

# TENDER FOR

PROCURING THE SERVICES OF STENOGRAPHER,  
COMPUTER TYPISTS, SECURITY GUARDS, SAFAIWALAS

SURVEY OF INDIA,  
MINISTRY OF SCIENCE AND TECHNOLOGY  
GOVT. OF INDIA.



Tender No. 116 /5-H dated: - 29/01/2019  
TO BE SUBMITTED BY: 22/02/2019 (15:00 hours)

Office of the Director  
TMMz, GDC,  
Survey Of India  
5<sup>th</sup> Floor, Kendriya Sadan  
Cherukandi Road, Silchar  
Cachar, Assam-788003

**SURVEY OF INDIA**  
**(MINISTRY OF SCIENCE AND TECHNOLOGY)**  
**OFFICE OF THE DIRECTOR, TRIPURA, MANIPUR AND MIZORAM**  
**GEO SPATIAL DATA CENTRE,**  
**5<sup>TH</sup> FLOOR, KENDRIYA SADAN, CHIRUKANDI ROAD, SILCHAR, DISTRICT:**  
**CACHAR ASSAM- 788003.**

**“NOTICE INVITING TENDER”**

On behalf of the President of India, Chairman, CPB/Director, TMMz GDC, Survey of India, Silchar-03 invites online bid for procuring the services of Stenographer, Computer Typists, Security Guards, Safaiwalas in TMMz Geo-Spatial Data Centre, Survey of India, 5<sup>th</sup> Floor, Kendriya Sadan, Cherukandi Road, Silchar -788003, Cachar, Assam-. as per the details below:-

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](http://www.surveyofindia.gov.in)(for reference only). **Bids received by offline mode are not acceptable.**

2. Bid Reference Tender No. 116 /5-H Dated: 29/01/2019

**3. Particulars of Tender**

a. Designation of the Authority : Director, TMMz GDC, Silchar  
Inviting Quotations Survey of India, 5<sup>th</sup> Floor, Kendriya  
Sadan, Cherukandi Road  
Silchar-03 (Assam)

b. **Critical Date Sheet**

Published Date	30.01.2019 (11:05 hrs)
Document Download Start Date	31.01.2019 (11:30 hrs)
Document Download End date	22.02.2019 (15:00 hrs)
Bid Submission Start Date	12.02.2019 (10:00 hrs)
Clarification Start Date	11.02.2019 (10:00 hrs)
Clarification End Date	22.02.2019 (14:00 hrs)
Bid Submission End Date	22.02.2019 (15:00 hrs)
Bid opening Date	25.02.2019 (10:00 hrs)

**4. Scope of Work**

- a. The Stenographer will be employed for transcribe spoken words by typing them into a steno machine.
- b. The Computer Typists will be employed for typing jobs relating to Administrative & Technical matters.
- c. Safaiwalas will be employed for cleaning of rooms, corridors, toilets of office building premises of TMMz Geo-Spatial data centre, Silchar.
- d. Security Guards will be employed for watch and ward duties of office building of TMMz GDC located at Silchar and Khamal Building located at Athal Basti, Silchar. Security Guards shall provide security cover for purpose of protection of the people and property of the office of Survey of India, Silchar. Also Guards will

protect the Government property for any unlawful/ suspicious activities such as vandalism, arson, theft, etc. Security Guards shall also assist in firefighting operation.

Generally the Stenographer, Computer Typists & Safaiwalas shall have to work in Day time during 09:00 hour to 17:30 hours every day except Saturday, Sunday & Closed holidays provided office remain closed. Security Guards shall have to work 8 hours in a Day Shift or Night Shift as per office order including Saturdays, Sundays & Closed Holidays also.

**5. Period of Contract and Number of Stenographre, Computer Typists, Security Guards, Safaiwala**

- i) No. of Stenographer required - 1 (One), Period of contract-- 12 (Twelve) Months
- ii) No. of Computer Typists required - 2 (Two), Period of Contract – 12 (Twelve) Months
- iii) No. of Safaiwalas required – 2 (Two), Period of Contract – 12 (Twelve) Months.
- iv) Security Guards required -5 (Five), Period of Contract – 12(Twelve) Months.

