

**SURVEY OF INDIA
(DEPARTMENT OF SCIENCE & TECHNOLOGY)
NATIONAL GEO-SPATIAL DATA CENTRE
DEHRADUN**



**LIMITED TENDER DOCUMENT
INVITING SEALED TENDERS**

**FOR PROCUREMENT OF FILM RECORDING He-Ne RED-LD SENSITIVE FILM
of size 80cm x 110cm (Polyester base of thickness 0.1mm) for BG-3800 Image Setter
(No. 362 /41-L-Rep (Film) dated 17- 05-2016)**

ADDRESS FOR CORRESPONDENCE

**DIRECTOR
NATIONAL GEO-SPATIAL DATA CENTRE
BLOCK-6, HATHIBARKALA ESTATE, DEHRADUN
Tele-Fax No. : 0135-2742971, 2747623
Website: www.surveyofindia.gov.in**

DATE OF PRE BID MEETING	-	31-05-2016 (11:30 Hrs.)
LAST DATE OF SUBMISSION OF TENDER	-	09-06-2016 (11:30 Hrs.)
OPENING OF TECHNICAL BID	-	10-06-2016 (11:30 Hrs.)
OPENING OF PRICE BID	-	15-06-2016 (11:30 Hrs.)

This tender document can be downloaded from Survey of India website www.surveyofindia.gov.in

Cost of Tender Document: Rs. 200/-



SURVEY OF INDIA
(DEPARTMENT OF SCIENCE & TECHNOLOGY)
TENDER DOCUMENT FOR PURCHASE OF FILM RECORDING He-Ne RED-LD SENSITIVE
FILM OF SIZE 80cm x 110cm (Polyester base of thickness 0.1 mm) FOR BG-3800 IMAGE
SETTER

The Director, National Geo-Spatial Data Centre, Survey of India, Dehradun on behalf of the President of India, invites sealed tender under two bid system from competent and qualified firms for the procurement of **FILM RECORDING He-Ne RED-LD SENSITIVE FILM**.

1.0 PARTICULARS OF TENDER:

- (a) Designation and address of the Officer to whom the tender is to be submitted : DIRECTOR
National Geo-Spatial Data Centre,
Block-6, Hathibarkala Estate, Survey of India, Dehradun- 248001
T el. No. 0135- 2747623
Fax: 0135- 2742971
- (b) Tender No. : 362/ **41-L-Rep (Film) dated 17 -05-2016**
- (c) Tender should be obtained from : SOI website www.surveyofindia.gov.in
- (d) Date and Time pre bid meeting : 31.05.2016 at 11:30 hrs
- (e) Venue for Pre bid meeting and opening of tenders : National Geo-Spatial Data Centre,
Block-6, Hathibarkala Estate, Survey of India,
Dehradun- 248001
- (f) Last date of receiving the tenders : 09.06.2016 at 11:30 Hrs.
- (g) Date and time of opening of technical bid : 10 .06.2016 at 11:30 hrs
- (h) Date and time of opening of price bid : 15.06.2016 at 11:30 hrs
- (i) Total No. of pages in the tender document : 13

2.0 ELIGIBILITY CRITERIA

The tenderer must possess minimum eligibility criteria mentioned under to participate in the tender:-

- (i) The firm should have an Annual Turnover of --- 20 Lakhs.
- (ii) The firm should have Registered for Sale Tax / VAT and / or Central Sale Tax /VAT.

3.0 **GENERAL**

1. Each clause of the tender document should be thoroughly studied and should be submitted along with the bid with each page of the tender document duly signed and stamped.
2. The requirements as shown in **Annexure 'A'** are approximate and can be increased or decreased time of placing of supply order.
3. The Tenders are to be submitted in two Parts ie. Part I & Part II .

Part I titled as 'TECHNICAL BID' shall contain the complete Technical qualifications and eligibility conditions.

Part II titled as 'PRICE BID' shall contain the Price Schedule duly filled in the prescribed Performa as given in enclosed Annexure- G.

Part I & Part II shall be sealed separately and marked as 'TECHNICAL BID' and 'PRICE BID' respectively.

