



**MEGHALAYA & ARUNACHAL PRADESH
GEO-SPATIAL DATA CENTRE
SURVEY OF INDIA
SHILLONG**

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

Tender No. : S- 2452 /16-A-1 Dated 27/11/2018

To be Submitted by : 06-12-2018 (13:00 Hrs.)

TOTAL PAGES : 23

Tender Document can also be downloaded from <https://eprocure.gov.in>
& Survey of India website: www.surveyofindia.gov.in

TENDER FOR HIRING OF VEHICLE WITH DRIVER
ON CONTRACT BASIS

On behalf of the President of India, the Director, Meghalaya & Arunachal Pradesh GDC, Survey of India, Malki, Shillong – 793001 (Meghalaya), invites tender, on the prescribed Proforma for hiring of vehicles with driver for field duties of Survey of India as per the details furnished below: -

1.0 PARTICULARS OF THE TENDER

- (a) Designation and address of the authority inviting tender : **Director
Meghalaya & Arunachal Pradesh GDC
Survey of India,
Malki, Shillong – 793 001
MEGHALAYA**
- (b) Type and number of vehicles required : Vehicle with Driver: Bolero Camper or Tata Sumo with carrier OR Utility Vehicle. (Diesel Vehicles only)
- { No. of vehicles may be increased or decreased
Depending upon the actual requirement of field work }
- (c) Year of Manufacture : Not earlier than three years from the date of tender.
- (d) Min. km run per litre of fuel : Not less than 10 kms per ltr in plain areas & 08 kms per ltr in hilly areas
- (e) Condition of the vehicle : Vehicles offered should be in roadworthy condition particularly in respect of (a) Engine (b) Body (c) Paint (d) Upholstery (e) Tyres etc.
- (f) Office in respect of which the vehicles hired : **Director, Meghalaya & Arunachal Pradesh GDC
Survey of India,**
- (g) Approximate period of hiring of vehicles : up to 3 months likely to be starting from second week of December 2018, which may be further extended for a period of 1-2 months
- (h) Providing of Diesel, oil & lubricant : **Director, Meghalaya & Arunachal Pradesh GDC
Survey of India,** will provide Diesel. One litre Engine Oil/Lubricant will be provided after every 500 km of Vehicle run
- (i) Availability of vehicle : Vehicles will be deployed in the field irrespective of day / night / weather conditions. Drivers along with Vehicle will have to stay in the field mandatorily till the completion of field work making his own arrangement.
- (j) Area of field duty : Working areas would be:
**Assam, Meghalaya, Arunachal Pradesh, Nagaland,
Manipur, Mizoram**
(Vehicle may run in other states also depending upon the requirement)
- (k) Total No. of pages of tender document : 23

**MEGHALAYA AND ARUNACHAL PRADESH
GEO SPATIAL DATA CENTRE, SURVEY OF INDIA
SHILLONG**

E-TENDER INVITING NOTICE FOR

HIRING OF VEHICLES FOR FIELD DUTIES OF SURVEY OF INDIA

[Tender No S -2452/16-A-1 DATED 27/11/2018]


Director, Meghalaya and Arunachal Pradesh, Geo- Spatial Data Centre, SURVEY OF INDIA, Shillong, and Invites online bids under two bid systems (Technical bid and Financial bid) from reputed firm/agency.

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

Critical Date Sheet

Published Date	DATE	TIME
Document Download Start Date	29/11/2018	1000 HRS
Document Download End Date	06/12/2018	1500 HRS
Clarification Start Date	29/11/2018	1000 HRS
Clarification End Date	06/12/2018	1500 HRS
Bid Submission Start Date	29/11/2018	1000 HRS
Bid Submission End Date	06/12/2018	1500 HRS
Opening Date (Technical Bid)	07/12/2018	1100 HRS

For any queries/clarification on content of Tender document, you may kindly contact, Megh. & Ar. P. GDC, at phone Nos. 0364-2223641 or write to megh.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, 0120-4001 005


DIRECTOR
Meghalaya & Arunachal Pradesh
Geo- Spatial Data Centre

SCOPE OF THE WORK & ELIGIBILITY CRITERIA FOR DRIVERS:

