

भारत सरकार अंतरिक्ष विभाग
Govt of India Dept of Space
भारतीय अंतरिक्ष अनुसंधान संगठन
Indian Space Research Organization
भारतीय सुदूर संवेदन संस्थान
Indian Institute of Remote Sensing
4. कालिदास रोड, देहरादून-248001
4. Kalidas road, Dehradun - 248001
उत्तराखण्ड / Uttarakhand

दूरभाष / PHONE 0135-2524317 / 4322. फक्स / FAX 0135-2748041

ई-मेल / E-mail: pns@iirs.gov.in

निविदा आमंत्रण सूचना

Notice Inviting Tender

Ref: GIDI:2013000181-01/PT-2

भारत के राष्ट्रपति की ओर से ऑफिस प्रोसेसिंग/कंप्यूटरीकृत रिकार्ड आदि हेतु भारतीय सुदूर संवेदन संस्थान, देहरादून में दूर संवेदन पर दो भागों में गौहरखंड बोलियां आमंत्रित की जाती हैं।

On behalf of President of India sealed tenders are invited in two parts for Data Entry/Computerization of Records etc. at IIRS Campus, Dehradun.

निविदा दस्तावेज का मूल्य ₹ 200 + यूटीसीटी 13.5% की दर से। (कुल ₹ 227/-)

Cost of Tender documents-₹ 200+UTT 13.5% (Total ₹ 227/-)

निविदा दस्तावेज के प्रकार तकनीकी-वाणिज्यिक एवं मूल्य।

Type of Tender: Two Part i.e. Techno-commercial Bid & Price Bid.

निविदा दस्तावेज को जारी/डाउनलोड करने की अंतिम तिथि एवं समय - 08/08/2013 को 15:00 बजे तक।

Last date & time for purchase/download of tender documents-15:00 Hrs on 08/08/2013/

बोलियां जमा करने की अंतिम तिथि एवं समय - 08/08/2013 को 15:00 बजे तक।

Last date & time for submission of tenders-15:00 Hrs on 09/08/2013.

तकनीकी बोलियां खोलने की तिथि एवं समय - 09/08/2013 को 15:30 बजे।

Date & Time for opening of technical bid-15:30 Hrs on 09/08/2013.

निविदा प्रपत्र किसी भी अनुसूचित बैंक से देहरादून में भुगतान योग्य, धेहन एवं लेखा अधिकारी, आई० आई० आर० एस० के पक्ष में जारी ₹ 227/- का डी०डी० जमा करके ग्रह्य एवं भंडार अनुभाग, आई० आई० आर० एस० से प्राप्त कर सकते हैं अथवा www.iirs.gov.in से डाउनलोड कर सकते हैं। यदि निविदा दस्तावेज वेबसाइट से डाउनलोड किया गया है, तो, ₹ 227/- का डी०डी० मूल रूप में बोली के साथ अवश्य संलग्न करें।

Tender forms can be purchased from P& S section IIRS on all working days on payment of ₹ 227/- in the form of DD drawn in favour of Pay & Accounts officer, IIRS Dehradun payable at Dehradun or can be downloaded from www.iirs.gov.in. When tender form is downloaded DD for ₹ 227/- drawn in favour of Pay & Accounts officer, IIRS Payable at Dehradun shall be attached.

~~ATTENTION GET - 21/7/13~~

निदेशक / Director



भारत सरकार, अंतरिक्ष विभाग
Govt. of India, Dept. of space
भारतीय अंतरिक्ष अनुसंधान संगठन
Indian Space Research Organization
भारतीय सुदूर संवेदन संस्थान
Indian Institute of Remote Sensing
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4, Kalidas road, Dehradun-248001
उत्तराखण्ड/Uttarakhand



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निविदा आमंत्रण सूचना

Notice Inviting Tender

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निविदा दस्तावेज के प्रकार तकनीकी-वाणिज्यिक एवं मूल्य।

Type of Tender: Two Part i.e. Techno-commercial Bid & Price Bid.

