

**Survey of India  
Madhya Pradesh Geo-spatial Data Center  
Jabalpur**

**E-TENDER NOTICE**

**Hiring of the Services of Unskilled Personnel, Security Guard and Safaiwalas**

Director, Madhya Pradesh Geo-spatial Data Center (M.P.G.D.C.), Survey of India, Jabalpur invites online bids under two bid system (Technical bid and financial bid) from reputed firms for hiring the services of Unskilled Personnel, Security Guards and Safaiwalas. Any Bidder can bid for any one service or all services.

Sl.No.	Description of the Services	Required Nos. of persons	Terms and conditions
1	Unskilled Personnel	15	Annexure -I
2	Security Guards	14	Annexure -II
3.	Safaiwalas	03	Annexure -III

The details of e-Tender along with complete terms and conditions are available on Survey of India website: [www.surveyofindia.gov.in](http://www.surveyofindia.gov.in) (for reference only) as well as on the NIC portal i.e. <https://eprocure.gov.in/e-procure/app> and be may read out carefully before submitting the bids. Bids received by offline mode are **not** acceptable.

**CRITICAL DATES**

Publishing Date	12.02.2018(14:00 hrs)
Bid Submission Start Date	13.02.2018(11:00 hrs)
Bid Submission End Date	14.03.2018(14:00 hrs)
Opening Date	15.03.2018(15:00 hrs)

For any queries/clarification on content of Tender document, you may kindly contact, Madhya Pradesh Geo-spatial Data Center at phone No.0761-2646124 or write to [mp.gdc.soi@gov.in](mailto:mp.gdc.soi@gov.in). However, any queries relating to the process of online submission of bids relating to CPP portal in general may be directed to CPP portals 24 x 7 Help Desk Number 0120-4200462, 0120-4001002, 0120-4001005.

DIRECTOR  
M.P.G.D.C., Jabalpur.

### **General Terms & Conditions:-**

1. Terms and conditions specific to the services of the Unskilled Personnel, Security Guards and Safaiwalas are given in Annexure –I, II, III respectively.
2. The interested bidders will have to send the DD/BC only as EMD in favour of **E&AO, M.P.G.D.C.** and payable **at Jabalpur** to the following address:

The Director,  
Madhya Pradesh Geo-spatial Data Center (M.P.G.D.C.),  
Survey of India,  
Vijay Nagar,  
Jabalpur – 482 002  
MADHYA PRADESH

3. The EMD amount in respect of different services is given below:

Sl.No.	Description of the Services	EMD in Rs.
1	Unskilled Personnel	75,000/-
2	Security Guards	1,00,000/-
3.	Safaiwalas	25,000/-

4. The EMD should reach Madhya Pradesh Geo-spatial Data Center (M.P.G.D.C.), Survey of India, Jabalpur before the date of opening of the tender otherwise the bid will be considered as nonresponsive. The EMD will be refunded to the unsuccessful bidders except that of the **first lowest bidder** and **second lowest bidder (L1 and L2)**.
5. In case, if the lowest bidder does not provide the services of Unskilled Personnel, Security Guards and Safaiwalas within 15 working days of issuing of Award of Contract (AoC), the EMD deposited by him shall be forfeited without any communication. Thereafter, services of Unskilled Personnel, Security Guards and Safaiwalas will be offered to the second lowest bidder at the price offered by first lowest acceptable bidder.
6. In case of any dispute arises relating to any aspects of this contract between two parties, the decision of the Director, M.P.G.D.C. shall be final and binding.
7. In case the date of opening of tender is declared as a holiday on any account, the opening will be taken place on the next working day.
8. The Director, M.P.G.D.C. reserves the right to cancel any or all bids received without assigning any reason there on.
9. **Documents to be uploaded on the e-procurement portal in technical bid are as under:-**
  - i. EMD in favour of **E&AO, M.P.G.D.C.** payable at **Jabalpur** as mentioned in para 3 above for Rs. 2,00,000/- (Rupees Two Lakhs only) in the form of DD/BC.
  - ii. Each page of bid and it's Annexures (without omission), are to be signed and stamped by the bidder in token of acceptance of all terms and conditions, failing which, the bid may be rejected at the stage of examination of Technical Bid.
  - iii. Copy of Certificate of incorporation (in case of Company) [or] Copy of Partnership deed (in case of Partnership Firm) along with Power of Attorney, if all the partners have not signed the tender documents in each page [or] Copy of Registration Certificate (in case of sole Proprietorship).
  - iv. Copies of Certificate or Registration under Goods & Services Tax, ESI and EPF.

