

भारतीय सर्वेक्षण विभाग  
**SURVEY OF INDIA**



**TENDER DOCUMENT FOR HIRING THE SERVICES OF COMPUTER OPERATOR/TYPIST, PHARMACIST, HALWAI, ASSTT. HALWAI, COUNTER CLERK, LOCAL LABOURERS, SAFAI KARMI & MALI FOR OFFICE DUTIES**

**Tender No. 916** dated(Hiring of Services) dated 06/04/2018

PRE BID CONFERENCE : - 17/04/2018 (15:00 hrs.)  
TO BE SUBMITTED BY : - 27/04/2018 (10:00 hrs.)  
DATE OF OPENING TECHNICAL BIDS: - 27/04/2018 (14:00 hrs.)  
DATE OF OPENING FINANCIAL BIDS: - 07/05/2018 (15:00 hrs.)  
TOTAL PAGES: 16

**GOVT. OF INDIA**  
**DEPARTMENT OF SCIENCE AND TECHNOLOGY**  
**SURVEY OF INDIA**

**TENDER DOCUMENT FOR HIRING OF COMPUTER OPERATOR/TYPIST,  
PHARMACIST, HALWAI, ASSTT. HALWAI, COUNTER CLERK, LOCAL LABOURERS,  
SAFAI KARMI & MALI FOR SURVEY OF INDIA OFFICES LOCATED AT DEHRADUN**

Director, Map Archive & Dissemination Centre, Survey of India, Hathibadkala, Post Box No. 28, Dehradun, invites sealed tender for hiring the services of Computer Operator/Typist, Pharmacist, Halwai, Asstt. Halwai, Counter Clerk, Local Labourers, Safai Karmi & Mali as per details furnished below :-

**1.0 PARTICULARS OF THE TENDER:**

a)	<b>Designation and address of the authority</b>	:	Director, Map Archive & Dissemination Centre, Survey of India, Hathibadkala, Post Box No. 28, Dehradun																													
b)	<b>Tender No.</b>	:	No. <b>916</b> dated 06/04/2018																													
c)	<b>Name of Work</b>	:	Providing services for Computer Operator/Typist, Pharmacist, Halwai, Asstt. Halwai, Counter Clerk, Local Labourers, Safai Karmi & Mali in Map Archive & Dissemination Centre.																													
d)	<b>Scope of Work</b>	:	The Skilled, Semiskilled/Unskilled Personnel will be employed for office duties as per requirement.																													
e)	<b>Details of Post/ Personnel required</b>	:	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Personnel (Post)</th> <th style="text-align: center;">Category</th> <th style="text-align: center;">Approximate No.</th> </tr> </thead> <tbody> <tr> <td>Computer Typist</td> <td style="text-align: center;">Skilled</td> <td style="text-align: center;">04 Nos.</td> </tr> <tr> <td>Pharmacist</td> <td style="text-align: center;">Skilled</td> <td style="text-align: center;">02 No.</td> </tr> <tr> <td>Halwai</td> <td style="text-align: center;">Semi-Skilled</td> <td style="text-align: center;">02 No.</td> </tr> <tr> <td>Asstt. Halwai</td> <td style="text-align: center;">Un-Skilled</td> <td style="text-align: center;">02 No.</td> </tr> <tr> <td>Counter Clerk</td> <td style="text-align: center;">Semi-Skilled</td> <td style="text-align: center;">02 No.</td> </tr> <tr> <td>Local Labour</td> <td style="text-align: center;">Un-Skilled</td> <td style="text-align: center;">80 Nos.</td> </tr> <tr> <td>Safai Karmi</td> <td style="text-align: center;">Un-Skilled</td> <td style="text-align: center;">08 Nos.</td> </tr> <tr> <td>Mali</td> <td style="text-align: center;">Semi-Skilled</td> <td style="text-align: center;">04 No.</td> </tr> </tbody> </table> <p>The Director, Map Archive &amp; Dissemination Centre, may increase or decrease the number of Post at the time of commencement or during the contract period depending upon the prevailing circumstances and availability of budget.</p>			Personnel (Post)	Category	Approximate No.	Computer Typist	Skilled	04 Nos.	Pharmacist	Skilled	02 No.	Halwai	Semi-Skilled	02 No.	Asstt. Halwai	Un-Skilled	02 No.	Counter Clerk	Semi-Skilled	02 No.	Local Labour	Un-Skilled	80 Nos.	Safai Karmi	Un-Skilled	08 Nos.	Mali	Semi-Skilled	04 No.
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Mali	Semi-Skilled	04 No.																														
f)	<b>Place of Opening of Tenders</b>	:	Office of the Director Map Archive & Dissemination Centre, Survey of India, Hathibadkala, Dehradun.																													
g)	<b>Tender can be submitted at</b>	:	Tender box kept at the Office of the Director, Map Archive & Dissemination Centre, Survey of India, Hathibadkala, Dehradun during working hours.																													

