

## TENDER NOTICE

**Jharkhand Space Applications Center, Dept. of IT, Govt. of Jharkhand  
Engineering Hostel-I, Dhurwa, Ranchi-834004**

1. On behalf of the Government of Jharkhand, the Director, Jharkhand Space Applications Center (JSAC), Dept. of Information Technology, Government of Jharkhand invites sealed Bids (Technical and Commercial) for **“Geospatial Survey and Mapping of all Properties (houses, buildings, land) under Ranchi Municipal Corporation”**.
2. The tender document may be downloaded from <http://jsac.jharkhand.gov.in> and the fee should be enclosed in form of demand draft in favor of Director JSAC with the bid document at the time of submission.
3. The details are given below:

<b>Tender Reference</b>	<b>JSAC/17/2013 Date: 3 / 5 / 13</b>
Price of Tender Document	Rs 5000/-
Pre-bid Conference date & place	10-5-13 at 3.00 PM Jharkhand Space Applications Center Engineer's Hostel-I, Dhurwa Ranchi – 834 004
Last Time and Date for receipt of tender offers	15-5-13 at 4:00 PM at JSAC, Ranchi
Time and Date of Opening of tender offers (Technical offer)	17-5-13at 11:00 AM at Jharkhand Space Applications Center Engineer's Hostel-I, Dhurwa Ranchi – 834 004
Time and Date of Opening of Price Bid (Commercial Offer)	To be announced after opening of Technical Offer

5. Bids should remain valid for acceptance up to 17-8-13.
6. The Director, Jharkhand Space Applications Center, Ranchi reserves the right to accept or reject any tender offer without assigning any reason.

Sd/-  
Director  
Jharkhand Space Applications Center, Ranchi

## Chapter 1

### QUALIFICATION CRITERIA

The bidder must possess the requisite experience, strength and capabilities in providing the material and services necessary to meet the requirements, as described in the tender documents. The bidder must also possess the technical know-how and the financial resources that would be required to complete the project. The bids must be complete in all respect and should cover the entire scope of work as stipulated in the Tender document. The request for proposal is open to all bidders who qualify the eligibility criteria as given below:

S.No.	QUALIFICATION CRITERIA
1	The tender document fee is to be annexed in the form of DD
2	The Earnest Money Deposit (EMD) in the form of DD to be annexed
3	The Bidder must have valid VAT registration [The valid VAT registration certificate to be submit]
4	The bidder must have Service Tax Registration number [Service Tax Registration copy to be submit]
5	The bidder should submit Audited Balance sheet along with Profit and Loss account, for the year 2010-11, 2011-12 and 2012-13. [Copy of audited balance sheet along with Profit and Loss account for the year 2010-11,2011-12, 2012-13 ]
6	The annual turnover of the firm in scanning, digitization, interpretation and geospatial work must exceed Rs. 5 Lakhs per year during the last three financial years. The work should be related to Government/PSU. [Copies of work order to be submitted.]
7	The annual turnover of the firm in primary survey and data entry of documents must exceed Rs.5 Lakhs per year during the last three financial years. The work should be related to Government/PSU. [Copies of work order to be submitted.]
8	The company should have quality Management System Standard ISO 9001:2008 certified. [A valid certificate to be submitted.]
9	A self certificate by company to be submitted that company has not been blacklisted in any state of India.

<b>10</b>	The bidder should be in the business of primary survey at least for three years as on bid calling date. [a certificate by self that the company has been in business for last three years]
<b>11</b>	The bidder should submit the essential document Form1 to Form4 for evaluation.
<b>12</b>	The bidder should give an undertaking that minimum 10 computer systems with related accessories (i.e. Generator, UPS, Furniture, electricity) at Ranchi will be installed for data entry work at the time of accepting the award.

**Note:**

1. No extra documents should be annexed with the tender.
2. Tender document should be indexed & pages should be properly numbered and arranged as per above qualification criteria.
3. Tender document should be properly bound.

