

भारतीय सर्वेक्षण विभाग

SURVEY OF INDIA

DEPARTMENT OF SCIENCE & TECHNOLOGY



**TENDER DOCUMENT FOR HIRING THE SERVICES OF UNSKILLED
PERSONNEL FOR FIELD SURVEY WORK**

Tender No. S-1996 /15-P-8(NHP) dated 17/10/2017

LAST DATE OF SUBMISSION OF TENDER	-	20/11/2017 (11:00 hrs.)
DATE OF OPENING OF TECHNICAL BID	-	20/11/2017 (15:00 hrs.)
DATE OF OPENING OF FINANCIAL BID	-	23/11/2017 (15:00 hrs.)
DATE OF PRE-BID CONFERENCE	-	08/11/2017 (11:00 hrs.)

TOTAL PAGES: 17

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

TENDER DOCUMENT FOR HIRING OF UNSKILLED PERSONNEL FOR GEODETIC & RESEARCH BRANCH, SURVEY OF INDIA

Director, Geodetic & Research Branch, Survey of India, 17-E.C. Road, Post Box No. 77, Dehradun invites sealed tender for hiring the services of UNSKILLED PERSONNEL as per details furnished below :-

1.0 PARTICULARS OF THE TENDER:

a)	Designation and address of the authority	:	Director, Geodetic & Research Branch, Survey of India, 17-E.C. Road, Post Box No. 77, Dehradun Ph: 01352654528								
b)	Tender No.	:	S-1996 /15-P-8(NHP) dated 17 /10/2017								
c)	Name of Work	:	Providing services for UNSKILLED PERSONNEL for field survey work.								
d)	Scope of Work	:	The UNSKILLED PERSONNEL will be employed FOR FIELD SURVEY WORK in Uttar Pradesh, Bihar, Haryana, Himachal Pradesh and adjoining areas as per requirement.								
e)	Details of Personnel required	:	<table border="1"> <thead> <tr> <th>Personnel (Post)</th> <th>Category</th> <th>Approximate Nos.</th> </tr> </thead> <tbody> <tr> <td>Unskilled personnel for field survey work</td> <td>Unskilled</td> <td>100</td> </tr> </tbody> </table> <p>The Director G&RB may increase or decrease the number of Posts at the time of commencement or during the contract period depending upon the prevailing circumstances.</p>			Personnel (Post)	Category	Approximate Nos.	Unskilled personnel for field survey work	Unskilled	100
Personnel (Post)	Category	Approximate Nos.									
Unskilled personnel for field survey work	Unskilled	100									
f)	Place of Opening of Tenders	:	Office of the Director, Geodetic & Research Branch, Dehradun.								
g)	Tender can be submitted at	:	Tender box kept at the Office of the Director, Geodetic & Research Branch, Dehradun during working hours.								
h)	Tenders to be Addressed to/ Postal Address/ Contact No.	:	The Director, Geodetic & Research Branch, Survey of India, 17-E.C. Road, Post Box No. 77, Dehradun. Ph: 0135 2654528								
i)	Date and time for Pre-Bid Conference	:	8/11/2017 (11:00 hrs.)								
j)	Last date and time of receiving Tenders	:	20/11/ 2017 (11:00 hrs.) Any tender received after scheduled date and time as mentioned above due to postal delay or any other reason will be summarily rejected & will not be entertained.								
k)	Date and time for opening of Technical Bids	:	20/11/2017 (15:00 hrs.)								
l)	Date and time for opening of Financial Bids	:	23/11/2017 (15:00 hrs.)								
m)	Total Number of Pages of tenders documents	:	17 Pages								

