

**ASSAM & NAGALAND GEO-SPATIAL DATA CENTRE
SURVEY OF INDIA
GUWAHATI**

**E-TENDER INVITING NOTICE FOR
HIRING OF VEHICLES FOR FIELD DUTIES OF SURVEY OF INDIA**

[Tender No. 1389 /16-A-1 dated 28.11.2018]

Director, Assam & Nagaland GDC, Guwahati invites online bids under two bid systems (Technical bid and Financial bid) from reputed firms/agencies.

The details of e-Tender with complete terms and conditions are available on the CPP portal i.e. <http://eprocure.gov.in/eprocure/appapp> as well as on Survey of India website: www.surveyofindia.gov.in (for reference only) and may be read out carefully before applying the same. Bids received by **offline** mode are **NOT acceptable**.

Critical Date Sheet

Published Date	Date	Time
Document Download Start Date	29-11-2018	0900 hrs.
Document Download End Date	20-12-2018	1600 hrs.
Clarification Start Date	29-11-2018	0900 hrs.
Clarification End Date	20-12-2018	1600 hrs.
Bid Submission Start Date	05-12-2018	0900 hrs.
Bid Submission End Date	20-12-2018	1600 hrs.
Opening Date (Technical Bid)	21-12-2018	1600 hrs.

For any queries/clarification on content of Tender document, you may contact A&N GDC at phone No. 0361-2302771, Director's mobile number +91-9704224781 or write to assam.gdc soi@gov.in. However, any queries relating to the process of online submission of bids relating to CPP portal in general may be delivered to CPP portal 24 x 7 Help Desk Number 0120-4001002, 0120-4001005, 0120-4200462 .

**DIRECTOR
A & N GDC**



भारत सरकार / GOVERNMENT OF INDIA
भारतीय सर्वेक्षण विभाग / SURVEY OF INDIA
असम एवं नागालैण्ड भू-स्थानिक आँकड़ा केन्द्र
ASSAM & NAGALAND GEO-SPATIAL DATA CENTRE
निधि भवन, द्वितीय तल, लालमाटी
NIDHI BHAWAN, 2nd FLOOR, LALMATI
राष्ट्रीय राजमार्ग / NATIONAL HIGHWAY - 37
गुवाहाटी / GUWAHATI – 781029 (असम / ASSAM)
दूरभाष 0361-2302771 फ़ैक्स 0361-2302725
ई-मेल assam.gdc.soi@gov.in



E-TENDER INVITING NOTICE

FOR

HIRING OF VEHICLES FOR FIELD DUTIES

OF

SURVEY OF INDIA

TENDER NO. 1389/16-A-1 dated 28.11.2018

SURVEY OF INDIA
DEPARTMENT OF SCIENCE AND TECHNOLOGY
GOVERNMENT OF INDIA

**TENDER DOCUMENT FOR HIRING OF VEHICLES FOR FIELD DUTY OF
SURVEY OF INDIA**

Director, Assam & Nagaland GDC, Survey of India, Guwahati invites online bids on prescribed proforma for hiring of vehicles with driver for field duties of Survey of India as per details furnished below:-

1. PARTICULAR OF THE TENDER:

- (a) Designation and address of the Authority inviting tender. : Director A & N Geo-Spatial Data Centre, Survey of India, Nidhi Bhawan, 2nd Floor Lalmati, Guwahati – 781029, Assam
- (b) Tender Number : 1389/16-A-1 dated 28-11-2018
- (c) Number and Type of vehicles required : 4 (four) may be reduced or increased
(With Driver) Diesel Driven vehicle only. Water proof canvas covered. Mahindra Pickup /TATA Xenon Mahindra Bolero Camper (Double cabin)
- (d) Year of Manufacture : Not earlier than 2015
- (e) Minimum km run per litre of fuel : Not less than 10 kms.
- (f) Condition of the vehicle : Vehicles offered for hire should be of Good condition particularly in respect of :
- (a) Engine
 - (b) Body
 - (c) Tyre
 - (d) Paint
 - (e) Upholstery