## Chapter 2

### SCOPE OF WORK

1. The work includes household survey and ward survey as given in the Annexure **G** and Annexure **H** respectively.
2. GIS map creation of each houses/buildings and linked it to the survey database under Ranchi Municipal Corporation.
3. The surveyed data of the questionnaire have to be fed in the computers in provided structured format to integrate with the GIS Maps.
4. The Volume of the Work includes the Survey of 55 Wards and their Mohallas, and about 1, 20,000 Houses/Buildings in various wards of the City.
5. The data entry of survey data will be done by the Agency and first (basic) verification will be done by the Agency only. After data entry and complete verification and corrections the Mohalla/wardwise data will be provided to RMC for verification.
6. If there is any gap found in the survey data the service provider has to resurvey and reenter the data, which should not exceed or repeat after second checklist.
7. The surveyed data will get verified and approved by the RMC.
8. After data verification and finalization, the ward wise final printouts (on good quality A4 Size paper) will be generated by the service provider.
9. The Service Provider requires delivering the data in soft copy in two copies.

## Chapter 3

### IMPORTANT LIMITS AND VALUES RELATED TO BID

<b>S.N.</b>	<b>Item</b>	<b>Description</b>
<b>1.</b>	Bid Security (EMD)	<b>Rs 2,50,000</b> (Rupees Two Lakh fifty thousand Only)
<b>2.</b>	Bid Validity Period	<b>90</b> days from the date of opening of bid.
<b>3.</b>	Bid Security Validity Period	<b>90</b> days.
<b>4.</b>	Implementation Period	<b>180</b> days from the date of signing of contract.
<b>5.</b>	Implementation cum Performance Bank Guarantee (in Rupees.)	<b>10%</b> of contract value in the form of Bank Guarantee
<b>6.</b>	Implementation cum Performance Bank Guarantee validity period	<b>90</b> days from the date of submission and delivery and final acceptance of completion of work and warranty period.
<b>7.</b>	Period for submission of Implementation cum Performance Bank Guarantee	Within <b>15</b> days of receipt of letter of intent (LoI) of award.
<b>8.</b>	Warranty Period	90 days from the date of submission and delivery and final acceptance of completion of work
<b>9.</b>	Period for signing contract	Within <b>15</b> days from the date of receipt of letter of intent (LoI) of award.
<b>10.</b>	Penalty for delay in implementation	Please refer penalty clause 4 of Chapter 6.
<b>11.</b>	Address for correspondence of clarifications	Director Jharkhand Space Applications Center 2 <sup>nd</sup> Floor, Engineer's Hostel-I, Dhurwa Ranchi – 834 004 <b>Phone:</b> 0651-2401719 <b>Fax:</b> 0651-2401720

## Chapter 4

### INSTRUCTIONS TO BIDDERS

#### 1. Introduction

On behalf of the Govt. of Jharkhand, the Director, JSAC, Dept. of IT, Government of Jharkhand invites sealed Bids (Technical and Commercial) **“Geospatial Survey and Mapping of all Properties (houses, buildings, land) under Ranchi Municipal Corporation”**.

#### 2. How prices have to be quoted

Price should be quoted per house for Survey Work of household survey & Ward survey. The price should include building wise household survey in the prescribed format which includes ward survey, data entry and supply of first print for checklist, final print and softcopy. The price should be clearly stated including all taxes. Any conditional price quoted will not be accepted.

#### 3. Pre-Bid Conference

A Pre-Bid conference of all the intending Bidders will be held at the scheduled date and time as indicated in the **Schedule of the Tender**. Intending Bidders will be allowed to suggest suitable modifications in the clauses indicated in this tender. JSAC will communicate such changes in specifications that are accepted, to all the intending bidders who have obtained the bid document. All such changes will become a part of this document and binding on all the Bidders

#### 4. Cost of Tender Document

The tender document may be downloaded from the website <http://jsac.jharkhand.gov.in> will have to be accompanied by a DD of Rs. 5000/- at the time of submission of bids. Non submission of DD means tender is out rightly rejected.

#### 5. Completeness of Tender Offer

The Bidder is expected to examine all instructions, forms, terms, conditions and specifications in the Tender Documents. Failure to furnish all information required by the tender documents or submission of a tender offer not substantially responsive in every respect to the tender documents will be at the Bidder's risk and may result in rejection of its tender offer. The tender offer is liable to be rejected outright without any intimation to the Bidder if complete information as called for in the tender document is not given therein, or if particulars asked for in the Forms / Performa in the tender are not fully furnished.

## 6. Two Bid System Tender

The offers shall be in two separate parts containing **Technical** and **Commercial** Offers. Two separate sealed envelopes containing the Technical and Commercial offers respectively should be enclosed together in a larger envelope, sealed and superscripted with the Tender Reference Number and Name of the Bidder.