2.0 ELIGIBILITY CRITERIA(FOR THE AGENCY):

- a) The Agency whether empanelled(registered) with appropriate Govt. agency must possess valid License/ Registration to run the services from the concerned Controlling Authority. Self Attested photo copy of Registration is to be provided by the Agency.
- b) Agency should have experience in services for a period of three years of value not less than 20 lakhs per annum in single order executed with Central/ State Govt., Govt. undertaking funded by the Govt.
- c) Details of works of similar nature carried out in Central/State Govt. bodies/Department/PSUs/Autonomous bodies/industries/factories/or other similar organization in the last 3 years ending on 31 March, 2017. Details should be given as per Annexure-D.
- d) The tenderer should enclose the self attested photocopy of ITR for last three financial years.
- e) PF Registration with PF code number.
- f) ESI Registration with ESI code number.
- g) Copies of balance sheet and Profit & Loss A/c of previous three financial years ending 31 March 2017 duly certified by CA.
- h) **List of Arbitration cases (if any).**
- i) Self Attested copies of certificates/allotment letter of **GSTN and PAN.**
- j) Details of managerial, supervisory and other staff.

3.0 TENDERING PROCESS:

Tendering Process:The tenders should be submitted in sealed covers.

- (A) The first sealed cover should be superscribed“ **Technical Tender**” and should contain:
 - i) Checklist of documents submitted as per Annexure-A.
 - ii) The Proforma as per Annexure-B.
 - iii) Previous experience of manpower supply to Government/Semi Government/ Autonomous agencies as per Annexure-D.
 - iv) Acceptance of Tender offer as per Annexure-C.
 - v) Demand Draft/ Bank Guarantee for Earnest Money.
 - vi) All other required documents.
 - vii) All entries in the Tenders must be written in ink or typewritten. Over-writing should be avoided. Corrections if any should be attested with signature by the tenderer.
- (B) The second sealed envelope superscribed‘**Financial Bid**’ should contain only rates which are to be quoted on monthly basis in the proforma given in Annexure-E. Any commercial or technical condition or qualification of any sort shall not be indicated by the tenderer in this envelope, otherwise the tender shall be summarily rejected.
- (C) Both the sealed covers should be placed in the main sealed envelope superscribed‘**TENDER FOR UNSKILLED PERSONNEL NOT TO BE OPENED BEFORE 20/11/2017**’. This should be addressed to **DIRECTOR, Geodetic & Research Branch, Survey of India, 17-E.C. Road, Post Box No. 77, Dehradun** and sent by post or dropped in the Tender box latest by **11:00 hrs of 20/11/2017**. Technical Bids shall be opened on **20/11/2017** at **15:00hrs** in the presence of the tenderers or their authorized representatives, if any. In the event of office being closed on the last date of receipt or opening of tender as specified, the tender will be received/ opened on the next working day at the same time and venue.

Evaluation of Tenders:

- (a) First the check list as given in Annexure-A will be checked for the completion, failing which the tender will be declared as non-responsive and thus liable for rejection.

- (b) The technical evaluation will be done to assess the ability of the agencies to render the requisite services subject to qualifying the eligibility criteria given in Para (2).
- (c) Technical tender and checklist (Annexure A) will be checked for the completion, if all requisite documents sought in the technical tender are not found with the tender documents or are not found satisfactory the tender will be declared as non-responsive and thus liable for rejection. In such case financial tender of the respected firm will not be opened. Financial tender should be strictly in compliance to the provisions and instructions given in the tender. In case of any violation/deviation, such tender should be considered as non-responsive and thus liable for rejection.
- (d) Tenders will be examined to determine the correctness of the information furnished by the tenderer in its tender. In case any information is found to be incorrect/false, the tender shall be considered as non-responsive.
- (e) Director, Geodetic & Research Branch or a person authorised by him may contact and verify tenderer's information, references and data submitted in the tender without further reference to tenderers.
- (f) Director, Geodetic & Research Branch reserves the right to use and interpret the tenders as it may, in its discretion, consider appropriate, when selecting tenderers for granting of the Letter of Intent/ Notification of Award of Contract.
- (g) Director, Geodetic & Research Branch or a person authorised by him may seek clarification in writing from tenderer by email/fax. Tenderer shall promptly reply by email/fax within the given time limit.

