

TENDER FOR

PROCURING THE SERVICES OF
COMPUTER TYPISTS, SECURITY GUARD, MALI, SAFAIWALAS

SURVEY OF INDIA,
MINISTRY OF SCIENCE AND TECHNOLOGY
GOVT. OF INDIA.



Tender No. 1417 /5-H dated: - 29 /12 /2015
TO BE SUBMITTED BY : 25/01/2016 (15:00 hours)

**Office of the Director
TMMz, GDC,
Survey Of India
Hailakandi Road, Silchar-788005.
Cachar, Assam**

Cost of Tender Document Rupees Two Hundred only.

SURVEY OF INDIA
(MINISTRY OF SCIENCE AND TECHNOLOGY)
OFFICE OF TRIPURA, MANIPUR AND MIZORAM
GEO SPATIAL DATA CENTRE, SURVEY OF INDIA
HAILAKANDI ROAD, SILCHAR, CACHAR
ASSAM- 788005.

“NOTICE INVITING TENDER”

Sealed quotations are invited for procuring the services of Computer Typists, Security Guards, Mali, Safaiwalas in TMMz Geo-Spatial Data Centre, Survey of India, Hailakandi Road, Silchar-788005, Cachar, Assam-. as per the details below:-

1. Tender Document can be downloaded from the website www.surveyofindia.gov.in or it can be obtained in person from the office of the TMMz GDC, N.S. Avenue, Rangirkhari, Silchar on payment of Rs. 200/- being the cost of the tender documents. If the documents downloaded from website, then the service provider has to enclose DD of Rs. 200/- in favour of “Drawing & Disbursing Officer, TMMz GDC” payable at Silchar, Assam alongwith the tender documents.

2. Bid Reference Tender No.1417/5-H Dated:29/12/2015

3. Particulars of Tender

- | | | |
|--|---|--|
| a. Designation of the Authority Inviting Quotations | : | Director, TMMz GDC, Silchar Survey of India, Hailakandi Road, Silchar-05 (Assam) |
| b. Last date and time of receipt of sealed Quotation | : | 25.01.2016 (15:00 hours) |
| c. Date & time of opening quotations | : | 27.01.2016 (16:00 hours) |

4. Scope of Work

The Computer Typist will be employed for typing jobs relating to Administrative & Technical matters. Safaiwalas will be employed for cleaning of rooms, corridors, toilets of office building premises of TMMz Geo-Spatial data centre, Silchar. Security guards will be employed for purpose of protection of the people and property of the office of Survey of India, Silchar. Also Guards will protect the Government property for any unlawful/ suspicious activities such as vandalism, arson, theft, etc. Mali will be employed to look after flowering garden, also watering and to manure the plant etc. from time to time of the office premises . Generally the Computer typists & Safaiwalas shall have to work in Day time during 09:00 hour to 17:30 hours every day except Saturday, Sunday & Closed holidays provided office remain closed. Mali shall have to work in 8 (eight) hours during day time except Sundays. Security Guard shall have to work 8 hours in a Day Shift or Night Shift as per office order including Saturdays, Sundays & Closed Holidays also.

5. **Period of Contract and Number of Computer Typists, Security Guard, Mali, Safaiwala**

- i) No. of Computer typists required - 2 (Two), Period of Contract – 12 (Twelve) Months
- ii) No. of Safaiwalas required – 2 (Two), Period of Contract – 12 (Twelve) months.
- iii) Security Guard required -5 (Five), Period of Contract – 12(Twelve) Months.
- iv) Mali required – 1 (one), Period of Contract – 12 Months.

NB :- The above noted number of Computer Typists , Safaiwalas , Security Guards & Mali and their period of contract may vary.

6. **ELIGIBILITY AND QUALIFICATION CRITERIA FOR THE PERSONNEL OFFERED ON SERVICES.**

a) **For Computer Typist**

- Essential :-**
- (i) **Educational Qualification:** Graduate with computer Background must be 18 years of age or older.
 - (ii) **Experience :** Experience in usage of MS Office, MS word, Office Excel, MS office Access Software, Power Point and Hindi Software.
 - (iii) **Fluency in English & Hindi Languages:** Read, Write /Type and Speak.
 - (iv) **Experience:** Minimum 1 year in the above fields.

b) **For Safaiwala**

Educational Qualification :- Literate i.e. can be able to read and write. Applicants must be 18 years or older.

c) **For Security Guard**

Educational Qualification :- Literate i.e. can be able to read and write. Applicants must be 18 years or older and should not have any criminal record.

d) **For Mali**

Qualification required :- He should have an experience in Gardening and must be 18 years of age or older.

e) **For the Bidder**

The bidder must have License for Security Agencies & have registration with Labour Commissioner office / Registrar, company affairs, to provide P.F. Account, E.S.I facilities and Insurance coverage to the persons deployed.