Both the inside envelopes should be separately securely sealed and stamped. The sealed envelopes must be super-scribed with the following information:

**Type of Offer** (Technical or Commercial):

**Tender Reference Number:**

**Name of Bidder:**

### 7.1 ENVELOPE – I (*Technical Offer*):

The Technical Offer (T.O.) should be complete in all respects and contain all information asked for, except prices. It should not contain any price information. The T.O. should indicate whether **products and services asked** for are quoted, and that all requirements therefore are quoted.

The Technical Offer must be submitted in an organized and neat manner. No documents, brochures, leaflet, etc. should be submitted in loose form. All the pages of the tender should be numbered, signed and stamped and reference should be made to these pages if required.

The format for submission of Technical Offer is as follows:

Index

Tender Offer Form (**Annexure A**) duly filled in.

Bidder's Detail (**Annexure B**)

Earnest Money Deposit

Other relevant documents establishing the Bidder's eligibility to participate in the tender

#### **Earnest Money Deposit**

Bidders are required to give Rs.2,50,000 (Rs. Two Lakh and Fifty thousand Only ) as Earnest Money Deposit (EMD) along with their offer. The EMD may also be given in the form of a bank draft payable to Jharkhand Space Applications Center, Ranchi.

Unsuccessful Bidder's EMD will be discharged/ returned within 30 days after the expiration of the period of tender offer validity prescribed by JSAC.

The successful Bidder's bid security will be discharged upon the Bidder executing the Contract and furnishing the Performance Security.

The bid security may be forfeited:

- (a) If a Bidder withdraws its tender during the period of bid validity **or**  
In case of a successful Bidder, if the Bidder fails:

- i. To sign the contract in accordance with the terms and conditions
- ii. To furnish performance security as specified in the terms and conditions

## **7.2 ENVELOPE-II (Commercial Offer)**

The Commercial Offer must be given in a separate sealed envelope. The price bid should not contradict the Technical Offer in any manner.

Bidder should submit their prices only in the Bid Form (**Annexure - C**) given in the tender. Price quoted other than the bid form shall be liable to be rejected. The Bid Form must be filled in completely, without any errors, erasures or alterations. The price should be inclusive of all taxes. The Bid form prices must not contain any conditions. Conditional Bid Form is liable to be rejected.

## **8. Signing of Tender Offers**

The original and two copies of the Tender Offer shall be typed or written in ink and shall be signed by the Bidder or a person or persons duly authorized in writing to bind the Bidder to the Contract. Power-of-attorney accompanying the tender offer shall indicate such authorization. The person or persons signing the Tender Offer shall put initial on all pages of the Tender Offer, except for laminated printed literatures/ brochures.

The Tender Offer shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the Bidder, in which case the person or persons signing the offer shall initial such corrections.

## **9. Erasures or Alterations**

Offers containing erasures or alterations will not be considered. There should be no hand-written material, corrections or alterations in the offer. Technical details must be completely filled up. Correct technical information being offered must be filled in. Filling up of the Technical Detail Form using terms such as "OK", "accepted", "noted", "as given in brochure / manual" is not acceptable.

The JSAC may treat offers not adhering to these guidelines as unacceptable.

## **10. Fixed Price**

The Commercial Offer shall be on a fixed price basis, inclusive of all taxes and levies. No price variation should be asked for relating to allotment of wards increases in customs duty, service tax, excise tax, dollar price variation, etc.

Price quotation accompanied by vague and conditional expressions such as "subject to immediate acceptance", "subject to confirmation before sales", etc. will be treated as being at variance and shall be liable for rejection.

## **11. Submission of Tender Offers**

JSAC shall receive sealed Tender Offers at the address specified above not later than the time and date specified in the invitation for Tender Offers. In the event



of the specified date for the submission of Tender Offers being declared a holiday, the offers will be received up to the appointed time on the next working day.

JSAC may, at its discretion, extend this deadline for submission of offers by amending the Tender Documents, in which case all rights and obligations of JSAC and tender previously subject to the deadline will thereafter be subject to the deadline as extended.

Telex, cable or facsimile offers will be rejected.

## **12. Late Tender Offers**

Any tender offer received by JSAC after the deadline for submission of tender offer prescribed by JSAC, pursuant to the clause above, will be rejected and/or returned unopened to the Bidder.

The JSAC will reject a tender offer determined as not substantially responsive for such Bidder and will not be opened.

