**NOTICE INVITING TENDER**

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 **SURVEY OF INDIA**

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**PROCURING THE SERVICES OF UNSKILLED PERSONNEL**

**IN THE OFFICE OF**

**MADHYA PRADESH GEO-SPATIAL DATA CENTRE**

**SURVEY OF INDIA, VIJAY NAGAR,**

**JABALPUR (M. P) 482 002**

**TENDER NO. : - 02 /2014**

**Price : Rs. 200/- (Two hundred only)**

**TO BE SUBMITTED BY : - 8/10/14 (13:00 hrs.)**

**SURVEY OF INDIA**

**MINISTRY OF SCIENCE AND TECHNOLOGY**

**O/o MADHYA PRADESH GEO-SPATIAL DATA CENTRE**

 **SURVEY OF INDIA, VIJAY NAGAR, JABALPUR (M. P) 482 002**

**TENDER DOCUMENT FOR PROCURING THE SERVICES OF UNSKILLED PERSONNEL**

**DIRECTOR , MPGDC, SURVEY OF INDIA** invites sealed tender on prescribed proforma for procuring the services of Unskilled Personnel in Madhya Pradesh Geo-Spatial Data Centre, Survey of India, Vijay Nagar, Jabalpur (M. P) 482002 as per the details below:-

**1. PARTICULARS OF TENDER**

i. Designation of the Authority : Director, MPGDC, Survey of India

 Inviting Tender Vijay Nagar, Jabalpur (M. P) 482002

ii. Tender No. :  **2 /2014**

iii**.** Last date and time of : 7 / 10 /2014 (16:00 hours)

 Sale of tender document

 iv. Last date and time of receipt : 8 / 10 /2014 (13:00 hours)

 of sealed Tender

v. Date & time of opening Tender : 8 / 10 /2014 (15:00 hours)

**2.** **SCOPE OF WORK**

The Unskilled Personnel will be employed for field duties at various places in the state of Madhya Pradesh as per requirement and in the O/o Madhya Pradesh Geo-Spatial data centre, Survey of India, Vijay Nagar, Jabalpur (M. P) 482001 .The Unskilled Personnel shall have to work for 8 hours per day during day time between 08:00 hour to 16:30 hours (With half hour lunch break) except Second Saturday and Sunday in field duties. If felt necessary service provider will be asked to provide the personnel at field site during field work.

**3. PERIOD OF CONTRACT AND NUMBER OF UNSKILLED PERSONNEL**

1. No. of Unskilled Personnel required - 50 (Fifty) (Male only)
2. Period of Contract – 7 (Seven) months.

**The above noted number of Unskilled Personnel and the period of hiring may vary according to the actual requirement.**

**6. ELIGIBILITY, QUALIFICATION AND EXPERIENCE FOR UNSKILLED PERSONNEL**

1. **Educational Qualification:**  Preferably passed upto 5th standard.
2. **Age :** Must be 18 years of age or older.

 **(ii) Languages:** Able toread, writeing and speaking Hindi.

**(iv)**  **Experience:** Minimum 1 year in field work.

**(v)**  **Experience:** Must be in a soundhealth condition to carry out the field work at field sites.

**7.** **TERM AND CONDITIONS**

(i) Tender (Annexure A and Annexure B) duly filled in and signed by the tenderer must be addressed to “Director, MPGDC. Survey of India, Vijay Nagar, Jabalpur (M. P) -482002” and not to any individual by name and should either by post or should be dropped in the Tender Box kept in the MPGDC. Survey of India, Vijay Nagar, Jabalpur (M. P) -482001, latest **by 1300 (hrs) on 8/10/2014**.

(ii) Each page of the tender must be signed by the tenderer. The sealed cover containing tender

should be superscripted **“Tender for Unskilled Personnel”**

(iii) Director, MPGDC. Survey of India, shall not be responsible for any postal delay or non-receipt of tender by due date and time due to any reason whatsoever may be.