- (g) Providing of Diesel: By the SOI Office.
- (h) Approximate period of hiring of vehicles : 04 Months (approx)
- (i) Area of field duty : Whole of Assam & Nagaland States & adjacent Border states
- (j) Availability of vehicle : Vehicles will be required at the time of actual Field duty irrespective of day or night.
- (k) Last Date and time of Tender document download : **20-12-2018 and 1600 hrs.**
- (l) Cost of Tender Notice : Rs. 500 (to be remitted, even if downloaded from website.)
- (m) Last Date and time of submission of Bid : **20-12-2018 and 1600 hrs.**
- (n) Date and time for opening of Technical Bid : **21-12-2018 and 1600 hrs.**
- (o) Total Number of pages of tender : 27 Pages (incl. of Annexure – A to H)

2. SCOPE OF THE WORK & ELIGIBILITY CRITERIA FOR DRIVERS:

- a) Vehicle will be required for carriage of Survey of India officials with stores, instruments, luggage etc. required to carry out field survey work in the districts of Assam & Nagaland States and adjacent border states.
- b) All the vehicles is to be provided with qualified Drivers. The Drivers should be of Indian nationality, male with more than 18 years of age and minimum 8th Pass with sound health and vision. The Driver deployed for field duty of SOI must not be involved in any court/criminal case. An undertaking to this aspect must be enclosed with the tender signed by the tenderer.
- c) The drivers of the vehicle must have valid commercial driving license for both plain and hilly areas as the case may be (photocopies must be submitted at the time of inspection).
- d) He should be ready to drive the vehicle in the districts of Assam & Nagaland States and adjacent border states as per the requirement of A&N GDC.

3. **TYPE OF VEHICLES, THEIR DETAILS AND PERIOD OF CONTRACT:**

Type of vehicles required with driver	Diesel Driven vehicle only. Water proof canvas covered. Mahindra Bolero camper (double cabin) Mahindra pickup / TATA Xenon
No. of vehicles required	4 (approx)
Year of Manufacture of vehicles	Not before 2015
Minimum fuel consumption in kmpl	10 kmpl and above
Condition of the vehicle	In good running condition
Provision of Diesel.	To be borne by SOI Office
Approximate period of hiring of vehicles	04 Months (may be increased or decreased)
Availability of vehicle	At our disposal/on demand at phone call
Area of field duty	Entire Assam & Nagaland States including adjacent places of border states
Period of contract	12 months (may be increased or decreased)

NB: The above noted numbers of vehicles with driver and their period of deployment may vary based on requirement.

4. ELIGIBILITY CRITERIA(FOR THE AGENCY):

- e) The firm should be registered with an appropriate Govt. Agency and must possess valid Registration certificate.
- f) GST Registration
- g) PAN/ TAN Number
- h) The agency should have local office at Assam to ensure satisfactory fulfilment of contractual obligations.
- i) The Bidder has to submit annual report (audited balance sheet and profit & loss account) F.Y. 2015-16, 2016-17 and 2017-18 of the relevant period, duly authenticated by a Chartered Accountant.
- j) The bidder must have at least three years experience (ending month of March prior to the bid opening) of providing similar type of services to Central/ State Government/ PSUs/ Nationalised Banks/ Reputed Organizations'. Services rendered with list of such Central/ State/ PSUs/ Nationalized Banks/ Reputed Organisations with duration of service shall be furnished. Xerox/Scanned copy of the services rendered to the organizations must be enclosed.
- k) Bidder having good track record, manpower capacity and relevant experience as said above are only eligible to apply.