- v. Certificate of experience for carrying out this work in at least one Govt. Institution / PSU. List of major customers, their address and period of contract is to be provided invariably as this will become a very important document during evaluation.
- vi. Copy of Income Tax returns for last 3 years, i.e. 2015-16, 2016-17 and 2017-18.
- vii. Copy of PAN Card.
- viii. Declaration as per Annexure-IV.
- ix. Undertaking regarding blacklisting (Annexure-V).
- x. Scanned copy of undertaking that the firm will not sublet/transfer the contract to any other firm.
- xi. Acceptance certificate (Annexure-VI).

10. **PRICE BID:-** The price bid shall be filled on-line as per BOQ-Bill of Quantity as in given excel format with this tender . The offline financial bids will not be accepted in any case.

#### 11. **BID OPENING PROCESS**

- i. Online bids which are complete in all respects which are received along with original EMD will be opened as per the schedule given in NIT.
- ii. Technical bids of only those bidders, whose EMD, and other documents mentioned in para 8 are found to be in order, will be opened in same bid opening session.
- iii. Financial bids of only those bidders, whose technical bids are found technically qualified, will be opened at a later date for further evaluation.

#### 12. **TECHNICAL EVALUATION**

- i. The evaluation of the tenders will be made by a Committee authorized by the competent authority first on the basis of technical information furnished by the bidders as mentioned in para 8 above. The Financial bid of only those bidders will be opened who are found eligible on the basis of technical parameters.
- ii. Bids shall be evaluated to determine whether they are complete in all respects; whether required documents have been properly signed and whether bids are generally in order. During the technical evaluation, if any of this parameter is not met, the bid will be summarily rejected.

#### 13. **FINANCIAL EVALUATION**

- i. The financial bids of technically ineligible bidders will not be opened.
- ii. If there is any discrepancy between words and figures, the amount in words shall prevail.
- iii. The Basic rate quoted in BoQ should not be less than the Minimum wage (BASIC+VDA) as applicable in the Jabalpur as decided by the Dy. Chief Labour Commissioner (Central), Jabalpur as on the date of opening of the financial bid. **The rate quoted should be the rate for one month per head.** All such financial bids with Basic rates quoted less than the Minimum wage as mentioned above will be summarily rejected.
- iv. **The period of contract is about one year and the rate so quoted should be valid for the entire period of contract. No revision of rates will be made during the contract period.**
- v. The Tender Evaluation Committee (TEC) shall evaluate in detail and compare the respective bids and comparison of bids shall be on the service offered inclusive of

all the levies and charges indicated in BoQ. Responsive bid is one, which conforms to all the terms and conditions of the bid document.

- vi. If a firm quotes “NIL” or “ZERO” Service charges, the bid shall be treated as unresponsive and will not be evaluated and summarily rejected.
- vii. The ranking of tenders will be determined on the basis of Service charges and other charges quoted and lowest quoting (L1) bidder will be selected.
- viii. No Enquiry shall be made by the bidder(s) during the course of evaluation of tender, after opening of bid, till final decision is conveyed to the successful bidder. However, the Tender Evaluation Committee / its authorised representative can make enquiry/ seek clarification from the bidders, which the bidder must furnish within the stipulated time else the bid of such bidder will be rejected.
- ix. If format of financial bid found modified by the bidder, the bid will be rejected.

