

### **Terms and Conditions for work outsourcing contracts at IPRC**

- a. Only registered Company/ Firm/ Society as per relevant Act are eligible to apply for work outsourcing contract. Copy of registration certificate should be produced at the time of submission of quotation.
- b. The registered company/ firm/ society should have executed similar work between 01-04-2010 and 31-03-2015. The value of work outsourcing contract executed during the afore mentioned period should not be less than Rs. 10 lakhs, in case of single work, or Rs. 8 lakhs, in case of two works, or Rs. 5 lakhs in case of three works.
- c. Along with quotation, the Company/ Firm / Society should produce audited balance sheet for last two years and should have made profit in last two years. However, Societies are exempted from showing profit in last two years.
- d. Only Indian national are eligible to quote for this contract.
- e. The company/ firm/ society should have registered for service tax and the service tax registration number should be produced along with the quotation.
- f. The Company/ Firm / Society should comply with prevailing applicable laws/ acts and statutory requirements, such as minimum wages, provident fund, Employee State Insurance etc., throughout the contract period.
- g. The period of contract is two years from the date of issue of Purchase Order. However, the department reserves the right to extend the contract, with the consent of the contractor, till the completion of specified activities included in this contract with same rates and same terms & conditions.
- h. Past performance record of contractor in ISRO centres will be considered for evaluation of quotation.
- i. The department reserves the right to terminate the contract at any time by giving two week's notice without assigning any reason thereof.
- j. Security Deposit amounting to 10% of Purchase Order value should be deposited by the contractor in the name of Senior Accounts Officer, IPRC. The Security Deposit will be refunded only on satisfactory completion of the contract.
- k. An Engineer In Charge will be identified as focal point for operation of this contract. The focal point will be responsible for intimating the work load prevailing time to time, monitoring the work execution and certification of bills for work executed. Payment will be made as per the actual quantum of work executed and certified. Billing is permitted on monthly basis.

- l. For carrying out the activities mentioned under annexure-1, personnel with ITI **(Fitter)** qualification shall be engaged by the contractor.
- m. Based on our past experience, the average number of personnel that may be required for carrying out the activities mentioned under annexure-1 are 3 (Three) **(average number of personnel required along with qualification & discipline)**. However, depending on the work load intimated by the focal point, the number may vary and the contractor has to supply the workforce accordingly. Payment will be made only for the quantum of work executed.
- n. The safety and other regulations of IPRC should be complied with during the execution of work. Entry into areas/ facilities at IPRC without proper authorisation from the focal point will not be entertained. The contractor is responsible for any injury or loss to their personnel.
- o. The work shall be carried out without any damage or loss to IPRC property/ equipment. The responsibility for loss, if any, occurring due to negligence of contract personnel solely rests on the contractor and contractor is liable to compensate IPRC for any such loss/ damage.
- p. The contractor should produce Police Verification Certificate to The Senior Administrative Officer, IPRC, for all the personnel engaged to execute the works under this contract within one month of issue of purchase order. Only Indian national are eligible to be engaged to execute the work.
- q. Subcontracting of works mentioned in this contract should not be made by the contractor.