**NB :- The above noted number of Stenographer, Computer Typists , Safaiwalas , Security Guards and their period of contract may vary.**

**6. ELIGIBILITY AND QUALIFICATION CRITERIA**

**FOR THE PERSONNEL OFFERED ON SERVICES.**

**Common Eligibility Criteria**

- i) Should be citizen of India.
- ii) Has completed 18 years of age but not attained age of 55 year
- iii) His character and antecedents are satisfied in prescribed manner (Copies of Character and Police antecedents verification should be submitted if selected)
- iv) Should have sound health and free from any contagious diseases.

**Trade Specific Eligibility Criteria**

**a) For Stenographer**

- i) Educational Qualification:** Graduate with working knowledge of transcribing spoken words by typing.
- (ii) Other essential Qualification :** Experience in Stenography and in usage of MS Office Softwares and Typing knowledge in English as well as Hindi typing.
- (iii) Fluency in English & Hindi Languages:** Read, Write/Type and Speak
- (iv) Experience:** Minimum 1 year in the above fields.

**b) For Computer Typists**

- (i) Educational Qualification:** Graduate with working knowledge of computers (essential)
- (ii) Other essential Qualification :** Experience in usage of MS Office Softwares and Typing knowledge in English as well as Hindi typing.
- (iii) Fluency in English & Hindi Languages:** Read, Write/Type and Speak
- (iv) Experience:** Minimum 1 year in the above fields.

c) **For Safaiwala**

**Educational Qualification:** - Literate i.e. can be able to read and write.

d) **For Security Guards**

**Educational Qualification:** - Literate i.e. can be able to read and write.  
Should also have basic knowledge of fire fighting.

**ELIGIBILITY CRITERIA FOR THE BIDDER**

The bidder must have Valid EPF registration, ESI registration, GST registration, Pan/Tan number, Registration of company/firm, Registration with labour commissioner in providing such services in offices at Silchar along with valid license to engage private security issued by Police/ DC/ Labour Commissioner.

**7. SERVICE CONDITION TO STENOGRAPHER, COMPUTER TYPISTS, SAFAIWALA, SECURITY GUARDS.**

**Stenographer, Computer Typists and Safaiwalas** will have to work in the office of TMMz GDC Survey of India, Silchar for 8 hrs per day (Excluding ½ an hour lunch break). **Safaiwalas** need to report 1(one) hour before the office hours i.e., 08:00 hrs and clean the Office premises, He should be in the office upto 17:00 hrs.

**Security Guards** will have to work either in a Day or Night Shift as per office order including Saturdays, Sundays & Closed Holidays.

**8. INSTRUCTION TO BIDDERS**

Tender (Annexure A, B,C,& D ) duly filled in and signed by the tenderer must be addressed to “The Director TMMz GDC, Survey of India, 5<sup>th</sup> Floor, Kendriya Sadan, Chirukandi Road, Silchar-788003 Cachar, Assam” and not to any individual by name.

a) It is the responsibility of the bidders to see that their tenders must reach the Director, TMMz GDC, at the above address by due date and time.

b) Survey of India will not be responsible for any postal delay or non-receipt of tender by due date and time for reason whatsoever may be.

c) If the due date of receipt/opening of Tenders falls on Holidays the tenders will be received/ opened on the next working day at the same time as specified above. The authorized representative of the Bidder/Firm may remain present during the opening of the tenders.

d) The rates offered should be on monthly basis and final. It should be inclusive of all taxes as applicable i.e., GST. **Employers Contribution on EPF, Employers Contribution on ESIC** should be indicated separately. The wages quoted should be in accordance with latest notification of Central and State Government. The Statutory charges like Employer’s share towards EPF, ESI, GST etc which shall be payable by Survey of India over and above basic wages should be indicated in Bid form. Bidder’s service charge (inclusive of overheads, supervision charges/ handling charges, bonus, gratuity etc) should be quoted in clear terms. Service charges quoted as 0% or as unreasonably low amount may lead to rejection of bid. However, the Board will consider only the total amount for the purpose of acceptance of tender.

