

भारतीय सर्वेक्षण विभाग  
**SURVEY OF INDIA**

**DEPARTMENT OF SCIENCE & TECHNOLOGY**



**TENDER DOCUMENT FOR HIRING OF VEHICLES FOR FIELD DUTIES OF  
SURVEY OF INDIA**

**Tender No. 4461 /16-H(Hired Vehicle) Dt. 10.09.2018**

<b>DATE AND TIME OF PRE BID CONFERENCE-</b>	<b>26<sup>th</sup> September 2018, 03:00 PM</b>
<b>LAST DATE OF SUBMISSION OF TENDER -</b>	<b>09<sup>th</sup> October 2018, 11:00 AM</b>
<b>DATE OF OPENING OF TECHNICAL BID -</b>	<b>10<sup>th</sup> October 2018, 03:00 PM</b>
<b>DATE OF OPENING OF FINANCIAL BID -</b>	<b>15<sup>th</sup> October 2018, 03:00 PM</b>

**TOTAL PAGES: 17**

Tender Document can only be downloaded from Survey of India website:  
[www.surveyofindia.gov.in](http://www.surveyofindia.gov.in) and Central Public Procurement Portal  
Any Corrigendum related to tender document will be hosted on Survey of India website:  
[www.surveyofindia.gov.in](http://www.surveyofindia.gov.in) only

### TENDER DOCUMENT FOR HIRING OF VEHICLES FOR FIELD DUTIES OF SURVEY OF INDIA

Director, Rajasthan Geo Spatial Data Centre, Survey of India, Great Arc Bhawan – I, Sector – 10, Vidhyadhar Nagar, Jaipur – 302039 invites sealed tender for hiring of vehicles for field duties as per details furnished below :-

#### 1.0 PARTICULARS OF THE TENDER:

<b>Designation and address of the authority</b>	Director, Rajasthan Geo Spatial Data Centre, Survey of India, Great Arc Bhawan – I, Sector – 10, Vidhyadhar Nagar, Jaipur – 302039 Ph: 0141 2236840
<b>Tender No.</b>	_____
<b>Tender Fees.</b>	Rs. 500/-
<b>Name of Work</b>	Hiring of vehicles for field duties of Survey of India
<b>Scope of Work</b>	The VEHICLES will be employed FOR FIELD SURVEY WORK in Rajasthan and adjoining areas as per requirement.
<b>Type of vehicles required with driver</b>	Diesel driven Utility Vehicle only (Non-AC). Tata Xenon/ Mahindra Pickup/ Mahindra Bolero Camper or equivalent (4 Seater + waterproof Canvas Covered/steel covered cargo box).
<b>No. of vehicles required</b>	Appx. 03 (The Director, RGDC may increase or decrease the number of vehicles at the time of commencement or during the contract period depending upon the prevailing circumstances)
<b>Year of Manufacture</b>	Not earlier than five years from the date of tender.
<b>Minimum fuel consumption in kmpl</b>	Not less than 10 kmpl or mileage given by authorised third party agency, whichever is more
<b>Condition of the vehicle</b>	Vehicle offered for hire should be in good condition particularly in respect of (a) Engine (b) Body (c) Tyre (d) Pint (e) Upholstery (f) Clutch (g) Brake (h) Gearbox
<b>Provision of Diesel, Oil &amp; Lubricant</b>	The Director, RGDC, Survey of India will provide Diesel only
<b>Approximate period of hiring of vehicles</b>	03 to 06 Months (The Director, RGDC may increase or decrease the duration at the time of commencement or during the contract period depending upon the prevailing circumstances)
<b>Availability of vehicle</b>	Vehicle will be required at the time of actual field duty irrespective of day or night
<b>Area of field duty</b>	Rajasthan & adjoining areas
<b>Validity of bid</b>	Bids offered will remain valid for 180 days from the date of opening of Technical bid.
<b>Place of Opening of Tenders</b>	Rajasthan Geo Spatial Data Centre, Survey of India, Jaipur.
<b>Tender can be submitted at</b>	Tender box kept at the Office of the Director, Rajasthan Geo Spatial Data Centre, Jaipur during working hours.