5. TERMS & CONDITIONS:-

- (i) The bid should be submitted online in two covers marked "Technical Bid" and "Financial Bid". The list of documents (scanned copy) to be uploaded in each cover is listed in respective page of the portal. Only one electronic bid is allowed to be submitted by a bidder.
- (ii) Bidder must note that the bid once submitted on CPP portal, can be altered only on CPP portal before last date of bid submission. CPP Portal will not allow any alteration after last date of bid submission. A Bidder may modify its Bid any number of times by using the appropriate option for Bid modification on the e-Procurement Portal, before the deadline for submission of Bids. For Bid modification and consequential re-submission, the Bidder is not required to withdraw its Bid submitted earlier. The last modified Bid submitted by the Bidder within the deadline for bid submission shall be considered as the Bid. Bidders can withdraw their bid any time before last date of bid submission, however once withdrawn bid cannot be submitted again. Any Bid or modifications to Bid (including discount) received outside the e-Procurement System for whatsoever reasons, shall not be considered.
- (iii) Bid should not have any scope of ambiguity, cutting or overwriting.
- (iv) Bids submitted manually or by Telex, or Cable or by Fax will be rejected as non-responsive.
- (v) EMD and Tender Fee: The interested bidders will have to upload scanned copy of EMD of **Rs.20,000/-** (Twenty thousand rupees) and Tender fee of **Rs.500/-**(Five thousand rupees) in the form of DD in favour of Establishment & Account Officer, Assam & Nagaland GDC, Survey of India, Guwahati and payable at Guwahati in the Technical Bid Cover.

- (vi) The original EMD and Tender fee shall be sent to the following address on or before the date of opening of Technical Bid otherwise the bid will be considered as nonresponsive. The EMD will be refunded to the unsuccessful bidders except of L-1 and L-2 bidders.

Director, A & N GDC,
Survey of India, Nidhi Bhawan
2nd Floor, Lalmati Guwahati – 29, Assam

6. OTHER TERMS AND CONDITIONS:

- (i) It will be the responsibility of the tenderer to place the vehicle(s) for inspection of the vehicle(s) if called for at his cost.
- (ii) Details of vehicle(s) e.g. Registration No., Year of Manufacturer etc. along with vehicle wise charge per month to be mentioned in the tender. Collective charge for different vehicles together will not be considered and lead to rejection of tender.
- (iii) Vehicles should be Diesel driven only.
- (iv) The vehicles offered for hiring should have necessary R.T.O. clearance and should be registered as commercial vehicle and the Director, Assam & Nagaland Geo-Spatial Data Centre; Guwahati will not be responsible for any R.T.O. regulatory matters relating to registration of vehicles.
- (v) Hiring charges should include cost of repairs, check post fee, Inter-state movement expenditure, oil & lubricants, drivers pay and pay allowances etc. excluding the cost of Diesel.
- (vi) Successful tenderer shall ensure that sufficient cash is available with driver all the times to cover essential contingent expenditure, urgent repairs and other essential expenditures.
- (vii) In the event of any accident or damages while vehicle is on Survey of India duty, Survey of India shall be completely free from any liability of the nature connected with the accident/damages. The tenderer will be fully and exclusively responsible for any damage of vehicle (s) or any injury to driver or any other person in employment of tenderer including any third party claims. However, if damage or loss is incurred to Survey of India and/ or its employees, as a result of any accident or any other reason involving failure of vehicle(s) / driver, tenderer shall reimburse on demand and without any demer the compensation, damages.
- (viii) Survey of India shall not be responsible for any claim that arises due to damages/injuries/pilferage to the tendered vehicle(s) property under any circumstances while the vehicle(s) is engaged on Survey of India duty.
- (ix) Vehicles must have valid Registration Certificate (Photocopies must be attached with the tender).
- (x) Vehicles must have necessary permit for driving the vehicles in area of field duty.
- (xi) The drivers of the vehicle must have valid Driving License for both plain and hill areas.

