil Level in Steering Gear Box & topup
6.2	Check Wheel Alignment & adjust
7.0	BRAKES:
7.1	Check Brake Fluid level & Topup
7.2	Check Parking Brake cable
7.5	Check Brake Hoses and pipes for leakage
7.6	Check Brake pedal travel & correct and adjust four wheel brakes
8.0	ELECTRICALS:
8.1	Check functioning of Electrical system.
8.2	Check Electrolyte level in the Battery, top up with distilled water
9.0	WHEEL & TYRES:
9.1	Check Wheel mounting Nuts & tighten, tyre wear, pressure ,change if
1	Vehicle Washing, Lubrication of all grease nipple points
1	Performance checking of engine, road testing the vehicles, including

1	Check the condition chassis, body condition, report the works
TATA 1109 TRUCK with handling Crane - TYPE H (HALF YEARLY)- MAINTENANCE	
1.0	Attend to all the works mentioned in TYPE-M (MONTHLY)
2.0	Change engine oil, filter, diesel filters.
TYPE A(ANNUAL) – MAINTENANCE SCHEDULE	
COMPLETE THE ABOVE TYPE M SCHEDULE AND THE FOLLOWING	
1.0	ENGINE:
1.1	Replace Timing Belt if it comes 80,000 kms of run
1.2	Change engine oil, filter, air filter, fuel filters etc.
2.0	GEAR BOX:
2.1	Clean Breather on Gear Box
2.2	Change Oil in Gear box
3.0	AXLES:
3.1	Change Oil in Rear Axle
3.2	Clean Breather on Rear Axle
2.3	Overhaul all wheel hubs, brake system
2.4	Inspect tires, replace if required.
3	CLUCTCH: Overhaul clutch cylinders.
4.1	Take the equipment for road test and check the followings.
	a) Engine performance
	b) Dashboard parameters
	c) Function of clutch, transmission, steering and brakes.
	d) Functioning of electrical appliances like lights, meters, switches

BATTERY OPERATED TRUCK - TYPE Q - MAINTENANCE SCHEDULE (SL NO 25)	
Sl No.	WORKS TO BE CARRIED OUT
1.	Check the battery voltage for healthiness
2.	Check the specific gravity of the electrolyte, if not in range , corrective action to be completed.
3.	Check the electrolyte level in the battery and top-up with distilled water, if required. Clean the battery terminals and
4.	Check all controls such as lights, horn, brakes, accelerator pedal, battery socket and plug.
5.	Inspect the tyres - Remove stones or metal swarf (filings, turnings, grindings) etc.
6.	Motor maintenance: a) Carbon brush is free in its holder. b) Carbon brushes are contacting correctly. c) The pig tails are secured in the carbon and not frayed d) The length of the brush is not less than 22mm. If less, replace e) The commutator segments are smooth and clean, free of grease. f) The solder in the commutator neck is perfect and not soft.
7.	Put battery on equalizing charge.
8.	Check all wheel nuts and bolts and tighten, if required.
9.	Inspect the battery terminals.
10.	Check transmission unit gear box.
11.	Grease the equipment.
12.	Examine the control panel. See that all the connections and contacts are clean and make firm contact. All frayed wire
13.	Clean and lubricate with grease the moving mechanical parts: Check the condition of chain and align the chain drive in three wheel units. Ensure that lubricant does not come in contact with the electrical system.
14.	Check oil level in gear box and brake cylinder and top-up, if
15.	Check the condition of seats and platform. Attend to the problems, if anything is noticed.
16.	Check hand and foot brake mechanism and adjust, if
17.	Check all bolts and nuts.
18	Carry out the all maintenance works as per monthly schedule.
19	Check the condition of transmission oil. If it is contaminated with dirt or water, replace the transmission oil.