7. FACILITIES TO BE PROVIDED TO COMPUTER TYPIST, SAFAIWALA, SECURITY GUARD, MALI.

Computer Typists and Safaiwalas will have to work in the office of TMMz GDC Survey of India, Silchar for 8 hrs per day (Excluding ½ an hour lunch break). **Safaiwalas** need to report 1(one) hour before the office hours i.e., 08:00 hrs and clean the Office premises, He should be in the office upto 17:00 hrs.

Security Guard will have to work either in a Day or Night Shift as per office order including Saturdays, Sundays & Closed Holidays.

Mali will have to work in the office of TMMz GDC, Survey of India, Silchar for 8 (eight) hours per day (Excluding Sundays).

8. INSTRUCTION TO BIDDERS

Tender (Annexure A, B,C,& D) duly filled in and signed by the tenderer must be addressed to “The Director TMMz GDC, Survey of India, N.S. Avenue, Rangirkhari, Silchar-788005 Cachar, Assam” and not to any individual by name. It may be sent by post or should be dropped in the Tender Box kept in the TMMz GDC, Survey of India, Silchar **latest by 1500 (hrs) on 25.01.2016.**

a) **Each** page of the tender must be signed by the tenderer. The sealed cover Containing Tender should be superscripted “**Tender for Computer typists, Safaiwalas, Security Guards, Mali to be opened only by the Chairman, Procurement Board, Survey of India, Silchar**”. Covers not so superscripted are liable to be ignored. Sealed Covers sent by post should have similar superscription.

b) It is the responsibility of the bidders to see that their tenders must reach the Director, TMMz GDC, at the above address by due date and time.

c) The Director, TMMz GDC, Survey of India, Silchar will not be responsible for any postal delay or non-receipt of tender by due date and time for reason whatsoever may be.

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

e) The rates offered should be on monthly basis and final. It should be inclusive of all taxes as applicable i.e., Service Tax, EPF, Employers Contribution Fund, Employers Contribution on ESIC should be indicated separately. The wages quoted should be as per the Ministry of Labour & Employment, N.Delhi act EPF/ CPF. EPF/PF/ESI/ESIC Administration or Agency Charges/any Taxes should be as far as possible mentioned clearly with percentage of wages. However, the Board will consider only the total amount for the purpose of acceptance of tender.

f) **Completeness of Tender offer:** The bidder is expected to examine all instructions contained in the forms, terms and conditions in the Tender Documents. Failure to furnish all information required in the tender documents may result the 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.

9) Earnest Money Deposit (EMD)

Bidders are required to furnish i.e. EMD along with the Tender offer. The EMD should in the form of a Demand Draft from a Nationalized bank for Rs. 20,000/- (Rupees Twenty Thousand only) drawn in favour of “**Drawing & Disbursing Officer, TMMz GDC, Survey of India**” payable at Silchar, Assam. **Without EMD, the tender will not be entertained.** Unsuccessful Bidders money will be refunded within 45 days after the opening of the tender. EMD will be refunded to the successful bidder after signing of the Contract Agreement on the terms and conditions as stipulated in this Tender Document and after obtaining Performance Security from him. No interest will be paid for the **EMD AMOUNT, for any delay in refund.**

If the successful tenderer fails to furnish the Contract Agreement and Performance Security, the Earnest Money Deposit will be forfeited.

10) (a) All bidders should enclose copy of the following documents along with the Tender Offer.

