

Govt.of India, Dept. of Space  
Indian Space Research Organisation  
**INDIAN INSTITUTE OF REMOTE SENSING**  
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- 28013

M/s

Date


Thursday, March 28, 2013

Due Date

Tuesday, April 16, 2013 at 1500 hrs.

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

SI No	Material Description	Unit	Qty
1	Operational Services for Conducting IIRS Outreach Distance Education Programmes etc.(Aneexure enclosed) Period : 01 Year (12 Months) No. of Workforce = 01 Person Period : 01.05.2013 - 30.04.2014	Job	1
<b>Terms and Conditions :</b> <ol style="list-style-type: none"> <li>1. Please quote your rate per month basis.</li> <li>2. Payment will be made on monthly basis subject to production of satisfactory performance report by the user department on the bill.</li> <li>3. IIRS will have no liability whatsoever in case of any mishappening to the workforce deployed by the contractor.</li> <li>4. The contractor will be bound to observe all Labour Rules.</li> <li>5. Contract shall be cancelled at any time, if the quality of the work is not found to be satisfactory and the loss has to be born by the contractor.</li> <li>6. Contract can be extended by one more year, if the services found satisfactory during the current year.</li> <li>7. Pls. enclose the proof having executed such kind of job in any Govt. / Semi-Govt. Organization.</li> </ol>			

  
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

o/c.

Sl. No.	Description of Work
1	<p data-bbox="307 347 1295 378"><b>Operational Services for Conducting IIRS Outreach Distance Education Programs:</b></p> <p data-bbox="307 416 577 447"><b>1.1 EDUSAT Program:</b></p> <ul data-bbox="438 485 1434 818" style="list-style-type: none"> <li>• Designing of the Course Brochure, banner and Announcement Letters.</li> <li>• Announcement &amp; Circulation of Course Program</li> <li>• Registration of Students by online and offline mode.</li> <li>• Coordination for conducting examination, evaluation &amp; issue of Certificate</li> <li>• Linking new universities</li> <li>• Contacting the University Coordinators for Participating in the Course during the Courses</li> <li>• Expanding the Network of Institutions/Universities with IIRS Outreach Program</li> <li>• Maintaining of the Data Base for each Course by organizing the files/contents</li> </ul> <p data-bbox="307 856 606 887"><b>1.2 EDUSAT Workshop:</b></p> <ul data-bbox="438 899 1374 1113" style="list-style-type: none"> <li>• Designing of the Course Brochure, banner and Announcement Letters.</li> <li>• Announcement &amp; Circulation of Course program.</li> <li>• Invitation, Accommodation &amp; Logistic Support.</li> <li>• Program Organization.</li> <li>• Contacting University Coordinator, Feedback, Compilation, Evaluation, Up gradation, Finalization of New Courses</li> </ul> <p data-bbox="307 1151 992 1182"><b>1.3 Essential Qualification &amp; Desirable Work Experience</b></p> <ul data-bbox="438 1220 1417 1363" style="list-style-type: none"> <li>• Graduate in Science/Commerce</li> <li>• Work experience of more than 15 Years in Coordination, Office Assistance, Speed Typing Skills, Drafting letters, Designing Brochures, Pamphlets, Fluency in English and Communication Skills to expand IIRS Outreach Program</li> </ul>

**INDIAN INSTITUTE OF REMOTE SENSING**  
(Indian Space Research Organisation)  
Dep. Of Space, Govt. of India  
**DEHRADUN**

Work Force Required	Minimum Wages per person per month (1)	EPF 13.61% of Basic wages amount Rs (2)	ESI at 4.75% of Basic wages Rs (3)	service charges as % of basic wages		Other charges if any as % of Basic wages	Service Tax @ 12.36% of and total amount ie 6 = (1+2+3+4b+5b) * 0.1236	Grand Total 7=1+2+3+4b+5b+6
				% 4a	Rs 4b	% 5a	Rs 5b	
Technical services for Operational act EDUSAT (01 No.)	Rs.11,000/-							

**Note: The above break-up should be tallied with the commercial Bid submitted by the bidder.**

Signature of Bidders : .....

Name of Firms : .....