

भारतीय सर्वेक्षण विभाग
SURVEY OF INDIA



TENDER DOCUMENT
FOR COMPREHENSIVE
AMC OF PLOTTER & SCANNER FOR
SURVEY OF INDIA,
MINISTRY OF SCIENCE & TECHNOLOGY,
GOVERNMENT OF INDIA

TENDER NO. 27-42/15-P-CPB (2018-19), dated 2/11/2018.

PREBID CONFERENCE-:	- 15/11/2018 (15:00 hrs.)
TO BE SUBMITTED BY :	- 28/11/2018 (12:00 hrs.)
DATE OF OPENING TECHNICAL BIDS:	- 28/11/2018 (15:00 hrs.)
DATE OF OPENING PRICE BIDS:	- 03/12/2018 (15:00 hrs.)

Tender Document can only be downloaded from Survey of India website:
www.surveyofindia.gov.in and CPP Portal

SURVEY OF INDIA
(MINISTRY OF SCIENCE AND TECHNOLOGY)
MAP ARCHIVE AND DISSEMINATION CENTRE ,SURVEY OF INDIA
POST BOX NO. 28 HATHIBARKALA, DEHRADUN

**TENDER DOCUMENT FOR INVITING TENDERS FOR THE ON-SITE COMPREHENSIVE AMC OF
PLOTTER & SCANNER**

On behalf of the President of India, the Chairman, CPB/Director, Map Archive and Dissemination Centre(MA & DC), Survey of India, Post Box No. 28, Hathibarkala,Dehradun invites sealed tender for the on-site Comprehensive AMC of Plotter & Scanner for Survey of India offices located at Dehradun as per the following terms and conditions.

1. PARTICULARS OF THE TENDER

- | | |
|---|--|
| (a) Designation & address of the authority inviting tender | The Chairman, CPB /Director, (MA & DC) Map Archive and Dissemination Centre, Survey of India, Post Box No. 28, Hathibarkala, Dehradun - 248001 |
| (b) Tender No. | No. <u>2742</u> /15-P-CPB (2018-19),
dated /11/2018 |
| (c) Last date and time of receiving bids | 28 /11/2018 (12:00 hrs.) |
| (d) Date and time of opening Technical bids | 28 /11/2018 (15:00 hrs.) |
| (e) Date and time of opening Price bids | 03 /12/2018 (15:00 hrs.) |
| (f) Date Of Prebid Conference | 15 /11/2018 (15:00 hrs.) |

2. ELIGIBILITY CRITERIA

- (i) The bidding firm should be authorized by concerned OEM for repairing & maintenance of Plotters & Scanner. Copy of '**Certificate of Authorization**' must be enclosed with the tender.

- (ii) The bidding firm should be registered with the appropriate government authorities. The copy of the **Registration certificate** must be enclosed with the tender.
- (iii) The bidding firm must enclose the **registration certificate of GST** from the appropriate authorities as prevalent in the state of Uttarakhand.
- (iv) The tenderer must provide the **PAN/TAN** number of the firm. Copies of **Income tax returns** filed by the firm for **last 3 years** should be enclosed with the tender.
- (v) The bidding firm should have **at least three years** experience of executing the similar work in Govt. /PSU or any other academic institution. Supportive documents i.e. 'Satisfactory performance certificate' from the office, where such service was provided, must be attached with the bid. **The bids received without the above mentioned certificates/documents will be rejected.**

3. TERMS AND CONDITIONS

- (i) Response to the tender in sealed envelope should be addressed to The Chairman, CPB Map Archive and Dissemination Centre(MA & DC), Survey of India, Post Box No. 28, Hathibarkala, Dehradun-248001. **The rates should be quoted in the format as given in Annexure 'A'**. The tenderer may add columns/rows in the table given in Annexure 'A', if so required.
- (ii) The Rate quoted shall be mentioned by the agency both in figure and words. There should not be any erasing or overwriting whatsoever to avoid rejection of bid. The rate quoted should remain valid for a period of 90 days from the date of opening of the bids.
- (iii) An Earnest money deposit (EMD) of Rs. 10,000/-(Rupees Ten thousand only) in shape of Demand draft drawn on any nationalized bank in favour of the **Senior Accounts Officer, CP&AO Dehradun**, payable at Dehradun should be furnished with the tender. The tender received without EMD will be summarily rejected. The EMD of unsuccessful tenderers will be returned within 30 days of award of Job-Order.
- (iv) The tenderer can inspect the **Plotters & Scanners** on or before 15/11/2018 (11:00 hrs) if he/she desires so, in consultation with The Chairman, CPB (MA & DC) Dehradun -248001.
- (v) Bids received after stipulated date and time due to any reason whatsoever including postal delay shall not be considered.
- (vi) The Chairman, CPB/ Director Map Archive and Dissemination Centre(MA & DC), Survey of India, Post Box No. 28, Hathibarkala,Dehradun reserve the right to accept or reject any/all bids without assigning any reason whatsoever.
- (vii) **The Tender documents should be signed by the tenderer in all pages.** Incomplete and unsigned quotations are liable to be rejected.
- (viii) Bids with overwriting conditions will be summarily rejected.
- (ix) If details of taxes etc. are not mentioned in the bid, the bid will be considered to be inclusive of all taxes and if not so then no extra tax will be paid in any case.
- (x) The successful tenderer will have to deposit Performance Security equal to 10% of the total bid value in the shape of FDR/Bank Guarantee from any nationalized bank drawn in favour of **Senior Accounts Officer, CP&AO Dehradun**, at the time of awarding the work order. Performance security deposit should remain valid for the entire period of contract plus for a further period of 30 days after the completion of contract.
- (xi) The successful tenderer will have to furnish an agreement on Rs. 100/- non judicial Stamp paper at his own expense. The format of the agreement will be provided by the authority inviting tender.