NOTE:

1. The tenderer name, telephone number, email ID and complete mailing address shall be indicated on the cover of the outer envelope.
2. Each page of tender document should be signed and stamped.

4.0 SCOPE OF THE WORK, ELIGIBILITY AND QUALIFICATION CRITERIA FOR MANPOWER TO BE HIRED:

- a) The Unskilled personnel should be of Indian nationality, male, more than 18 years of age and minimum 8th Pass.
- b) He should be ready to work in the states of Uttar Pradesh, Bihar, Haryana, Himachal Pradesh and adjoining areas as per the requirement of G&RB.
- c) The Unskilled personnel provided by the contractor will have to work for eight hours a day and six days in a week from Monday to Saturday. The Director, G&RB reserve the right to change the timings and assign other related duties, if required.

5.0 TERMS AND CONDITIONS:

1. Agency shall be registered in concerned office of Central/State Govt. and the same should be valid for period of services as desired by this directorate. Self attested certificate to this effect has to be submitted along with the tender.
2. The service providers should have local offices at Dehradun to ensure satisfactory fulfillment of contractual obligations.
3. The tenderer should also submit the self attested photo copy of its GST registration no., PAN and ITR for the last three financial years.
4. The successful tenderer has to sign an agreement (Annexure "F") with validity of one year from the date of award of contract on a Non Judicial Stamp Paper of appropriate value at his own cost. The agreement would be in between the Director, G&RB, Survey of India, 17 E.C. Road, Dehradun and the successful tenderer/Agency

5. The rates offered should be firm and final and should be inclusive of all taxes as applicable viz. Insurance, medical and minimum wages, GST, EPF, Employers Contribution Fund, Employers Contribution on ESIC etc. under Govt. labour laws/acts. Rates for all the categories of manpower/services should be unit consolidated rate on per man per month basis i.e. including all weekly offs for the month. Board shall consider only the total amount i.e. Grand Total of unit Consolidated Rate (per man per month) in Rs. for the purpose of acceptance of tender.
6. The Contractor shall ensure regular health checkup of his contract personnel and compliance of provisions of labour Act or any other law as applicable.
7. In case, the successful firm/ agency provides the services only for part of a month, the payment will be made only for the period the services were provided i.e. on pro rata basis.
8. The successful firm/ agency shall be solely responsible for timely payment of Salary to the UNSKILLED PERSONNEL as well as timely deposition of statutory charges towards their EPF, ESIC and GST etc.
9. The Director G&RB may terminate the contract at any point of time with or without assigning any reason thereof by giving one month's notice. However, if services are not found satisfactory, Director G&RB may terminate the contract with immediate effect.
10. The successful firm/ agency may discontinue the contract by giving a notice of at least 60 days before the intended date of discontinuation, but it will lead to forfeiture of its Performance Security Deposit submitted to the Directorate. In case of discontinuation, without prior notice or a notice less than 60 days prior to the intended date of discontinuation, the Director G&RB will have the right to claim damages, and recover such damages from the payment due to the Agency or by any other means, in addition to forfeiting the performance security deposits by the Agency.
11. The contract will be awarded for an initial period of five months. However the competent authority reserves the right to reduce the contract period or to even extend it as per the requirement.
12. That the attendance of the employees duly verified by the Directorate, will be submitted every month to the successful firm/ agency for claiming of wages.
13. UNSKILLED PERSONNEL hired for the services will not be permitted to become a member of Union formed by the employees of the Directorate and will not interfere in any manner into the work and management of the Directorate. Also they will not approach to the Directorate regarding their payment issues.
14. UNSKILLED PERSONNEL hired for the services shall not be deemed to be the employee of the G&RB Directorate for any purpose. Hence they will not be entitled to claim any salary, employment, compensation for damages or anything from the G&RB Directorate.
15. UNSKILLED PERSONNEL should be on the roll of the agency.
16. The person offered for the services may be interviewed by the concerned GDC/ Directorate before their deployment. Bio- data with photograph of the candidates should be supplied at the time of interview.
17. The agency providing the personnel would be completely responsible for their conduct and behaviour.
18. Character certificate and address proof should be provided by the firm to Survey of India at the time of initial deployment of the hired personnel for the desired services.
19. The agency shall submit bio-data with identity proof & address proof of each personnel duly verified within seven days of the execution of the agreement.
20. A surprise check by any officer authorized by the concerned directorate/ GDC may be carried out during working hours and if any negligence of duty is found, it will be reported to the agency and agency will have to replace the hired personnel immediately.
21. The work shall be executed as per the directions and to the satisfaction of the head of the Directorate /Office.
22. The Contractor shall have separate PF/ESI codes and shall comply with the procedure laid down regarding remittances of statutory payments by Contractor. The Contractor will pay the wages to the contract labour and remittance towards ESI & PF contribution has to be done by the Contractor (both Employer's and Employee's contribution) and then only can claim the bills for