20	<p>Take the equipment for road test and check the performance of</p> <ul style="list-style-type: none">a) Normal functioning of motor and control switches and contacts.b) Gear box.c) Steering performanced) Function of electrical appliancese) Brakes.
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BATTERY OPERATED TRUCK - TYPE A (ANNUAL) MAINTENANCE	
Sl No.	WORKS TO BE CARRIED OUT
1.	Carry out the all maintenance works as per TYPE H MAINTENANCE Schedule.
2.	Drain, Flush and refill transmission gear unit
3.	Repack Motor Bearings
4.	Overhaul all wheel hubs, brake system.
5.	Drain Flush and refill Hydraulic tank
6.	Open wheels, check brake system replace linkages and kits, repack wheel hubs with new grease and fit. Overhaul the brake system. Replace the MC kit, WC kit, and brake linings, if required.
7.	Take the equipment for load test and check the performance of <ul style="list-style-type: none"> a) Normal functioning of motor and control switches and contacts. b) Gear box. c) Steering performance d) Function of electrical appliances e) Brakes.

ANNEXURE C

ANNEXURE C- CONFIRMATION/COMPLIANCE STATEMENT

Sl. No.	Description of terms and condition.	Clause/Annexure	Compliance		Reason for deviation
			Yes	No	
1.	Validity of offer	Section A, Point No.-2-3			
2.	Cost of Bidding	Section A, Point No.-2-4			
3.	Applicable language/measurements	Section A, Point No.-2-5			
4.	Arrangement of Bids	Section A, Point No.-2-6			
5.	Schedule of prices	Section A, Point No.-2-7			
6.	Bid submission	Section A, Point No.-3			
7.	Power of attorney in favour of authorized signatory of the bid/proposal documents.	Section A, Point No.-2-8-1.b			
8.	List of annexure enclosed in proposal & dully filled, signed and sealed/stamp	Section A, Point No.-2-8.1			
9.	Un- Priced copy of schedule of prices with all other commercial terms, taxes, duties, exemption certificates and condition duly filled (Price to be kept blank), signed and stamped.	Section A, Point No.-2-8.1			
10.	Price commercials bid shall be filled only in online in the price bid format, Any price break up asked as per price bid format has to be filled and submitted in the price bid online ISRO eProcurement portal uploaded in Finance document folder area only.	Section A, Point No.-2-8.2			
11.	Deviation in terms and condition, assumption, discounts, shall be stipulated in format specified in the portal. SDSC SHAR will not take cognizance of any such statement and may at their discretion reject such bids.	Section A, Point No.-2-8.1			
12.	Complete Techno-Commercial part of the bid shall be filled online in the 'VENDOR Specified terms' forms of the e-tender.	Section A, Point No.-3.1			
13.	The following enclosure shall be attached along with the Techno-Commercial bid	Section A, Point No.-3.1			
	a. Pre-qualification criteria details supporting				

ANNEXURE C- CONFIRMATION/COMPLIANCE STATEMENT

	documents.			
	b. Compliance statement			
	c. Any other techno-commercial information related to the tender.			
	d. Unpriced bid format with details of percentage of taxes.			
	e. Confirmation of submission of price bid as per price bid Format-1, 2 & 3.			
	f. Deviation statement if any, and checklist shall be filled online, without which the bid will not be considered.			
14.	Price bid shall be filled in the on-line 'price bid' form of the e-tender only in ISRO E-Procurement in Financial document folder. The cost of spares and other prices shall be filled in the respective forms available on-line in the e-porta. Any other terms and conditions given in this part shall not be considered and if insisted upon by the bidder, bid are liable for rejection.	Section A, Point No.-3.2		
15.	The break-up prices as given in the price bid format table-1, 2, 3 & 4 (with prices) shall be enclosed along with price bid.	Section A, Point No.-3.2		
16.	Bidder must provide the Point by Point compliances to the technical specifications along with deviations as per 'schedule of deviations', the tender will be rejected, if deviations are not acceptable to the purchaser (department)			
17.	The bidder, whose bid is accepted by SDSC SHAR, shall be issued a purchase Order(PO) to proceed with the work, Bidder shall confirm acceptance by returning a signed copy of PO.	Section A, Point No.-5.7		
18.	No work shall be sub-contracted without prior approval of SDSC SHAR.	Section A, Point No.-1a		