#### **14. RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS**

The Director, MPGDC, Survey of India, Vijay Nagar, reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder or bidders on the grounds for his action. The decision of Director, MPGDC in this regard shall be final and binding on all participating bidders.

15. Director MPGDC also reserves the right to blacklist a bidder for a suitable period in case he fails to honour his bid without sufficient grounds.

#### **16. COMPLIANCE WITH LAWS:**

- i. During continuance of the contract, the Contractor shall abide at all times by the existing labour enactments and rules made there under, regulations, notifications and bye laws of the State or Central Government or local authority and any other labour law (including rules), regulations, bye laws that may be passed or notification that may be issued under any labour law in future either by the State or central Government or local authority. If the O/o MPGDC, Survey of India is caused to pay or reimburse, any amount as may be necessary due to cause or observe or for non observance of any provisions stipulated in the notification/bye laws/Acts/Rules/Regulations including amendments, if any, on the part of the Contractor then the Director, MPGDC, Survey of India, shall have the right to recover from the amount due to the Contractor or from his performance Security any sum required or estimated to be required for making good the loss or damage suffered by the MPGDC, Survey of India.
- ii. The Director, MPGDC shall have the right to deduct from the money due to the contractor, any sum required or estimated to be required, for making good the loss suffered by a worker or workers, by reason of non fulfillment of the conditions of the contract of the benefit of the workers, nonpayment of wages or of deduction made from his or their wages which are not justified by their terms of the contract or non observance of the Regulations.

#### **17. TERMS OF PAYMENT:**

- i. No payment shall be made in advance nor any loan from any bank or financial institution, shall be recommended on the basis of the order of award of work.
- ii. The contractor shall submit the **monthly** bill in the first week of following month in respect of previous month for sanction of the amount of bill and passing the bill

for payment. It will be the responsibility of the Contractor to produce previous month's ESI, EPF contribution receipts and salary statements of the employees as per Minimum Wages Act, duly signed by them along with the bill for payment and attendance sheet of full month, to facilitate Director, MPGDC to pass the payment.

- iii. All payments shall be made by direct transfer to the account of the contractor after deduction of TDS, or any other statutory deduction.
- iv. Director MPGDC shall be at liberty to withhold any of the payment/ payments in full or in part subject to recovery of penalties mentioned in para 16 above.
- v. The term payment/ payments mentioned in this para includes all types of payment/payments due to the Contractor arising on account of this Contract excluding Earnest Money and Security Deposit governed by the separate clauses of the contract.

#### **18. CONDUCT**

- i. The personnel employed by the contractor should be courteous and polite in behavior towards all the officers and employees of the MPGDC, Jabalpur.
- ii. The personnel will be bound to observe all instructions issued by the MPGDC authority concerning general discipline and behavior.
- iii. The penalty clause will apply if the personnel engaged are found/ reported to be demanding tips in cash/ kind. This may also lead to cancellation of contract.
- iv. Neither the contractor nor the personnel employed will chew pan / Gutkha or smoke in the MPGDC office premises. The personnel shall not play cards, consume liquor or narcotics or indulge in gossip with any outsider while on duty within the premises of MPGDC.
- v. If any person's work is not satisfactory, the matter will be reported to the contractor and the contractor shall not deploy such person in MPGDC Jabalpur.
- vi. The personnel will abstain from taking part in any staff union and association activities.

19. **THEFT:** The contractor shall be responsible for any theft of the items from the rooms or any other area being cleaned. The details of the stolen materials/ stores, will be given to the contractor in writing by the designated authority and the full cost of the material reported stolen will be recovered from the contractor within 4 weeks from the date of theft. The decision of the Director, MPGDC on this will be final and binding on the contractor.