- a) Vehicle will be required for carriage of Survey of India officials with stores, instruments, luggage etc. required to carry out field survey work in the district of Assam, Meghalaya, Arunachal Pradesh, Manipur, Mizoram and Nagaland
- b) All the vehicles are to be provided with qualified Drivers. The Drivers should be of Indian nationality, male with more than 18 years of age and minimum 8th Pass with sound health and vision.
- c) The drivers of the vehicle must have valid commercial driving license for both plain and hilly areas as the case may be (photocopies must be submitted at the time of inspection).
- d) He should be ready to drive the vehicle in the districts of Assam, Meghalaya, Arunachal Pradesh, Manipur, Mizoram and Nagaland as per the requirement of Megh. & Ar. P. GDC

2. TYPE OF VEHICLES, THEIR DETAILS AND PERIOD OF CONTRACT :

Type of vehicles required with driver	Diesel driven Utility Vehicle only. Tata Xenon/ Mahindra Pick up/ Mahindra Bolero Camper/ Tata Sumo with carrier or Equivalent
No. of vehicles required	11 (it may be reduced or increased subject to prevailing conditions/demand)
Year of Manufacture of vehicles	Not earlier than 2013
Minimum fuel consumption in Kmpl	Not less than 10 kmpl/in plain and 8 km in hilly area
Condition of the vehicle	Vehicle offered for hire should be in good condition
Provision of Diesel, Oil & Lubricant	The Director, Megh. & Ar. P. GDC Survey of India will provide Diesel and lubricant
Approximate period of hiring of vehicles	3 to 4 months
Availability of vehicle	Vehicle will be required at the time of actual field duty irrespective of day or night
Area of field duty	Assam, Meghalaya, Arunachal Pradesh, Manipur, Mizoram and Nagaland
Period of contract	3 Months

NB: The above noted numbers of vehicles with driver and their period of deployment may vary based on requirement.

3. ELIGIBILITY CRITERIA(FOR THE AGENCY):

- a) The firm should be registered with an appropriate Govt. Agency and must possess valid Registration certificate.
- b) GST Registration
- c) PAN/ TAN Number
- d) The agency should have local office at Shillong/Guwahati to ensure satisfactory fulfillment of contractual obligations.
- e) The Bidder should have average annual turnover of INR 50,00,000/- during F.Y. 2015-16,2016-17 and 2017-18 as per the annual report (audited balance sheet and profit & loss account) of the relevant period, duly authenticated by a Chartered Accountant.
- f) Capacity to have a cash flow: The bidder must provide a letter from a reputed Nationalized / Scheduled Bank stating the availability of liquid assets and/or credit facilities net of other contractual commitments exclusively for the contract only, of not less than INR 35,00,000/-.
- g) The bidder must have at least three years experience (ending month of March prior to the bid opening) of providing similar type of services to Central/ State Government/ PSUs/ Nationalised Banks/ Reputed Organizations'. Services rendered with list of such Central/ State/ PSUs/ Nationalized Banks/ Reputed Organisations with duration of service shall be furnished. Xerox/Scanned copy of the services rendered to the organizations must be enclosed.
- h) Bidder having good track record, manpower capacity and relevant experience as said above are only eligible to apply.

4. TERMS & CONDITIONS:-

- (i) The bid should be submitted online in two covers marked "Technical Bid" and "Financial Bid". The list of documents (scanned copy) to be uploaded in each cover is listed in respective page of the portal. Only one electronic bid is allowed to be submitted by a bidder.
- (ii) Bidder must note that the bid once submitted on CPP portal, can be altered only on CPP portal before last date of bid submission. CPP Portal will not allow any alteration after last date of bid submission. A Bidder may modify its Bid any number of times by using the appropriate option for Bid modification on the e-Procurement Portal, before the deadline for submission of Bids. For Bid modification and consequential re-submission, the Bidder is not required to withdraw its Bid submitted earlier. The last modified Bid submitted by the Bidder within the deadline for bid submission shall be considered as the Bid. Bidders can withdraw their bid any time before last date of bid submission, however once withdrawn bid cannot be submitted again. Any Bid or modifications to Bid (including discount) received outside the e-Procurement System for whatsoever reasons, shall not be considered.