e) **Completeness of Tender offer:** The bidder is expected to examine all instructions contained in the forms, terms and conditions in the Tender Documents. Failure to furnish all information required in the tender documents may result the rejection of tender offer. Tender should be neatly filled in and the person signing the tender should, duly authenticate any errors or corrections in the tender.

f) **TENDERING/BIDDING PROCESS:**

The tenders / bids are to be submitted in three Covers, i.e. Cover-1, Cover-2 & Cover -3.

1 **Cover – I**, titled as ‘**FEE**’ shall contain:

Scanned copy of Earnest Money Deposit (EMD)

2 **Cover – II**, titled as ‘**PRE QUAL / TECHNICAL BID**’ shall contain the complete technical qualifications and Commercial terms and conditions of supply etc. & Documents mentioned in Format given in Annexure-D.

3 **Cover – III**, titled as ‘**FINANCIAL BID**’ shall contain:

Rate Schedule duly filled in strictly according to the prescribed proforma specified in Annexure B

4 The ‘FEE’, ‘PRE QUAL/TECHNICAL’ and ‘FINANCIAL’ bids shall be filled online in e-procurement portal <https://eprocure.gov.in/eprocure/app> on or before the scheduled date.

9) **Earnest Money Deposit (EMD)**

Bidders are required to furnish i.e. EMD along with the Tender offer. The EMD should in the form of a Demand Draft from a Nationalized bank for Rs. 20,000/- (Rupees Twenty Thousand only) drawn in favour of “**Drawing & Disbursing Officer, TMMz GDC, Survey of India** ” payable at **Silchar, Assam. Without EMD, the tender will not be entertained.** Unsuccessful Bidders money will be refunded within 45 days after the opening of the tender. EMD will be refunded to the successful bidder after signing of the Contract Agreement on the terms and conditions as stipulated in this Tender Document and after obtaining Performance Security from him. No interest will be paid for the **EMD AMOUNT, for any delay in refund. EMD Should be valid for a period of 45 days after bid opening date.**

If the successful tenderer fails to furnish the Contract Agreement and Performance Security, the Earnest Money Deposit will be forfeited.

10) (a) **All bidders should enclose copy of the following documents along with the Tender Offer.**

- i) Valid Registration Certificate & License from the Labour Commissioner / Police Authority.
- ii) Valid EPF registration.
- iii) ESIC Registration
- iv) PAN/TAN/Income Tax return proof.
- v) GST Registration Certificate
- vi) Certificate/Proof showing that the Tax has been paid upto 31<sup>st</sup> December 2018.
- vii) Agency detail as per Annexure ‘D’

- viii) Original power of Attorney, if any person other than the bidder himself has signed the tender document.

b) The Director TMMz GDC, Survey of India, Kendriya Sadan, Chirukandi Road, Silchar-788003 Cachar Assam reserves the right to reject any or all tenders without assigning any reason.

c) **LAST DATE & TIME OF RECEIPT OF ONLINE QUOTATIONS IS 22/02/2019 (1500 Hrs).** Quotations received after due date and time, as stipulated herein, shall be summarily rejected.

11) This tender is meant only to finalize the rates for procuring the services of **Stenographer/ Computer Typists/Safaiwala/Security Guards** in SOI offices located at Silchar. The successful tenderer(s) will have to enter into further Agreement with the Director, TMMz GDC, Survey of India, Silchar on the Terms & Conditions listed in this Tender Document.