- (xii) Vehicles must have valid comprehensive insurance cover policy.
- (xiii) The tenderer must submit a declaration regarding non-involvement of vehicles being offered for hire in any accident/court case etc.
- (xiv) Repairs of the vehicle(s) to be carried out by the tenderer immediately during the period of hire.
- (xv) In case of major break down of any vehicle, the replacement of the same must be provided by the Contractor within 24 hours of break down, failing which Director, Assam & Nagaland Geo-Spatial Data Centre, Guwahati shall have the right to hire any other vehicle(s) against break down vehicle(s) at the expense of the tenderer and the tenderer will be liable to pay such further sum as will be sufficient to meet the difference or cost between the rate tendered and those at which the hiring is actually made if it is higher.
- (xvi) Security deposit @ 5% (minimum) may be furnished/deposited by the successful tenderer to whom the award of contract is given within 14 days of issuing the award of contract in form of Bank Guarantees as performance security in the name of “Establishment & Account Officer, Survey of India, A & N GDC, Guwahati”.
- (xvii) If the successful tenderer fails to furnish the security deposit, then the whole earnest money shall be forfeited without any reference to the tenderer.
- (xviii) Earnest money of all unsuccessful tenderer will be returned within 30 days of the award of Contract of hiring of Vehicle.
- (xix) 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.
- (xx) An agreement (Annexure ‘F’) which is enclosed with the tender document is to be executed by the successful tenderer at his cost.
- (xxi) Director, Assam & Nagaland Geo-Spatial Data Centre, Survey of India, Guwahati reserves the right to reject any or all tenders without assigning any reasons thereof.
- (xxii) Latest income tax clearance (Photocopy) is to be submitted along with tender.
- (xxiii) 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.
- (xxiv) Payment will be made to the successful tenderer on monthly basis only after successful completion of field duties for that period.
- (xxv) In case of minimum average run per litre of fuel as specified under (e) of particulars of the tender is not achieved by any vehicle, then the extra cost of fuel consumed by the

vehicle on the basis of actual km run per litre of fuel will be deducted from the payment due for that vehicle.

- (xxvi) The vehicles to be used for field duties should have roof carrier for carrying survey stores/luggage/instruments along with the survey personnel of one squad during transit from one place to another.
- (xxvii) Non-pollution certificate from concerned to be submitted along with tender and it will be the responsibility of the tenderer for obtaining subsequent pollution certificate during contractual period of hiring.
- (xxviii) Copy of documents from RTO / authorized agency showing fitness of vehicle / Fitness certificate to ply on road to be submitted.
- (xxix) Every page of the tender document must be signed by the tenderer at right bottom.
- (xxx) Rates quoted/accepted will be valid for 12 months from the date of award of contract and agreement & during this period no demand for increase of rates will be entertained. The Agency will have to provide its Telephone numbers to be available for contact for 24 hours x 7 days.

7. DOCUMENTS TO BE UPLOADED ON THE PORTAL ARE AS UNDER:

(i) Technical Bid

- (a) Scanned copy of EMD.
- (b) Scanned copy of Tender fee.
- (c) GST registration certificate.
- (d) Tender Acceptance Letter Technical Part Annexure 'B'
- (e) Technical Bid Proforma Annexure 'A'
- (f) Undertaking for non-blacklisting firm and non-registration of criminal case.
- (g) Scanned copy of ITR for the last three financial years of the firm.
- (h) PAN/TAN number
- (i) Total monetary value of services performed for each of the last three years;
- (j) Copies of work orders and experience in services of a similar nature and size for each of the last three years and details of services under way or contractually committed; and names and address of clients who may be contacted for further information on those contracts;
- (k) Audited financial statements for the last three years (copies of the Profit and Loss (P/L) statements along with Balance Sheet for the concerned period);
- (l) Bank Account details;
- (m) Information regarding any litigation, current or during the last five years, in which the Bidder is involved, the parties concerned and disputed amount.
- (n) Written confirmation authorizing the signatory of the Bid to commit the Bid, such as power of attorney etc.
- (o) Information regarding litigation, current or during the last five years, in which the Bidder is involved, the parties concerned and disputed amount.

- (p) Written confirmation authorizing the signatory of the Bid to commit the Bid, such as power of attorney etc.

(ii) Financial Bid

- (a) Tender Acceptance Letter Financial Part Annexure ‘E’
 (b) Financial Bid Annexure ‘D’

All documents to be submitted online on CPP Portal as detailed in Annexure ‘H’,

However Document listed against sl. (a), (b) and (p) under point 7(i) Technical Bid are to be submitted at the following address on or before Date and Time of opening bid.