निविदा दस्तावेज को जारी/डाउनलोड करने की अंतिम तिथि एवं समय - 08/08/2013 को 15:00 बजे तक।

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Date & Time for opening of technical bid-15:30 Hrs on 09/08/2013.

निविदा प्रपत्र किसी भी अनुसूचित बैंक से देहरादून में भुगतान योग्य, देतन एवं लेखा अधिकारी, आई० आई० आर० एस० के पक्ष में जारी ₹ 227/- का डी०डी० जमा करके क्रय एवं भंडार अनुभाग, आई० आई० आर० एस० से प्राप्त कर सकते हैं अथवा www.iirs.gov.in से डाउनलोड कर सकते हैं। यदि निविदा दस्तावेज वेबसाइट से डाउनलोड किया गया है, तो, ₹ 227/- का डी०डी० मूल रूप में बोली के साथ अवश्य संलग्न करें।

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निदेशक/Director

हि-इस्तान (रविवाक) 21/07/13

GOVERNMENT OF INDIA
DEPARTMENT OF SPACE
INDIAN INSTITUTE OF REMOTE SENSING
IIRS
DEHRADUN
PURCHASE & STORES
INVITATION TO TENDER

Ph No: 0135 - 2524317
Fax 0135 - 2528041
Email: pns@iirs.gov.in

Date :22/07/2013

M/s

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Our Ref No : GIDI 2013-000181-01
Tender Due: 15:00 Hrs ISTon 09/08/2013
Opening : 15:30 Hrs ISTon 09/08/2013

Dear Sirs,

Please submit your sealed quotation , in the Tender Form enclosed here along with the descriptive catalogues / pamphlets /literature ,superscribed with Our Ref.No. and Due Date for the supply of the following items as per the terms & conditions mentioned in Annexure(Form No:)

S.No.	Description of Items with Specifications	Unit	Quantity
1	CARRYING OUT DATA ENTRY / COMPUTERIZATION OF RECORDS ETC (PERIOD FROM: 01/09/2013 - 31/08/2014), 05 DAYS A WEEK, TIME : 0900 TO 1730 HRS. (SPECIFICATION & TERMS & CONDITIONS AS PER ANNEXURE'S ENCLOSED)	JOB	1

DELIVERY AT: IIRS
MODE OF DESPATCH ON SITE
DUTY EXEMPTIONS
SPECIAL INSTRUCTIONS NIL
SPECIFIC TERMS



PURS. & STORES OFFICER
For and on behalf of the President of India
The Purchaser

GOVERNMENT OF INDIA
DEPT. OF SPACE, GOVT. OF INDIA
INDIAN SPACE RESEARCH ORGANISATION
INDIAN INSTITUTE OF REMOTE SENSING
No.4, KAIIDAS ROAD, P.B.NO.135, DEHRADUN-248001

PURCHASE DEPARTMENT

NO.IIRS/P&S/GIRS-2013-000181-01/PT-2

Date : 22.07.2013

SPECIAL TERMS AND CONDITIONS FOR SUBMITTING TWO PART BID

1. This is a two part tender viz., Techno- Commercial Bid (consisting of Technical Specifications , commercial terms & conditions etc.) and Price Bid. Hence, quotation should be submitted in separate sealed covers super-scribing "Tender No. **GIRS-2013-000181-01(2013-14)** due on 09.08.2013 at 1500 hrs (Techno-Commercial Bid) and Tender No. **GIDI-2013-000181-01(2013-14) due on 09/8/2013 (Price Bid)**. Only Techno Commercial bid will be opened on the date of tender opening. The Price Bids of those tenderers whose techno.commercial bids are found to be meeting our specifications/ requirements will be opened in the presence of attending tenderers at a date and time to be notified later.
2. The Techno-Commercial Bid should have technical & commercial details only. **No price should be quoted in the Techno- Commercial Bid.**
3. Tenderers can download the tender documents from web site (www.iirs.gov.in).When tender form is downloaded, DD for Rs. 227/- drawn in favour of Pay & Accounts Officer , IIRS payable at Dehradun shall be attached alongwith the Techno -Commercial Bid.
4. Price Bid should have the cost details and other statutory levies only.
5. Both the sealed tenders (Techno-Commercial & Price Bid) should be kept in one big cover super scribing as TENDER for Work Contract for Data Entry Operator/Computerization of Records etc. against MPR No. **GIDI-2013-000181-01(2013-14) due on 09.08.2013 at 1500 hrs** and kept in the Tender Box available in Purchase Division, IIRS or can be sent by post within the due date and time, prescribed.
6. Late & Delayed Tenders will not be accepted.
7. EMD of Rs. 10,000/- to be submitted along with the quotation in the form of Crossed Demand Draft drawn on any scheduled bank in favour of Pay & Accounts Officer, IIRS, payable at Dehradun. Quotation received without EMD will not be considered. The EMD of unsuccessful bidder will be released after finalization of order