payment along with the vouchers/ records for payments of wages and contribution. Along with the Bills of each month, details indicating PF remittance for the previous month in respect of each of the personnel engaged by the Contractor for carrying out the concerned jobs, in the first page of Form 6A, prescribed under the Employees PF & Misc. Provision Act 1952 need to be submitted by the Contractor, along with other necessary documents. The work carried out during the period shall be certified by the Detachment/ Camp Officer concerned. Bills will be cleared only after satisfying that applicable PF/ESI remittances in respect of all the concerned personnel have been made by the Contractor for the previous month.

23. The contractor shall at all times indemnify G&RB, SOI against all claims, damages or compensations and compliance laid down under the provisions of payment of Wages Act 1936, Minimum Wages Act 1948, Employer's Liability Act 1938, Workmen's Compensation's Act 1923, Industrial Disputes Act 1947, Maternity Benefit Act 1961, Contract Labour (Regulation & Abolition) Act 1970 or any modifications thereof or any other law/statutes relating thereto and Rules thereunder from time to time.
24. The contractor shall be liable to pay its contributions and Employee's Contributions to the State Insurance Scheme and the Provident Fund/Employee's Pension Fund in r/o all Employees employed by them for the execution of the work / service in accordance with the provisions of "The Employees State Insurance Act 1948" and the "Employees Provident Fund and Miscellaneous Provisions Act 1952", Employees Deposit Linked Insurance Scheme, Employees Pension Scheme etc. respectively, as amended from time to time and within the period prescribed in the respective statutes/rules made there under.
25. The Contractor shall comply with all the requirements of labour laws and ensure maintenance of the following registers:
 - a) Payment of Wage Register
 - b) Attendance Register
 - c) Copies of ESI Challan
 - d) Copies of PF Challans
26. The Agency shall have insurance coverage for their workers and follow all safety measures during the work execution. Any liability occurring during work such as accident, injury, loss of life, damage to the property, the same shall be compensated and made good by the agency only and Director G&RB will not be responsible in any manner.
27. The agency shall ensure immediate communication to SOI for any mishap.
28. In case of absence of personnel from the duty for any reason, the agency will have to provide the replacement.
29. The agency will have to bear the penalty in case required staff is not provided due to any reason what so ever, which will be deducted at the rate of twice of the average daily wages.
30. The board reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.
31. All the dispute arising out of, relating to the performance of the duties of the staff and other related matter, as per the constituent of the agreement, shall be subjected to the jurisdiction of the Surveyor General of India or the arbitrator appointed by him and their decision will be binding upon both the parties of the agreement.
32. The tender Document can only be downloaded by the intending tenderers from Survey of India website www.surveyofindia.gov.in. and **Central Public Procurement Portal**.

6.0 EARNEST MONEY DEPOSIT (TENDER SECURITY):

- (a) Earnest Money Deposit of fixed amount of Rs.100,000 (Rupees One Lakh only) in the form of Bank Guarantee valid for six months (validity may require further extension) from the date of submission of the tender of any Commercial Bank in favour of the "**Senior Accounts Officer, Central Pay and Accounts Office, Survey of India**" payable at Dehradun should be submitted along with the tender. Shortfall in amount of Earnest Money Deposit, if any, will result in

rejection of the Tender. The Bank Guarantee submitted by the Tenderer, should be unconditional in all cases.