- (iii) Bid should not have any scope of ambiguity, cutting or overwriting.
- (iv) Bids submitted manually or by Telex, or Cable or by Fax will be rejected as non-responsive.
- (v) EMD: The interested bidders will have to submitted EMD in the form of DD/FDR/BC/BG only to tune of Rs.50000/-(Fifty Thousand only) in favour of "Establishment & Accounts Officer, Megh. & Ar. P. GDC, Survey of India, Shillong" and payable at Shillong.
- (vi) Bidders need to upload Scan copy of EMD on CPP portal in Technical bid. The original EMD shall be sent to the following address on or before the date of opening of Technical Bid otherwise the bid will be considered as nonresponsive. The EMD will be refunded to the unsuccessful bidders except of L-1 and L-2 bidders.

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

Completeness of Bid: The bidder is expected to examine all instructions, forms, terms and conditions in the Tender Documents. Failure to furnish all information required by the tender documents may result in rejection of offer. Bid should be neatly filled in and the person signing the tender should, ensure the correctness of financial bid.

- (vi) All drivers deployed shall have to undergo police verification and the verification report to this effect shall be submitted by the bidder to Survey of India for information/ record.
- (vii) The contractor shall not sublet, transfer or assign the contract or any part thereof to any other party.
- (viii) If the services provided by the contractor are not found as per the prescribed standards wholly or partly and in case of breach of any contractual obligations, Chairman Procurement Board reserves the right to get the services from other sources at the risk and cost of the contractor.
- (ix) The contractor will provide the required vehicles for a shorter period also, in case of any exigencies as per the requirement of this office.
- (x) The contractor shall be contactable at all times and messages sent by phone/e-mail/fax/special messenger from this office shall be acknowledged immediately on receipt on the same day. The service provider shall strictly observe the instructions issued by the Department in fulfillment of the contract from time to time.
- (xi) The Service provider on its part and through its own resources shall ensure that the goods, materials and equipments etc. are not damaged in the process of carrying out the services undertaken by it and shall be responsible for acts of commission and omission on the part of its staff and its employees etc. If this office suffers any loss or damage on account of negligence, default or theft on the part of the employees/agents of the agency, then the agency shall be liable to reimburse to this office for the same. The agency shall keep this office fully indemnified against any such loss or damage. Any accident/casualty occurred during the course of working to any staff / driver engaged by the Agency; the responsibility will remain with the agency. For any accident or casualty Occurred during the course of field duty to any staff / driver deployed by the agency, the liability that will arise out of the accident will be borne by the

agency. The responsibility will remain with agency and this office will no way be responsible for it or any other clause mentioned above.

- (xiii) The successful L-1 bidder will have to provide the vehicles within 7 working days at their own cost from the date of issue of Award of Contract/ signing of contract.
- (xiv) In case, if the L-1 bidder does not provide the vehicles within 7 working days, the Bid security / EMD deposited by him shall be forfeited without any communication.
- (xv) 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.
- (xvi) The contract will be awarded for a period of 3 month. The Competent Authority reserves right to reduce the contract period or to extend the contract after its completion of 3 months. Such extension would however be based on mutual consent and on the same rates, terms and conditions.
- (xvii) Persons hired for the desired job will have no claim for Govt. job under any circumstances.
- (xviii) The Director, Megh. & Ar. P. GDC reserves the rights to cancel the e-tender without assigning any reason there on.