<b>Tenders to be Addressed to Postal Address</b>	The Director Rajasthan Geo Spatial Data Centre, Survey of India, Great Arc Bhawan - I, Sector - 10, Vidhyadhar Nagar, Jaipur - 302039.
<b>Date and Time of Pre Bid Conference</b>	26 <sup>th</sup> September 2018, 03:00 PM at:- Rajasthan Geo Spatial Data Centre, Survey of India, Great Arc Bhawan - I, Sector - 10, Vidhyadhar Nagar, Jaipur - 302039
<b>Last date and time of receiving Tenders</b>	10 <sup>th</sup> October 2018, 11:00 AM 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.
<b>Date and time for opening of Technical Bids</b>	10 <sup>th</sup> October 2018, 03:00 PM
<b>Date and time for opening of Financial Bids</b>	15 <sup>th</sup> October 2018, 03:00 PM
<b>Total Number of Pages of tenders documents</b>	17

## **2.0 ELIGIBILITY CRITERIA(FOR THE AGENCY):**

- a) The firm should be registered with appropriate Govt. Agency and must possess valid Registration certificate. Self-attested photo copy of Registration certificate is to be submitted along with Tender/ Technical bid.
- b) Details of works of similar nature carried out in Central/State Govt. bodies/Department/PSUs/Autonomous bodies/industries/factories/or other similar organization during the last 3 years ending on 31 March, 2018. Documentary proof is to be submitted along with tender/ Technical bid.
- c) The tenderer should enclose self-attested photocopy of ITR for last three financial years along with Tender/ Technical bid.
- d) Each page of the tender must be signed by the tenderer.
- e) The tenderer should enclose copies of balance sheet and Profit & Loss A/c of previous three financial years ending 31 March 2018 duly certified by CA along with Tender/ Technical bid.
- f) Self-attested photo copy of certificates/allotment letters of **GSTN and PAN are** to be submitted along with Tender/ Technical bid.
- g) Self-attested photo copy of registration/allotment letters of **EPF & ES** etc. are to be submitted along with Tender/ Technical bid, if applicable or submits self-declaration for not applicability of these requirements.

## **3.0 TENDERING PROCESS:**

**Tendering Process:** The tender should be submitted in sealed covers.

- (A) The first sealed cover should be superscribed "**Technical Bid**" and should contain:
  - i) Checklist of documents submitted as per Annexure-A.
  - ii) The Proforma as per Annexure-B.
  - iii) Acceptance of Tender offer as per Annexure-C.
  - iv) Documents related to previous experience in Government/Semi-Government/ Autonomous agencies as per Annexure-D.
  - 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 (Calendar month) per vehicle 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 VEHICLES NOT TO BE OPENED BEFORE 10<sup>th</sup> October 2018 03:00 PM**'. This should be addressed to **DIRECTOR, Rajasthan Geo Spatial Data Centre, Survey of India, Great Arc Bhawan - I, Sector - 10, Vidhyadhar Nagar, Jaipur - 302039** and sent by post or dropped in the Tender box. 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.
- (D) The tenderer name, telephone number, email ID and complete mailing address shall be indicated on the cover of the outer envelope.

#### **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 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 tender 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 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, Rajasthan Geo Spatial Data Centre 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, Rajasthan Geo Spatial Data Centre 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, Rajasthan Geo Spatial Data Centre 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.

#### **4.0 SCOPE OF THE WORK, ELIGIBILITY AND QUALIFICATION CRITERIA FOR VEHICLES WITH DRIVERS TO BE HIRED:**

- a) Vehicle will be required for carriage of Survey of India officials and any other person as authorised by Director, RGDC, Survey of India with stores, instruments, luggage etc. required to carry out field survey work.
- b) All the vehicles will be provided with qualified Drivers. The Drivers should be of Indian Nationality, male with more than 18 years & less than 50 years of age and minimum 8<sup>th</sup> Pass with sound health and vision.
- c) The drivers of the vehicle must have valid commercial driving license.
- d) He should be ready to work in the states of Rajasthan and adjoining areas as per the requirement of RGDC.
- e) Vehicle provided by agency should be of sound condition and should have complete documents.