The JSAC may waive any minor infirmity or irregularity in a tender offer, which does not constitute a material deviation. This shall be binding on all Bidders and the JSAC reserves the right of such waivers.

## **13. Clarifications of Offers**

To assist in the scrutiny, evaluation and comparison of offers, the JSAC may, at its discretion, ask some or all Bidders for technical clarification of their offer. The request for such clarifications and the response shall be in writing. To speed up the tender process, the JSAC, at its discretion, may ask for any technical clarification to be submitted by means of facsimile by the Bidder. In such cases, original copy of the document describing the technical clarifications must be sent to the JSAC by means of courier / in person.

## **14. Short-listing of Bidders**

The JSAC will short-list technically qualified Bidders and commercial offers of only those qualified Bidders will be opened. The Bidder qualification according to the qualification criteria, qualification and experience for the job of providing services, and track – record of the Bidder, and Compliance of tender conditions.

## **15. Technical Evaluation**

The committee constituted by the Govt. of Jharkhand will do the Technical Evaluation of the tender. The decision of the committee will be final. The Bidders will have to quote for all the items in the Price Schedule. Certificate/Undertaking stating that the Bidder has quoted for all the items prescribed in the price schedule. This certificate should be accompanied with the technical offer. Non-submission of this certificate will be treated as incomplete non-responsive tender and hence will be rejected in the technical scrutiny.

**16. Evaluation of Commercial Bids**

The commercial bids of only technically successful Bidders will be opened and ranking of the Bidders will be done according to the price quoted. The Bidder whose commercial offer for all the items inclusive per ward of the Price Schedule (**Annexure C**) has been determined to be the lowest evaluated offer as detailed above will be awarded the contract. The lowest quotes of mentioned items will be the floor price which will be acceptable to all selected bidders.

The bidders accepted for the floor price may be selected to award. The decision of the committee will be final.

**17. Right to Accept Any Offer and to Reject Any or All Offers**

The JSAC reserves the right to accept or reject any tender offer, and to annul the tendering process and reject all tenders at any time prior to award of contract, without thereby incurring any liability towards the affected Bidder(s) or any obligation to inform the affected Bidder(s) of the grounds for the JSAC's action.

**18. Corrupt or fraudulent Practices**

The JSAC requires that the Bidders under this tender observe the highest standards of ethics during the procurement and execution of such contracts. In pursuance of this policy, the JSAC defines the terms set forth as follows:

- a) "Corrupt practice" means the offering, giving, receiving or soliciting of any thing of value to influence the action of the public official in the procurement process or in contract execution.
- b) "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or a execution of a contract to the detriment of the JSAC, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial noncompetitive levels and to deprive the JSAC of the benefits of the free and open competition.
- c) The JSAC will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.
- d) The JSAC will declare a Bidder ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it at any time determines that the Bidder has engaged in corrupt and fraudulent practices in competing for, or in executing, a contract.

**19. Signing of Contract**

At the same time as the JSAC notifies the successful Bidder that its tender offer has been accepted the JSAC will send the Bidder the Contract Form (**Annexure D**) provided in the Tender Documents, incorporating all agreements between the parties.

Within 10 days of receipt of the Contract Form, the successful Bidder shall sign and date the contract and return it to the JSAC.

## Chapter 5

### GENERAL CONDITIONS OF CONTRACT

#### 1. Confidentiality

The SP must maintain absolute confidentiality of the documents/data received and any other data/information provided to him for the execution of the work. The bidder should not use the Project data for any purpose other than data entry. The SP must remove/destroy the entire data from his custody after completion of the warranty period (Warranty Period is defined as the period specified in the General Conditions of Contract or Special Conditions of Contract. Following Acceptance of the deliverables during which the SP's warranty obligations in respect of the delivered materials are in force. During the warranty period the SP has to keep all the deliverables in safe custody). If at any stage it is found that the bidder is using the data for any other purposes, stringent legal action will be initiated as per applicable law and the contract will be terminated without assigning any reasons.

#### 2. Use of documents and Information

- The vendor shall not, without prior written consent from RMC/JSAC, disclose/share/use the bid document, contract, or any provision thereof, or any specification, plan, drawing, pattern, sample or information furnished by or on behalf of the RMC /JSAC in connection therewith, to any person other than a person employed by the vendor in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- The Vendor shall not, without prior written consent of RMC /JSAC, make use of any document or information made available for the project, except for purposes of performing the Contract.
- All project related documents (including this bid document) including Filled Questionnaires, Maps, etc. other than the contract itself, shall remain the property of the RMC /JSAC and shall be returned (in all copies) to the RMC /JSAC on completion of the Vendor's performance under the contract.