5. DOCUMENTS TO BE UPLOADED ON THE PORTAL ARE AS UNDER:

(i) Technical Bid

- (a) EMD/BID SECURITY.
- (b) GST registration certificate.
- (c) Tender Acceptance Letter Technical Part Annexure 'B'
- (d) Technical Bid Proforma Annexure 'A'
- (e) Undertaking for non-blacklisting firm and non-registration of criminal case.
- (f) Scanned copy of ITR for the last three financial years of the firm.
- (g) PAN/TAN number
- (h) Total monetary value of services performed for each of the last five years;
- (i) Copies of work orders and experience in services of a similar nature and size for each of the last three years and details of services under way or contractually committed; and names and address of clients who may be contacted for further information on those contracts;
- (j) Evidence of adequacy of working capital for this contract (access to line(s) of credit and availability of other financial resources);
- (k) Audited financial statements for the last three years (copies of the Profit and Loss (P/L) statements along with Balance Sheet for the concerned period);
- (l) Bank Account details;
- (m) Authority to seek references from the bidder's bankers;
- (n) Information regarding any litigation, current or during the last five years, in which the Bidder is involved, the parties concerned and disputed amount.
- (o) affidavit regarding correctness of information furnished with bid document
- (p) Written confirmation authorizing the signatory of the Bid to commit the Bid, such as power of attorney etc.

(ii) Financial Bid

- (a) Tender Acceptance Letter Financial Part Annexure 'E'
- (b) Financial Bid Annexure 'D'

All documents to be submitted online on CPP Portal as detailed in Annexure 'H', However Document listed against sl. (a), (o) and (p) under point 5(i) Technical Bid, are to be submitted at the following address on or before opening of technical bid, either by registered/speed post/courier or by hand, failing which the bids will be declared non-responsive and will not be accepted. Hard copy of rest of the bid is not to be submitted.

If Sent By hand, Hard Copy Document to be Dropped in Tender Box Placed in office of Director, MEGH. & AR. P. GDC on or before Date/Time of Opening of Bid (Technical Part). If sent by Registered Post then Outer Envelop should be Inscribed as "Confidential" and following Should be written on Upper Right corner of Envelop in clearly legible way

"Bid for Tender Enquiry no S-2452/16-A-1 DATED 27/11/2018" Office of Director, MEGH. & AR. P. GDC will not be responsible for postal delay.

6. OTHER 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. 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.
 - c) Valid comprehensive insurance cover policy.
 - d) Vehicle fitness certificate for the tender period.
2. Vehicles should be Diesel driven only.
3. The vehicles offered for hiring should have necessary R.T.O. clearance and should be registered as Commercial vehicles. The office of the Director MEGH. & AR. P. GDC, Survey of India, Shillong, will not be responsible for any R.T.O. regulatory matters relating to registration of vehicles etc.
4. Hiring charges should include cost of repairs, regular servicing, lubricants, road tax etc (for Meghalaya , Arunachal Pradesh, Assam, Nagaland, Mizoram and Manipur states only), pay and allowances of driver, food and lodging of driver etc. but exclude the cost of diesel.
5. Inter-state road tax (for Meghalaya , Arunachal Pradesh, Assam, Nagaland, Mizoram and Manipur states only), Toll Tax, Parking charges, if any, will be borne by Survey of India.
6. Rates quoted by Tenderer should be valid for at least one year from date of award of tender.
7. 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.
8. 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 department 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, 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.

9. 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.
10. Repairs to the vehicle/s to be carried out by the Tenderer immediately during the period of hire.
11. 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 MEGH. & AR. P. GDC, Shillong 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.
12. 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, MEGH. & AR. P. GDC, Shillong, 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.
13. Duty certificate regarding the presence of vehicle/ driver furnished by the Detachment officer on the basis of concerned car diary/relevant record maintained for the purpose, shall be final and admissible for payment.
14. 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.
15. The driver will have to halt with the Survey team and keep the vehicle ready for field duty as per the requirement, in the area of work.
16. In case of payment of hiring charges to be made for a period of less than one month, the payment will be made on pro-rata basis.
17. Non-pollution certificate from concerned authority to be submitted before the movement of vehicle to area of field duty and it will be the responsibility of the Tenderer for obtaining subsequent pollution certificate during contractual period of hiring.