- (xii) The period of Comprehensive AMC will be for 1 year from the date of signing the contract agreement and the contract agreement can be extended for further one year by mutual consent of both the parties.
- (xiii) The payment to the contractor under the contract will be on **quarterly** basis i.e. the payment for Comprehensive AMC will be made in four equal installments, each equal to one fourth of the approved amount of Comprehensive AMC. 1st installment will be paid after successful completion of 3 months from date of award of contract.
- (xiv) Tenderer shall specify the list of items which are not covered in Comprehensive AMC. See Annexure 'A'.
- (xv) Any variation or additional taxes/duties and not statutory levies, if any imposed by the regulatory bodies during the period of this contract/service, will be payable by the maintenance agency over & above the quoted Comprehensive AMC service charges.
- (xvi) The successful tenderer will be entirely responsible for execution of the job in accordance with the terms and condition of this document and the job will not be assigned or subletted to any other firm/agency.
- (xvii) In case of any dispute relating to the execution of the job between the parties, the matter will be referred to the Arbitration Authority i.e. the Surveyor General of India and his decision shall be final and binding on both the parties.
- (xviii) Any of the tenderer, who may so desire, may be present at the time of opening of the bids but with authority letter from the firm.
- (xix) The responsive bids will be evaluated for total cost of comprehensive AMC charges per unit.

4. SCOPE OF WORK

- a) Upkeep and maintenance of the Plotter & Scanner. **The bidder must ensure the availability of spare parts for CAMC before the bidder quotes the rate for CAMC.**
- b) Attending to complaints raised by the concerned offices, Directorates, NGDC, MA&DC, DMC, G&RB, West UP & Uttrakhand GDC, GISTC of Survey of India, Dehradun on regular basis.
- c) The contract would be on-site comprehensive i.e. including replacement of parts of original equipment manufacturers (OEM). All replaced parts should be of original make and in case of non-availability it should be of appropriate standard as decided by the concerned Directorate and GDC's.
- d) Standby arrangement also to be made by the Tenderer, in case the Plotters/Scanners is to be taken to workshop for repairs.
- e) Repair to be carried out at the location of the equipment. However, if necessary to carry any damaged items to the workshop for repair purpose, agency will bear transportation and other incidental charges and will take due permission from the O/o concerned Director.
- f) The successful tenderer is liable to handover all the hard-wares under its CAMC to the successor in working condition, failure to which leads to deduction of actual expenditure to repair these hardware.
- g) The parts/components/sub-assemblies used for repair/replacement by the contractor will be of the same/equivalent or higher make and functional capability as originally available in the system. **All damaged /replaced storage will be property of Survey of India.**
- h) A preventive quarterly maintenance report from the firm would be submitted without fail to the Section officer of concerned directorate and GDC's.
- i) Immediately on award of the contract, the contractor would give a report regarding taking over of the Plotters/Scanners. It shall be the responsibility of the firm/company to make the

Plotters/Scanners work satisfactorily throughout the contract period and also to hand over the Plotters/Scanners to the department in working condition on expiry of the contract. In case any damage in the Plotters/Scanners is found, the compensation which would be determined by the competent authority will have to be paid by the firm or otherwise its performance security would be retained till clearance of dues or forfeited.

- j) All break-down complaints must be attended **within 24 hours** on receipt of call from concern offices.
 - k) Majority of faults should be rectified in the first response itself. However, maximum period allowed for defect rectification shall be **72 hours**. If it is beyond 72 hours, down time cost i.e. Rs. 200/- per day for the down period, shall be recovered from the CAMC charges. However this deduction will be on discretion of concerned Director.
 - l) Fresh part only should be replaced if any hardware required to be changed without cannibalization from other machine in near by vicinity which is defected or working condition.
 - m) In case the contractor fails to rectify the defects within 72 hours, the amount of CAMC for the period, beyond 72 hours will be deducted.
 - n) The contractor shall be responsible for any loss or damage caused to the Plotters/Scanners owing to negligence on his part. The contract will be on comprehensive basis inclusive of repairs and replacement of spare parts without extra payment.
 - o) In the matter of interpreting the terms and conditions of the CAMC as well as dispute, if any, arising due to the CAMC of the Plotters/Scanners, the decision of the Chairman, CPB shall be final and binding on the successful tenderer. No representation against such decision shall be made by the agency.
 - p) The service providing company shall have their office or branch in Dehradun or in Uttarakhand with qualified staff for rendering service. If the service providing company does not have office or branch in Dehradun or Uttarakhand for rendering services, their tender will be outrightly rejected.
 - q) The Director of concerned Survey of India offices, Dehradun reserves the right to terminate the contract by giving two weeks notice, if the firm is incapable of carrying out the maintenance as per terms and conditions or in the event of unsatisfactory performance by the firm.
 - r) The chairman CPB, reserves the right to reject any/all the tenders without assigning any reason.
5. **Service warranty:**
- a) The Tenderer should cover services provided including the quality of workmanship under warranty.
 - b) The successful Tenderer will not be allowed to frequently change the hardware engineer.