- (b) Earnest money deposit of the unsuccessful tenderers will be returned at the earliest after expiry of the final tender validity & latest on or before the 30th day after the award of contract.
- (c) Earnest money deposit of the successful tenderer would be refunded to the successful tenderer only after receipt of performance security.

7.0 PERFORMANCE SECURITY:

The performance Security should be furnished for an amount of 5% of the Contract Value with validity of fourteen months from the date of award of tender or 60 days beyond the date of completion of all contractual obligations. The successful Agency shall furnish the performance security in the form of Bank Guarantee from a nationalised bank in favour of “**Senior Accounts Officer, Central Pay and Accounts Office, Survey of India**” payable at Dehradun 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.

The Performance Security shall be returned to the Contractor on successful completion of the services for which UNSKILLED PERSONNEL were hired.

In case, contract is awarded to a firm/agency and such firm/agency fails to provide the services of UNSKILLED PERSONNEL at the accepted rates on the scheduled date & time, the contract awarded shall be cancelled & Performance security shall be forfeited.

8.0 OTHER TERMS AND CONDITIONS:

1. Tender should be submitted as per enclosed Proforma and check list attached.
2. The tenderer name, telephone number, email ID and complete mailing address shall be indicated on the cover of the envelope.
3. Each page of tender should be signed and stamped.
4. Tender duly signed by tenderer must be addressed to **The Director, Geodetic & Research Branch Survey of India, 17-E.C. Road, Post Box No. 77, Dehradun** and not to any individual by name and should be dropped in tender box placed at office premises of the Director, Geodetic & Research Branch Survey of India, 17-E.C. Road, Post Box No. 77, Dehradun by 20/11/2017 (11:00 hrs).
5. The tender can also be sent by post to the above address. However, The Director, Geodetic & Research Branch Survey of India, 17-E.C. Road, Post Box No. 77, Dehradun shall not be responsible for non-receipt of tender by due date and time either due to postal delay or any other reason whatsoever.
6. Tenders received after due date/time, without compliance of Check List and other necessary documents shall be summarily rejected.
7. The board will consider the eligibility and total monetary liability to the department while finalizing the tenders.
8. 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.
9. The agency providing the desired personnel will be solely responsible for their conduct.
10. Persons hired for the desired job will have no claim for Govt. job under any circumstances.
11. The rate quoted by the Agency should not be less than the rate of minimum wages as prescribed by the Central Govt. of India, Ministry of labour.
12. **The agency will have to comply all the existing acts on EPF/CPF, ESIC, insurance, medical and minimum wages etc as per central Govt. norms.”** It would be sole responsibility of the

Agency to provide all the statutory benefits and contributions of ESI, PF etc. to all the workers at his own cost.

13. Tenderers are advised to study carefully the tender documents and the conditions before quoting their tender. All the pages of the tender form should be signed (with stamp) by the tenderer as a token of acceptance of all terms and conditions of the tender document.
14. The rates should be indicated both in words and figures. In case of discrepancy between the figure(number) and words, the rates given in the words only will be taken as authentic and no further clarification will be sought from the tenderer.
15. **Undertaking of the agency** confirming the availability of adequate manpower of requisite qualification and experience for deployment should also be submitted along with technical bid.
16. The Earnest Money is liable for forfeiture in the event of (a) withdrawal of offer during the validity period of the offer, (b) Non-acceptance of orders when placed, or (c) Non-confirmation of acceptance of orders within the stipulated time after placement of offer, or (d) Any unilateral revision made by the tenderer during the validity period of the offer.
17. The tenderer is expected to examine all the instructions, forms, terms and specifications in the tendering documents. Failure to furnish all information required by the tendering document or submission of a tender not substantially responsive to the tendering documents in every respect will be at the tenderer's risk and may result in the rejection of the tender.
18. The Director, Geodetic & Research Branch Survey of India, 17-E.C. Road, Post Box No. 77, Dehradun reserves the right to reject any or all the tenders without assigning any reasons thereof.
19. The contract will be awarded for an initial period of 5 months from the date of award of contract. The Competent Authority reserves right to reduce the contract period or to extend the contract after its completion. Such extension would however be based on mutual consent and on the same rates, terms and conditions.
20. 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 wages will be entertained. The Agency will have to provide its Telephone numbers to be available for contact for 24 hours x 7 days.
21. All notice, communications, reference and complaints made by the Agency concerning the work shall be in writing addressed to **The Director, Geodetic & Research Branch Survey of India, 17-E.C. Road, Post Box No. 77, Dehradun** only. Other modes are not recognized.