4. The TECHNICAL BID and PRICE BID shall be placed in separate envelopes. Each of these two sealed envelopes shall be put into an outer cover and sealed. The outer cover shall only indicate the tender number alongwith address of Purchaser ie. Office of NGDC.
5. Tenderer shall mention the source of supply of goods in price bid.
6. Sample as mention in Para 13.0 shall be provided with the tender. The tender without samples will be treated as rejected.
7. The Price Bid of technically qualified tenderer will only be opened.
8. Rates should be quoted for Film Recording He-Ne RED-LD Sensitive Film on Door Delivery basis i.e. right up to Consignee's site i.e.at Office of the Director, National Geo-Spatial Data Centre, Dehra Dun. Tenderers must note that tender once submitted will not be altered or withdrawn for whatsoever reasons and should not have any scope of ambiguity, cutting or overwriting.
9. Tenderers are also requested to enclose following documents along with the bid.
 - a) Latest ITR.
 - b) Self attested copy of valid Sales Tax/ VAT and/ or Central Sales Tax/ VAT registration certificate.
 - c) Last year's ST/CST/VAT clearance certificate.
 - d) Warranty certificate duly stamped and signed. (Annexure 'D')
10. The office shall not be responsible for any postal/courier delay of submission of the bid.

11. In case of submitting Tender in person at the venue, it should be submitted to office of Director, National Geo-Spatial Data Centre, Block -6, Hathibarkala, Dehradun and acknowledgement of the same to be obtained by the tenderer.
12. The rules, regulations, orders and directions issued by Govt. of India from time to time on the subject shall be final and binding on all tenderers.
13. The Director, NGDC reserves the rights of rejecting any tender without assigning any reason.
14. The tenderer should enclose a demand draft of Rs. 200/- as cost of tender document along with the tender in the name of Senior Account Officer, CP&AO, Dehra Dun.
15. The tender without tender fee and EMD will be treated as non-responsive.
16. 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. Tender may also be downloaded from Survey of India Website www.surveyofindia.gov.in
17. Information about the tenderer as desired in **Annexure 'B'** may also be submitted along with tender for evaluation purpose.
18. All documents furnished by tenderer should be duly certified.

4.0 **VALIDITY OF TENDER:**

The Tender/ rates offered by the firm should remain valid for 12 months from the date of opening of BID. Tenders bearing validity less than 12 months are liable to be rejected.

5.0 **OPENING OF TENDER:**

The authorized representatives with proper authority letter from the Firm will only be allowed to attend the opening of TENDERS as scheduled on this tender document..

6.0 **EARNEST MONEY:**

Earnest Money of Rs.25,000/- (Rupees Twenty five thousand only) in the form of Fixed Deposit Receipt /Bank Guarantee of any Nationalized Bank in favour of the '**Senior Accounts Officer, CP&AO Dehradun**' valid for a period of 45 days beyond the tender validity period must be enclosed with tender . Tender without Earnest Money or with less amount than specified Earnest Money will be rejected.

7.0 **RETURN OF EARNEST MONEY:**

The EMD of unsuccessful Tenderers will be returned as promptly as possible after the Award of the Contract. The EMD of successful Tenderer shall be refunded only after the receipt of **Security Deposit.**

8.0 **PERFORMANCE SECURITY**

The Successful tenderer will have to deposit Performance Security @ 10% of the total bid value in the form of FDR or Bank Guarantee of any Nationalized Bank in favour of **Senior Account Officer, Central Pay and Account Office, Survey of India, payable at Dehradun,** at the time of awarding the supply order. Performance security deposit should remain valid for entire period of contract plus for a further period of thirty days after the completion of contract.

9.0 **PRE BID MEETING:**

Clarification, if any, about this tender can be sought during pre bid meeting as scheduled. Those who could not attend the pre bid meeting may send their queries by email to ngdc.soi@gov.in before pre bid meeting. The queries received after pre bid meeting will not be entertained.

10.0 **AWARD OF CONTRACT:**

- (i) SOI shall consider for award of contract to that Tenderer whose offer has been found technically, commercially and financially acceptable.
- (ii) Arithmetical errors shall be rectified on the following norms. If there is discrepancy between word and figure, the amount in words shall prevail. If the bidding contractor does not accept the corrections of the error his tender shall be rejected.
- (iii) Tenderers are free to offer any discounts to the rate based on quantity. However discounts if any may be applied only at the time of issue of supply order to successful tenderer.
- (iv) The evaluation shall be done to determine lowest tenderers on the basis of lowest price (inclusive of taxes and levies) per unit from technically qualified tenderers. Discount offered if any will not be considered while evaluation of price bid. Supply order will be placed accordingly after finalizing and acceptance of terms and conditions of the contract. No hidden price will be considered at any stage.