18. 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.
19. In case the Tenderer wishes to withdraw any of the contracted vehicles, he should give prior notice of one month to Director, MEGH. & AR. P. GDC, Survey of India, Shillong regarding the same.
20. The Director, MEGH. & AR. P. GDC, Survey of India, Shillong-793001 reserves the right to reject any or all Tenders without assigning any reasons.
21. The service providers should have local offices at Shillong/Guwahati to ensure satisfactory fulfillment of contractual obligations.
22. 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, MEGH. & AR. P. GDC, Survey of India, Malki, Shillong and the successful tenderer/Agency. The Agreement proforma is attached as Annexure "F".
23. The Contractor shall ensure regular health check up of his contract personnel and compliance of provisions of Labour Act or any other law as applicable.
24. The Director MEGH. & AR. P. GDC 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 MEGH. & AR. P. GDC may terminate the contract with immediate effect.
26. The successful firm/ agency may discontinue the contract by giving a notice of at least 60 days before the intended date of discontinuation, but it will lead to forfeiture of its Performance Security Deposit submitted to the Directorate. In case of discontinuation, without prior notice or a notice less than 60 days prior to the intended date of discontinuation, the Director MEGH. & AR. P. GDC 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.
27. The contract will be awarded for an initial period of 3 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.
28. 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.
29. 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.
30. All notice, communications, reference and complaints made by the Agency concerning the work shall be in writing addressed to The Director, Megh. & Ar. P. GDC Survey of India, Malki, Shillong, Shillong only. Other modes are not recognized.

7. **FINANCIAL BID / SCHEDULE:-**

The FINANCIAL bid shall be filled on-line as per proforma / BOQ - Bill of Quantity for each service and inclusive all charges in the excel sheet.

Sl. No.	Description	Approximate Requirement	Field of work	Period of Contract
1.	Utility vehicle	11	Meghalaya , Assam. Mizoram, Manipur, Arunachal Pradesh and Nagaland	Three months

- (i) **BID VALIDITY:** The Bid should remain valid for a period of 90 days from the date of opening of Technical Bid.

8. **PERFORMANCE SECURITY:**

- (i) The performance Security should be furnished by successful bidder for an amount of 5% of the Contract Value with validity of One year or 60 days beyond the date of completion of all contractual obligations whichever is later. The successful Agency shall furnish the performance security in the form of Bank Guarantee from a nationalised bank in favour of "Establishment & Accounts Officer, Megh. & Ar. P. GDC , Survey of India" payable at Shillong 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.
- (ii) In case contract is awarded to a firm/agency and such firm/agency fails to provide the services of vehicles with driver at the accepted rates on the scheduled date & time, the contract awarded shall be cancelled & Performance security shall be forfeited.

9. **PAYMENT TERMS:**

- (i) Payment to the Service provider 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 will be made on the basis of actual service (Man days) provided by the Agency and verified by the detachment officer using the vehicle.
- (iii) The payment will be made on the basis of actual number of vehicles utilized.
- (iv) Payment will be made to the successful Tenderer on monthly basis only after successful completion of field duties through e-payment gateway.
- (v) In case of minimum fuel consumption in kmpl as already specified as not less than 10 kmpl, in plain and 8 km in hilly area is not achieved by any vehicle, then the extra run per litre of fuel will be deducted from the payment due for the vehicle.

10. **TAXES**

Income tax 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 uploaded.

11. COMPENSATION TO THE DEPLOYED STAFF/ DRIVER.

It is clearly understood that the staff/ driver deployed by the contractor shall be the employees of the agency for all intents and purpose. Survey of India shall have no relationship of employer and employee or master and servant with the contract staff so deployed by the agency except that they have to carry out the orders of the authorized/ controlling officers of Survey of India.

Survey of India shall not be liable for any action, direct or indirect or to any claim, damages, compensation that might become payable to the employees of the contractor under the orders of any lawful authority in the event of an accident resulting in the possible injury or death of any employee of the contractor while performing their duties within/outside the premises/ area of field duty or damage of any other kind. The contractor shall always keep Survey of India fully indemnified against any such claim or damages.

12. THE CONTRACT MAY BE TERMINATED ON ANY OF THE FOLLOWING CONTINGENCIES:-

- a) On the expiry of the contract period ;
OR
- b) A notice at any time during the period of services in case the services rendered by the bidder are not found satisfactory;
OR
- c) For committing breach of any of the instructions/terms & conditions of the tender /contract by the bidder;
OR
- d) On assigning the contract or any part there of or any benefit or interest therein or there-under by the bidder to any third person or subletting the whole or a part of the contract to any third person ;
OR
- e) On contractor being declared insolvent by the competent court of Law.
OR
- f) During the notice period for termination of contract, in the situations contemplated above, the contractor shall keep on discharging his duties as before till the expiry of the notice period. It shall be the duty of the contractor to remove all the persons deployed by him on termination of the contract (on any ground whatsoever) and to ensure that no person creates any disruption/ hindrance/problem of any nature to the SOI.