9.0 PAYMENT TERMS:

- (i) Payment to the Service provider for the manpower deployed 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 to the UNSKILLED PERSONNEL should be made by the firm only by RTGS in the bank account of the individual before 7th day of each month and payment details will be submitted to this office.
- (iii) Payment will be made on the basis of actual service (Man days) provided by the Agency.
- (iv) The firm should also ensure the submission of slips / challan of previous month regarding deposition of EPF, ESIC etc. of the respective individuals along with the wages bill submitted to the Survey of India (SOI) by the firm failing which bill of current month shall not be entertained.

10.0 TAXES

Income tax as applicable will be deducted at source from each bill for which necessary PAN No. is required to be provided. Self Attested photocopy needs to be enclosed.

**Director
Geodetic & Research Branch**

Annexure 'A'**CHECK LIST**

Sl. No.	Description of requirement	Yes/No	Page No.
1.	Self attested copy of registration certificate of Agency issued by the appropriate authority.	Yes/No	
3.	Self attested copy of valid GST registration certificate.	Yes/No	
4.	Self attested copy of PAN & ITR for last 3 financial years	Yes/No	
5.	Certificate to state that all the terms and conditions of the tender document are understood by the tenderer and ready to attend by the same without any variation.	Yes/No	
6	Self attested Copies of Balance Sheet and P&L A/c for the last 3 years duly certified by CA	Yes/No	
7	Self attested copy of Registration certificate of provident fund commissioner enclosed. PF registration code allotted by the Regional Provident Fund Commissioner.	Yes/No	
8	Self attested copy of Registration certificate of ESI enclosed.	Yes/No	
9	Proforma containing details of other organization where such contracts were/are undertaken (attach supportive documents) as per Annexure - D	Yes/No	
10	Separate Demand Draft for Earnest Money Deposit.	Yes/No	
11	Price tender proforma completed & sealed in separate envelope	Yes/No	
12	List of Arbitration cases (if applicable) Do not leave it blank. If there are no such cases, write "Not Applicable".	Yes/No	
13	Undertaking of the agency confirming the availability of adequate manpower of requisite qualification and experience for deployment	Yes/No	
14	Acceptance of terms and conditions attached. Each page of terms and conditions to be duly signed as token of acceptance and submitted as part of tender document.	Yes/No	
15	Undertaking by the tenderer to the effect that there is no police case pending against the proprietor/firm/parties relating to previous service contracts.	Yes/No	

Declaration by the Tenderer:

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Encls: 1. DD/Pay Order Nos.....
2. Terms & conditions (each page must be signed and sealed)
3. Financial Tender.

(Signature of Tenderer with seal)

Name:
Office Address:
Phone No (O):

Date:

NOTE: Submission of all the documents mentioned above along with declaration, is mandatory. Non-submission of any of the information above may render the tender to be rejected

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

1.	Name of the Firm/ Company	
2.	Year of Establishment	
3.	Status of the Firm/ Company (Partnership, Limited etc)	
4.	Postal Address Telephone numbers Fax e-mail Website Address (If Applicable)	
5.	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
6.	Any authorized branches of the Firm/ Company, if so give details	
7.	Name of the proprietor/ partner/ Managing Director etc.	
8.	Nature of Firm/ Company/ Manufacturer/ Stockiest/ Dealer/ Distributor/ Agent etc.	
9.	Details of services you are dealing in	
10.	Turnover for the last three financial years in Rs. (Year Wise With Documentary Proof)	
11.	List of Existing Clients (Govt./ PSU/Major Client)	
12.	If already doing business with SOI give details	
(a)	Type of Services	
(b)	Since when	