#### **20. PENALTY**

- i. The contractor shall not be paid an amount equal to one day's wages/payment for each day or part thereof, for unsatisfactory work by an employee engaged by him in addition to a penalty of Rs. 200/- per occasion per area as per decision of in charge of that area. Non-performance or improper performance of the work will, invite this penalty clause.
- ii. The contractor shall not be paid an amount equal to the wages/day for the personnel not reporting for duty. If the contractor does not make substitute arrangement for more than 2 days of absence of personnel, a penalty equivalent to double the wages per day will be deducted from the monthly payment.

DIRECTOR  
M.P.G.D.C., Jabalpur.

## ANNEXURE -I

### Terms and Conditions of Unskilled personnel:

1. The Unskilled Personnel will be primarily employed for office duties at various places in the O/o Madhya Pradesh Geo- Spatial Data Centre, Survey of India, Vijay Nagar, Jabalpur (M. P) 482002 .
2. They will work in **FIVE** days a week from Monday to Friday. The Unskilled Personnel shall have to work for 8 hours per day during day time between 09:00 hour to 17:30 hours (With half hour lunch break) except Saturday and Sunday.
3. The Contractor shall provide dedicated unskilled personnel and any change in the personnel supplied should be made only in very exceptional circumstances with the prior permission of Estate Officer, MPGDC.
4. Replacement of unskilled personnel should be provided in the event of sickness or in any other circumstances, when the Unskilled Personnel is absent.
5. The legal disputes if any are Jabalpur jurisdiction only.

## ANNEXURE -II

### Terms and Conditions of Security Guards:

1. They will work in **SEVEN** days a week and round the clock in three shifts each of 8 hours.
2. The Contractor should provide the service of the experienced Security Guards and will furnish a certificate that the Security Guards are experienced and none of the Security Guard was discharged from the service on ground of criminal charges, theft and unreliability.
3. The Contractor shall ensure that the behaviour of the Security Guard deployed by them is decent. The Second Party shall be fully responsible for the misconduct and indecent behaviour by the Security Guard so deployed. Such Security Guard, whose conduct is reported against, shall have to be immediately replaced. The Contractor should ensure that the Security Guards should perform their duties in efficient manner specially during the period office remains closed i.e., in holidays and nights.
4. Checking of all incoming and outgoing goods and office property Etc. and keeping proper records of movement of such goods by maintaining gate pass system and details of persons accompanied, outside/Office Staff or Officers.
5. Collection of intelligence for providing information with regards to strike, riots and any other unusual happening in the area and assistance and protection in case of strike, riots, staff unrests, fire Etc.
6. Assistance and active participation in removal of unauthorized persons present in the MPGDC Campus, including seeking Police assistance with the knowledge and authorization of Security & Estate Officer of MPGDC, Jabalpur.
7. The expenses to be incurred on providing uniform, lathies, torches, Whistles, Etc. to the security personnel deployed by the contractor will be borne by the contractor.
8. Contractor should be capable of providing security arrangements as per the contract to all the premises immediately from the date of award of contract, and shall be responsible himself for any damage directly or indirectly caused due to lapse of his personnel or himself.
9. Shift timings of the security personnel deployed will be decided by the Director MPGDC, Jabalpur.
10. The security personnel engaged by the contractor should not be from the local area as far as the rule.
11. The minimum wages statutory obligations & other legal requirements should be the liability of Contractor.
12. The legal disputes if any are Jabalpur jurisdiction only.
13. A log sheet specifying daily reporting and relieving time of security guards shall be maintained for each guard. The contractor should submit the duly filled in log sheet, signed by the controlling officer, along with the bill, on monthly basis.
14. The Contractor shall provide dedicated security guards and any change in the personnel supplied should be made only in very exceptional circumstances with the prior permission of Estate Officer, MPGDC.
15. Replacement of security guards should be provided in the event of sickness or in any other circumstances, when the guard is absent.