#### 3. Performance Bank Guarantee

The performance bank guarantee should be furnished for an amount of 10% of the contract value, valid up-to 90 days from the date of completion of performance obligations, including warranty obligations, in the format specified in Performance Security Form (**Annexure E**) provided in the tender document or in other format acceptable to the JSAC. Such performance bank guarantee will be required to be given in the name of the JSAC, Dept. of IT, Govt. of Jharkhand.

The proceeds of the performance bank guarantee shall be payable to the JSAC as compensation for any loss / penalties / liquidated damages resulting from the SP's failure to complete its obligations under the contract.

The performance bank guarantee will be discharged by the JSAC and returned to the SP within 60 days following the date of completion of the SP's performance obligations after 12 months, including any warranty obligations if any.

#### **4. Taxes and Duties**

The SP shall be entirely responsible for all taxes, duties, license fees, and other such levies.

#### **5. Delay in the SP Performance**

The SP has to start as per the direction of the JSAC at the designated locations and Services shall be made in accordance with the time schedule prescribed by the JSAC in the Schedule of Requirements.

If at any time during performance of the Contract, the SP should encounter conditions impeding timely delivery or installation of the Systems or performance of the Services, the SP shall promptly notify the JSAC in writing of the fact of the delay, likely duration and its cause(s). As soon as practicable after receipt of the SP notice, the JSAC shall evaluate the situation and may at its discretion extend the time for performance, with or without liquidated damages, and revised implementation plan will be prepared by both parties.

Except as provided under GCC Clause, if SP fails in the performance of its delivery or installation obligations shall render himself liable to the imposition of liquidated damages pursuant to GCC Clause, unless client without the application of liquidated damages agrees upon an extension of time.

#### **6. Liquidated Damages**

If the SP fails to deliver goods / Services or install any or all of the systems or if any of the goods/ services fail to gain Acceptance within the period(s) specified in the Contract, the Client shall, without prejudice to its other remedies under the Contract, deduct from the performance security, as liquidated damages, a sum equivalent to the percentage of the Contract price specified in SCC. Once the maximum is reached, the Client may consider termination of the Contract.

If delivered or installed goods and/or Services cannot be put to use without the undelivered goods/Services, the damages will be calculated using the total price of the goods/services that cannot be put to use.

#### **7. Application of LD**

Liquidated damages shall be assessed "only with respect to data entry of documents" as per schedule, submission of deliverables and its acceptance".

#### **8. Termination for Default**

The JSAC, without prejudice to any other remedy for breach of Contract, may terminate this Contract in whole or in part by giving 30 days advance notice; if

the SP fails to deliver any or all of goods/services within the period(s) specified in the Contract, or within any extension thereof granted by the Client **or** if he fails to perform any other significant obligations(s) under this contract. In the event the JSAC terminates the Contract in whole or in part, the JSAC may procure, upon such terms and in such manner, as it seems appropriate, goods/services similar to those undelivered, and the SP shall be liable to the JSAC for any excess costs for those similar goods or Services. However, the SP shall continue performance of the contract to the extent not terminated.

### **9. Termination for Insolvency**

The JSAC may at any time terminate the Contract by giving written notice to the SP if he becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the SP, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to the Client.

### **10. Applicable law**

The contract shall be interpreted in accordance with appropriate Indian laws.

### **11. No interest for performance Guarantee**

No interest shall be paid on the earnest money, security deposit and the amount retained against performance guarantee.

### **12. Notices**

Any notice given by one party to the other pursuant to this contract shall be sent to the other party in writing or by telex, email, cable or facsimile and confirmed in writing to the other party's last known address.

A notice shall be effective when delivered or tendered to other party whichever is earlier.

### **13. Warranty**

The SP warrants that the data for a period of 90 days from the date of submitting the **final** deliverables to the client and also from the date of its acceptance.

During the Warranty Period, the data will be checked, put to use or reuse. Any deviation will be notified immediately.

If the SP, having been notified, fails to remedy the defect(s) within **a week time**, the Client may proceed to take such reasonable remedial action as may be necessary, at the SP's risk and expense and without prejudice to any other rights, which the Client may have against the SP under the Contract.