h)	<b>Tenders to be Addressed to/ Postal Address</b>	:	The Director, Map Archive & Dissemination Centre, Survey of India, Hathibadkala, Post Box No. 28, Dehradun.
i)	<b>Last date and time of receiving Tenders</b>	:	27/04/ 2018 (11:00 hrs.) Any bid 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.
j)	<b>Date and time for opening Technical Bids</b>	:	27/04/2018 (15:00 hrs.)
k)	<b>Date and time for opening Financial Bids</b>	:	07/05/2018 (15:00 hrs.)
l)	<b>Total Number of Pages of tenders documents</b>	:	16 Pages

## 2.0 ELIGIBILITY CRITERIA(FOR THE AGENCY):

- a) The Agency should have proper registration certificate issued by the Regional Labour Commissioner .
- 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) The bidder should enclose the self attested photocopy of ITR for last three years.
- d) PF Registration with PF code number.
- e) ESI Registration with ESI code number.
- f) 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, 2018. Details should be given as per Annexure-D
- g) Copies of balance sheet and Profit & Loss A/c of previous three financial years ending 31 March 2018 duly certified by CA.
- h) **List of Arbitration cases (if any )**
- i) Self Attested copies of certificates/allotment letter of **Goods & Service Tax and PAN Number.**
- j) Details of managerial, supervisory and other staff.

## 3.0 TENDERING PROCESS:

**Tendering Process:** The tenders should be submitted as per two bid system in two sealed covers.

- (A) The first sealed cover should be super scribed “ **Technical Bid**” and should contain:
  - i) Checklist of documents submitted as per Annexure-A
  - ii) The Performa as per Annexure-B.
  - iii) Agency profile including 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 for Earnest Money deposit.

- vii) All required documents as per check list given on Annexure "A".
- viii) 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 bidder.
- (B) The second sealed envelope super scribed '**Financial Bid**' should contain only rates which are to be quoted on monthly basis in the Performa given in Annexure-E. Any commercial or technical condition or qualification of any sort shall not be indicated by the tenderer/bidder in this envelope, otherwise the tender shall be summarily rejected.
- (C) Both the sealed covers should be placed in the main sealed envelope super scribed '**TENDER FOR COMPUTER OPERATOR/TYPIST, PHARMACIST, HALWAI, ASSTT. HALWAI, COUNTER CLERK, LOCAL LABOURERS, SAFAI KARMI & MALI NOT TO BE OPENED BEFORE 27/04/2018**'. This should be addressed to **Director, Map Archive & Dissemination Centre, Survey of India, Hathibadkala, Post Box. No. 28, Dehradun**, and sent by post or dropped in the Tender box latest by **11:00 hrs of 27/04/2018**. Technical Bids shall be opened on **27/04/2018 at 15:00 hrs.** and Financial Bids on **07/05/2018 at 15:00 hrs** in the presence of the tenderers or their authorized representatives. In the event of office, being closed on the last date of receipt or opening of bid as specified, the bid will be received/ opened on the next working day at the same time and venue.