- i) Valid Registration Certificate & License from the Labour Commissioner/Police Authority.
- ii) Valid EPF registration.
- iii) ESIC Registration
- iv) PAN/TAN/Income Tax return proof.
- v) Service Tax Registration Certificate
- vi) Certificate/Proof showing that the Service Tax has been paid upto 31st December 2015.
- vii) Agency detail as per Annexure ‘D’
- viii) Original power of Attorney, if any person other than the bidder himself has signed the tender document.

b) The Director TMMz GDC, Survey of India, N.S. Avenue, Rangirkhari, Silchar-788005 Cachar Assam reserves the right to reject any or all tenders without assigning any reason.

c) LAST DATE & TIME OF RECIEPT OF SEALED QUOTATIONS IS 25.01.2016 (1500 Hrs). Quotations received after due date and time, as stipulated herein, shall be summarily rejected.

11) This tender is meant only to finalise the rates for procuring the services of **Computer typist/Safaiwala/Security Guard, Malis** in SOI offices located at Silchar. The successful tenderer(s) will have to enter into further Agreement with the Director, TMMz GDC, Survey of India, Silchar on the Terms & Conditions listed in this Tender Document.

12) i) The Board will consider only the consolidated rate of each service i.e., Computer Typist, Guards etc. quoted by the bidders separately without going into the item wise details, viz taxes etc. **Thus the firm/bidders will themselves be responsible to ensure compliance with the latest Minimum Wages Act/Rules and statutory provisions of the Labour Act of the Chief Labour Commissioner (C), Ministry of Labour & Employment, Government of India, New Delhi.** The rates should be firm & final. No request for increase in rates due to any reason whatsoever shall be entertained by the Government during the period of contract.

ii) After finalization of the tenders, if any firm fails to provide the services of Computer typists/Safaiwalas/Security Guard/ Malis at the accepted rates or the rates as quoted by them on the scheduled date & time, the contract awarded will be cancelled & Performance security will be forfeited. Then the contract will be awarded to such firm whose rates are found to be next lowest (L2) subject to other conditions stipulated in the tender document.

13. Evaluation of Bids:

- a) The Board will examine the Quotations to determine whether:
- I. They are complete with all Annexure – A, B, C & D
 - II. Required EMDs etc have been furnished,
 - III. The documents have been properly signed.
 - IV. The Board will examine whether the bidder registered with EPFO and ESIC by visiting website of EPFO & ESIC.

b) Evaluation of bids shall be done servicewise i.e. Computer Typist, Security Guards, Safaiwala, Mali as an Independent entity based on the information furnished by the bidders. The conformity of the bids to the technical specifications and commercial terms and conditions shall be examined. Responsiveness of the bid shall be determined based on the technical and financial capability of the bidder.

c) The Board will examine the bids to determine the correctness of the information furnished by the bidder in its bid. In case any information is found to be incorrect/false, the bid shall be considered as non- responsive.

d) The Board may seek clarification in writing from bidder. Bidder should promptly reply, by quicker means within the time limit specified in the clarification letter.

e) The comparison shall be made servicewise on the total rate offered inclusive of all taxes etc. Computer typist, Security Guards, Safaiwala, Mali will be treated as independent service for comparison.

14. TERMS AND CONDITIONS OF THE CONTRACT

a) Performance Security

The Service Provider should furnish the performance Security for an amount of 10% of the total contract value for a period of 60 days beyond the date of completion of all contractual obligations in the form of Bank Guarantee, Protecting the interests of the Government in all respects. The proceeds of the Performance Security shall be payable to the Survey of India as compensation for any loss/penalties/liquidated damages resulting from the failure of service provider. The performance security shall be returned to the Contractor on successful completion of the services for which the Computer typists, Safaiwalas, Security Guards & Mali were hired on contract basis.

b) Good Conduct of the Computer Typist

i) The Service Provider should provide the service of the trained **Computer Typist** and will furnish a certificate that the Computer typist are trained and none of **Computer Typist** was discharged from the service on ground of criminal charges, theft and unreliability.

ii) The Service Provider shall ensure that the behavior of the Computer Typist deployed by them is decent. The service provider shall be fully responsible for the misconduct and indecent behavior by the Computer Typist so deployed. Such Computer typist, whose conduct is reported against, shall have to be immediately replaced.

c) Good Conduct of the Safaiwalas

i) The service provider should provide the service of the experienced Safaiwalas and will furnish a certificate that the Safaiwalas are experienced and none of the Safaiwalas was discharged from the service on ground of criminal charges, theft and unreliability.