Purchase & Stores Officer

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

NO. IIRS/P&S/MPR-2013000181-01/PT-2 – WORK CONTRACT FOR DATA
ENTRY/COMPTERISATION OF RECORDS ETC.

ANNEXURE-I

IMPORTANT NOTE

- (A) The rates should be quoted as per the highly qualified computer field & 1-1/2 to 2-1/2 years of experience in the relevant field candidature/worker basis. The charges of EPF, ESI, Contractor Profit and Service Tax etc. may also be indicated in a separate sheet for the workforce with qualification & experience of workforce to justify above rates. The break up of rate viz. wages, central EPF, ESI, Service Tax as per Govt. Order and Contract Profit, CPWD manual may please be submitted along with the price bid as per Govt. of India order and copy also should be enclosed. The same should be match with the price bid of the above work.

Please note that the rates should be quoted / indicated in the manner as per enclosed proforma "Detail/manner in which rates should be quoted / indicated".

- (B) The contracting agency shall also supervise the work. The concerned contracting agency / representative of the firm will have to meet the Administrative Officer in token of his presence on the work and in turn Administrative Officer shall keep a watch on day-to-day performance of the work.
- (C) The Contractor should submit their quotations in two envelopes super scribing TECHNO-COMMERCIAL & PRICE BID separately on each envelope.


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DEHRADUN

NO. IIRS/P&S/MPR-2013000181-01/PT-2 – WORK CONTRACT FOR DATA ENTRY
OPERATOR

ANNEXURE-II

TECHNO COMMERCIAL BID

TECHNICAL TERMS & CONDITIONS

Sl. No.	Requirement of Documents	Enclosed	
		Yes	No
1.	EPF Number and certificate of registration issued by EPF authority in Dehradun jurisdiction only.		
2.	ESI number and certificate of registration issued by ESI authority in Dehradun jurisdiction only.		
3.	Minimum 5 years experience in the field of providing suitable services for an amount of Rs. 20 Lakhs and above each year.		
4.	Details of documents to be enclosed:		
4.a	Copy of latest payment made to workforce duly signed by workforce already employed by the firm as per Central Government Minimum Wages Act.		
4.b	Copy of latest EPF year slip in respect of workforce engaged by the firm in Dehradun area EPF Office.		
4.c	Copy of latest ESI Card issued to workforce engaged by the firm Dehradun area.		
4.d	Copy of latest Landline Telephone bill/ Proof showing address of the firm establishment at Dehradun only. The office/firm should have established office and not on residence based firm office which will be verified at any time without any notice.		
4.e	Copy of latest Income Tax Clearance Certificate in Dehradun area.		
4.f	Copy of Registration Certificate (Under Contract Labour Act).		
4.g	Copy of Service Tax Registration and clearance of Service Tax department of last 3 years		
5.	At least two "Satisfactory Service Certificates" issued by Govt./PSU/MNC office for relating similar works during the past 5 years.		
6.	IIRS shall inspect the works of the agencies and obtain confidential reports of contractor/agency from the office/Institute where the agencies put up the experience.		
7.	IIRS reserve the right not to consider the offer of those bidder whose work against any other contract have been found unsatisfactory and also imposed penalty.		
8.	EMD of Rs. 10,000/- in the shape of Bank Demand Draft drawn in favour of Pay & Accounts Officer IIRS to be submitted alongwith Technical Bid.		