### Evaluation of Bids:

- (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 bid and checklist (Annexure A) will be checked for the completion, if all requisite documents sought in the technical bid are not found with the bid documents or are not found satisfactory the tender will be declared as non-responsive and thus liable for rejection. In such case financial bid of the respected firm will not be opened. Financial bid should be strictly in compliance to the provisions and instructions given in the tender. In case of any violation/deviation, such bid should be considered as non- responsive and thus liable for rejection.
- (d) Bids will be examined to determine the correctness of the information furnished by the bidder in its bid. In case any information is found to be incorrect/false, the bid shall be considered as non-responsive.
- (e) Director, Map Archive & Dissemination Centre or a person authorised by him may contact and verify bidder's information, references and data submitted in the bid without further reference to bidders.
- (f) Director, Map Archive & Dissemination Centre reserves the right to use and interpret the bids as it may, in its discretion, consider appropriate, when selecting bidders for granting of the Letter of Intent/ Notification of Award of Contract.
- (g) Director, Map Archive & Dissemination Centre or a person authorised by him may seek clarification in writing from bidder by fax. Bidder shall promptly reply by fax within the given time limit.
- (h) The tenderer/firm will be accepted on totality basis i.e. single tenderer/firm will be approved for all categories of services on lowest grand total basis.

### NOTE:

1. The bidder name, telephone number 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:**

##### **i) Eligibility and duties for Computer Operator/Typist**

- (a) Computer Typist should be graduate with computer diploma from recognised institute. He/She should be well conversant in maintenance of official work i.e. Diary, Docketing of letters etc. and well conversant in English and Hindi typing with Computer knowledge, not having any ill habits nor any disease. Working hours will be from 09:00 hrs to 17:30 hrs on all working days except weekly off. The Director Map Archive & Dissemination Centre reserves the right to change the timings and assign other related duties, if required. He /She should be more than 18 years of age.

##### **ii) Eligibility and duties for Pharmacists:**

- (b) HSC. (XIIth Class) or 10 + 2 + Diploma in Pharmacy from recognised institute.  
(c) Must be registered with Pharmacy Council.  
(d) 2 Years work experience in a reputed private hospital or Govt. Hospital as Pharmacist.  
(e) He /She should be more than 18 years of age on the date of recruitment.  
(f) He/She will be required to work eight hours per day and 6 days in a week.

##### **Duties of Pharmacist :**

- (a) Dispensing Medicines as per MO/CMO s prescription.  
(b) Maintenance of Daily Medicine issue register / monthly register / store.  
(c) Updating the store ledger  
(d) Maintaining the inventory of Dispensary equipment surgical items etc.  
(e) Any other duties assigned by the MO I/c  
(f) Administering injections to patients under MO I/c guidance.

##### **iii) Eligibility and duties for Halwai :**

The Halwai should be minimum 8<sup>th</sup> Pass. The Halwai shall be employed in the office Canteen for cooking of Meals, Snacks, Tea, Coffee etc. under Map Archive & Dissemination Centre. Working hours will be from 09:00 hrs to 17:30 hrs on all working days except weekly off. The Director Map Archive & Dissemination Centre reserve the right to change the timings and assign other cooking duties, if required. He should be more than 18 years of age on the date of recruitment .

##### **iv) Eligibility and duties for Asst. Halwai :**

The Asst. Halwai should be minimum 8<sup>th</sup> Pass. The Asst. Halwai shall be employed in the office Canteen for cooking of Meals, Snacks, Tea, Coffee etc. under Director Map Archive & Dissemination Centre. Working hours will be from 09:00 hrs to 17:30 hrs on all working days except weekly off. The Director, Map Archive & Dissemination Centre reserve the right to change the timings and assign other cooking duties, if required. He should be more than 18 years of age on date of recruitment.

##### **v) Eligibility and duties for Counter Clerk :**

The Counter Clerk should be minimum 12<sup>th</sup> Pass. The Counter Clerk shall be responsible for all counter duties i.e. receiving the coupons and distributing the food, tea, snacks etc. in the canteen under Map Archive & Dissemination Centre. Working hours will be from 09:00 hrs to 17:30 hrs on all working days except weekly off. The Director Map Archive & Dissemination Centre reserve the right to change the timings and assign other related duties, if required. He should be more than 18 years of age on the date of recruitment.