11.0 **ARBITRATION AND JURISDICTION:**

In case of any dispute or difference that may arise in connection with this contract the settlement of which is not hereinbefore provided for, the same shall be referred for the Arbitration to the Addl. Surveyor General, Specialized Zone, 6th Block, Hathi Barkala Estate, Survey of India, Dehra Dun or if he is unable or unwilling to act as an Arbitrator to any other person nominated by him in writing and the decision of such arbitrator shall be final and legally binding on both the parties to this contract.

- 12.0 **Any dispute arising out of the contract should be within the judicial jurisdiction of Dehradun only.**

13.0 **SAMPLES:**

5 pieces as sample of the Film Recording He-Ne RED-LD Sensitive Film of size 80cm x 110cm (Polyester base of thickness 0.1mm) with developer and fixer if it differ from NGDC's as per desired specifications should be submitted along with the tender. Tender submitted without sample would liable to be rejected. The Film sample should be sealed and covered. The cover should be super scribed as "FILM SAMPLES" along with the name of Firm.

14.0 **TESTING :-** The tenderer may provide there own developer/fixer for testing purpose if it differs from the one being used at NGDC. In NGDC developer and fixer being use are the one which generally used for processing of Graphic Art film/Recording film and Paper. The Samples collected will be checked/tested for final printing by the Director, NGDC with the help of Printing Group.

15.0 **DELIVERY:** The supply needs to be delivered at Consignee's site within **10 days** from the date of issue of Supply Order to the Firm.

16.0 **PACKING AND MARKING:**

The packing of Film shall be done so as to ensure that the Film is not damaged due to handling and transportation. Each package shall be marked with the following particulars:-

- (a) Name and type of the Film
- (b) Month and year of Manufacture.
- (c) Month and year of Expiry

17.0 **DISPATCH:**

The Film Recording He-Ne RED-LD Sensitive Film duly packed should be dispatched to the Consignee's site i.e. Office of The Director, National Geo- Spatial Data Centre, 6th Block, Hathibakarala Estate, Dehra Dun, through Road Transport, duly Freight pre-paid.

18.0 **LOADING/UNLOADING CHARGES:**

Loading and unloading charges at Firm's Site and consignee's site will be borne by the Supplier.

19.0 **INSPECTION:**

The Final Inspection of Film supplied will be carried out at the ultimate Consignee's site only. The defective Film if any, are to be replaced immediately free of cost, by the successful tenderer.

20.0 **PAYMENT:**

100% payment will be made within 45 days from the date of Final Inspection/Acceptance of the Film by the Consignee. The Bill must bear a certificate by the Firm on the face of it that Excise Duty and Sales Tax of the Consignment has been duly paid by the Firm/Supplier.

21.0 **WARRANTY:**

In case of defect in the Supply or Film supplied not found conforming to the Tendered Specifications, after verification of final acceptance of consignment while in its use during a period of 12 (Twelve) months from the date of Acceptance of Supply, the defective Film left with the Consignee will have to be replaced by the Supplier free of cost.

22.0 The Director, National Geo –Spatial Data Centre, Survey of India , 6th Block Hathibarkala, Dehra Dun.-248001, reserves the right to reject/cancel all or any Tender without assigning any reason thereof. The Director, National Geo-Spatial Data Centre, 6th Block HathiBarkala Estate, Survey of India, Dehra Dun- 248001 will not be responsible for non-receipt of any Tender due to Postal delay. Late Tender/Delayed Tender/Hypothetical Tender will not be accepted in any case.

23.0 In case the Successful Bidder is found to have breached any terms and condition at any stage, action as per rules shall be initiated against the tendering firm concerned, regarding for forfeiture of Earnest Money or Security Deposit and/or blacklisting for future participation.

