

भारतीय सर्वेक्षण विभाग
SURVEY OF INDIA



**PROCURING THE SERVICES OF UNSKILLED PERSONNEL
IN THE OFFICE OF
MADHYA PRADESH GEO-SPATIAL DATA CENTRE
SURVEY OF INDIA, VIJAY NAGAR,
JABALPUR (M. P) 482 002**

TENDER No. :- 01 /2016

Price: ₹ 500/- (Rupees Five hundred only)

TO BE SUBMITTED BY :- 21 /06 / 2016 (13:00 hrs.)

SURVEY OF INDIA
MINISTRY OF SCIENCE AND TECHNOLOGY
O/o DIRECTOR, MADHYA PRADESH GEO-SPATIAL DATA CENTRE
SURVEY OF INDIA, VIJAY NAGAR, JABALPUR (M. P) 482 002

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

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

1. PARTICULARS OF TENDER

- i. Designation of the Authority Inviting Tender : Director, MPGDC, Survey of India
Vijay Nagar, Jabalpur (M. P) 482002
- ii. Tender No. : **01 / 2016**
- iii. Last date and time of Sale of tender document : 20 /06 / 2016 (16:00 hours)
- iv. Last date and time of receipt of sealed Tender : 21 / 06 / 2016 (13:00 hours)
- v. Date & time of opening Tender : 21 /06 / 2016 (15:00 hours)

2. SCOPE OF WORK

The Unskilled Personnel will be primarily employed for field duties at various places in the state of Madhya Pradesh as per requirement and in the O/o Madhya Pradesh Geo-Spatial Data Centre, Survey of India, Vijay Nagar, Jabalpur (M. P) 482001 .The Unskilled Personnel shall have to work for 8 hours per day during day time between 08:00 hour to 16:30 hours (With half hour lunch break) except Second Saturday and Sunday in field duties. The Unskilled Personnel may be deputed for Office duties also. While on Office duty, they have to work for 8 hours per day during day time between 09:00 hours to 17:30 hours (With half hour lunch break) except Sunday.

3. PERIOD OF CONTRACT AND NUMBER OF UNSKILLED PERSONNEL

- i) No. of Unskilled Personnel required - 25 (Fifty) (Male only)
- ii) Period of Contract ó 12 (Twelve) months, extendable for a period of one more year.

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

6. ELIGIBILITY, QUALIFICATION AND EXPERIENCE FOR UNSKILLED PERSONNEL

- (i) **Educational Qualification:** At least 5th standard pass.
- (ii) **Age:** Must be more than 18 years of age.
- (ii) **Languages:** Able to read, write and speak in Hindi.
- (iv) **Experience:** Experience in **SoI** field work is desirable but not compulsory.
- (v) **General:** Must be in a sound health condition to carry out the field work at field sites.

7. TERMS AND CONDITIONS

- (i) Tender (Annexure A and Annexure B) duly filled in and signed by the bidder must be addressed to Director, MPGDC. Survey of India, Vijay Nagar, Jabalpur (M. P) -482002 and not to any individual by name and should either be sent by post or should be dropped in the Tender Box kept in the MPGDC. Survey of India, Vijay Nagar, Jabalpur (M. P) -482001, latest by **1300 (hrs) on 21 /06 /2016**.
- (ii) Each page of the tender must be duly signed by the bidder. The sealed cover containing tender should be superscripted "**Tender for Unskilled Personnel**"
- (iii) Director, MPGDC. Survey of India, shall not be responsible for any postal delay or non-receipt of tender by due date and time due to any reason whatsoever may be.
- (iv) If the due date of receipt/opening of Tenders falls on Holidays, the tenders shall be received/opened on the next working day at the same time as specified above. An authorized representative of the Bidder/Firm may remain present during the opening of the tenders.
- (v) The rates quoted should be on monthly basis i.e., per man per month. The rates quoted/offered should be firm and final and should be inclusive of all taxes as applicable. Service Tax, EPF, Employers Contribution Fund, Employers Contribution on ESIC should be indicated separately. Minimum Wages as per labour act shall be observed for each item of the rate quoted. EDL/EPF/PF/ESI/ESIC Administration or Agency Charges or any other charge should be mentioned clearly with percentage (wherever applicable). However the Board shall consider only the total amount for the purpose of acceptance of tender. The Minimum wages quoted should not be less than the wages notified by the Ministry of Labour and Employment, Government of India.
- (vi) Earnest money of ₹ 50,000/- (Rupees Fifty thousand only) in the shape of Demand Draft/Call Receipt of any Nationalised Bank drawn in favour of **E&AO, MPGDC, SURVEY OF INDIA, JABALPUR** should be furnished along with the tender.
- (vii) Security deposit ₹ 1,50,000/- (Rs. One lakh fifty thousand only) in the shape of Demand Draft /Call Receipt of any Nationalised Bank drawn in favour of **E&AO, MPGDC, SURVEY OF INDIA, JABALPUR** is to be submitted by the successful bidder.
- (viii) If the successful bidder fails to furnish the security deposit, then the whole earnest money shall be forfeited without any reference to the bidder.
- (ix) Earnest money of all unsuccessful bidders will be returned within 30 days of the award of Contract.
- (x) In case the tender document is downloaded by the intending bidders from Survey of India web site **www.surveyofindia.gov.in** then they have to pay tender document cost in the form of D.D./Pay Order in favour of **E&AO, MPGDC, SURVEY OF INDIA, JABALPUR** for ₹ **500/- (Rupees Five hundred only)** at the time of submission of tender, failing which their tenders will not be considered.
- (xi) All bidders should enclose photocopies of the following documents along with the Tender Offer.
 - a) Valid Registration Certificate & License from the Labour Commissioner.
 - b) Valid EPF registration and Provident Fund A/C No.
 - c) ESIC Registration.
 - d) Copy of PAN/TAN
 - e) Service Tax Registration Certificate
 - f) Certificate/Proof showing that the Service Tax has been paid up to March 2016.
 - g) Income Tax return for last three years