13.	If you are registered with GEM/ DGS&D or any other Govt./PSU/Authorized body Please give details	
(a)	Name and address of organization registered with	
(b)	Registration No.	
(c)	Date of Registration	
(d)	Date till which Registration is valid	
(e)	Whether registered for items for which tender has been submitted	
14.	Has your firm ever been blacklisted by the Govt. or any other authority? Please give details and reasons thereof	
15.	If blacklisted & revoked give details of the same	
16.	Are you income tax payee, if so please furnish following details	
(a)	PAN/TAN	
(b)	TDS Accounts if any	
(c)	Central Sale Tax Registration No./ GST Registration No.	

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 SOI 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:

TENDER OFFER/QUOTATION

To,
 The Director
 Geodetic & Research Branch
 Survey of India
 17, E.C. Road, Dehradun-248 001

After having examined the tender documents including all Annexure, we offer to supply the services of **UNSKILLED PERSONNEL** in accordance with the said tender document.

We undertake, if our tender offer is accepted, to enter into the contract and commence the services within 07 days calculated 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 5% of the Contract Value as performance security for due performance of the Contract.

We hereby agree to abide by this Tender offer for 180 days and the same shall remain binding upon us and may be accepted at any time before the expiry of that period.

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

Dated this _____ day of _____ 2017.

Signature: _____

(_____)

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

(Signature of Tenderer with seal)

Annexure-D

Details of 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 personnel 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 given in “Envelope No. 1 Technical Tender for Annual Contract for Supply of unskilled personnel”.

(Signature & Seal of the Agency)

(Certificate to be submitted on company's letterhead)

Certificate of Acceptance of all Terms & Conditions

Certified that we have read and understood all the terms and conditions in the tender document and that our company / firm namely, _____do hereby unconditionally accept all the Terms & Conditions set out in the tender document including the penalty clause therein.

DATE:

Signature of the Authorised Signatory

PLACE:

(Seal of Agency)

TENDER FORM

(TO BE ENCLOSED WITH THE QUOTATION)

**TENDER No. S-1996 /15-P-8(NHP) dated 17 /10/2017
FOR HIRING THE SERVICES OF UNSKILLED PERSONNEL 2017-18**

Description of Man Power/ Services	Minimum Wages	Break Details of the Rate (Minimum Wages, EPF ESIC GST, Bonus, Adm./ Service Charge etc.						Unit Consolidated Rate (per month) (in Rs.)	
		Wages	EPF	ESIC Charges	BONUS#	Service Charges*	Total (1 to 5)		GST
		(1)	(2)	(3)	(4)	(5)			
Local Labour									
GRAND TOTAL (In figures)								₹	
GRAND TOTAL (In words) :									

***A Tender with service charges less than the TDS rate will be summarily rejected. Service charges must be quoted in percentage of wages in two places of decimal.**

Amount of Bonus should conform to extant Govt. Rules.

Note:

1. Rates quoted should be last and final and should remain valid for a period of one year from the date of signing of contract.

(Signature of Tenderer with seal)

ANNEXURE 'F'**CONTRACT AGREEMENT**

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

Agreement made on this ----- day of ----- Two Thousand Seventeen between _____ (hereinafter called the Service Provider or Contractor”) on one part and the Director, G&RB, Dehradun (hereinafter referred to as the Government) on the other part.

WHEREAS the Service Provider has tendered to the Chairman, Procurement Board for providing the services of unskilled personnel for field survey work, 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. _____ () 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. S-1996 /15-P-8(NHP) dated 17 /10/2017 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 services 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, G&RB, Dehradun 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 : Dehradun