Director A & N Geo-Spatial Data Centre,
 Survey of India, Nidhi Bhawan, 2nd Floor
 Lalmati, Guwahati – 781029, Assam

8. FINANCIAL BID / SCHEDULE:

The Financial Bid should be submitted as per proforma inclusive of all charges in the excel sheet (Annexure ‘D’)

Sl. No.	Description	Approximate Requirement	Area of work	Period of Contract
1	Diesel driven Vehicle only (Non-AC). Tata, Xenon/ Mahindra Pickup/ Mahindra Bolero Camper or equivalent (4 Seater + waterproof Canvas Covered.	04 (four)	Assam & Nagaland and adjoining areas as per requirement.	12(twelve) Months (The Director, A&N GDC may increase or decrease the duration at the time of commencement or during the contract period depending upon the prevailing circumstances)

- i) **BID VALIDLITY:** The Bid should remain valid for a period of 90 days from the Date of opening of Technical Bid.
 ii) The authorized representative with proper authority letter from the Firms will only be allowed to attend the Tender Opening.

PERFORMANCE SECURITY:

- (i) The performance Security should be furnished by successful bidder for an amount of 5% of the Contract Value with validity of fourteen months or 60 days beyond the date of completion of all contractual obligations whichever is later. The successful Agency shall furnish the performance security in the form of Bank Guarantee from a Nationalised bank in favour of “Establishment & Account Officer, Survey of India, A&N GDC, Guwahati” payable at Guwahati 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 service provider’s failure to honour its obligations under the contract. Performance security should be deposited within 14 days of the issue of letter of intent/award of contract.
- (ii) In case contract is awarded to a firm/agency and such firm/agency fails to provide the services of vehicles with driver at the accepted rates on the scheduled date & time, the contract awarded shall be cancelled & Performance security shall be forfeited.

10. PAYMENT TERMS:

- (i) Payment to the Service provider will be made on monthly basis by the office after deduction of Income tax and other applicable taxes at the rates in force as per applicable laws/Acts.
- (ii) Payment will be made on the basis of actual service provided by the Agency.
- (iii) Payment will be made to the successful Tenderer on monthly basis only after successful completion of field duties through e-payment gateway.
- (iv) In case of minimum fuel consumption in kmpl as already specified as not less than 10 kmpl, is not achieved by any vehicle, then the extra run per litre of fuel will be deducted from the payment due for the vehicle.

11. TAXES:

Income tax as applicable will be deducted at source from each bill for which necessary PAN is required to be provided. Self Attested photocopy needs to be uploaded.

12. COMPENSATION TO THE DEPLOYED STAFF/ DRIVER:

It is clearly understood that the staff/ driver deployed by the contractor shall be the employees of the agency for all intents and purpose. Survey of India shall have no relationship of employer and employee or master and servant with the contract staff so deployed by the agency except that they have to carry out the orders of the authorized/ controlling officers of Survey of India. Survey of India shall not be liable for any action, direct or indirect or to any claim, damages, compensation that might become payable to the employees of the contractor under the orders of any lawful authority in the event of an accident resulting in the possible injury or death of any employee of the contractor while performing their duties within/outside the premises/ area of field duty or damage of any other kind. The contractor shall always keep Survey of India fully indemnified against any such claim or damages.

13. The Contract May Be Terminated On Any Of The Following Contingencies :

- a) On the expiry of the contract period ;
OR
- b) A notice at any time during the period of services in case the services rendered by the bidder are not found satisfactory;
OR
- c) For committing breach of any of the instructions/terms & conditions of the tender /contract by the bidder;
OR
- d) On assigning the contract or any part there of or any benefit or interest therein or there-under by the bidder to any third person or subletting the whole or a part of the contract to any third person ;
OR
- e) On contractor being declared insolvent by the competent court of Law.

OR

f) During the notice period for termination of contract, in the situations contemplated above, the contractor shall keep on discharging his duties as before till the expiry of the notice period. It shall be the duty of the contractor to remove all the persons deployed by him on termination of the contract (on any ground whatsoever) and to ensure that no person creates any disruption/hindrane/problem of any nature to the SOI.

14. The undersigned reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.

15. In the event of any dispute or difference arising out of or in any way touching or concerning this tender whatsoever (except as to matters the decision of which is specifically provided under this contract), the same shall be first sorted out by the Director, Assam & Nagaland GDC, Survey of India, Guwahati. If the dispute persists and remains unresolved, it will refer to the sole arbitration Surveyor General of India, Dehradun, or any person appointed by him. The award of such arbitrator shall be final and binding on both the parties hereto.

