



भारत सरकार, अंतरिक्ष विभाग/ Government of India, Department of Space  
भारतीय अंतरिक्ष अनुसंधान संगठन / Indian Space Research Organisation  
भारतीय सुदूर संवेदन संस्थान/ Indian Institute of Remote Sensing  
4- कालिदास रोड, देहरादून/ 4- Kalidas Road, Dehradun  
उत्तराखण्ड- 248001/ Uttarakhand- 248001  
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ई मेल/ Email: pns@iirs.gov.in



### निविदा आमंत्रण सूचना/Notice Inviting Tender

भारत के राष्ट्रपति की ओर से भारतीय सुदूर संवेदन संस्थान देहरादून द्वारा निम्नलिखित निविदा के लिए मोहरबंद बोलियाँ आमंत्रित की जाती हैं:  
On behalf of President of India, Indian Institute of Remote Sensing, Dehradun invites sealed quotations for the following:

क्र. सं./ Sl. No.	निविदा सं./Tender No	विवरण/ Description	मात्रा/ Qty.
1.	GIDI 2020-000195-01 (दो भाग निविदा/ Two Part Tender)	नियम एवं शर्तों के निर्देशानुसार भा.सु.सं.सं. में 25चिह्नित स्थानों पर चार सेवा ईकाई प्रतिदिन की दर से कम्प्यूटर अभिलेखों की प्रविष्टि एवं फाइलिंग सेवा) CRE&FS)/ Providing Computer Record Entry and Filing Services (CRE&FS) at quoted fixed service delivery charges for delivery of 4 services (CRE&FS) units per day for maximum 25 identified locations or as instructed under the scope of the T&C	26400 एस.आर.ईउ .पि.व/ SRUPY (Service Unit Per Year)
निविदा शुल्क/ Tender Fee		Rs. 590/-	
निविदा प्रारूप जारी करने की तिथि/ Starting date for issue of Tender Forms		10/02/2021 को 1200 बजे से/ From 10/02/2021, 1200 hours onwards.	
पूर्व निविदा बैठक/ Pre-Bid Meeting		इच्छुक निविदाकर्ताओं को 22/02/2021 को 1500 hrs. बजे ऑनलाइन पूर्व-निविदा बैठक में भाग लेने हेतु आमंत्रित किया जाता है/ Interested tenderers are invited to attend an online pre-bid meeting on 22/02/2021 at 1500 hrs.	
निविदा प्रारूप जारी करने की अंतिम तिथि/ Last date for issue of Tender Forms		08/03/2021 को 1700 बजे तक/ On 08/03/2021 upto 1700 Hours.	
निविदा स्वीकृति की नियत तिथि/ Due date for Receipt of Tender		09/03/2021 को 1700 बजे तक/ On 09/03/2021 upto 1700 Hours.	
तकनीकी- व्यावसायिक बोली खोलने की तिथि/ Date of Opening of Technical Bids		10/03/2021 को 1100 बजे/ On 10/03/2021 at 1100 Hours.	

निविदा प्रपत्र किसी भी अनुसूचित बैंक से देहरादून में भुगतान योग्य, वेतन एवं लेखा अधिकारी, भा.सु.सं.सं. के पक्ष में जारी रु590/- का डी.डी. जमा कर के क्रय एवं भण्डार अनुभाग, भा.सु.सं.सं. से किसी भी कार्य दिवस में प्राप्त किया जा सकता है अथवा सी.पी.पी. पोर्टल (भारत सरकार के केन्द्रीय सार्वजनिक खरीद पोर्टल) <https://eprocure.gov.in/epublish/app> या भा.सु.सं.सं. की वेबसाइट <https://iirs.gov.in/tendersdis> या इसरो की वेबसाइट <https://www.isro.gov.in/tenders> से डाउनलोड किया जा सकता है। यदि निविदा दस्तावेज वेबसाइट से डाउनलोड किया हो तो रु590/- का डी. डी. जो की वेतन एवं लेखा अधिकारी, भा.सु.सं.सं. के पक्ष में देय हो, तकनीकी- व्यावसायिक बोली के साथ अवश्य संगलग्न करें।

Tender forms can be purchased from Purchase & Stores Section IIRS, Dehradun on all working days on payment of Rupees 590/- in the form of Demand Draft drawn in favour of Pay & Accounts Officer, IIRS Dehradun payable at Dehradun or can be downloaded from CPP Portal (Central Public Procurement Portal of Government of India) <https://eprocure.gov.in/epublish/app> or IIRS Website <https://iirs.gov.in/tendersdis> or ISRO Website <https://www.isro.gov.in/tenders>. When tender forms are downloaded, Demand Draft for Rupees 590/- drawn in favor of Pay & Accounts Officer, IIRS payable at Dehradun shall be attached with Techno-commercial Bid.