## **5.0 TERMS AND CONDITIONS:**

1. After the award of the contract, it will be the responsibility of the Tenderer to place the vehicle(s) for inspection, if called for, at his own cost along with all relevant documents in original. The following documents in original have to be produced:-
  - a) Necessary permit for driving the vehicles in area of field duty.
  - b) Valid Commercial registration & PUC certificate of vehicle.
  - c) Valid comprehensive insurance cover policy of vehicle.
  - d) Vehicle fitness certificate for the tender period.
  - e) Valid diving license of Driver.
  - f) Valid comprehensive insurance cover policy of Driver.
2. Vehicle(s) should be owned by Agency and ownership documents of vehicle(s) have to be produced at the time of inspection. If vehicle(s) is not owned/not in the name of agency than, NOC from owner for placing vehicle for Survey of India field duties along with ownership documents of vehicle is to be produced at the time of inspection.
3. Vehicles should be Diesel driven only.
4. Vehicle should have sound Tyre conditions and at least one extra Tyre of sound condition.
5. The vehicles offered for hiring should have necessary R.T.O. clearance and should be registered as Commercial vehicles. The office of the Director RGDC, Survey of India, Jaipur, will not be responsible for any R.T.O. regulatory matters relating to registration of vehicles etc.
6. Hiring charges should include cost of repairs, regular servicing, lubricants, pay and allowances of driver, food and lodging of driver etc. but exclude the cost of diesel.
7. Toll Tax, Parking Charges, inter-state tax, if any, will be borne by Survey of India.
8. Rates quoted by Tenderer should be valid for at least one year from date of award of tender.
9. Successful Tenderer shall ensure that sufficient cash is available with drivers at all times to cover essential contingent expenditure, urgent repairs and other essential expenditures.
10. In the event of any accident or damages while vehicle is on Survey of India duty, Survey of India shall be completely free from any liability of the nature connected with accident/damages. The Tenderer will be fully and exclusively responsible for any damage to the vehicle(s) or any injury to driver or any other person in employment of Tenderer including any third party claims. In no case, the Survey of India will liable for any type of compensation/medication to the person in employment of Tenderer or to the damaged vehicle including any third party claim. However, if damage or loss is incurred to Survey of India and/or its employees (including contract labour hired by Survey of India), as a result of any accident or any other reason involving failure of vehicles/driver, Tenderer shall reimburse on demand and without any demur the compensation/damage charges.
11. Survey of India shall not be responsible for any claim that arises due to damages, injuries, pilferage to the Tenderer's vehicle(s)/property under any circumstance while the vehicles(s) are engaged in Survey of India duty.
12. The Tenderer must submit a declaration regarding non-involvement of vehicle(s) being offered for hire in any accident/court case etc. The Tenderer must submit a declaration that the drivers offered for service do not have any criminal record neither have any tendency for criminal activity. The Tenderer will be completely responsible for the conduct of their driver during the tenure of hiring.
13. Repairs to the vehicle/s to be carried out by the Tenderer immediately during the period of hire.
14. In case of major break down of any vehicle, the replacement of the same must be provided by the Tenderer within 24 hours of break down, failing which office of the Director, RGDC, Jaipur shall have the right to hire any other vehicle(s) against break down vehicle(s) at the expense of the Tenderer and the Tenderer will be liable to pay such further sum as will be sufficient to meet the difference of cost between the rate tendered and those at which the hiring is actually made, if it is higher.
15. Vehicles and drivers must be available during entire period of engagement. For the period of "absence of driver" or "Unavailability of vehicle" no payment will be made. In case of absence of driver of any vehicle or unavailability of vehicle, the replacement of the same must be provided by the Tenderer within 24 hours, failing which, the office of the Director, RGDC, Jaipur, shall have the right to hire any other vehicle(s)/driver(s) at the expense of the Tenderer and the Tenderer will be liable to pay such

further sum as will be sufficient to meet the difference of cost between the rate Tendered and those at which the hiring is actually made, if it is higher.