(Lt. Col. Rakesh Singh)
Director
Chairman Procurement Board
MA&DC

ANNEXURE 'A'

COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT OF PLOTTERS & SCANNER

Rates towards On-Site Comprehensive Annual Maintenance contract of PLOTTERS & SCANNER is given below:-

Sl. No.	Nomenclature of the Plotter/Scanner	Qty.	Comprehensive AMC charges per unit	GST On Col. No.4	Any other charges	Total Bid value (4+5+6)
1	2	3	4	5	6	7
1.	Plotter HP Designjet 500 PS	03				
2.	Plotter HP Designjet 550 PS	01				
3.	Plotter HP Designjet 800 PS	04				
4.	Plotter HP Designjet 4000 PS	02				
5.	Plotter HP Designjet 4520 PS	01				
6.	Scanner Smart LF SC-42	02				
7.	KIP C 7800 Larger Format A0 Size LED Plotter	01				
8.	Scanner Colortrac Smart LF GXT-TY 2 (A0 Size)	02				
9.	Plotter cum -2530 HP Make	01				

List of items not covered :-

- 1.
- 2.
- 3.

It is certified that all the terms and conditions of the tender document No. S- /15-P (CPB)/2018-19 dated / /2018 have been understood by me/us and I am/we are ready to accept the same without any variation.

Name of Firm _____

Address _____

Mobile No. _____ Phone No. _____ Fax No. _____

Name of Bank _____

Bank's Account No. _____

IFSC Code _____

MICR No. _____

PAN Registration No. _____

GST Registration No. _____

Signature of Authorized Signatory
Stamp of F

SURVEY OF INDIA
OFFICE OF THE DIRECTOR, MA&DC, POST BOX NO. 28,
HATHIBARKALA, SURVEY OF INDIA, DEHRADUN - 248001
PHONE NO. 0135-2747508

TENDER NOTICE

The Director, MA&DC & Chairman, CPB invites sealed tenders for Comprehensive AMC of Plotter & Scanner at Survey of India, offices located at **Dehradun**. The tender document, containing the detailed information/terms & conditions, is available on our **website www.surveyofindia.gov.in**

- | | | | |
|-------|---|---|------------------------|
| (i) | Last date and time of receiving bids | : | 28/11/2018(12:00 Hrs.) |
| (ii) | Date and time of opening Technical bids | : | 28/11/2018(15:00 Hrs.) |
| (iii) | Date and time of opening Price bids | : | 03/12/2018(15:00 Hrs) |
| (iv) | Date Of Prebid Conference | | 15/11/2018(15:00 hrs) |

Chairman, Procurement Board
Director, MA&DC, Dehradun

भारतीय सर्वेक्षण विभाग
निदेशक का कार्यालय, मानचित्र अभिलेख एवं प्रसार केंद्र
पोस्ट बाक्स सं० 28
हाथीबडकला , भारतीय सर्वेक्षण विभाग, देहरादून
दूरभाष :0135-2747508
निविदा आमंत्रण सूचना

महामहीम राष्ट्रपति की ओर से अध्यक्ष , सामान्य खरीद बोर्ड एवं निदेशक, मानचित्र अभिलेख एवं प्रसार केंद्र, भारतीय सर्वेक्षण विभाग, देहरादून द्वारा भारतीय सर्वेक्षण विभाग के देहरादून स्थित विभिन्न कार्यालयों के Plotters एवं Scanners के वार्षिक रख-रखाव अनुबंध (Annual Maintenance Contract) के लिए मुहरबंद निविदाएं आमंत्रित की जाती हैं निविदाओं संबंधित दस्तावेज विभाग के अधिकारीक वेबसाइट www.surveyofindia.gov.in से डाउनलोड किये जा सकते हैं ।

- | | |
|--|---------------------------|
| (1) निविदा पूर्व सभा की तिथि व समय | : 15/11/2018 (15:00 Hrs.) |
| (2) निविदा दस्तावेज प्राप्त करने की अंतिम तिथि व समय | : 28/11/2018 (12:00 Hrs.) |
| (3) तकनीकी निविदा खुलने की तिथि व समय | : 28/11/2018 (15:00 Hrs.) |
| (4) वित्तीय निविदा खुलने की तिथि व समय | : 03/12/2018 (15:00 Hrs.) |

निदेशक, मानचित्र अभिलेख एवं प्रसार केंद्र, देहरादून ।