12) i) The Board will consider only the consolidated rate of each service i.e., Stenographer, Computer Typists, Guards etc. quoted by the bidders separately without going into the item wise details, viz taxes etc. **Thus the firm/bidders will themselves be responsible to ensure compliance with the latest Minimum Wages Act/Rules and statutory provisions of the Labour Act of the Chief Labour Commissioner (C), Ministry of Labour & Employment, Government of India, New Delhi and similar acts/Rules/ Statutory provisions of State Government.** The rates should be firm & final and shall be valid for 12 months from date of agreement. No request for increase in rates due to any reason whatsoever shall be entertained by the Government during the period of contract. During above said contractual period if wages rate increases or revised by central/ State Government that shall be payable by the agency to the deployed personnel from the effective date of order of such revision.

ii) After finalization of the tenders, if firm fails to provide the services of Stenographer/Computer Typists/Safaiwalas/Security Guards at the accepted rates or the rates as quoted by them on the scheduled date & time, the contract awarded will be cancelled & Performance security will be forfeited. Then the contract will be awarded to such firm whose rates are found to be next lowest (L2) subject to other conditions stipulated in the tender document.

iii) If there is an error in a total corresponding to the addition or subtraction of items, the items shall prevail and the total shall be corrected; and If there is a discrepancy between words and figures, the amount in words shall prevail unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.

### 13. Evaluation of Bids:

- a) The Board will examine the Quotations to determine whether:
- I. They are complete with all Annexure – A, B, C & D
  - II. Required EMDs etc have been furnished,
  - III. The documents have been properly signed.
  - IV. The Board will examine whether the bidder registered with EPFO and ESIC by visiting website of EPFO & ESIC.
- b) Evaluation of bids shall be done servicewise i.e. Stenographer, Computer Typists, Security Guards, Safaiwala as an Independent entity based on the

information furnished by the bidders. The conformity of the bids to the technical specifications and commercial terms and conditions shall be examined. Responsiveness of the bid shall be determined based on the technical and financial capability of the bidder.

c) The Board will examine the bids to determine the correctness of the information furnished by the bidder in its bid. In case any information is found to be incorrect/false, the bid shall be considered as non-responsive.

d) The Board may seek clarification in writing from bidder. Bidder should promptly reply, by quicker means within the time limit specified in the clarification letter.

e) The comparison shall be made service wise on the total rate offered inclusive of all taxes etc. Stenographer, Computer Typists, Security Guards, Safaiwala will be treated as independent service for comparison.

#### **14. OPENING OF BIDS**

- a) The Bid will be opened on 25.02.2019 (1000hrs) in the o/o Director, TMMz Geo-spatial Data Centre, Survey of India, Silchar-788003 Assam. The representatives of the Bidder / Bidders may attend the Pre-Bid Meeting, Opening of tenders along with letter of authority from the respective bidder / bidders.
- b) Only one authorized representative from each participating bidder will be allowed to attend.

#### **15. TERMS AND CONDITIONS OF THE CONTRACT**

##### **a) Performance Security**

The Service Provider should furnish the performance Security for an amount of 10% of the total contract value, for a period of 60 days beyond the date of completion of all contractual obligations in the form of Bank Guarantee, 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 failure of service provider. The performance security shall be returned to the Contractor on successful completion of the services for which the Computer Typists, Safaiwalas & Security Guards were hired on contract basis.

##### **b) Good Conduct of the Stenographer & Computer Typists**

i) The Service Provider should provide the service of the trained **Stenographer & Computer Typists** and will furnish a certificate that the Computer Typists are trained and none of the **Stenographer & Computer Typists** was discharged from the service on ground of criminal charges, theft and unreliability.

ii) The Service Provider shall ensure that the behavior of the Stenographer & Computer Typists deployed by them is decent. The service provider shall be fully responsible for the misconduct and indecent behavior by the Stenographer & Computer Typists so deployed. Such Stenographer & Computer Typists, whose conduct is reported against, shall have to be immediately replaced.

##### **c) Good Conduct of the Safaiwalas**

i) The service provider 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.

ii) The Service Provider shall ensure that the behavior of the Safaiwalas deployed by them is decent. The Service Provider shall be fully responsible for the misconduct and indecent behavior by the Safaiwalas so deployed. Such Safaiwalas, whose conduct is reported against, shall have to be immediately replaced.