निदेशक/Director

**Contract for providing Computer Record Entry & Filing Services (CR&EFS) at IIRS, Dehradun**  
**(Two Part Bid System –Techno Commercial & Price Bid)**

**NOTICE INVITING TENDER**

Tenders on behalf of the President of India, is invited under Two Bid System viz. "Techno-Commercial Bid" and "Price Bid" from reputed, experienced and financially sound eligible Companies /Firms /Agencies for providing **Computer Record Entry & Filing Services (CR&EFS) at IIRS, Dehradun** for a period of one year from the date of contract and extendable for additional one year.

**2. TERMS AND CONDITIONS:** The details of the terms and conditions of the service contract are given as **Annexure I**

**3. ONE BID PER BIDDER:-**

Each bidder shall submit only one tender either by himself or as a partner in joint venture or as a member of consortium. If a bidder or if any of the partners in a joint venture or any one of the members of the consortium participate in more than one bid, the bids are liable to be rejected.

**4. COST OF BID:-**

The bidder shall bear all costs associated with the preparation and submission of his bid and the IIRS, Dehradun will in no case shall be responsible or liable for those costs, regardless of the conduct or outcome of the tender process.

**5. VISIT TO IIRS:-**

The bidder is advised to visit this office on working days and acquaint himself with the operational system. The costs of visiting shall be borne by the bidder. It shall be deemed that the contractor has undertaken a visit to this office and is aware of the operational conditions prior to the submission of the tender documents.

**6. CLARIFICATION OF TENDER DOCUMENT, PRE BID MEETING:-**

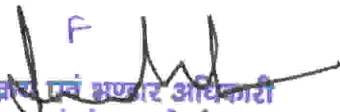
- 6.1 A tenderer requiring any clarification of this document shall contact the P&SO, IIRS in writing on the letter head signed by company's authorized signatory and attached as scanned copy at the email address (or hand delivered at IIRS security) mentioned in this document or raise enquiries during the **online pre-Bid meeting**.
- 6.2 The tenderer's designated authorized representative is invited to attend an **online Pre-Bid meeting on 22/02/2021 at 1500 hrs**. The purpose of the meeting will be to clarify issues and to answer questions that may be raised at that stage. The mode and medium of the meeting shall be communicated on requests received later.
- 6.3 The tenderer shall submit questions, if any, in writing, to reach the P&SO, IIRS email address mentioned in this document, not later than 1 day before the date of the Pre-Bid meeting.
- 6.4 Non-attendance at the pre-Bid meeting will not be a cause for disqualification of a tenderer.

**7. SUBMISSION OF THE TENDER:-**

The bid is required to be submitted in **two parts**. One part is the "**Techno-Commercial Bid**" and the other part is the "**Price Bid**". The Bidder shall submit the bids in two separate envelopes. One envelope shall contain Techno Commercial bid and the other shall contain the Price bid. The bidder shall seal the Techno Commercial Bid and the Price Bid in two separate envelopes duly marked as "**Techno-Commercial Bid**" and "**Price Bid**" respectively. Both the envelopes shall then be sealed in one outer (main) envelope. The main envelope must be sent to **Purchase and Stores Officer, Indian Institute of Remote Sensing (IIRS), Government of India, Department of Space, 4 Kalidas Road, Dehradun -248001, and Uttarakhand**

**8. The procedure and documents to be submitted with "Techno-Commercial Bid" are mentioned as **Technical Terms and Conditions as Annexure II:****

**9. The procedure and documents to be submitted with "Price Bid" are mentioned at **Annexure III:****

  
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नयन प्रकाश अग्रवाल  
भा.सु.सं.सं. (इसरो), देहरादून  
Purchase & Stores Officer  
IIRS (ISRO), Dehradun