ANNEXURE C

ANNEXURE C- CONFIRMATION/COMPLIANCE STATEMENT

19.	Taxes and duties.	Section A.1, Point No.-2			
20.	Income Tax.	Section A.1, Point No.-4			
21.	Security Deposit: Acceptance of security deposite terms as per the Point No. 21.1 & 21.2 of tender document (ANNEXURE-1).	Section A.1, Point No.-5			
22.	Acceptance for Service Level Agreement (SLA)/ Penalty Clauses.	Section A.1, Point No.-6			
23.	APPLICABLE LAW AND JURISDICTION	Section A.1, Point No.-8			
24.	Compliance for disclosure and use of information	Section A.1, Point No.-10			
25.	Acceptance to execute the work at the Work Station: SMPC U1.	Section A.1, Point No.-11			
26.	Compliance to scope of work.	Section B, Point No. A, B , C & D.			
27.	Compliance to schedule maintenance work package.	Section B, Point No.-1			
28.	Compliance of work force deployment	Section B, Point No. 1 A3			
29.	Skill set	Section B, Point No. A3k			
30.	Payment Terms	Section B, Point No. 1-ABC			
31.	Operation work package of material handling equipment.	Section B, Point No. 2, a & b.			
32.	Skill test.	Section B, Point No. A-2			
33.	Facilities provided by service receiver.	Section B, Part 2. 15			
34.	Working hours.	Section B, Part 2. 16			
35.	Duration of the contract.	Section B, Part 2.. 17			
36.	Transportation, Accommodation and Medical facilities.	Section B, Part 2.. 18			
37.	Entry Passes for contract staff.	Section B, Part 2.. I9			
38.	Settlement of bills and payments.	Section B, Part 2.. 20			
39.	Terms & Conditions	Section B, Part- 2			
40.	Statutory provision, rules and regulation of Govt, of India & Govt of Andhra Pradesh in force from time to time for service provider personnel.	Section B, Part- 2			
41.	Service Provider shall ensure minimum wages as per	Section B, Part- 2			

ANNEXURE C- CONFIRMATION/COMPLIANCE STATEMENT

	relevant act.				
42.	Service Provider or staff engaged by the service provider shall not have any right to claim for employment based on the work done through this contract.	Section B, Part- 2			
43.	Service Provider or his personnel shall adhere to all the security provision of SDSC SHAR.	Section B, Part- 2			
44.	Services Provider shall bear all expenses regarding uniforms, compensation, wages and allowances (DA), PF, ESI, Bonus as applicable relating to personnel.	Section B, Part- 2			
45.	Service provider shall pay wages to the engaged personnel on or before 7 th of every succeeding month.	Section B, Part- 2			
46.	Service Provider shall submit workers EPF number and proof of submission of FPF, ESI etc as applicable, every month for the previous month along with the monthly bill	Section B, Part- 2			
47.	The service Provider should maintain all the records and documents under various labour laws applicable to contract labour/ personnel.	Section B, Part- 2			
48.	Proportionate revision in minimum wages, EPF & ESI as applicable shall be paid to the Service Provider staff and respective agencies.	Section B, Part- 2			
49.	Service Provider shall be solely responsible for the redress of grievances/ resolution of disputes relating to the work done.	Section B, Part- 2			
50.	Age limit.	Section B, Part- 2			
51.	Licence for Contract Workers.	Section B, Part- 2			
52.	Legal Terms and Condition.	Section B, Part- 2			
53.	Insurance.	Section B, Part- 2			

