I. **Scope of work common for Semi skilled and Skilled Services for UPS and DG Operations:**

1.0 Support of services is continuous in nature and required for all 365 days including Saturdays, Sundays and Holidays as follows;
   1] Semi skilled services in 3-shifts (24hrs basis)
   2] Skilled services in two shifts (16 hours basis)

2.0 The work force deployed must be able to assist the shift technician in each shift for operations of UPS, DG Sets and associated systems at NRSC Balanagar as follows;

   2.1 Assisting departmental staff while repair / preventive maintenance of all the above systems.
   2.2 Assisting departmental staff during installation of new UPS distribution boards, DG changeover switch boards and panels on need basis.
   2.3 Assisting departmental staff during minor modifications in power distribution works at user end. Fixing of UPS Distribution boards and extension power boards. Fixing / routing of PVC channels for internal distribution of UPS power to users. Laying of PVC flexible cables and concealing inside the channels.
   2.4 Assisting departmental staff during termination of the cables in the panel / DB and each board.
   2.5 Assisting departmental staff during laying / replacement of armored LT power cables from UPS room to each processing centre, glanding, fixing crimping terminal ends and terminations on the DBs etc.

3.0 Skilled Services; Persons deployed shall be ITI qualified/ wire man license and trained on UPS and DG sets. They have to perform operations and monitoring of 4 Nos. of 120 KVA UPS systems, 4 nos of 100KVA UPS systems, 9 nos DG sets and associated input and output power panels independently in shift duties. They shall independently repair and replacement of switchgear and other miscellaneous works under the guidance of departmental staff as and when necessary.

II. **SCOPE OF WORK common for Semi skilled and Skilled Services for operations of AV Facility.**

1.0 Support of services are continuous in nature and required on 6-day/week basis during contract period as follows;
   1]Semi skilled services in 2-shifts (16hrs basis)
   2]Skilled services in one shift (8 hours basis)
2.0 The work force deployed must be able to assist the NRSC staff for operations of Communications, Systems, Videoconference Systems and associated equipment at NRSC Balanagar as follows;

2.1 Semi skilled(2) and skilled services(1) are required in General shift on 6-day week basis. The persons must have minimum knowledge of electronic systems, soldering and understand the job given to them.

2.2 Support operator on duty and to assist the Engineers / Technicians on duty at NRSC Balanagar.

2.3 Daily cleaning of ISRONET, SKYLINK, DMS and DDSP Communications systems.

2.4 Cleaning of four Nos. of antenna terminals of various networks once in a month.

2.5 Help in wiring, laying of Cat-6 cables, PCB soldering, etc. for Spacenet systems at various facilities, support for video conference system.

2.6 Supporting in repair, rectification of faults in ISRONET / Video Conference systems & PA systems etc.

2.7 Help in carrying out modification works. Assist in carrying out periodical maintenance works on Spacenet systems.

2.0 **Skilled Services:** Person deputed shall be ITI qualified and trained in Communication equipment and audio video equipment. Person deputed shall independently perform the Operations of video conference equipments, PA systems and re-arrangements during live programs as and when necessary.
III. OTHER TERMS AND CONDITIONS

1. The contractor and his workmen are bound to the rules and regulations of Safety & Security of NRSC.

2. The Contractor shall have to submit the Certificate of Character & antecedents issued by the Police department for self & the persons deputed. NRSC will have the right to get the police verification done to know the credentials of the persons employed for the job.

3. The contractor has to take permission from The Admn. Officer, Security matters, NRSC for their staff including self for working under this contract.

4. The Contractor shall have sufficient staff to ensure availability sufficient work force to perform the works.

5. The contractor shall make his own arrangements for the transport and food for his workmen.

6. The contractor shall take necessary measures to train & update his men on job to comply all safety rules. NRSC shall not be held responsible for the negligence on part of the work men safety of Contract workers.

7. The payment will be made by NRSC on presentation of bills on monthly basis.

8. The contractor shall pay the work force not less than the minimum wages as per the existing provisions of Minimum Wages Act issued by Labour Commissioner (Central). Copy of relevant Gazette Notification together with License issued by the Labour Commissioner / concerned authority shall be submitted after award of work order.

9. The contractor shall comply with the existing provisions of Employees State Insurance (ESI) and Employees Provident Fund (EPF) Acts in respect of the work force employed by him.

10. The minimum wages of Rs.772.89/- per man day skilled is derived from Gazette of India. The wages Rs. 653+ EPF@13.61%+ ESI@4.75% = Rs. 772.89/- Vendor shall quote for service charges per man day (Service charges shall include profit of vendor + taxes applicable + cost of two sets of uniform + one pair of shoes and socks).