- h) Agency detail as per Annexure -Cø
- i) The bidder should preferably have the previous experience of having done a similar work for some other organization/offices etc. The attested copies of job order and termination order is to be submitted along with the tender.
- (xii) The bidder should furnish a certificate to the effect that all the terms and conditions of the tender document are understood by him and ready to abide by the same without any variation.
- (xiii) The bidder is expected to examine all instructions forms, terms and conditions in the Tender Documents. Failure to furnish all the information as sought in the tender documents may result in complete rejection of tender offer. Tender should be neatly filled in and the person signing the tender should duly authenticate any errors or corrections in the tender.
- (xiv) The family members or close relatives of serving Survey of India employee shall not be offered for the service (i.e. Unskilled Personnel) by the successful bidder.
- (xv) Evaluation of tender shall be done based on the information furnished by the bidder. Responsiveness of the tender shall be determined based on the past record and financial capability of the bidder to execute the contract. In case any information is found to be incorrect/false, the tender shall be considered as non-responsive and be rejected out rightly.
- (xvi) **Director, MPGDC, Survey of India** reserves the right to use and interpret the bids as it may, in his discretion, consider appropriate. **Director, MPGDC, Survey of India** may contact and verify bidder's information; references and data submitted in the tender and may seek clarification in writing from the bidder by fax or any other earliest means of communication. Tender shall promptly reply within the time limit specified by the Director, MPGDC in the clarification letter.
- (xvii) **Director, MPGDC, Survey of India** reserves the right to reject any or all tenders without assigning any reasons thereof. Tenders received after due date and time of submission of tender, as mentioned above shall be summarily rejected.
- (xviii) The agency providing the service of Unskilled Personnel will furnish a certificate that none of the Unskilled Personnel were discharged from the service on ground of criminal charges, theft and unreliability. Police verification of all personnel deployed will be responsibility of the service provider i.e. the successful bidder.
- (xix) The service provider shall ensure that the behavior of the Unskilled Personnel deployed by them is decent. The service provider shall be fully responsible for misconduct and indecent behavior by the Unskilled Personnel so deployed. Such Unskilled Personnel, whose conduct is reported against, shall have to be immediately replaced.
- (xx) The service provider shall furnish an affidavit that none of their Unskilled Personnel deputed to work under this contract will later ask for employment under the Government. If the services provided by the contractor are not found satisfactory, the contract can be terminated by Survey of India by giving 15 days notice to the service provider.
- (xxi) The agency shall deploy the full strength of personnel all the time and shall maintain a list of the reserve to provide the replacement and supplement the strength. Unskilled Personnel deputed to work under this contract in no case shall be treated as the employees to the Government and will not be entitled for any other facilities such as Leave, Medical etc and any other allowances of the Government at any point of time.
- (xxii) Payment to the Service provider for the manpower deployed will be made on monthly basis by the office after deduction of TDS at the rates in force from time to time. Payment will be made only

after successful completion of services for that period and after fulfilling the statutory obligations like payment of EPF, ESI etc as mentioned in para 7(v) above. If found necessary, the **Director, MPGDC, Survey of India** shall cross check / verify the genuineness of the documents provided by the service provider in support of EPF/ESI etc by sending the documents to the concerned Government authorities.