13. The undersigned reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.

14. In the event of any dispute or difference arising out of or in any way touching or concerning this tender whatsoever (except as to matters the decision of which is specifically provided under this contract), the same shall be first sorted out by the Director, Megh. & Ar. P. GDC, Shillong. If the dispute persists and remains unresolved, it will refer to the sole arbitration Surveyor General of India, Shillong, or any person appointed by him. The award of such arbitrator shall be final and binding on both the parties hereto.



Director
Meghalaya & Arunachal Pradesh GDC

PROFORMA FOR TECHNICAL BID		
SL.	PARTICULARS	To be filled by the Bidder
1	Name of the Agency	
2	Date of Establishment of the Agency	
3	Name of the contact person , Mobile no. and detailed office address of the agency with office telephone No.,Fax No	
4	Bank account detail for e-payment	Account No. Account type Name of Account holder Name of Branch Address of the Branch IFSC Code
5	PAN/TAN No. (Copy to be enclosed/uploaded	
6	Financial turn over of the bidding company/Firm /Agency for the last two financial years with supported document(copy of balance sheet, duly certified by auditors/CAs to be attached)	
7	GST registration No. (copy to be enclosed /uploaded	

Signature and Seal
of the bidding firm/agency

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)
(Enclose with Technical Bid)

Date.....

To,
 The Director
 Meghalaya & Arunachal Pradesh
 Geo-Spatial Data Centre, Survey of India,
 Malki, Shillong -793001

(Tender Ref no. S-2452/16-A-1 Dated 27/11/2018)

I/We have downloaded the tender document(s) for the above mentioned "Tender/Work" from the web site(s) namely:..... as per your advertisement given in the above mentioned website(s), and in response, we offer to supply

DIESEL DRIVEN UTILITY VEHICLES LIKE TATA XENON/ MAHINDRA PIKUP/ MAHINDRA BOLERO CAMPER OR EQUIVALENT WITH CARRIER ALONG WITH 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 (Should not be less than 10 Kmpl)	Remarks, if any

I/We hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No.1 to 21 (including all documents like annexure(s), etc), which form part of the contract agreement and I/we shall abide hereby by the terms/conditions/clause contained therein.

The corrigendum(s) issued from time to time by your department/organization too have also been taken into consideration, while submitting this acceptance letter. I/We hereby unconditionally accept the tender conditions of above mentioned tender document (s)/corrigendum(s) in its totality / entirely.

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.

We undertake, if our tender offer is accepted, to enter into the contract and commence the services within 15 days calculated from the date of signing of the Contract Agreement/ award of contract.

Dated this _____ day of _____ 2018.

Signature: _____

(_____)

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

(Signature of Tenderer with seal)

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.

SI No	Name and Address of the organization, contact no	No of Vehicles supplied	Period of contract	Whether Govt/Semi Govt/Autonomous bodies/PSUs/Industries etc. (please specify)	Amount of contract	Reason for termination (if applicable)

This information is to be uploaded in cover marked as "TECHNICAL BID".

(Signature & Seal of the Agency)

PERFORMA FOR FINANCIAL BID

Performa for Financial Bid has been uploaded separately in the given format in xls file on the portal which shall be downloaded and same should be uploaded after filling the relevant columns.

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)
(Enclose with Financial Bid)

Date.....

To,
The Director,
Meghalaya & Arunachal Pradesh
Geo- Spatial Data Centre
Survey of India, Malki
Shillong-793001

Sub: HIRING OF VEHICLES FOR FIELD DUTIES OF SURVEY OF INDIA -
ACCEPTANCE OF TERMS & CONDITIONS OF TENDER.

(Tender Reference No: S-2452/16-A-1 Dated 27/11/2018)

Dear Sir,

I/We have downloaded the tender document(s) for the above mentioned "Tender/Work" from the web site(s) namely:..... as per your advertisement given in the above mentioned website(s).