(iv) If the due date of receipt/opening of Tenders falls on Holidays, the tenders shall be received/opened on the next working day at the same time as specified above. An authorized representative of the Bidder/Firm may remain present during the opening of the tenders.

(v) The rates quoted should be on monthly basis i.e per man per month. The rates quoted/offered should be firm and final and should be inclusive of all taxes as applicable. Service Tax, EPF, Employers Contribution Fund, Employers Contribution on ESIC should be indicated separately. Minimum Wages as per labour act shall be observed for each item of the rate quoted. EDL/EPF/PF/ESI/ESIC Administration or Agency Charges or any other Tax should be as far as possible mentioned clearly with percentage (wherever applicable). However the Board shall consider only the total amount for the purpose of acceptance of tender. The rates offered should be valid for acceptance up to 120 days from the date of opening of the tender. Any offer falling short of the validity period is liable for rejection.

(vi) Earnest money Rs 30,000/- (Rs thirty thousand only) of the tender value in the shape of Demand Draft/Call Receipt of any Nationalised Bank in favour of **E&AO, MPGDC, SURVEY OF INDIA, JABALPUR** should be furnished along with the tender.

(vii) Security deposit Rs 1,50,000/- (Rs. One lac fifty thousand only) of the tender value in the shape of Demand Draft /Call Receipt of any Nationalised Bank in favour of **E&AO, MPGDC, SURVEY OF INDIA, JABALPUR** is to be submitted by the successful tenderer.

(viii) If the successful tenderer fails to furnish the security deposit then the whole earnest money shall be forfeited without any reference to the tenderer.

(ix) Earnest money of all unsuccessful tenderer will be returned within 30 days of the award of Contract.

(x) In case the tender document is down loaded by the intending renderers from Survey of India web site **www.surveyofindia.gov.in** then they have to pay tender document cost in the form of D.D./Pay Order in favour of **E&AO, MPGDC, SURVEY OF INDIA, JABALPUR** for **Rs. 200/- (Two hundred only)** at the time of submission of tender, failing which their tenders will not be considered.

(xi) All tenderes should enclose photocopies of the following documents along with the Tender Offer.

1. Valid Registration Certificate & License from the Labour Commissioner.
2. Valid EPF registration and Provident Fund A/C No.
3. ESIC Registration.
4. Copy of PAN/TAN
5. Service Tax Registration Certificate
6. Certificate/Proof showing that the Service Tax has been paid up to March 2014.
7. Income Tax return for last three years

viii) Agency detail as per Annexure ‘C’.

ix) The tenderer should have the previous experience of having done a similar work for some

other organization/offices etc. The attested copies of job order and termination order is to be submitted along with the tender.

(xii) The tenderer should furnish a certificate that all the terms and conditions of the tender document are understood by the tenderer and ready to abide by the same without any variation.

(xiii) The bidder is expected to examine all instructions forms, terms and conditions in the Tender Documents. Failure to furnish all information required by the tender documents may result in rejection of tender offer. Tender should be neatly filled in and the person signing the tender should duly authenticate any errors or corrections in the tender.

(xiv**)** The family members or close relatives of serving Survey of India employee shall not be offered the service (i.e. Unskilled Personnel).

(xv) Evaluation of tender shall be done based on the information furnished by the tenderer. Responsiveness of the tender shall be determined based on the technical and financial capability of the tender to execute the contract. In case any information is found to be incorrect/false, the tender shall be considered as non-responsive.

(xvi) **Director, MPGDC, Survey of India** reserves the right to use and interpret the bids as it may, in its discretion, consider appropriate. **Director, MPGDC, Survey of India** may contact and verify tenderer's information; references and data submitted in the tender and may seek clarification in writing from tenderer by fax. Tender shall promptly reply by fax within the time limit specified in the clarification letter.

(xvii) **Director, MPGDC, Survey of India** reserves the right to reject any or all tenders without assigning any reasons thereof. Tender received after due date and time of submission of tender, as mentioned above shall be summarily rejected.

