

भारतीय सर्वेक्षण विभाग
SURVEY OF INDIA



TENDER NOTICE

Tender No. २०० /15-P-CPB(2018-19), Dated: २१.०१.१९

**TENDER DOCUMENT
FOR
HIGH SKILLED PERSONNEL
FOR
SURVEY OF INDIA,
MINISTRY OF SCIENCE & TECHNOLOGY,
GOVERNMENT OF INDIA**

TENDER NO. २०० /15-P-CPB (2019-20), dated २१ /01/2019.

PREBID CONFERENCE:-	- 30/01/2019 (15:00 hrs.)
TO BE SUBMITTED BY :	- 13/02/2019 (12:00 hrs.)
DATE OF OPENING TECHNICAL BIDS:	- 13/02/2019 (15:00 hrs.)
DATE OF OPENING PRICE BIDS:	- 20/02/2019 (15:00 hrs.)

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

SURVEY OF INDIA
(MINISTRY OF SCIENCE AND TECHNOLOGY)
MAP ARCHIVE AND DISSEMINATION CENTRE ,SURVEY OF INDIA
POST BOX NO. 28 HATHIBARKALA, DEHRADUN

TENDER DOCUMENT FOR INVITING TENDERS FOR HIGH SKILLED PERSONNEL

On behalf of the President of India, the Chairman, CPB/Director, Map Archive and Dissemination Centre(MA & DC), Survey of India, Post Box No. 28, Hathibarkala,Dehradun invites sealed tender from reputed firms supply of High Skilled Personnel for Survey of India offices located at Dehradun as per the following terms and conditions.

1. PARTICULARS OF THE TENDER

- | | |
|---|--|
| (a) Designation & address of the authority inviting tender | The Chairman, CPB /Director, (MA & DC) Map Archive and Dissemination Centre, Survey of India, Post Box No. 28, Hathibarkala, Dehradun - 248001 |
| (b) Tender No. | No. 200 /15-P-CPB (2018-19), dated 21 /01/2019 |
| (c) Date Of Prebid Conference | 30 /01/2019 (15:00 hrs.) |
| (d) Last date and time of receiving bids | 13 /02/2019 (12:00 hrs.) |
| (e) Date and time of opening Technical bids | 13 /02/2019 (15:00 hrs.) |
| (f) Date and time of opening Price bids | 20 /02/2019 (15:00 hrs.) |

2. ELIGIBILITY CRITERIA

- (i) The bidding firm should be registered with the appropriate government authorities. The copy of the **Registration certificate** must be enclosed with the tender.
- (ii) The bidding firm must enclose the **registration certificate of GST** from the appropriate authorities as prevalent in the state of Uttarakhand.
- (iii) The tenderer must provide the **PAN/TAN** number of the firm. Copies of **Income tax returns** filed by the firm for **last 3years** should be enclosed with the tender.
- (iv) The bidding firm should have **at least three years** experience of executing the similar work in Govt. /PSU or any other academic institution. Supportive documents i.e. 'Satisfactory performance certificate' from the office, where such service was provided, must be attached with the bid. **The bids received without the above mentioned certificates/documents will be rejected.**

GENERAL CONDITIONS

Terms & Conditions of the Contract for Providing High Skilled personnel Services -

1. Sealed tenders are invited from experienced, resourceful and reliable Agencies of repute for supply of High Skilled personnel who has provided manpower to various organizations having valid EPF and ESIC code number, GST Registration may submit the Tender along with updated list of their clients.
2. If the contractor fails to provide requisite staff within stipulated time, penalty of Rs 500/- per day will be deducted from the monthly bill.
3. Agency has to give its phone/mobile no and execute the work as per needs.
4. As per the need of the organization, the employee has to execute the work. The employee has to stay beyond the working hours as per the need of the organization.
5. The Man Power / Personnel will be eligible for one day paid off after continuously working of 06 day duties.
6. The selected agency should submit the detailed information along with the passport photographs of the individual who are selected for the jobs.
7. The agency shall ensure that the personnel deployed are disciplined and do not participate in the activity prejudicial to the interest of the Institute/Govt.
8. In case of any theft, pilferage and involvement in cyber crime or any other loss caused to the Tools / Equipments provided by the Institute during the period of contract is in operation, the agency shall make the loss to the institute and apart from that, the Survey of India will be free to impose penalty/compensation to be paid for deliration, negligence, disobedience and violation act. Survey of India shall have the right to deduct appropriate amount from the contract bill to make such loss besides imposition of penalty. In such cases, the decision of the competent authority of Survey of India will be final and binding on the agency.
9. The agency selected should follow the instructions given by the management of Survey of India from time to time and in case of violation of the instructions, the agreement can be cancelled without any reference or notice.
10. The payment of Bill shall normally be paid within Fifteen days from the date of submission.
11. The Agency shall disburse the wages to his employees deployed in Survey of India on the 7th of every month in the presence of a Institute representative who will be countersigning the payment register in proof of correct payment.
12. The services of the agency can be terminated without assigning any reason by giving 30 days notice on either side.