16. Duty certificate regarding the presence of vehicle/ driver furnished by the Director, RGDC or his authorized representative on the basis of concerned car diary/relevant record maintained for the purpose, shall be final and admissible for payment.
17. In case of long distance run of vehicle, for repairs or its use for any other private purpose by the driver/Tenderer, the cost of diesel shall be borne by the Tenderer.
18. The Tenderer should furnish a certificate that all the terms and conditions of the Tender document are understood by the Tenderer and ready to accept the same without any variation.
19. An agreement (Annexure 'F') which is enclosed with the TENDER document is to be executed by the successful Tenderer at his cost.
20. The driver will have to halt with the Survey team, keep the vehicle ready for field duty and follow all instructions of Director, RGDC or his authorized representative as per the requirement, in the area of work in Rajasthan and adjoining areas.
21. In case of payment of hiring charges to be made for a period of less than one calendar month, the payment will be made on pro-rata basis.
22. Non-pollution certificate from concerned authority to be submitted along with Tender and it will be the responsibility of the Tenderer for obtaining subsequent pollution certificate during contractual period of hiring.
23. During the contract period, if the vehicle is seized/ detained/ impounded by Police or transport authorities for any reason whatsoever, it would be the sole responsibility of the firm.
24. The Director, RGDC, Survey of India, Jaipur-302039 reserves the right to reject any or all Tenders without assigning any reasons.
25. The service providers should have local offices at Jaipur to ensure satisfactory fulfillment of contractual obligations.
26. The successful tenderer has to sign an agreement at his own cost with validity of one year from the date of award of contract on a Non Judicial Stamp Paper of appropriate value. The agreement would be in between the Director, RGDC, Survey of India, Great Arc Bhawan – I, Sector – 10, Vidhyadhar Nagar, Jaipur and the successful tenderer/Agency. The Agreement proforma is attached as Annexure "F".
27. The Contractor shall ensure regular health checkup of his contract personnel/Drivers and compliance of provisions of Labour Act or any other law as applicable.
28. The Director RGDC may terminate the contract at any point of time with or without assigning any reason thereof by giving one month's notice. In this case Performance Security Deposit submitted to the Director, RGDC will be refunded to agency after all clearance. However, if services are not found satisfactory, Director RGDC may terminate the contract with immediate effect and forfeit Performance Security Deposit submitted to the Director, RGDC.
29. 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 Director, RGDC. In case of discontinuation, without prior notice or a notice less than 60 days prior to the intended date of discontinuation, the Director RGDC 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.
30. The contract will be awarded for an initial period of six months. However the competent authority reserves the right to reduce the contract period or to even extend it as per the requirement.
31. The successful firm/ agency has to furnish third party mileage check report on monthly basis and cost of same is also born by the successful firm/ agency. Third party check should be done from authorized dealers only and should be done in presence of Director, RGDC or any person authorized by him.

## **6.0 EARNEST MONEY DEPOSIT (TENDER SECURITY):**

- (a) Earnest Money Deposit of fixed amount of Rs.20,000/- (Rupees Twentythousand only) in the form of Bank Guarantee or FDR 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 **"Establishment and Accounts**

**Officer, R.G.D.C., Survey of India, Jaipur** payable at Jaipur should be submitted along with the tender. Firms registered in NSIC will be exempted from submitting EMD provided they submit the relevant valid certificate. Shortfall in amount of Earnest Money Deposit, if any, will result in rejection of the Tender. The Bank Guarantee/FDR 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 30<sup>th</sup> 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 10% 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 **“Establishment and Accounts Officer, R.G.D.C., Survey of India, Jaipur”** payable at Jaipur 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. In case, contract is awarded to a firm/agency and such firm/agency fails to provide the services 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. Tender duly signed by tenderer must be addressed to **The Director, Rajasthan Geo Spatial Data Centre Survey of India, Great Arc Bhawan - I, Sector - 10, Vidhyadhar Nagar, Jaipur - 302039** and not to any individual by name and should be dropped in tender box placed at office premises of the Director, Rajasthan Geo Spatial Data Centre Survey of India, Great Arc Bhawan - I, Sector - 10, Vidhyadhar Nagar, Jaipur - 302039.
3. The tender can also be sent by post to the above address. However, The Director, Rajasthan Geo Spatial Data Centre Survey of India, Great Arc Bhawan - I, Sector - 10, Vidhyadhar Nagar, Jaipur – 302039 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, without compliance of Check List and other necessary documents shall be summarily rejected.
5. Tenderer if so desire may be present on the date and time of opening Tender.
6. It would be sole responsibility of the Agency to provide all the statutory benefits and contributions of ESI, PF etc. to drivers at his own cost.
7. 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.
8. 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 authenticate and no further clarification will be sought from the tenderer.
9. 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.