ii) The Service Provider shall ensure that the behavior of the Safaiwalas deployed by them is decent. The Service Provider shall be fully responsible for the misconduct and indecent behavior by the Safaiwalas so deployed. Such Safaiwalas, whose conduct is reported against, shall have to be immediately replaced.

d) Good Conduct of the Security Guards

i) The Service Provider should provide the service of the experienced Security Guards and will furnish a certificate that the Security Guards are experienced and none of the Security Guard was discharged from the service on ground of criminal charges, theft and unreliability.

ii) The Service Provider shall ensure that the behavior of the Security Guard deployed by them is decent. The Second Party shall be fully responsible for the misconduct and indecent behavior by the Security Guard so deployed. Such Security Guard, whose conduct is reported against, shall have to be immediately replaced. The Service Provider should ensure that the Security Guards should perform their duties in efficient manner specially during the period office remains closed i.e., in holidays and nights.

e) Good Conduct of the Mali

i) The Service Provider should provide the service of the experienced Malis and will furnish a certificate that the Malis are experienced and none of the Malis was discharged from the service on ground of criminal charges, theft and unreliability.

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

f) Leave etc. to the Computer Typist, Safaiwalas, Security Guard & Mali:

The Service Provider 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 in case anybody on leave.

g) Payment and other Terms

i) Payment to the Service Provider for the manpower deployed will be made on monthly basis by the office after deduction of Taxes as per rule.

ii) Payment to the Computer typist/Safaiwalas/ Security Guard & Malis should be made in their Bank Accounts. One copy of acquaintance showing the payment to each Computer typist/Safaiwalas/Security Guard & Malis should be furnished to this office.

iii) In no case any payment shall be made by this office directly to the Computer typist/Safaiwalas/ Security Guard & Malis so hired through service provider. For broken period of employment, the payment will be made on prorata basis. 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.

iv) The Service Provider will provide statement of EPF & ESIC to this office 2nd week of every month in respect of Computer typist, Safaiwalas, Security Guard & Malis.

v) The Service Provider shall furnish an affidavit that none of their Computer typist, Security Guard, Safaiwala, Mali deputed to work under this contract will later ask the Director, TMMz GDC for employment under the Government.

vi) If the services provided by the Service Provider are not found satisfactory, the contract can be terminated by the Director, TMMz GDC after giving a month's notice to the service provider.

h) Resolution of Disputes

In case of any dispute, shall be first sorted out by the Director TMMz GDC. If the dispute still persists and remains unresolved, then it will be sent to the Surveyor General of India, or his representative, whose decision shall be binding on both the parties.

j) Compliance with Labour Regulations

During continuance of the contract, the Service Provider shall abide at all times by the 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 central Government or local authority. If the TMMz GDC, Survey of India is caused to pay or reimburse, any amount as may be necessary due to cause or observe or for non observance of any provisions stipulated in the notification/bye laws/Acts/Rules/Regulations including amendments, if any, on the part of the Service Provider then the Director, TMMz GDC, Survey of India, shall have the right to recover from the amount due to the Service Provider or from his performance Security the sum required or estimated to be required for making good the loss or damage suffered by the TMMz GDC, Survey of India.

TENDER OFFER/QUOTATION

To,

The Director,
TMMz, GDC.
Survey of India
Silchar-788005
Cachar , Assam

After having examined the tender documents including all Annexures, we offer to provide **Computer typist/Safaiwala/Security Guard & Malis** in accordance with the said tender document.

We undertake, if our offer as quoted in the tender 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 bank guarantee for a sum of 10% of the Contract Value towards the performance of the Contract.

Dated this _____ day of _____ 2016

Signature: _____

(_____)

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

BID FORM

(The Firm may furnish the requisite information on their own proforma also)
(To be enclosed with the Quotation)

Unit Prices/Rates (to remain valid for a period of one year from the date of signing the contract).