Note

- The above documents duly attested by notary should be enclosed with the techno- commercial bids failing which the tender shall not be accepted.
- The original documents need to be submitted - in - person whenever called for by the department.
- Bidders who will not fulfill all the above techno-commercial terms & conditions shall not be considered for opening the Price Bids.

Purchase & Stores Officer

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4, KALIDAS ROAD, POST BOX NO. 135,
DEHRADUN

NO. IIRS/P&S/MPR-2013000181-01/PT-2 – WORK CONTRACT FOR DATA
ENTRY/COMPUTERISATION OF RECORDS ETC.

ABSTRACT

Sl. No.	NAME OF THE SERVICE	Job	Total Value in Rs.
1.	Work contract for Data entry / Computerization of Records etc. as per Part-I and Part-II	1 Job	
	TOTAL :-		
2.	Important Note as per ANNEXURE-I		
3.	Techno – Commercial Terms & Conditions as per ANNEXURE-II		
4.	Price Bid Format as per ANNEXURE-III		
5.	General Terms & Conditions as per ANNEXURE-IV		


PURCHASE & STORES OFFICER

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DEHRADUN

NO. IIRS/P&S/MPR-2013000181-01/PT-2 – WORK CONTRACT FOR DATA
ENTRY/COMPUTERIZATION OF RECORDS ETC.

(PART-I)

Price Bid

Work Contract for Data Entry / Computerization of Records in different areas
w.e.f. 01-09-2013 to 31-08-2014

Sl. No.	Quantity	Description of the Work	Rate	Amount in Rs.
1.	1 Job	Work Contract for Data entry / Computerization of Records in different Areas. - 5 Days Weeks - From 9.00 hrs to 17.30 hrs Total No. of work force required: 21Nos. Highly skilled		


29/7/13

PURCHASE & STORES OFFICER

DEPARTMENT OF SPACE,
INDIAN SPACE RESEARCH ORGANISATION
INDIAN INSTITUTE OF REMOTE SENSING
4, KALIDAS ROAD, POST BOX NO. 135,
DEHRADUN

NO. IIRS/P&S/MPR-2013000181-01/PT-2 – WORK CONTRACT FOR DATA ENTRY
OPERATOR (CASUAL/NEED BASIS)

PART-II

Price Bid

**Work Contract for Data Entry / Computerization of Records in different areas
On casual/need basis as and when required
w.e.f. 01-09-2013 to 31-08-2014**

Sl. No.	Quantity	Description of the Work	Rate in Rs. per day .	Amount in Rs.
1.	250 Mandays Per year on casual/need basis	Providing highly skilled extra workforce of approximately 250 man days per year on need basis as and when required basis . Since the job will be carry out on need as and when required basis , hence the EPF & uniform will not be considered for the above work .		


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NO. IIRS/P&S/MPR-2013000181-01/PT-2 – WORK CONTRACT FOR DATA ENTRY
OPERATOR

ANNEXURE-III

Format for submission of price bids

Minimum Wages per person Rs. 11000/- per month	Percentage of Contractor Profit	Percentage of Service Tax Charges	Percentage of EPF charges	Percentage of ESI charges	Percentage of Uniform charges	Other charges, if any	Total
(1)	(2)	(3)	(4)	(5)	(6)	(7)	8

Note : - 1. Employees Contribution of EPF @ 13.61% and ESI @ 4.75% on Sl.No.1 and 2 shall be reimbursed by department as the terms & condition of this contract.

2. The Central Govt. order of minimum wages, contractor profit as per CPWD manual/norms service tax, EPF, ESI Central Govt. Order to be enclosed to justify your above rates.