Director,

A&N GDC

Annexure 'A'

PROFORMA FOR TECHNICAL BID		
SL. No.	PARTICULARS	To be filled by the Bidder
1.	Name of the Agency	
2.	Date of Establishment of the Agency	
3.	Name of the contract person, mobile number and Detailed office address of the Agency with office Telephone Number, Fax Number	
4.	Bank Account Detail for E payment	Account no. Account Type Name of Account Holder Address of account holder Name of Branch Address of Branch IFSC Code
5.	PAN/ TAN Number (Copy to be enclosed/uploaded)	
6.	Financial turnover of the bidding company/firm/agency for the last 3 financial years with supported documents (Copy of balance sheet, duly certified by Auditors/CAs to be attached)	
7.	GST Registration No. (Copy to be enclosed/uploaded)	

Signature and Seal of the bidding firm/agency

TENDER ACCEPTANCE LETTER

(To be given on Company Letter Head)

(Enclose with Technical Bid)

Date.....

To,

The Director,
 Assam & Nagaland GDC, Survey of India
 Nidhi Bhawan, 2nd Floor, Guwahati – 781029, Assam

I/We have downloaded the tender document(s) for the above mentioned "Tender/Work" from the web site(s) namely:..... as per your advertisement given in the above mentioned website(s), and in response, we offer to supply DIESEL DRIVEN UTILITY VEHICLES LIKE TATA XENON/ MAHINDRA PIKUP/ MAHINDRA BOLERO CAMPER OR EQUIVALENT ALONG WITH DRIVERS in accordance with the said tender document. The details of the vehicles offered is as follows: -

Type of Utility vehicle & Make	Nos.	Year of manufacture	Fuel consumption in kmpl (Not less than 10 kmpl.)	Remarks, if any

I/We hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No.1 to 27 (including all documents like annexure(s), etc), which form part of the contract agreement and I/we shall abide hereby by the terms/conditions/clause contained therein.

The corrigendum(s) issued from time to time by your department/organization too have also been taken into consideration, while submitting this acceptance letter. I/We hereby unconditionally accept the tender conditions of above mentioned tender document (s)/corrigendum(s) in its totality / entirely.

In case any provisions of this tender are found violated, then your department/organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

We undertake, if our tender offer is accepted, to enter into the contract and commence the services within 15 days calculated from the date of signing of the Contract Agreement/ award of contract.

Dated this _____ day of _____ 2018.

Signature: _____
(_____)

Duly authorized to sign the tender offer for and on behalf of
(Signature of Tenderer with seal)

Details of other organizations where such contracts undertaken during last three years (enclose supporting documents).

Proforma containing details of other organization where such or similar contracts were undertaken.

Sl. No.	Name & Address of the organization, contact No	No. of vehicles supplied	Period of contract	Whether Govt/Semi Govt/Autonomous bodies/PSUs/Industries etc. (Pl specify)	Amount of contract	Reason for termination (if currently not valid)

This information is to be uploaded in cover marked as “TECHNICAL BID”.

(Signature & Seal of the Agency)

PROFORMA FOR FINANCIAL BID

Proforma for Financial Bid has been uploaded separately in the given format in .xls file on the portal which shall be downloaded and same should be uploaded after filling the relevant columns

TENDER ACCEPTANCE LETTER

(To be given on Company Letter Head)

(Enclose with Financial Bid)

Date.....

To,

The Director,
Assam & Nagaland GDC, Survey of India
Nidhi Bhawan, 2nd Floor, Guwahati – 781029, Assam

Sub: HIRING OF VEHICLES FOR FIELD DUTIES OF SURVEY OF INDIA -

ACCEPTANCE OF TERMS & CONDITIONS OF TENDER.

(Tender Reference No:

-

Dear Sir,

I/We have downloaded the tender document(s) for the above mentioned “Tender/Work” from the web site(s) namely:..... as per your advertisement given in the above mentioned website(s).

I/We hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No.1 to 27 (including all documents like annexure(s), etc), which form part of the contract agreement and I/we shall abide hereby by the terms/conditions/clause contained therein.