I/We hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No.1 to 21 (including all documents like annexure(s), etc), which form part of the contract agreement and I/we shall abide hereby by the terms/conditions/clause contained therein.

I/We do hereby undertake that in the event of acceptance of our bid, we will provide the services as stipulated in the tender document on rates quoted in BOQ/ Price Schedule enclosed with bid and that we shall perform all the incidental services.

If our tender offer is accepted, I/we will submit a Bank Guarantee for a sum of 5% of the Contract Value as performance security for due performance of the Contract.

I/We hereby agree to abide by this Tender offer for 90 days and the same shall remain binding upon us and may be accepted at any time before the expiry of that period.

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

Name of Firm _____

Address _____

Phone No. _____ Fax No. _____

Mobile No. _____

Name of Bank _____

Bank's Account No. _____

IFSC Code _____

MICR No. _____

Income Tax Registration No. _____

GST Registration No. _____

Signature of Authorized Signatory
Stamp of Firms

CONTRACT AGREEMENT

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

Agreement made on this ----- day of ----- Two Thousand Eighteen between ----- (hereinafter called the Service Provider or Contractor") on one part and the Director, Meghalaya and Arunachal Pradesh Geo- Spatial Deata Centre, Shillong (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. _____ (in words _____) as performance security for the fulfillment of this agreement.

Now, it is hereby agreed between the two parties as follows:-

- 1) The contractor has accepted the contract on the terms and conditions listed in the Tender Document 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, Meghalaya & Arunachal Pradesh, Geo- Spatial Data Centre, Shillong or his authorized representative has on behalf of the Government of India affixed his signature and seal thereto on the day and the year noted above.

Contractor :

Survey of India

1. Witness :

1. Witness :

2. Witness :

2. Witness :

Place : Shillong

PERFORMANCE SECURITY FORM

To

The Director,
Meghalaya & Arunachal Pradesh,
Geo-Spatial Data Centre
Survey of India, Shillong

WHEREAS.....(Name of Service Provider hereinafter called "the Service Provider" has undertaken Contract No. Dated 2018 to supply..... Description of Services) hereinafter called the Contract. AND WHEREAS it has been stipulated by the Government in the said Contract that the Service Provider shall furnish to you a bank Guarantee by a recognized bank for the sum specified therein as security for compliance with the Service Provider's performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Service Provider a guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Service Provider, up to a total of (Amount of the Guarantee in words of Figures) and we undertake to pay you, upon the Government's written demand declaring the Service Provider to be in default under the contract and without cavil or argument, any sum or sums within the limit of as aforesaid, without your requiring to prove or to show reasons for your demand or the sum specified therein. This guarantee is valid until theday of..... 2019.

Signature and Seal of Guarantors

Date:

Address: _____

INSTRUCTIONS FOR ONLINE BID SUBMISSION

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL: <http://eprocure.gov.in>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app> .

REGISTRATION :

1. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal: <https://eprocure.gov.in/eprocure/app> by clicking on the link "Click here to Enroll" on the CPP Portal is free of charge.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate(Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / NIC/ (n)Code / eMudhra / Capricon etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC"s to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

1. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
2. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective, "My Tenders" folder.

3. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
4. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR formats. Bid documents may be scanned with 100 dpi.
4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" are available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

1. Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. Bidder has to select the payment option as "offline" to pay the bid amount / EMD as applicable and enter details of the instrument.
4. Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to Tender Inviting Office i.e. The Director, Megh and Ar. P. GDC, Survey of India, Shillong 793001 (Meghalaya) latest by the last date of bid submission. The details of the DD/any other accepted instrument, physically sent, should tally with the

Details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

5. BOQ provided with tender document (excel sheet) format to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in online excel format provided with this tender and no other format is acceptable.
6. Bidders are required to download the BOQ provided with tender document (excel sheet) file, open it and complete the coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename in the respective cover. If BOQ provided with tender document (excel sheet) file is found to be modified by the bidder, the bid will be rejected.
7. The serve time (which is displayed on the bidders" dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
8. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.
9. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
10. Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
11. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is Number 0120-4200462, 0120-4001002, 0120-4001005