10. The Director, Rajasthan Geo Spatial Data Centre Survey of India, Great Arc Bhawan - I, Sector - 10, Vidhyadhar Nagar, Jaipur – 302039 reserves the right to reject any or all the tenders without assigning any reasons thereof.
11. The contract will be awarded for an initial period of 06 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.
12. 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 rates will be entertained. The Agency will have to provide its Telephone numbers to be available for contact for 24 hours x 7 days.
13. All notice, communications, reference and complaints made by the Agency concerning the work shall be in writing addressed to **The Director, Rajasthan Geo Spatial Data Centre Survey of India, Great Arc Bhawan - I, Sector - 10, Vidhyadhar Nagar, Jaipur – 302039** only. Other modes are not recognized.
14. If any dispute or difference shall arise including this contract, the settlement of which is not herein before provided for the same shall be referred to the arbitration of the Surveyor General of India. Surveyor General of India may nominate, in writing, any officer to act as arbitrator and the decision of Surveyor General of India or officer nominated by him shall be final and binding on the parties to this contract.

#### **9.0 PAYMENT TERMS:**

- (i) Payment to the Service provider will be made on monthly basis (Calendar month) by the office after deduction of applicable taxes at the rates in force as per applicable laws/Acts.
- (ii) Payment will be made on the basis of actual service of vehicles provided by the Agency after reducing the non-availability of vehicle days due to breakdown etc. from the calendar month days.
- (iii) The payment will be made on the basis of actual number of vehicles utilized.
- (iv) Payment will be made to the service provider/Agency on monthly basis (Calendar month) only through e-payment gateway.
- (v) In case of minimum fuel consumption in kmpl as already specified as “not less than 10 kmpl or mileage given by authorised third party agency, whichever is more”, is not achieved by any vehicle, then the extra diesel consumed will be calculated based on difference of diesel consumed and diesel consumption based on 10 kmpl or mileage given by authorised third party agency, whichever is more, average. And this extra diesel consumption calculated multiplied by price of diesel on the last day of month (for which bill is produced) will be deducted from the payment due for the vehicle.

#### **10.0 TAXES**

Taxes as applicable will be deducted at source from each bill for which necessary PAN is required to be provided. Self-Attested photocopy needs to be enclosed.

**Director  
Rajasthan Geo Spatial Data Centre**



**Annexure 'A'****CHECK LIST**

<b>Sl. No.</b>	<b>List of Items</b>	<b>Submitted (Put Tick Mark)</b>
1.	Tender Fees Rs. 500/- DD in favour of <b>“Establishment and Accounts Officer, R.G.D.C., Survey of India, Jaipur”</b> payable at Jaipur. <b>(Non-refundable)</b>	
2.	Earnest Money Deposit / Valid NSIC registration certificate	
3.	Annexure 'A'	
4.	Copy of registration certificate of Agency issued by the appropriate Govt. authority.	
5.	Copy of valid GST registration certificate.	
6.	Copy of PAN	
7.	Copy of ITR for last three financial years	
8.	Declaration that the drivers offered for service neither have any criminal record nor any tendency for criminal activity	
9.	Declaration regarding non-involvement of vehicle(s) being offered for hire in any accident/court case etc.	
10.	Attested copies of Job Order and Termination Order of previous experience in similar work	
11.	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.	

**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 tender to be rejected**

**Annexure 'B'****INFORMATION ABOUT THE TENDERER**  
**(TO BE SUBMITTED ALONG WITH THE TENDER)**

1.	Name of the Firm/ Company/Individual.	
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	
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)	Work	
(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  
 Rajasthan Geo Spatial Data Centre  
 Survey of India  
 Great Arc Bhawan – I, Sector – 10  
 Vidhyadhar Nagar, Jaipur - 302039

After having examined the tender documents including all Annexure, we offer to supply DIESEL DRIVEN UTILITY VEHICLES LIKE TATA XENON/ MAHINDRA PIKUP/ MAHINDRA BOLERO CAMPER OR EQUIVALENT ALONGWITH DRIVERS in accordance with the said tender document. The details of the vehicles offered is as follows:-

Type of Utility vehicle & Make	Nos.	Year of manufacture	Fuel consumption in kmpl (Not less than 10 kmpl or mileage given by authorised third party agency, whichever is more.)	Remarks, if any

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 10% 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 vehicles 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 hiring of Vehicles for field duties of Survey of India".

