

**Indian Institute of Remote Sensing**  
**INDIAN SPACE RESEARCH ORGANISATION**  
**Department of Space, Govt. of India**  
 4, Kalidas Road, Post Box No. 135  
 DEHRA DUN-248 001

Email: [pns@iirs.gov.in](mailto:pns@iirs.gov.in)**PURCHASE DEPARTMENT**Tender Enquiry No : IIRS/PandS/MPR- 

M/s

*As per list Attached*

Date

Due Date

 at 1500 hrs.

Kindly submit your quotations in a sealed envelope superscribed with Enquiry No. due date for the supply of the following as per terms conditions mentioned below.

SI No	Material Description	Unit	Qty
1	<p>Work Order for doing the following works in CSSTEP from 01-10-2015 to 30-09-2016</p> <ul style="list-style-type: none"> <li>-Creating and updating databases for Alumni and International Organizations.</li> <li>-Compiling and updating a database of M.Tech Students, their progress reports and related correspondence.</li> <li>-Mailing lists for sending course brochures, newsletters, course reports etc.</li> <li>-Compiling of applications received and issuing admission letters for various courses.</li> <li>-Students affairs related matters and also other work assigned by the Director, CSSTEP, Programme coordinator, Course Director and other identified CSSTEP Officials.</li> <li>-Liaising with Ministries &amp; Embassies for security clearance, visa etc.</li> <li>-International air travel arrangements, booking &amp; other logistics support to CSSTEP courses &amp; International and National dignitaries.</li> </ul> <p>Workforce: 01 No (Highly Skilled Manpower/Office Professional Service Employment)</p> <p>Working Days: 5 Days in a week Off: Saturday &amp; Sunday in a week and beside one day extra off in a month.</p> <p><b>Terms and Conditions :</b> As Per annexure enclosed</p>	Job.	1

*AD*  
*31/9/15*  
Purchase and Stores Officer  
Indian Institute of Remote Sensing

Please See Our Web Site :- "[www.iirs.gov.in](http://www.iirs.gov.in)" for all tenders

*ok*

**GOVERNMENT OF INDIA  
DEPARTMENT OF SPACE,  
INDIAN SPACE RESEARCH ORGANISATION  
INDIAN INSTITUTE OF REMOTE SENSING  
4, KALID AS ROAD, POST BOX NO. 135,  
DEHRADUN**

NO. IIRS/P&S/MPR-2026 - WORK ORDER FOR DOING THE WORK IN CSSTEAP ETC.

**GENERAL TERMS & CONDITIONS:**

1. The contractor may visit the site of work place and acquaint himself with the nature of work involved, assess the actual working mechanism that may be required in order to deploy suitable member/type of workforce required, for carrying out the works stipulated in the contract and to carry out the instructions of Administrative Officer.
2. IIRS reserves the right not to consider the offer of those bidders whose works against any other contract have been found unsatisfactory and information submitted was found false . The bids of these firms / contractors will not be considered who have not provided satisfactory works in the past to IIRS or any other Govt. Offices and penalty was imposed by IIRS or any other Govt. Department due to any reason during the earlier contract period.
3. The contractor should have an established office in Dehradun with telephone / cell facility to enable us to contact in person as well as on telephone/cell should also have telephone/cell phone facility at his residence to contact during odd hours also.
4. The workforce deployed by the contractor shall be above 18 years of age, in good health, well mannered and having appropriate work experience
5. The contract will be for a period of one year, which is extendable by one more year on mutual acceptance on the basis of its performance and satisfaction of office.
6. In the event of not deploying the committed number of work force or if the works envisaged in the specification are suffered due to either less quantity or poor quality, IIRS shall recover such amounts from the bills of the contractor, which shall be worked out to Rs. 800/- per day each labour. The contracting agency has to submit the monthly attendance and proof of payments along with the bill. The contractor shall have no other claims whatsoever in this matter and the decision of the Department shall be final and binding.
7. The contractor should follow the labour rules and regulations during the period of contract. **The wages fixed by the Department has to be paid to work force ( Highly Skilled).** The contractor shall produce documentary evidence having paid the wages, failing which suitable action will be taken for payment due-to the workforce by deducting the amount from the contractor bill. The contractor shall



obtain a valid License under the Contract Labour (R & A) Act Rules 1970 and 1971 within 15 days from the date of the commencement of work.