## **ANNEXURE -III**

### **Terms and Conditions of Safaiwala :**

1. The Safaiwala will work in **FIVE** days a week from Monday to Friday. The Unskilled Personnel shall have to work for 8 hours per day during day time between 09:00 hour to 17:30 hours (With half hour lunch break) except Saturday and Sunday.
2. Cleanliness, maintenance and upkeep of premises of MPGDC, Jabalpur.
3. Cleanliness of open spaces, areas around all section, roads and pavements etc.
4. Removal of bushes, shrubs, grass and pruning of trees.
5. Maintenance of gardens, lawns and plants.
6. Any other conservancy tasks as assigned by Director MPGDC, Jabalpur.
7. The contractor should provide the service of the experienced Safaiwalas and will furnish a certificate that the Safaiwalas are experienced and none of the Safaiwalas was discharged from the service on ground of criminal charges, theft and unreliability.
8. The Contractor shall ensure that the behaviour of the Safaiwalas deployed by them is decent. The Contractor shall be fully responsible for the misconduct and indecent behaviour by the Safaiwalas so deployed. Such Safaiwalas, whose conduct is reported against, shall have to be immediately replaced.



**ANNEXURE-IV**

**DECLARATION**

**(To be submitted along with the documents of Technical Bid)**

***Sub: Tender for Hiring of Services of Unskilled Personnel, Security Guard and Safaiwalas***

1. I / we \_\_\_\_\_ Son/Daughter of Shri \_\_\_\_\_  
Proprietor/Partner/Director/Authorised signatory of M/s. \_\_\_\_\_  
\_\_\_\_\_ am/are competent to sign the declaration and execute this tender document  
(No. \_\_\_\_\_).
2. I have carefully read and understood all the terms and conditions of the tender which are fully acceptable to me.
3. The information/ documents furnished along with the above tender are true and authentic to the best of my knowledge and belief. I/We am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Date: \_\_\_\_\_

Place: \_\_\_\_\_

(Signature of Tenderer with Stamp of the Firm)

**Note:**

1. The above declaration by the authorised signatory of the tenderer in token of acceptance of all the terms and conditions should be uploaded with the Technical Bid. Technical bids without this form shall be summarily rejected.
2. The above declaration may also be furnished on the letterhead of bidder.

**ANNEXURE-V**

**UNDERTAKING**

**(To be submitted along with the documents of Technical Bid)**

To

The Director,  
MPGDC,  
Jabalpur.

**Sub: Tender for Hiring of the Services of Unskilled Personnel/ Security Guards/Safaiwala**

Ref: Tender No. \_\_\_\_\_ dated \_\_\_\_\_

Dear Sir,

I/We \_\_\_\_\_ hereby confirm that our firm is neither banned nor blacklisted by any unit of Department of Government of India nor any blacklisting is current.

Signature of Bidder : \_\_\_\_\_

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

Place : \_\_\_\_\_

Date : \_\_\_\_\_

Seal :

**ANNEXURE-VI**

**TENDER ACCEPTANCE LETTER**

**(To be given on Company Letter Head and is to be Enclosed with Technical Bid)**

To

The Director,  
Madhya Pradesh Geo-spatial Data Center (M.P.G.D.C.),  
Survey of India,  
Vijay Nagar, Jabalpur.

Dated: \_\_\_\_\_

**Sub: e-TENDER Hiring of the Services of Unskilled Personnel, Security Guard and Safaiwalas - Acceptance of Terms & Conditions of Tender.**

**Tender Reference No:** \_\_\_\_\_

**Dear Sir,**

1. I/We have downloaded the tender document(s) for the above mentioned "Tender/Work" from the website(s) namely: \_\_\_\_\_ as per your advertisement given in the above mentioned website(s).
2. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No. 1 to 24 (including all documents like annexure(s), schedule(s), etc), which form part of the contract agreement and I/we shall abide hereby by the terms/conditions/clause contained therein.
3. The corrigendum(s) issued from time to time by your department/organization too have also been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document (s)/corrigendum(s) in its totality/entirely.
5. In case any provisions of this tender are found violated, then your department/organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said Earnest Money Deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)