**(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)**

**FINANCIAL BID****(TO BE SEALED SEPERATELY &ENCLOSED WITH THE QUOTATION)**

**TENDER NO. \_\_\_\_\_ FOR HIRING OF DIESEL DRIVEN UTILITY VEHICLES LIKE TATA XENON/ MAHINDRA PIKUP/ MAHINDRA BOLERO CAMPER OR EQUIVALENT ALONGWITH DRIVERS**

Rates exclusive of Diesel and inclusive of Lubricants; Salary, fooding& lodging of Driver; Permit; Insurance etc. and all other incidental expenses for Utility vehicles hired on monthly basis for field duties in areas as per Tender Document No. \_\_\_\_\_

<b>Total Monthly Charge for one vehicle (Excl. GST)</b>	
<b>In figures</b>	
<b>In words</b>	

**Note :**

- (1) Tender will be awarded on the basis of **Total Monthly Charge for one vehicle(Excl. GST)** quoted by the tenderer.
- (2) In case of deviation between the grand total mentioned in figures and in words, the amount depicted in words will be taken for comparison.
- (3) This document is to be sealed separately and enclosed with the tender.

It is certified that all the terms and conditions of Tender document No. \_\_\_\_\_ have been understood by me/us and ready to accept the same without any variation.

**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)**

**CONTRACT AGREEMENT**

(Agreement to be executed on a Non-Judicial Court Stamp of Rs.500/- value)

Agreement made on this ----- day of ----- Two Thousand Eighteen between \_\_\_\_\_ (hereinafter called the Service Provider or Contractor”) on one part and the Director, RGDC, Jaipur (hereinafter referred to as the Government) on the other part.

WHEREAS the Service Provider has tendered to the Government for providing vehicle for field duties of Survey of India 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 fulfilment 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 No. \_\_\_\_\_ 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 vehicle for field duty and to remedy shortcomings / deficiencies therein, if any, in conformity with the terms and conditions of the contract.
- 7) If any dispute or difference shall arise including this contract, the settlement of which is not herein before provided for the same shall be referred to the arbitration of the Surveyor General of India. Surveyor General of India may nominate, in writing, any officer to act as arbitrator and the decision of Surveyor General of India or officer nominated by him shall be final and binding on the parties to this contract.



8) In witness thereof the service provider \_\_\_\_\_ has set his hereto and Director, RGDC, Jaipur 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 :**

**Director, RGDC, Survey of India or his  
Authorised Representative**

1. Witness :

1. Witness :

2. Witness :

2. Witness :

Place :Jaipur

TENDER NOTICE

The Office of The Director RGDC, Survey of India, Jaipur, Rajasthan -302039, invites sealed Tender for **HIRING OF DIESEL DRIVEN UTILITY VEHICLES LIKE TATA XENON/ MAHINDRA PIKUP/ MAHINDRA BOLERO CAMPER OR EQUIVALENT ALONGWITH DRIVERS** for field duties of Survey of India in and around the states of Rajasthan and adjoining areas. The vehicle should be not be older than 05 years.

Interested firms may collect the Tender document containing full details and Terms and conditions from the Survey of India website [www.surveyofindia.gov.in](http://www.surveyofindia.gov.in) and from Central Public Procurement Portal.

Date and time of pre bid conference:	26 <sup>th</sup> September 2018, 03:00 PM
Last date & time of submission of sealed Tender:	10 <sup>th</sup> October 2018, 11:00 AM
Date and time of opening of Technical Bid:	10 <sup>th</sup> October 2018, 03:00 PM
Date and time of opening of Financial Bid:	15 <sup>th</sup> October 2018, 03:00 PM