8. The contracting agency shall pay the minimum wages fixed by the Department for the respective category of workforce and any violation of these shall be viewed very seriously and necessary penal action shall be initiated. On or before 7<sup>l</sup> of every month, the contractor shall make the payment to workforce on the prescribed format certifying the relevant rules of Labour Act to the workforce in the presence of Administrative Officer or his authorized departmental representative on the working day and Administrative Officer shall ensure it by making his endorsement on the same. Subsequently, the contractor shall submit the bill enclosing all relevant papers including proof of payment etc.
9. Any loss or damages caused to the item/material etc. inside the IIRS premises or to the institute's property by the work force engaged under this contract must be made good by the contracting agency at their own cost, failing which cost thereof, shall be recovered from the running bills of the contracting agency. In this event of non-recovery from running bills for any reason whatsoever, the same can be adjusted / recovered from the security deposit etc. also.
10. It is to emphasis here that this contract is purely a work contract intended for carrying out all the works enshrined in the abstract appended to this and at no stage this should be constructed / interpreted as a Labour Contract.
11. The Central Government Contract Labour (Regulation & Abolition Act Rules 1971) shall apply to this work contract.
12. Acts framed from time to time by the Government shall be binding on the Contracting agency in so far as this contract is concerned and as applicable to them. The contracting agency will be wholly and solely liable and responsible for fulfilling and carrying out their contractual obligations as per this contract.
13. The character and antecedents of all workers to be deployed by the contracting agency will be subject to appropriate verification, clearance and satisfaction of the contracting agency and be intimated to the Administrative Officer, IIRS.
14. For security reasons^ the successful tenderer shall furnish the names and residential address of workforce they intend to deploy for the works immediately after receiving the Work Order. They have to submit the character and antecedents verification report of the police . If there is any addition or alteration during the contract period, their names and address also shall be furnished one month in advance.
15. **Mode of Payment - Payment** will be made on monthly basis on submitting the bill in duplicate and upon producing relevant documentary evidence having paid the wages to the workforce. Income Taxes at source as applicable will be recovered from the Running Account Bill.
16. During execution of the work,if it is found that the performance of the contractor is not satisfactory(or) for non-compliance pf any of the stipulated conditions, the

same shall render the contract liable for termination with two weeks notice to the contractor

17. Payment shall be made on monthly basis based on submission of bills. However, it is binding on contractor to make the payment to workforce in time every month without depending on receipt of payments from departments
18. Service tax or any other statutory tax levied by the Government will be reimbursed upon production of documentary evidence of deposit thereof by the contracting agency.
19. No DOS/ISRO/IIRS employees and their members should be related in any manner either directly or indirectly with the firm and workforce engaged under this Contract.
20. No claim, whatsoever, either for loss of contractor's property, tools etc. or accident to workman during the course of work will be entertained or loss made good by the department on any such account. The contractor shall take **all** precautionary steps to avoid any accidents resulting in damages to man and property.
21. Director, IIRS reserve the right:-
  - (a) To enter into parallel rate contract simultaneously or at any time during the period of the rate contract within one or more tenderers.
  - (b) To place ad-hoc contract or contract simultaneously or at any time during the period of the rate contract within one or more tenderes.
  - (c) To terminate the contract by giving one month's time.
21. Contractor shall get the workman compensation Insurance Policy / Employes Liability Policy of Rs. 2 Lakh and the contribution will be reimbursed to contract by IIRS on providing the proof of policy.

  
3/9/15

**Purchase & Stores Officer**



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**NO. IIRS/PandS/MPR- 2026 - WORK CONTRACT FOR DOING WORKS IN CSSTEAP**

**Format for submission of price bids**

Minimum Wages per person Rs. 23000/- per month	Percentage of Contractor Profit	Percentage of Service Tax Charges	Other Charges, If any	Total
(1)	(2)	(3)	(4)	(5)

**NOTE:**

**Contractor shall get the workman compensation Insurance Policy / Employes Liability Policy of Rs.2 Lakh & the contribution will be reimbursed to contractor by IIRS on providing the proof of policy.**

*(Signature)*  
31/9/15

**Purchase & Stores Officer, IIRS**