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DIRECTOR

National Geo –Spatial Data Centre
SURVEY OF INDIA

SPECIFICATIONS & QUANTITY OF PLOTTER PAPER

Description of Film	Quantity	Remarks
Film Recording He-Ne RED- LD Sensitive Film 80cm x 110cm (Polyester base of thickness 0.1mm) for BG-3800 Image Setter.	50 Packets (Approximate)	The final break-up of quantity will be intimated while placing the supply order.

- Note:**
- i. The Film demanded is to be used in BG-3800 Image Setter.**
 - ii. The Quantity mentioned is approximate.**

INFORMATION ABOUT THE TENDERER
(TO BE SUBMITTED ALONG WITH THE TENDER)

1	Name of the Firm/ Company	
2	Postal Address Telephone numbers Fax e-mail Website Address (If Applicable).	
3	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
4	Any authorized branches of the Firm/ Company, if so give details	
5	PAN/TAN	
6	TDS Accounts if any	
7	Central Sale Tax Registration No./ Service Tax Registration No.	
8	Whether the firm is registered for supply of film with any organization? If yes, please provide the details.	

**‘CERTIFICATE TO BE RECORDED BY THE TENDERER
WHILE SUBMITTING PRICED BID’**

We have offered the Tender for supply of **Film Recording He-Ne RED-LD Sensitive Film size 80cm x 110cm (Polyester base of thickness 0.1mm) for BG-3800 Image Setter.** We have read and understood the Terms and Conditions of the Tender document and accept them unconditionally. We offer this Tender and the offer shall be binding on us and shall remain open for consideration for 12 months.

Place:

Date:

Official Signatory of the Firm with designation
Rubber stamp of office

WARRANTY CERTIFICATE

We warrant that everything to be supplied by us hereunder shall be brand new , free from all defects and faults in material, workmanship and manufacture and shall be of the highest grade & quality and consistent with the established and generally accepted standards for material of the type ordered, shall be in full conformity with the specifications/drawings of samples if any and shall operate properly. We shall be fully responsible for its efficient operation.

In case of any latent defect or inconsistency due to poor manufacturing /repair & overhaul of the equipment / instrument, or defective supply not conforming to the specification if observed at the time of final inspection and thereafter within 12 months from the date of acceptance, we undertake the guarantee to repair/supply free of cost the defective items up to the final destination and the inland expenses borne by the indenter, will be at our cost.

The warranty shall survive inspection and payment for and acceptance of the goods but shall expire (except in respect of complaints of which the contractor has been notified prior to such date) twelve months after their successful acceptance by the purchaser.

SEAL of Manufacturer/ Supplier Enterprises

Date.....

Signature.....

Name & Address of Manufacturer / Supplier

ANNEXURE – E**Declaration**

I/We do hereby declare that the entries made in the application are true to the best of my / our knowledge and belief. I/We do also confirm that I/ We have read and understood General conditions of Contract as contained in this tender document and agree to abide by the same in all respect.

I/We undertake to communicate promptly to Director NGDC all the subsequent changes in condition affecting the accuracy of the details given above. Further I/We undertake that in case the facts/ information furnished, as above is/ has been found false, the SOI may be its absolute discretion reject/ cancel any assignment, if any, awarded / agreed to be awarded to me / us and in such case I / We shall not be entitled to claim any damages/ whatsoever in regard to that assignment

Signature of Proprietor/ Director/
Managing Director/ Constituted authority.

Place:

Name:

Date:

Designation

ANNEXURE – F**CHECK LIST**

Sl. No.	Particulars	Submitted - Yes or No
1.	Annual Turn over	
2.	Registration for Tax etc.	
3.	Tender Fee	
4.	EMD	
5.	Film Sample	
6.	Last year ST/CST/VAT clearance certificate	
7.	Latest ITR	
8.	Registration Certificate of Firm/Company	
9.	Information about Tenderer Annexure “B”	
10.	Certificate by tenderer Annexure “C”	
11.	Warranty Certificate Annexure “D”	
12.	Declaration Annexure “E”	
13.	Price Bid Annexure “G”	

ANNEXURE – G**PRICE BID**

Description of Film	Rate per packet of 50 films (Rs.)	Taxes etc. (Rs.)	Total (Rs.)
Film Recording He-Ne RED- LD Sensitive Film 80cm x 110cm (Polyester base of thickness 0.1mm) For BG-3800 Image Setter			

Source of Supply :-.....

Discounts if any :-.....