(xviii) The agency providing the service of Unskilled Personnel will furnish a certificate that none of the Unskilled Personnel were discharged from the service on ground of criminal charges, theft and unreliability. Police verification of all personnel deployed will be responsibility of the service provider.

(xix) The service provider shall ensure that the behavior of the Unskilled Personnel deployed by them is decent. The service provider shall be fully responsible for misconduct and indecent behavior by the Unskilled Personnel so deployed. Such Unskilled Personnel, whose conduct is reported against, shall have to be immediately replaced.

(xx) The service provider shall furnish an affidavit that none of their Unskilled Personnel deputed to work under this contract will later ask for employment under the Government. If the services provided by the contractor are not found satisfactory, the contract can be terminated by Survey of India after giving one month notice to the contract.

(xxi) The agency shall deploy the full strength of personnel all the time and shall maintain a list of the reserve to provide the replacement and supplement the strength. Unskilled Personnel deputed to work under this contract in no case shall be treated as the employees to the Government and will not be entitled for any other facilities such as Leave, Medical etc and any other allowances of the Government at any point of time.

(xxii) Payment to the Service provider for the manpower deployed will be made on monthly basis by the office after deduction of Tax at the rates in force. Payment will be made only after successful completion of services for that period.

(xxiii) Payment to the Unskilled Personnel should be made in the presence of representative of Survey of

India and a copy of acquaintance showing the payment to each Unskilled Personnel should be furnished to our office. In no case any payment shall be made by our office directly to the Unskilled Personnel so hired

(xxiv) In case of payment of hiring charges to be made for a period of less than one month, in that case payment will be made on pro-rata basis.

(xxv) The Service Provider shall not press a claim for any pecuniary compensation in case the payment for any particular month is delayed as a result of administrative and financial reasons.

(xxvi) If any dispute or difference shall arise including this contract the settlement of which is not hereinbefore provided for the same shall be referred to the arbitration of the Surveyor General of India or if he is unable or unwilling to act as arbitrator to the arbitration of any person nominated by him in writing and the decision of such arbitrator shall be final and binding on the parties to this contract.

(xxvii) This tender is meant only to finalise the rates for procuring the services of Unskilled Personnel in SOI offices located at Jabalpur. The successful tenderer will have to enter into further Agreement with the Director, MPGDC on the Terms & Conditions listed in this Tender Document.

(xxviii) **Director, MPGDC, Survey of India** shall consider only the consolidated/total rate quoted by the tenderer without going into the item wise details. The rates should be firm & final. No request for increase in rates due to any reason whatsoever shall be entertained. Further, the tender shall themselves be responsible to ensure compliance with the Minimum Wages Act/Rules and statutory provisions of the Labour Act.

(xxix) If successful tenderer fails to provide the services of Unskilled Personnel at the accepted rates on the scheduled date & time, the contract awarded to him shall be cancelled & Security deposit will be forfeited. The contract shall thus be awarded to such firm whose rates are found next subject to other conditions stipulated in the tender document.

**8. COMPLIANCE WITH LABOUR REGULATIONS**

During continuance of the contract, the contractor shall abide at all times by all existing labour enactments and rules made there under, regulations, notifications and bye laws of the State or Central Government or local authority and any other labour law (including rules), regulations, bye laws that may be passed or notification that may be issued under any labour law in future either by the State or the Central Government or the local authority. The contractor shall keep the **MPGDC, Survey of India** indemnified in case any action is taken against the **MPGDC, Survey of India** by the competent authority on account of contravention of any of provisions of any Act of rules made there under, regulations or notifications including amendments. If the **MPGDC, Survey of India** is caused to pay or reimburse, such amounts as may be necessary to cause or observe, or for non observance of the provisions stipulated in the notification/bye laws/Acts /Rules/Regulations including amendments, if any, on the part of the contractor, **MPGDC, Survey of India** shall have the right to deduct any money due to the contractor including his amount or Security deposit. **MPGDC, Survey of India** shall also have right to recover from the contractor any sum required or estimated to be required for making good the loss or damage suffered by the him.