##### **vi) Eligibility and duties for Local Labour:**

The Local Labour should be minimum 5<sup>th</sup> Pass. The local mazdoor provided by the contractor should be aged between 18 to 55 Years. He / She should be ready to work in Map Archive & Dissemination Centre or any other site as per the requirement of Map Archive & Dissemination Centre. The local mazdoor 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, Map Archive & Dissemination Centre reserve the right to change the timings and assign other related duties, if required. He should be more than 18 years of age on the date of recruitment.

**vii) Eligibility and duties for Safai karmi:**

The Safai karmi should be minimum 5<sup>th</sup> Pass. The Safaiwala shall be employed for cleaning of rooms, corridors, toilets, clearing small and big dustbins etc. in the office buildings and outer areas of the office premises under the Director Map Archive & Dissemination Centre. The Safai karmi 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, Map Archive & Dissemination Centre reserve the right to change the timings and assign other cleaning duties, if required. He should be more than 18 years of age on the date of recruitment.

**viii) Eligibility and duties for Mali:**

The Mali should be minimum 5<sup>th</sup> Pass. The Mali shall be employed for cleaning of garden, grow the plants, flowers, grass, trimming the plants, vegetation, spray the pesticides time to time and watering the plants etc. in the office complex and outer areas of the office premises. The Mali 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 Map Archive & Dissemination Centre reserve the right to change the timings and assign other cleaning duties, if required. He should be more than 18 years of age on the date of recruitment.

**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 bidder should have valid labour license from the regional labour commissioner and self attested copy of the same has to be submitted along with the tender.
3. The service providers should have local offices at Dehradun to ensure satisfactory fulfillment of contractual obligations.
4. The bidder should also submit the self attested photo copy of its GST No., Pan No. and ITR for the last three years.
5. The successful bidder has to sign an agreement with validity of one year on a Non Judicial Stamp Paper of appropriate value at his own cost. The agreement would be in between the Directors of Survey of India and the successful bidder/Agency.
6. The rates offered should be firm and final and should be inclusive of all taxes as applicable viz. Insurance, medical and minimum wages, Service Tax, 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 month) in Rs. for the purpose of acceptance of tender.
7. The Contractor shall ensure regular health checkup of his contract personnel and compliance of provisions of labour Act or any other law as applicable.
8. 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.
9. The successful firm/ agency shall be solely responsible for timely payment of Salary to the Computer Operator/Typist, Pharmacist, Halwai, Asstt. Halwai, Counter Clerk, Local Labourers, Safai Karmi & Mali as well as timely deposition of statutory charges towards their EPF, ESIC and Goods & Service Tax etc.
10. The Director, Map Archive & Dissemination Centre, Survey of India, Hathibadkala, Dehradun 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 Map Archive & Dissemination Centre may terminate the contract with immediate effect.

11. 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 a notice or a notice less than 60 days prior to the intended date of discontinuation, the Director, Map Archive & Dissemination Centre, 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.
12. The contract will be awarded for a period of one year. However the competent authority reserves the right to reduce the contract period or to even extend it for a further desired period after the expiry of contractual period, however, the further extension of the period would be based on mutual consent of both the parties.
13. 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.
14. Computer Operator/Typist, Pharmacist, Halwai, Asstt. Halwai, Counter Clerk, Local Labourers, Safai Karmi & Mali 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.
15. Computer Operator/Typist, Pharmacist, Halwai, Asstt. Halwai, Counter Clerk, Local Labourers, Safai Karmi & Mali hired for the services shall not be deemed to be the employee of the Map Archive & Dissemination Centre for any purpose. Hence they will not be entitled to claim any salary, employment, compensation for damages or anything from the Map Archive & Dissemination Centre.
16. Computer Operator/Typist, Pharmacist, Halwai, Asstt. Halwai, Counter Clerk, Local Labourers, Safai Karmi & Mali should be on the roll of the agency.
17. The person offered for the services will 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.
18. The agency providing the personnel would be completely responsible for their conduct and behaviour.
19. 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.
20. 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.
21. 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.
22. The work shall be executed as per the directions and to the satisfaction of the head of the concerned Directorate /Office.
23. 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 Section Head 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.