ANNEXURE C- CONFIRMATION/COMPLIANCE STATEMENT

54.	Service Provider shall discharge all the legal obligations in respect of the work-force engaged.	Section B, Part- 2			
55.	Timely payment of remuneration to the work-force, remittance of EPF and ESI shall be the sole responsibility of the Service Provider.	Section B, Part- 2			
56.	Service Provider shall also be liable for the remittance of all taxes, Levies, Cess etc., on account of service rendered by Service Provider to the concerned authorities.	Section B, Part- 2			
57.	Service Provider shall completely be responsible to maintain the attendance, acquaintance of remuneration paid, EPF, ESI and comprehensive Medical claim policy of their Work-Force.	Section B, Part- 2			
58.	Service Provider shall submit to the respective paying authority of the service receiver, the details of the monthly remuneration in the form of a pay-slip made by service provider to their work-force.	Section B, Part- 2			
59.	Proof of payment of remuneration made to the work-force for the preceding month duly certified by the service provider shall be submitted..	Section B, Part- 2			
60.	Proof of remittance of both employees and Employers contribution towards EPF, ESI or Medical Claim policy, as the case may be, made for the preceding month.	Section B, Part- 2			
61.	Service Provider shall not assign, transfer or convey in whole or in part, this work/work package order(s) to anyone.	Section B, Part- 2			
62.	Safety and Security.	Section B, Part- 2			
63.	Joint and several liabilities.	Section B, Part- 2			
64.	Severability.	Section B, Part- 2			

ANNEXURE C- CONFIRMATION/COMPLIANCE STATEMENT

65.	Immunity from liability.	Section B, Part- 2			
66.	Intellectual property.	Section B, Part- 2			
67.	Down Time compensation.	Section B, Part- 2			
68.	Termination and short Closing of contract.	Section B, Part- 2			
69.	Parallel / Adhoc work Package Order.	Section B, Part- 2			
70.	Applicable Law, Jurisdiction and arbitration.	Section B, Part- 2			
71.	Special condition related to daily works.	Section B, Part- 2			
72.	BIDDER ELEIGIBILITY/ PRE-QUALIFICATION CRITERIA.	Section B, Part- 2			
	a. The bidder shall be a Company/Firm/ Limited Liability Partnership (LLP) including any legal entity, registered in India for last three years, ending tender due date. In-corporation / Registration certificate (or similar document) shall be furnished as documentary proof.	Section B, Part- 2, Point 21			
	b. The bidder shall have minimum three years of working experience in the area related to any one of the following: Maintenance of CEV/Material handling equipment/Automobiles (anyone) (or)Maintenance of mechanical systems (or) Operation & Maintenance of any plants.	Section B, Part- 2, Point 21			
	c. The service provider shall have an average annual turnover of Rs. 90.00 Lakhs in last 3 FY ending JAN-2026	Section B, Part- 2, Point 21			
	d. The service provider shall submit Solvency Certificate for Rs 50.00 lakhs or above from a	Section B, Part- 2, Point 21			

ANNEXURE C- CONFIRMATION/COMPLIANCE STATEMENT

	Nationalized/Scheduled Bank to be attached along with bid as part of qualification, valid in the current financial year 2025-26.				
	<p>e. The value of similar work contracts on areas as per Sl No (b) above, executed during the last three years period ending before tender due date is required as follows.</p> <p>i. Rs. 90.00 Lakhs in case of single work order(or)</p> <p>ii. Rs. 65.00 Lakhs each in case of two works orders (or)</p> <p>iii. Rs 45.00 Lakhs each in case of three work orders.</p>	Section B, Part- 2, Point 21			
	f. As a documentary proof, audited balance sheet/CA certified and Profit & Loss details of A/c shall be submitted during the period 2022-23; 2023-24; 2024-25 , Copy of Work Orders/ PO shall be furnished as documentary proof.	Section B, Part- 2, Point 22			
	g. P.O. copies as proof of experience as per above BQC and Satisfactory work completion certificate is to be submitted	Section B, Part- 2, Point 22			
73.	The service provider shall not have been black listed by any State Government, Central Government or any other Public Sector undertaking or a corporation as on the date of tender opening.	Section B, Part- 2, Point 22			
74.	The Service Provider shall mention the Registration number under the Employees Provident Fund Act & Miscellaneous Act/Rule. The service Provider shall furnish a copy of the EPF Registration Certificate along with the tender.	Section B, Part- 2, Point 22			