 **Annexure-A**

**TENDER FORM**

(The Firm may furnish the requisite information on their Letter Head on proforma given below)

 Unit Prices/Rates (To remain valid for a period of one year from the date of singing of the contract)

|  |  |  |
| --- | --- | --- |
| Description of Manpower/services | Break details of the rate (Minimum Wages, PF, ESIC, Service Tax, Admn./Agency Charges etc) | Unit Consolidated Rate (Per man per month)(in Rs.) |
| **Unskilled Personnel** (on Contract basis)  | 1 |  |
| 2 |
| 3 |
| 4 |
| 5 |
| 6 |
| 7 |
| ’’ |
| Total: |

**Rate for one Unskilled Personnel**

Rate (in figures) Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rate (in words) Rupees\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place:

Date:

Signature of Contractor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

( \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ )

 Postal Address :

 Phone/Fax No

 Email Address

**Annexure-B**

**TENDER OFFER**

To,

 The Director,

Madhya Pradesh GDC.

Survey of India

Vijay Nagar,

Jabalpur (M. P) - 482002.

After having examined the tender documents including all Annexure, we offer to provide **Unskilled Personnel** in accordance with the said tender document.

We undertake, if our tender offer is accepted, to commence the services within\_\_\_\_\_\_\_\_\_

(Number) days from the date of signing of the Contract Agreement.

 If our tender offer is accepted we will submit a Security deposit for a sum of 1,50,000/- (Rs One lac fifty thousand only) for the due performance of the contract.

 We hereby agree to abide by this Tender offer for 120 days and the same shall remain binding upon us and may be accepted at any time before the expiry of that period.

 We are aware that you are not bound to accept the lowest or any offer you may receive.

Dated this \_\_\_\_\_\_day of \_\_\_\_\_\_\_\_\_\_\_2014.

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

( \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ )

Duly authorized to sign the tender offer for and on behalf of

**Annexure- C**

**AGENCY DETAILS**

**NAME OF AGENCY :**

**OWNERS NAME :**

**REGISTRATION No. :**

**SERVICE TAX PARTICULARS :**

**PAN NUMBER :**

**CONTRACT LABOUR LICENSE CERTIFICATE No.** :

**E.P.F. CODE No. :**

**TELEPHONE Nos. :**

**RESIDENTIAL ADDRESS :**

**BANKER’S NAME & ADDRESS :**

**EXPERIENCE (YEARS) :**

**LIST OF MAJOR CLIENTS (ENCLOSE COPY**

**OF ORDERS/CONTRACTS ALONGWITH WORK,**

**WORK DETAILS, PERFORMANCE REPORT**

**ANY OTHER INFORMATION/DOCUMENTS**

**WHICH MAY HELP BSNL IN ASSESSING**

**TENDERER’S CAPABILITIES FOR AWARD**

**OF CONTRACT**

***Signature of the tenderer with seal & date***

**SURVEY OF INDIA**

**OFFICE OF THE DIRECTOR, M. P. GEO SPATIAL DATA CENTRE**

**SURVEY COLONY, VIJAY NAGAR, JABALPUR (M. P.) 482002**

**TENDER NOTICE**

Director , Madhya Pradesh Geo-Spatial Data Centre, Survey of India invites sealed tenders for procuring the services of Unskilled Personnel for field and office duties in O/o MPGDC, Survey of India, Vijay Nagar, Jabalpur (M. P). Interested parties are requested to purchase the tender forms at the cost of Rs.200/- (Rupees Two hundred only) from Asstt. Store Officer, MPGDC, Jabalpur (M.P). The tender document can also be downloaded from Survey of India website [www.surveyofindia.gov.in](http://www.surveyofindia.gov.in). In case tender document is downloaded from SOI website, cost of tender form of Rs.200/- (Rupees Two hundred only) will have to be paid in the form of D.D./Pay Order drawn in favour of **E&AO, MPGDC, Survey of India, Jabalpur** at the time of submission of tender, failing which the tender will not be considered.

Last date and time of Sale of tender document : **7 / 10 / 2014 (16:00 hrs)**