	Description of Manpower/services	Details of the Rate (Minimum Wages, PF, ESIC, Service Tax, Adm/Service Charges etc)	Rate (per man / month) (in Rs.)
1.	Computer Typist (on Contract basis)	1	
		2	
2.	Safaiwala (on Contract basis)	3	
		4	
3.	Security Guard (on Contract basis)	5	
		6	
		7	
4.	Mali (on Contract basis)	,	
		,	
		Total:	

Rate for one Computer typist/Safaiwala/Security Guard/Mali

Rate (in figures) Rs. _____

Rate (in words) Rupees _____

Signature of Contractor _____

Postal Address: _____

Place:

Date:

Contract Agreement

(Agreement to be executed on a Non-judicial Court Stamp of Rs. 100/- value)

AGREEMENT MADE on this _____ day of _____ Two thousand Sixteen between _____ (hereinafter called "the Service Provider or Contractor") on one part and the Director, Silchar Geo Spatial Data Centre (hereinafter referred to as the "Government") on the other part.

WHEREAS the Service Provider has tendered to the Director, TMMz GDC, Silchar for providing **Computer typist/Safaiwala/Security Guard/Mali** as per the instruction given at the prices or rates mentioned in the Bid Form and whereas such tender has been accepted and the contractor has deposited with the Government the sum of Rs. _____ (Rupees _____ only) as performance Security for the fulfillment of this Agreement.

Now it is hereby agreed between the two parties as follows:

1. The contractor has accepted the contract on the terms and conditions listed in the Tender Document of the Tender Notice No. _____ which will hold good during the period of this agreement.
2. Upon breach by the contractor of any of the conditions mentioned anywhere in the Tender Document, the Government may issue a notice in writing, and put an end to this agreement without prejudice to the right of the Government to claim damages for antecedent breaches thereof on the part of the Service Provider and also to reasonable compensation for the loss caused by the failure of the contractor to fulfill the agreement as certified in writing by the Government whose certificate shall be the conclusive evidence of the amount of such compensation payable by the contractor to the Government.
3. The Service Provider has deposited with the Government a performance Security Deposit of Rs _____ as security for compliance and performance in accordance with the Contract. Upon the completion of the contract, the Performance Security Deposit shall after the expiry of _____ months from the date of signing this agreement will be returned to the Service Provider, without interest, and after deducting any sum due by the Service Provider to the Government under the terms and conditions of this agreement.
4. This agreement shall remain in force until 3 months after the expiry of the contract period.
5. Notwithstanding anything contained herein the tender and acceptance forms

Contd. P-2

contained, the Government shall not be bound to take the whole or any part of the estimated manpower mentioned herein and may cancel the contract at any time upon giving one month's notice in writing without compensating the Service Provider in anyway whatsoever.

6. In consideration of the payments to be made by the Government to the Service Provider as mentioned in the Tender Document, the Service Provider hereby agree to provide to the Government the **Computer typist/Safaiwala/Security Guard/Mali** and to remedy shortcomings/deficiencies therein, if any, in conformity with the terms and Conditions of the Contract.

7. In witness thereof the service provider _____ has set his hereto and Director, Tripura Manipur & Mizoram Geo Spatial Data Centre or his authorized representative has on behalf of the Government of India affixed his signature and seal thereto on the day and the year noted above.

Contractor:

Survey of India:

Witness: _____

Witness _____

Place : Silchar

PERFORMANCE SECURITY FORM

To,
The Director
TMMz, GDC
Survey of India
Silchar-788005
Cachar, Assam.

WHEREAS

_____ (Name of Service Provider) hereinafter called "the Service Provider" has undertaken Contract No. _____ dated _____ 2016 to supply _____

_____ (Description of Services) hereinafter called the Contract. AND WHEREAS it has been stipulated by the Government in the said Contract that the Service Provider will furnish a bank Guarantee by a recognized bank for the sum specified therein as security for compliance with the Service Provider's performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Service Provider a guarantee: THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Service Provider, up to a total of _____ (Amount of the Guarantee in Words and Figures) and we undertake to pay you, upon the Government's written demand declaring the Service Provider to be in default under the contract and without cavil or argument, any sum or sums with in the limit of _____ as aforesaid, Without your requiring to prove or to show reasons for your demand or the sum specified therein.

This guarantee is valid until the _____ day of _____ 2016
Signature and Seal of Guarantors

Date: _____

Address: _____

AGENCY DETAILS

(Including performance records, financial viability etc.)

NAME OF AGENCY :

OWNERS NAME :

REGISTRATION No. :

SERVICE TAX PARTICULARS :

PAN NUMBER :

CONTRACT LABOUR LICENSE CERTIFICATE No. :

E.P.F. CODE No. :

E.S.I.C 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