24. The contractor shall at all times indemnify concerned Directorate, 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 there under from time to time.
25. 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.
26. 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
27. 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 this office will not be responsible in any manner.
28. The agency shall ensure immediate communication to SOI for any mishap.
29. In case of absence of personnel from the duty for any reason, the agency will have to provide the replacement.
30. 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.
31. The board reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.
32. All the dispute arising out, 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.
33. The tender Document is to be downloaded by the intending tenderers from Survey of India Website [www.surveyofindia.gov.in](http://www.surveyofindia.gov.in).

**6.0 EARNEST MONEY DEPOSIT( BID SECURITY):**

- (a) Earnest Money Deposit of fixed amount should be Rs.**50,000/-** in the form of FDR, 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 bidders will be returned at the earliest after expiry of the final bid validity & latest on or before the 30<sup>th</sup> day after the award of contract.



- (c) Earnest money deposit of the successful bidder would be refunded to the successful bidder only after receipt of performance security.
- (d) Validity of Rates- Rates offered must be rated for a period of 180 days from the date of opening of Technical Bid.

#### **6.0 PERFORMANCE SECURITY:**

The performance Security should be furnished 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. 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 computer operator/typist, pharmacist, halwai, asstt. Halwai, counter clerk, local labourers, safai karmi & mali were hired.

In case contract is awarded to a firm/agency and such firm/agency fails to provide the services of computer operator/typist, pharmacist, halwai, asstt. Halwai, counter clerk, local labourers, safai karmi & mali at the accepted rates on the scheduled date & time, the contract awarded shall be cancelled & Performance security shall be forfeited.

#### **7.0 OTHER TERMS AND CONDITIONS:**

1. Each page of tender should be signed and stamped.
2. Tender duly signed by tenderer must be addressed to **The Director, Map Archive & Dissemination Centre, Survey of India, Hathibadkala, Post Box No. 28, Dehradun** and not to any individual by name and should be dropped in tender box placed at office premises of the Director, Map Archive & Dissemination Centre, Survey of India, Hathibadkala, Post Box No. 28, Dehradun by 27/04/2018 (11:00 hrs).
3. The tender can also be sent by post to the above address. However, The Director, Map Archive & Dissemination Centre, Survey of India, Hathibadkala, Post Box No. 28, 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.
4. Tenders received after due date/time, or without compliance of Check List and other necessary documents shall be summarily rejected.
5. The board will consider the eligibility and total monetary liability to the department while finalizing the tenders.
6. 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. (Annexure F)
7. The agency providing the desired personnel will be solely responsible for their conduct.
8. Persons hired for the desired job will have no claim for Govt. job under any circumstances.
9. The rates quoted in the tender must remain valid for 180 days (six months) from the date of opening of **tender**. Rates will not be changed under any circumstance.
10. 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.
11. **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.

12. Bidders are advised to study carefully the tender documents and the conditions before quoting their bid. All the pages of the tender form should be signed (with stamp) by the bidder as a token of acceptance.
13. 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 bidder.
14. **Undertaking of the agency** confirming the availability of adequate manpower of requisite qualification and experience for deployment.
15. 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., (d) Any unilateral revision made by the bidder during the validity period of the offer.
16. 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.
17. The Director, Map Archive & Dissemination Centre, Survey of India, Hathibadkala, Post Box No. 28, Dehradun reserves the right to reject any or all the tenders without assigning any reasons thereof.
18. Rates quoted/accepted will be valid for 12 months from the date of agreement & during 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.
19. All notice, communications, reference and complaints made by the Agency concerning the work shall be in writing addressed to **Director, Map Archive & Dissemination Centre, Survey of India, Hathibadkala, Post Box No. 28, Dehradun** only. Other modes are not recognized.