#### **d) Good Conduct of the Security Guards**

i) The Service Provider 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 Guards was discharged from the service on ground of criminal charges, theft and unreliability.

ii) The Service Provider shall ensure that the behavior of the Security Guards deployed by them is decent. The Second Party shall be fully responsible for the misconduct and indecent behavior by the Security Guards so deployed. Such Security Guards, whose conduct is reported against, shall have to be immediately replaced. The Service Provider 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.

#### **e) Leave etc. to the Stenographer, Computer Typists, Safaiwalas & Security Guards**

The Service Provider shall deploy the full strength of personnel all the time and shall maintain a list of the reserve to provide the replacement and supplement the strength in case anybody on leave.

#### **f) Payment and other Terms**

i) Payment to the Service Provider for the manpower deployed will be made on monthly basis by the office after deduction of Taxes as per rule.

ii) Payment to the Stenographer/ Computer Typists/Safaiwalas/ Security Guards should be made in their Bank Accounts. One copy of acquaintance showing the payment to each Stenographer/Computer Typists/Safaiwalas/Security Guards should be furnished to this office on the 2<sup>nd</sup> day of every month.

iii) In no case any payment shall be made by this office directly to the Stenographer/Computer Typists/Safaiwalas/ Security Guards so hired through service provider. For broken period of employment, the payment will be made on prorata basis. The Service Provider shall not press a claim for any pecuniary compensation in case the payment for any particular month is delayed as a result of administrative and financial reasons.

iv) The Service Provider will provide statement of EPF & ESIC to this office 2<sup>nd</sup> week of every month in respect of Stenographer, Computer Typists, Safaiwalas & Security Guards clearly mentioning their enrolment number, name and deposit in respect of each individual failing which bill will not be processed.

v) The Service Provider on its part and through its own resources shall ensure that the goods, materials and equipment etc are not damaged in process of carrying out the services undertaken by it, and shall be responsible for acts of commission and omission on the part of personnel deployed by it and its employees. If this office suffer any loss or damage on account of negligence, default or theft on parts of personnel



deployed by it or its employees, then the agency shall be liable to reimburse to this office for the same.

vi) Survey of India shall not be liable for any action direct or indirect or to any claim, damage, compensation that might be payable to the employees of contractor under the orders of any lawful authority in event of an accident resulting in possible injury or death of any employee of contractor while performing their duties within/ outside the premise or damage of any other kind. The contractor shall always keep Survey of India fully indemnified against any such claims or damages. The Service Provider shall furnish an affidavit that none of their Stenographer, Computer Typists, Security Guards, Safaiwala deputed to work under this contract will later ask the Director, TMMz GDC for employment under the Government.

vii) If the services provided by the Service Provider are not found satisfactory, the contract can be terminated by the Director, TMMz GDC after giving a month's notice to the service provider.

viii) The contract may be terminated on any of following contingencies

a) On expiry of contract period.

Or

b) On one month notice from Survey of India, at any point of time with or without assigning any reasons.

Or

c) On 60 days notice from firm. The firm may discontinue the contract at any point of time by giving a notice at least 60 days before intended date of discontinuation, but it will lead forfeiture of its security deposit/ performance security in case of discontinuance without a notice or notice of less than 60 days prior to intended date of discontinuance. Survey of India will have right to claim damages and recover them from of the payment due to agency or by any other means in addition to forfeiting the security deposit.

Or

d) For committing breach of any of the terms and condition of contract or tender by tenderer.

Or

e) On contractor being declare insolvent by competent court of law.