13. The institute may, with the written consent of the Contractor may also extent the period of Contract for a period of one year under the same terms and conditions.
14. In case of non-compliance with the contract, the Survey of India reserve its right to :-
 - a. Cancel/revoke the order; and
 - b. Impose penalty up to 5% of the total value of the contract.
15. The successful bidder will have to submit a performance guarantee/ Security deposit within 14 days of the issue of Letter of intent. Perfomance security should be @ 10% of the tendered value of contract in the form of FDR/Bank Guarantee of any nationalized bank valid upto 14 month from the date of contract, in favour of "**Senior Accounts Officer, Central Pay and Accounts Office, Survey of India, Dehradun**" payable at **Dehradun**. The performance guarantee will be refunded to the Agency on completion of contract period without interest after deducting liabilities if any
16. During the period of operation of the contract, Survey of India will have full authority to recover the losses incurred by the institute due to the negligence of the manpower employed by the security agency for security and other purposes. The decision of the Survey of India with respect to calculate the losses will be final and binding.
17. The Earnest money of Rs.25,000/- (Rs. Twenty Five Thousand only) has to be deposited in the form of Demand Draft in favour of "**Senior Account Officer, Central Pay & Account Office ,Survey of India, Dehradun, payable at Dehradun.** in the prescribed letter. Earnest money shall be forfeited in case security deposit in the form of Bank Guarantee and the agreement is not signed within 07 days of order, by the agency awarded. the contract. The tender without EMD of Rs. 25,000/- in the prescribed form shall be rejected. The EMD for all participated agencies will be returned within the period of 30 days from the finalization of contract.
18. Earnest Money of all unsuccessful tenderers will be returned within 30 days after the award of contract to the successful tenderer. EMD of unsuccessful bidder will be sent by post. If it is returned undelivered, no claim will be entertained
19. The offer will be accepted subject to verification of documents and satisfactory quality of services provided by the agency to the other clients. In case any document submitted by the agency is found false, the offer shall be rejected without assigning any reasons.
20. Any canvassing in this regard shall lead to cancellation of the tender.
21. Survey of India reserves the right to reject any or all tenders/Scrap the tender process without assigning any reasons.

I/we hereby agree to the above terms and conditions.

(Signature of Tenderer with seal)

SCOPE OF CONTRACT

1. Actual number of manpower will be finalized after award of work in consultation with concerned Directorate of Survey of India. The number of manpower may increase or decrease as per requirement.
2. Details of manpower required:

Sr. No.	Particular	Qualification and Experience
1.	<p style="text-align: center;">High Skilled</p> <p>(A) System Administrator</p> <p>(B) Database Administrator</p> <p>(C) Programmer</p>	<p><u>For (A) System Administrator-</u> Educational Qualification- BE/B.Tech in Computer Science Experience :- 3 years experience in the field of system Administration and Data Base Administration. The candidate must be capable to do the following task efficiently-</p> <ul style="list-style-type: none"> - Backup and restoration of data on file servers. - Consultation services in support of any departmental relocation. - Operating System support on client machines for various Operating System :Microsoft/Open Source/Linux/Ubuntu/Macintosh etc. - Setup and configuration of new computers. - Setup and configuration of network printers/copiers. - Identification and resolution of computer problems such as system lockups, hardware failures, and connectivity problems with network. - Training end customers on logging and off the network. - Allocating/removing redundant user-id and passwords. - coordination with maintenance agencies to handle situations like network chocking, network viruses, hard disk crashes etc. - Day to day coordination with the user for software maintenance. - Onsite Facility Management Services including Local Area Network, Communication Services, Anti-Virus, Patch Management, ProxyServer/UTM and implementation of Security Policy. <p><u>For (B) Database Administrator-</u> Educational Qualification- BE/B.Tech in Computer Science Experience :- 3 years experience in the field of system Administration and Data Base Administration. The candidate must be capable to do the following</p>