#### **8.0 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 Computer Operator/Typist, Pharmacist, Halwai, Asstt. Halwai, Counter Clerk, Local Labourers, Safai Karmi & Mali 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 mandatorily submit 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 payment to the firm would not be made.

#### **9.0 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.

  
(Lt. Col. Rakesh Singh)  
Chairman  
Common Procurement Board.

**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	
2	Self attested copy of valid Goods & Service Tax registration certificate.	Yes/No	
3	Self attested copy of PAN & ITR for last 3 years	Yes/No	
4	Certificate to state 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.(Annexure "F" )	Yes/No	
5	Self attested Copies of <b>Balance Sheet and P&amp;L A/c</b> for the last 3 years duly certified by CA	Yes/No	
6	Self attested copy of Registration certificate of <b>provident fund commissioner</b> enclosed. PF registration code allotted by the Regional Provident Fund Commissioner.	Yes/No	
7	Self attested copy of Registration certificate of <b>ESI</b> enclosed.	Yes/No	
8	Proforma containing details of other organization where such contracts were/are undertaken (attach supportive documents) as per Annexure - D	Yes/No	
9	Separate Demand Draft for Earnest Money.	Yes/No	
10	Price bid proforma completed & sealed in separate envelope	Yes/No	
11	List of Arbitration cases (if applicable) <b>Do not leave it blank. If there are no such cases, write "Not Applicable".</b>	Yes/No	
12	<b>Undertaking of the agency</b> confirming the availability of adequate manpower of requisite qualification and experience for deployment	Yes/No	
13	<b>Acceptance of terms and conditions</b> attached. Each page of terms and conditions to be duly signed as token of acceptance and submitted as part of tender document.	Yes/No	
14	<b>Undertaking by the bidder</b> to the effect that there is no police case pending against the proprietor/firm/parties or personnel engaged by the contractor 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 Bid.

(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 bid 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 your Firm/ Company/ Manufacturer/ Stockiest/ Dealer/ Distributor/ Agent etc.	
9.	Details of products you are dealing in (catalogues for products may be enclosed, if available)	
10.	Turnover for the last three 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)	Item	
(b)	Since when	

13.	If you are registered with 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./ Service Tax 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  
Map Archive & Dissemination Centre  
Survey of India  
Hathibadkala, Post Box. 28, Dehradun-248 001

After having examined the tender documents including all Annexures, we offer to supply the services of **Computer Operator/Typist, Pharmacist, Halwai, Asstt. Halwai, Counter Clerk, Local Labourers, Safai Karmi & Mali** (Civilian & Without Arms) 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 \_\_\_\_\_ 2018.

Signature: \_\_\_\_\_

( \_\_\_\_\_ )

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

(Signature of Tenderer with seal)

## Annexure-D

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 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 Bid for Annual Contract for Supply of skilled/semi-skilled/Un-Skilled workers.

(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)**



## BID FORM

(TO BE ENCLOSED WITH THE QUOTATION)

TENDER NO. \_\_\_\_\_ DT. \_\_\_\_\_ FOR HIRING THE SERVICES OF COMPUTER OPERATOR/TYPIST, PHARMACIST, HALWAI, ASSTT. HALWAI, COUNTER CLERK, LOCAL LABOURERS, SAFAI KARMI & MALI 2017-18

Description of Man Power/ Services	Minimum Wages	Break Details of the Rate (Minimum Wages, EPF ESIC Service Tax, Bonus, Adm./ Service Charge etc.)							Unit Consolidated Rate (per month) (in Rs.)
		Wages	EPF	ESIC Charges	BONUS#	Service Charges*	Total (1 to 5)	Service Tax	
		(1)	(2)	(3)	(4)	(5)			
Computer Typist									
Pharmacist									
Halwai									
Asstt. Halwai									
Counter Clerk									
Local Labour									
Safai Karmi									
Mali									
<b>GRAND TOTAL</b>									₹

\* Note:- Service Charge quoted by the firm should not be less than rate of TDS i.e.2.01% of the Grand Total

# 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)