Or

f) On assigning the contractor part thereof or any benefit or interest there in or there-under by the tendered to any third party or subletting the whole or part of contract to any third party.

ix) On termination of the contract, the personnel deployed by the contractual agency shall be relieved automatically. However, the contractual agency will clear their accounts by paying them all their legal dues as required by law in force. In case of any dispute on account of the termination of employment or non payment of dues of the personnel of tenderer, it shall be entirely responsibility of the tenderer to pay and settle the same. The tenderer shall comply with all the orders/ awards passed by competent authority or court of law in respect of personnel engaged by it.

x) Service Provider will provide required personnel for short period also in case of any exigencies as per the requirement of this office. Service provider shall arrange a substitute well in advance if there is any probability of the person leaving the job due to his/her own personal reasons.

xi) Service provider shall ensure proper conduct of personnel deployed by him in office premises/ on duty, and enforce prohibition of consumption of alcoholic drinks, smoking and loitering without work.

g) **Bid Validity** : Online Bid will be valid for 90 days from the date of opening.

## **h) Resolution of Disputes**

In case of any dispute, shall be first sorted out by the Director TMMz GDC. If the dispute still persists and remains unresolved, then it will be sent to the Surveyor General of India, or his representative, whose decision shall be binding on both the parties.

## **i) Compliance with Labour Regulations**

During continuance of the contract, the Service Provider 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. The contractor shall keep Survey of India indemnified in case any action is taken against Employer by competent authority on account of contravention of any provisions of any act or rules made there under, regulation or notification including amendments. If the TMMz GDC, 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 Service Provider then the Director, TMMz GDC, Survey of India, shall have the right to recover from the amount due to the Service Provider or from his performance Security the sum required or estimated to be required for making good the loss or damage suffered by the TMMz GDC, Survey of India.

## TENDER OFFER/QUOTATION

To,

The Director,  
TMMz, GDC.  
Survey of India  
Silchar-788003  
Cachar , Assam

Ref: TMMz GDC, Survey of India, Silchar 's Tender No.116 /5-H dated 29/01/2019.

After having examined the tender documents including all Annexures, we offer to provide **Stenographer/ Computer Typists/Safaiwala/Security Guards** in accordance with the said tender document.

We undertake, if our offer as quoted in the tender is accepted, to commence the services within \_\_\_\_\_ (number) days 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 towards the performance of the Contract.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2019

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

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

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

**BID FORM**

(To be enclosed with the Quotation)

(TMMz GDC, Survey of India, Silchar's Tender No.116/5-H dated 29/01/2019.)

Sl No.	Description Manpower/ser es	Break up details of Rate						Rate (per man / month) (in Rs.)*
		Basic Wage	EPF <sup>@</sup>	ESI <sup>@</sup>	Service Charges <sup>#</sup>	Total	GST	
		(a)	(b)	(c)	(d)	(a)+(b)+(c)+(d)	(e)	(a)+(b)+(c)+(d)+(e)
1	<b>Stenographe</b>							
2	<b>Computer Typists</b>							
3	<b>Safaiwala</b>							
4	<b>Security Guards</b>							

<sup>@</sup> Employer contribution for EPF/ESI

<sup>#</sup> Inclusive of overheads, supervision charges/ handling charges, gratuity etc Service charges quoted as 0% or as unreasonably low amount may lead to rejection of bid.

\* Inclusive of all taxes and Charges, remain valid for a period of one year from the date of signing the contract).

**Rate for one Stenographer per month**

Rate (in figures) Rs. \_\_\_\_\_

Rate (in words) Rupees \_\_\_\_\_

**Rate for one Computer Typists per month**

Rate (in figures) Rs. \_\_\_\_\_

Rate (in words) Rupees \_\_\_\_\_

**Rate for one Safaiwala per month**

Rate (in figures) Rs. \_\_\_\_\_

Rate (in words) Rupees \_\_\_\_\_

**Rate for one Security Guards per month**

Rate (in figures) Rs. \_\_\_\_\_

Rate (in words) Rupees \_\_\_\_\_

I/we do hereby declare the above stated rates are inclusive of all charges and taxes.

I/we do hereby declare that in event of acceptance of our bid, we will carry out the services as stipulated in tender document and that we shall perform all the incidental services.