- task efficiently -
- Monitoring performance and managing parameters to provide fast response to front-end users. Considering both back-end organization of data and front-end accessibility for end users.
- Refining the logical design so that it can be translated into a specific data model.
 - Further refining the physical design to meet system storage requirements.
 - Installing and testing new version of DBMS.
 - Maintaining data standards, including adherence to the data Protection Act.
 - Writing database documentations, including data standards, procedures and definitions for the data dictionary (metadata).
 - Controlling access permissions and privileges.
 - Developing, managing and testing back-up and recovery plans.
 - Ensuring the storage archiving procedures are functioning correctly.
 - Capacity planning.
 - Database backup and recovery.
 - Should be convergent with postgre SQL.

For (C) Programmer

Educational

Qualifications :- B.Tech./BE/MCA with specialization in computers/Electronics/IT

OR

M.Sc. in Computer Science/IT with one year Experience in Software development/Implementation

OR

Master's Degree in /Physics/Mathematics/Operational Research/Electronics with Graduate in Computer Science/IT/Physics/Mathematics/ Operational Research/Electronics.

Experience :- At least three years experience in software development for major software development projects including mobile operation developer on all platforms with proven programming skills and having exposure with version control system like RCS/CVS/SVN The candidate should have be aware of the latest technology development in hardware and software and capable of leading a team of developers/programmer

3. The Agency has to quote Service charge only in the financial bid.
4. Survey of India will pay the employer's contribution towards Employees Provident fund (EPF) (In Gazette Notification Of Govt. Of India) and Employees State Insurance (ESIC) (In Gazette Notification Of Govt. Of India).
5. Survey of India will deduct TDS on bills and payment shall be released within 07 days of submission of the Bills on 1st of every month along with the following enclosures:

- a. Proof of payment through Bank to each employee.
 - b. Proof of submission of EPF, ESIC, GST of last month.
 - c. Certificate in the register of wages.
6. Manpower for various works should be made available. The Manpower shall be able to perform various works as well as field duties as and when required.
 7. The personnel deployed by the Agency will be the employee of the Agency in all respects. Survey of India will not take any responsibility whatsoever in regard to the personnel provided by the Agency. The firm shall fully indemnify Survey of India, Dehradun in this respect.
 8. The Agency shall ensure the payment of wages to the staff through Bank only.
 9. The selected Agency has to enter into an agreement on Non Judicial Stamp of Rs 100/- at his own cost with the Survey of India for one year, which can further be extended for one year with the consent of both the parties.
 10. The Agency shall be responsible to register itself and obtain a valid licenses under the Central Govt. Gazette Notification and rules there under, if required it must comply with and carry out all the provisions and obligations under the said Act and Rules and shall indemnify against any penalties / claims arising out of any event, accident or of any default on its part and furnish all information to the , Survey of India, Dehradun.
 11. Survey of India will not be responsible financially or otherwise for any causality /disablement/death caused to any staff of the Agency, while providing the services under this agreement. The Agency shall obtain adequate insurance policy in respect of all his staff, engaged by him in the execution of this contract work, against all risks as may be required under any provisions of Law and to meet the liability of compensation arising out of such injury /disablement / death at work site and carry out complete obligations under the said Act/ Rules and furnish all information to the Survey of India against such penalties / claims.
 12. All the statutory provisions should be observed / followed by the Agency during the tenure of the agreement.
 13. The Bidder should attach copy of audited balance sheet for last three financial years.
 14. The tender should be signed by the applicant on all pages.
 15. Incomplete tender form without all relevant documents and efforts to conceal information will be summarily rejected.
 16. The successful bidder should have an office at Dehradun location during the period of contract.
 17. The personnel deployed by the agency should bear moral character duly verified by the police authority and of sound Physical and Mental health to carry out the work.
 18. Survey of India reserves the right to declare any person deployed by the agency as unfit for any work on account of not having proper efficiency, sound physical, mental health or creating nuisance and or any other valid reason and its decision shall be final and binding on the service provider. Any deployment / change of the contract employee should be with the consent of Survey of India authority.