I/We do hereby undertake that in the event of acceptance of our bid, we will provide the services as stipulated in the tender document on rates quoted in BOQ/ Price Schedule enclosed with bid and that we shall perform all the incidental services.

If our tender offer is accepted, I/we will submit a Bank Guarantee for a sum of 5% of the Contract Value as performance security for due performance of the Contract.

I/We hereby agree to abide by this Tender offer for 1 year and the same shall remain binding upon us and may be accepted at any time before the expiry of that period.

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

Name of the Firm : _____

Address : _____

Phone No. : _____

Fax No. : _____

Mobile No. : _____

Name of Bank : _____

Account No. : _____

IFSC code : _____

MICR Code : _____

Income Tax Registration no. : _____

GST Registration no. : _____

Signature of Authorized Signatory

Stamp of Firm

CONTRACT AGREEMENT

(Agreement to be executed on a Non-Judicial Court Stamp of Rs.100/- value) Agreement made on this ----- day of ----- Two Thousand eighteen between _____ (hereinafter called the Service Provider or Contractor”) on one part and the Director, A&N GDC, Survey of India, Guwahati (hereinafter referred to as the Government) on the other part.

WHEREAS the Service Provider has tendered to the Government for providing vehicle for field duties of Survey of India as per the instructions 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. _____ (in words Rupees _____) as Performance Security for the fulfilment 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 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 _____ months after the expiry of the contract period.
- 5) Not-with-standing anything contained herein the tender and acceptance forms contained, the Government 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 vehicle for field duty and to remedy shortcomings / deficiencies therein, if any, in conformity with the terms and conditions of the contract.

7) If any dispute or difference shall arise including this contract, the settlement of which is not herein before provided for the same shall be referred to the arbitration of the Surveyor General of India. Surveyor General of India may nominate, in writing, any officer to act as arbitrator and the decision of Surveyor General of India or officer nominated by him shall be final and binding on the parties to this contract.

8) In witness thereof the service provider _____ has set his hereto and Director, A&N GDC, Survey of India, Guwahati 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

1. Witness :

1. Witness :

2. Witness :

2. Witness :

Place: Guwahati

PERFORMANCE SECURITY FORM

To

The Director,
Assam & Nagaland GDC, Survey of India
Nidhi Bhawan, 2nd Floor, Guwahati – 781029, Assam

WHEREAS..... (Name of Service Provider hereinafter called “the Service Provider“ has undertaken Contract No..... Dated 2018 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 shall furnish to you 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 of 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 within 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 theday of..... 2019.

Signature and Seal of Guarantors

Date : _____

Address: _____

INSTRUCTIONS FOR ONLINE BID SUBMISSION

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL: <http://eprocure.gov.in>) . The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at:

<https://eprocure.gov.in/eprocure/app> .

REGISTRATION :

i) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal: <https://eprocure.gov.in/eprocure/app> by clicking on the link “Click here to Enroll” on the CPP Portal is free of charge.

ii) As part of the enrolment process, the bidders will be required to choose a

unique username and assign a password for their accounts.

Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.

Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate(Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / NIC/ (n)Code / eMudhra / Capricon etc.), with their profile.

Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.

Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.

Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective, “My Tenders” folder.

This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

Bidder should take into account any corrigendum published on the tender document before submitting their bids.

Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR formats. Bid documents may be scanned with 100 dpi.

To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” are available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.

Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to Tender Inviting Office i.e. The Director, A&N GDC, Survey of India, Nidhi Bhawan, 2nd Floor, Lalmati, Guwahati - 29, latest by the last date of bid submission. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

BOQ provided with tender document (excel sheet) format to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in online

excel format provided with this tender and no other format is acceptable.

Bidders are required to download the BOQ provided with tender document (excel sheet) file, open it and complete the coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename in the respective cover. If BOQ provided with tender document (excel sheet) file is found to be modified by the bidder, the bid will be rejected.

The serve time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.

The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

The bid summary has to be printed and kept as an acknowledgement of the submission of the bid.

This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

The contact number for the helpdesk is Number 0120-4200462, 0120-4001002, 0120-4001005