11. The minimum wages of Rs.693.88/- per man day semi skilled is derived from Gazette of India. The wages Rs. 593+ EPF@13.61%+ ESI@4.75% = Rs. 693.88/- Vendor shall quote for service charges per man day (Service charges shall include profit of vendor + taxes applicable + cost of two sets of uniform + one pair of shoes and socks).

12. Compliance with payment of minimum wages and ESI, EPF etc. shall be the sole responsibility of the contractor and 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 contractor is expected to equip himself with necessary wage structure and shall have the EPF, ESI code / coverage number at the time of submission of quotation.

13. The contractor shall also furnish the copy of Registration Certificate of company.

14. Copies of challans of contributions paid to ESI & PF office in respect of work force deployed for each month shall be submitted along with bill for payment.
15. Any loss or damages caused by the work force to the properties of NRSC during the execution of the work shall be made good by the contractor at his own cost, failing which cost thereof, shall be recovered from the contractor’s bill.

16. The contractor will be solely responsible for the safety of the work force employed by him against all hazards at the work place and shall take care of all the welfare measures for the work force. The contractor has to provide one pair of shoes two pair of socks and two pair of uniforms for the person deployed under this contract work.

17. It is to emphasize that this will be purely a works contract intended to carry out the prescribed works and at no stage shall this be construed/interpreted as a Labour Contract.

18. Any increase in the minimum wages during the tenure of the contract shall be taken care of by the NRSC. During the execution of work, if it is found that the performance is not satisfactory or non-compliance with any of the stipulated conditions are observed, the contract will be liable to be terminated with 30 days of prior notice.

19. The NRSC shall be the Principal employer for their employees and shall abide by all the State and Central Laws concerning the labour and workmen in force in India. In the event any relief is granted to the worker or workmen on the roll of the contractor under the Contract Labour (Abolition) Act either in terms of any order passed by the State Government or Central Government, it shall be the responsibility of the Contractor to ensure that any loss suffered by NRSC is reimbursed in full.

20. That any dispute between NRSC and the Contractor shall be resolved amicably. In the event the dispute is not resolved amicably the dispute shall be referred to the Sole Arbitrator appointed by Director, National Remote Sensing Centre. On a request made by the Contractor, Director, NRSC shall appoint the Sole Arbitrator within a period of 180 days from the date such request is made. The NRSC shall also have the right and authority to refer the dispute to Director to appoint a Sole Arbitrator to adjudicate the dispute between the parties. The award passed by the Sole Arbitrator thus appointed shall bind both the parties. The place of Arbitration shall be at Balanagar, Hyderabad only. The Award passed by the Sole Arbitrator shall be subject to the jurisdiction of Courts situated at Medchal Dist. Hyderabad only.

21. That any dispute under the work order shall be subject to the jurisdiction of Courts situated at Hyderabad, Telangana.

22. That the Contractor alone shall be vicariously liable for any acts, deeds or things of his employees including Causal, Temporary employees engaged by the Contractor. The contractor shall take necessary measures to train & update his men on job to comply all safety rules. NRSC shall not be held responsible for the negligence on part of the workmen safety of Contract workers. The contractor shall make his own arrangements for the transport and food for his workmen.

23. The Contractor shall always keep NRSC indemnified and harmless against any loss suffered for any acts, deeds, things committed by its employees.
24. The Contractor shall be responsible for any loss and damage caused to any equipment or system due to negligent handling by his workmen and the cost of the damage/loss will be recovered from the running bills payable to him. The contractor and his workmen are bound to the rules and regulations of Safety & Security of NRSC. That the employees of the Contractor should adhere to the Standing Orders, shift timings, all security precautions, security checks etc. of NRSC. The Contractor is made known that NRSC is one of the sensitive institutions of Government of India and the Contractor alone shall be liable and responsible for the leakage of any confidential or secret information of NRSC.

25. The contract is extendable for a period of one/two years on the mutual consent of vendor and NRSC, if required. The scope of work and the terms and conditions for the extended period shall remain same.

26. The payments will be made by NRSC on presentation of bills on monthly basis.

27. The NRSC will be entitled to deduct all statutory dues from the bills including TDS under Income Tax, Labour Cess or any other duty or tax directed to be deducted form the bills by any statutory authority or Government i.e. State Government or Central Government.

28. That the Contractor shall pay the required Income Tax, Sales Tax and Service Tax etc. to the concerned authorities from time to time.

29. The Security Deposit of 10% of the order value submitted by the vendor for the Satisfactory execution of the Work Contract will be forfeited if the vendor fails to execute the work order satisfactory during the Contract period.

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