- (xxiii) Payment to the Unskilled Personnel should be made in the presence of representative of Survey of India and a copy of acquaintance showing the payment to each Unskilled Personnel should be furnished to along with the bill to the O/o **Director, MPGDC, Survey of India**. In no case any payment shall be made by **Director, MPGDC, Survey of India** directly to the Unskilled Personnel so employed by the successful bidder.
- (xxiv) In case of payment of service /hiring charges to be made for a period of less than one month, payment will be made on pro-rata basis.
- (xxv) The Service Provider shall not press a claim for any pecuniary compensation in case the payment for any particular month is delayed as a result of administrative and financial reasons.
- (xxvi) If any dispute or difference shall arise including this contract the settlement of which is not hereinbefore provided for the same shall be referred to the arbitration of the Surveyor General of India or if he is unable or unwilling to act as arbitrator to the arbitration, any other person so nominated by him in writing shall act as arbitrator and the decision of such arbitrator shall be final and binding on the parties to this contract.
- (xxvii) This tender is meant only to finalise the rates for procuring the services of Unskilled Personnel in the office and/or field work of **MPGDC, Survey of India**. The successful bidder will have to enter into further detailed Agreement with the Director, MPGDC on the Terms & Conditions listed in this Tender Document.
- (xxviii) The **Director, MPGDC, Survey of India**, while evaluating the tenders, shall consider only the consolidated/total rate quoted by the bidder without going into the item wise details. The rates should be firm & final. No request for increase in rates due to any reason whatsoever shall be entertained during the period of contract. Further, the tender shall themselves be responsible to ensure compliance with the Minimum Wages Act/Rules and statutory provisions of the Labour Act.
- (xxix) If successful bidder fails to provide the services of Unskilled Personnel at the accepted rates on the scheduled date & time, the contract awarded to him shall be cancelled & Security deposit will be forfeited.

8. COMPLIANCE WITH LABOUR REGULATIONS

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

TENDER FORM

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

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

Description of Manpower/services	Break Up details of the rate		Unit Consolidated Rate (Per man per month) (in Rupees.)
	Item	Rupees per man per month	
Unskilled Personnel (on Contract basis)	1. Basic Pay *		
	2. PF (13.36% of basic pay)		
	3. ESI (4.75% of basic pay)		
	4. Service Tax		
	5. Bonus, if applicable		
	6. Service Charges		
	7. Any other charges (to be specified clearly)		
	Total: #		

Note: 1. *Basic Pay quoted should not be less than ₹ 290/- per day per person.**2. # Total amount to be rounded off to nearest rupee.****Rate for one Unskilled Personnel**

Rate (in figures) ₹. _____

Rate (in words) Rupees _____

Place:

Date:

Signature of Contractor _____

(_____)

Postal Address :

Phone/Fax No

Email Address

TENDER OFFER

To,

The Director,
Madhya Pradesh GDC.
Survey of India
Vijay Nagar,
Jabalpur (M. P) - 482002.

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

We undertake, if our tender offer is accepted, to commence the services within _____ (Number) days from the date of signing of the Contract Agreement.

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

We hereby agree to abide by this Tender offer and the rates quoted therein shall remain binding upon us until the expiry of the contract period.

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

Dated this _____ day of _____ 2016.

Signature: _____

(_____)

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

AGENCY DETAILS

NAME OF AGENCY :

OWNERS NAME :

REGISTRATION No. :

SERVICE TAX PARTICULARS :

PAN NUMBER :

CONTRACT LABOUR LICENSE CERTIFICATE No. :

E.P.F. CODE No. :

TELEPHONE Nos. :

RESIDENTIAL ADDRESS:

BANKER'S NAME & ADDRESS:

EXPERIENCE (YEARS):

**LIST OF MAJOR CLIENTS (ENCLOSE COPY
OF ORDERS/CONTRACTS ALONGWITH
WORK DETAILS, PERFORMANCE REPORT)**

**ANY OTHER INFORMATION/DOCUMENTS
WHICH MAY HELP BSNL IN ASSESSING
TENDERER'S CAPABILITIES FOR AWARD
OF CONTRACT**

Signature of the bidder with seal & date