Signature of Contractor \_\_\_\_\_

Postal Address: \_\_\_\_\_

Place:

Date:

## Contract Agreement

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

Agreement made on this \_\_\_\_\_ day of \_\_\_\_\_ Two thousand Niteteen between \_\_\_\_\_ (hereinafter called "the Service Provider or Contractor") on one part and the Director, Silchar Geo Spatial Data Centre (hereinafter referred to as the "Government") on the other part.

WHEREAS the Service Provider has tendered to the Director, TMMz GDC, Silchar for providing **Stenographer/Computer Typists/Safaiwala/Security Guards** as per the instruction 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. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) 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 of the Tender Notice 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. The contract shall be of \_\_\_ months and this agreement shall remain in force until 3 months after the expiry of the contract period.
5. Notwithstanding anything contained herein the tender and acceptance forms

**Contd. P-2**

contained, the Government shall not be bound to take the whole or any part of the estimated manpower mentioned herein and 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 **Stenographer/Computer Typists/Safaiwala/ Security Guards** and to remedy shortcomings/deficiencies therein, if any, in conformity with the terms and Conditions of the Contract.

7. In witness thereof the service provider \_\_\_\_\_ has set his hereto and Director, Tripura Manipur & Mizoram Geo Spatial Data Centre 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:

Witness: \_\_\_\_\_

Witness \_\_\_\_\_

Place : Silchar

**PERFORMANCE SECURITY FORM**

To,  
The Director  
TMMz, GDC  
Survey of India  
Silchar-788003  
Cachar, Assam.

WHEREAS \_\_\_\_\_  
(Name of Service Provider) hereinafter called "the Service Provider" has undertaken  
Contract No. \_\_\_\_\_ dated \_\_\_\_\_ 2019 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 will furnish  
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  
and 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 the \_\_\_\_\_ day of \_\_\_\_\_ 2020  
Signature and Seal of Guarantors

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

**AGENCY DETAILS**

(Including performance records, financial viability etc.)

**NAME OF AGENCY:**

**OWNERS NAME:**

**REGISTRATION No. :**

**GST PARTICULARS:**

**PAN NUMBER:**

**CONTRACT LABOUR LICENSE CERTIFICATE No. :**

**E.P.F. CODE No. :**

**E.S.I.C CODE NO. :**

**TELEPHONE Nos. :**

**RESIDENTIAL ADDRESS:**

**BANKER'S NAME & ADDRESS:**

**EXPERIENCE (YEARS):**

**LIST OF MAJOR CLIENTS (ENCLOSE COPY OF ORDERS/CONTRACTS ALONGWITH WORK, WORK DETAILS, PERFORMANCE REPORT**

**ANY OTHER INFORMATION/DOCUMENTS WHICH MAY HELP BSNL IN ASSESSING TENDERER'S CAPABILITIES FOR AWARD OF CONTRACT**

*Signature of the tenderer with seal & date*



**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 :**

- i) 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.
- ii) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- iii) 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.
- iv) 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.
- v) 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.
- vi) 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:**

- i) 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.
- ii) 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.

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.

- iii) 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:**

- i) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- ii) 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.
- iii) 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.
- iv) 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 as per Sl.10 (a) of Tender document. 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:**

- i) 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.
- ii) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- iii) Bidder has to select the payment option as "offline" to pay the EMD as applicable.
- iv) 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, Tripura, Manipur & Mizoram Geo-Spatial Data Centre, 5<sup>th</sup> Floor, Kendriya Sadan, Chirukandi Road, Survey of India, Silchar-788003** 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.
- v) Financial Bid provided with tender document format to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids online in the format provided with this tender and no other format is acceptable.
- vi) Bidders are required to download the Financial bid format provided with tender document file, fill with their respective financial quotes and other details (such as name of the bidder). Once the details have been completed, the bidder should sign it and submit it online, without changing the filename in the respective cover. If financial bid format provided with tender document file is found to be modified by the bidder, the bid will be rejected.
- vii) 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.

viii) 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.

ix) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

x) 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.

xi) 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:**

- i) 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.
- ii) 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 0120-4001002, 0120-4001005.**