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Annexure-IV

NO. IIRS/P&S/MPR-2013000181-01/PT-2 – WORK CONTRACT FOR DATA ENTRY /
COMPUTERISATION OF WORK 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. works due to any reason during the earlier contract period.
3. The contractor should have an established office in Dehradun with telephone facility to enable us to contact in person as well as on telephone. He 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 minimum wages as fixed by the Commissioner of Labour, Central Government from time to time has to be paid to work force (Highly Skilled). The contractor shall produce documentary evidence having paid the minimum 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 as per latest wage structure as approved by Labour Commissioner, Central Government 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 7th 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 bills enclosing all relevant papers including proof of payment, reimbursement of ESI & EPF contribution of the contractor.
9. The compliance with payment of minimum wages mentioned above and EPF, ESI etc. shall be the sole responsibility of the contractor. Any violation or non-compliance shall be viewed very seriously resulting in penal action as well as termination of the contract depending on the seriousness of the violation. Hence, the contracting agency is expected to equip them with necessary wage structure as well as should have the EPF, ESI code/coverage number before submitting the Tender.
10. The contractor shall pay EPF, ESI contributions regularly to the PF & ESI authorities and produce proof of such payments show the individual-wise breakup of payment towards EPF and ESI in respect to staff deployed as per contract terms and conditions in IIRS campus on monthly basis along with the monthly bill failing which the institute will have the right to withhold the payment of bill(s) until such proof is furnished to the institute.
11. The contracting agency shall deposit 10% of the contract value as Security with institute vide Demand Draft/FDR/Performance Bank Guarantee from National Bank pledge in favour of Pay & Accounts Officer, IIRS at the time of commencement of contract. The same will be released only upon successful completion of contract period and on producing the proof of having deposited ESI, EPF and having provided other benefits to workforce by the contracting agency apart from payment of minimum wages.
12. 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.
13. 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.

14. The Central Government Contract Labour (Regulation & Abolition Act Rules 1971) shall apply to this work contract.
15. 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.
16. 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 intimated to the Administrative Officer, IIRS.
17. The department reserves the right to issue the Work Order initially for 3 months on trial basis and to extend for the balance period only on the basis of the satisfactory performance during the trial period. The department reserves the right to extend the contract for a further period. However, the institute reserves the right to cancel the contract in between without assigning any reason by giving one month's prior notice.
18. 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.
19. Details of Uniform and Penalty for non wearing of uniform:-
The entire workforce engaged by the contracting agency should wear uniforms as follows to be provided by the contracting agency
 - Male: For all workers – 2 Sets of Full Pants and full sleeves shirt in Steel Grey & Peach colour respectively with 1 pair of black shoes and 2 pairs of socks & 1 No. Pullover of blue colour (Make of Uniform Cloth Bombay Dyeing/Binny/Mafatlal or equivalent and Bata/Lakhani or equivalent for Shoe/Chapal
 - Female: 2 Sets Saree & Blouse/Ladies Suit of Peach colour Kurta/Steel Grey Pyjama , one pair of Chappal, & 1 Ladies Cardigan.

In case, if the workforce is found working without uniform, a penalty of Rs. 10/- (Rupees Ten only) per day per person will be levied and deducted from his bill

20. **Mode of Payment - Payment** will be made on monthly basis on submitting the bill in duplicate and upon producing relevant documentary evidence relating to the requirement mentioned at Sl. No. 3, 4, 6, 7,8 & 9 Income Tax at source as applicable will be recovered from the Running Account Bill.

21. During execution of the work, (including the trial period) if it is found that the performance of the contractor is not satisfactory(or) for non compliance of any of the stipulated conditions, the same shall render the contract liable for termination with two weeks notice to the contractor
22. 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 department
23. 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.
24. The contracting agency will be required to execute an agreement with the institute separately incorporating the herein above contained terms and conditions. The institute reserves the right to add to, alter, delete or amend any of the above mentioned terms and condition in the agreement. For this purpose the agency is required to submit one non-judicial stamp paper amounting to Rs. 100.00 (Rupees One Hundred) only in their name to the institute.
25. 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.
26. 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.
27. **IIRS reserve the right to increase /decrease the number of workforce as per our requirement as and when required .**
28. 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.



Purchase & Stores Officer