19. If the Bidder withdraws the offer after submission of the tender or fails to provide the required personnel as given in point No. 2 of Scope of Contract after acceptance of tender, Survey of India reserves the right to forfeit the earnest money deposit so deposited and terminate the contract without any notice.
20. The contract may be terminated at any time without paying compensation whatsoever to the agency in the case of misbehavior, disobedience, dishonesty, clandestine insolvency, court order, cancellation of license or any other related activities on its failure to fulfill the terms and conditions of the contract. The decision of The Survey of India will be final in all matters.
21. The successful bidder shall produce all original documents connected with the contract before commencement of execution of the work.
22. The DD for earnest money, copy of Registration Certificate, , EPF and ESIC code no., GST registration and Documentary evidence regarding experience must be submitted with the tender. Service rendered at Govt./Semi Govt./ Private organizations with number of personnel provided and duration of services may be mentioned separately.
23. Copy of service satisfaction certificate / Performance certificate of existing clients served/serving must be attached.
- 24 .The wage rates shall be paid as per Central Govt, Gazette Notification of India, applicable to Dehradun. The wages shall be paid as per the existing rates including any change during the tenure of contract prescribed by the government. EPF & ESIC contribution payable for each person and the contractor's service charge, as per format of the minimum wages for High as per Central Govt, Gazette Notification of India, issued time to time.



(Lt. Col. Rakesh Singh)
Director
Chairman Procurement Board
MA&DC

TECHNICAL BID

Tender No. /15-P-CPB(2018-19)

Dated:

DESCRIPTION: Supply Of High-Skilled Manpower

Sr. No.	PARTICULARS	
1.	Name of the Contractor/Agency	
2.	Postal address	
3.	Telephone No. with STD code	
4.	Email ID	
5.	Name of Contact person	
6.	Registration No.	
7.	Provident Fund No.	
8.	ESIC No.	
9.	PAN (Permanent Account Number)	
10.	GST No.	
11.	Similar Experience of Manpower Supply to Corporate Offices/Institutions/Central Autonomous Body/Central Public sector undertaking etc. Please enclosed copy of work order of last 3 financial years (2016-17, 2017-18 & 2018-19)	
12.	Demand Draft No. & Date of E.M.D of Rs. 25,000	

CHECK LIST

Tender No.

/15-P-CPB(2019-20)

Dated:

Sl. No.	Item	
1	EMD Demand Draft	
2	Registration certificate of the firm	
3	PAN No	
4	GST No.	
5	Similar work Order (Last 3 Years)	
6	Performance Certificates	
7	ESIC Certificate	
8	EPF Certificate	
9	Income Tax Returns (Last 3 Years)	

FINANCIAL BID

[To be submitted in a separate sealed cover on Letter Head]

Tender No. /15-P-CPB(2018-19)

Dated:

To

The Chairman
CPB /Director, (MA & DC)
Map Archive and Dissemination Centre, Survey of India,
Post Box No. 28, Hathibarkala, Dehradun - 248001

Subject: Financial Bid for Supply of Manpower at Survey of India, Dehradun..

Dear Sir,

In response to tender enquiry cited above, we are pleased to enclose the following as our financial bid for your kind consideration.

TENDER NO. _____ **DT.** _____ **FOR HIRING THE SERVICES OF System Administrator, Database Administrator and Programmer.**

Description of Man Power	Unit Consolidated Rate (per month) (in Rs.)						Total
	Wages	Service Charges*	EPF Ceiling limit (Rs15,000/-)	ESIC Charges Ceiling limit(Rs21,000/-)	Total (1 to 4)	GST	
	(1)	(2)	(3)	(4)	(5)	(6)	
System Administrator							
Database Administrator							
Programmer							

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

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)

**Letter of submission of Tender for Engagement of Man Power Supply Agency
for providing - High Skilled personnel**

From:

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To

The Chairman
CPB /Director, (MA & DC)
Map Archive and Dissemination Centre, Survey of India,
Post Box No. 28, Hathibarkala, Dehradun - 248001

Sir,

Having examined the tender document related to Engagement of Man Power Supply Agency for providing - High Skilled personnel services at Survey of India, Dehradun, terms and conditions of the tender, scope of the work and objective, I/We hereby submit our offer/rates for providing - High Skilled personnel services.

If, I/We fails to submit The Security Deposit of Rs. 50,000.00/- (Rs. Fifty Thousand only) on selection and sign the agreement in favour of Survey of India within 07 days of the issue of order, we agree that the Owner shall have full authority to forfeit the Earnest Money Deposit of Rs. 25,000/-.

I/We confirm having deposit earnest money Rs. 25,000/- (Rs. Twenty Five Thousand Only) by DD/Banker Cheque No. drawn on _____.

**Signature of Bidder with Stamp
& Date**