### **14. SP's Obligations**

The SP will abide by the job safety, insurance, customs and immigration measures prevalent and laws in force in the Client's country, and will indemnify the Client from all demands or responsibilities arising from

accidents or loss of life. The SP will pay all indemnities arising from such incidents and will not hold the Client responsible or obliged.

The SP is responsible for, and obligated to conduct all contracted activities with due care and diligence, in accordance with the Contract and using state of the art methods and economic principles, and exercising all reasonable means to achieve the performance specified in the Contract.

The SP is obliged to work closely with the Client's Project Manager and staff, act within its own authority, and abide by directives issued by the Client that are consistent with the terms of the Contract. SP is responsible for managing the activities of its personnel, and will hold itself responsible for any misdemeanors.

The SP shall appoint an experienced Representative to manage its performance of the Contract within 15 days from Contract signature. The Representative shall be authorized to accept orders and notices on behalf of the SP, and to generate notices and commit the SP to specific courses of action within the scope of the Contract. The Representatives may be replaced only with the prior written consent of the Client.

The SP shall develop the final Project Plan based on Contract requirements, to be submitted to the Client for review and approval within the number of days specified in SCC from the Effective date of the Contract, with all reasonable and necessary input from the Client.

### **15. Resolution of Disputes**

The JSAC and the Vendor shall make every effort to resolve amicably, by direct informal negotiation, any disagreement or dispute arising between them under or in connection with the contract.

If after thirty days from the commencement of such informal negotiations, the JSAC and the Vendor have been unable to resolve amicably a contract dispute; either party may require that the dispute be referred for resolution by formal arbitration.

All questions, disputes or differences arising under and out of, or in connection with the contract, shall be referred to two Arbitrators: one Arbitrator to be nominated by the JSAC and the other to be nominated by the Vendor. In the case of the said Arbitrators not agreeing, then the matter will be referred to an umpire to be appointed by the Arbitrators in writing before proceeding with reference. The award of the Arbitrators, and in the event of their not agreeing, the award of the Umpire appointed by them shall be final and binding on the parties. The Arbitration and Conciliation Act, 1996, shall apply to the arbitration proceedings and the venue of the arbitration shall be Ranchi.

### **16. Legal Jurisdiction**

All legal disputes are subject to the jurisdiction of Ranchi courts only.

## Chapter 6

### SPECIAL CONDITIONS OF CONTRACT (SCC)

- i. The following Special Conditions of Contract (SCC) shall supplement to the General Conditions of Contract (GCC). Whenever there is a conflict, the provisions of the SCC shall prevail over those in the General Conditions of Contract.
- ii. As has been explained in the scope of the Work, accuracy of data entered is of utmost importance. Therefore, SP will have to put special efforts to ensure that the data entered is accurate to almost 100% accuracy levels.
- iii. Sample Check on data submitted by the agency will be performed by the staff of RMC. The checking would be done through comparison of printed records with the Field Verification. In case number of erroneous records exceed 1% the agency will be required to re-verify/correct the entire data set.
- iv. The SP will need to develop a programme to find the missing and duplicate records from the entered data. This programme should be run on the entered data to remove the duplicates and addition of missing records.

#### 1. Roles of various parties to the contract

Following is the summary of the roles of SP, JSAC and RMC in the operation of this contract.

##### Role of the SP

- Entering into agreement with the department and submitting the performance guarantee.
- To survey the Ward and Houses/Buildings for required information.
- To locate the places indicated in the questionnaire on the Printed Maps.
- To do the Data Entry of the Collected Data through survey on structured format for GIS integration.
- The correct data entry and checking till 100% error free is the responsibility of vendor. After making 100% error free data the prints should be submitted to the RMC.
- To resurvey and reentry the data for their anomalies, if found during verification.
- To make the data 100% error free.
- Infrastructure establishment with necessary men, machinery etc.
- Insuring all men, machines and material against all risks.
- To implement the project with his own men and material. Subcontracting is not allowed.
- Quality maintenance.
- Handing over the deliverables and obtaining necessary certification and accountability for the same.
- Reporting the progress of the work weekly.

### **Role of the JSAC**

- Design Household questionnaire, technical input for survey to identify the built up area and other properties with Ranchi Municipal Area.
- Data mining & Validation
- Linking with existing data and identified properties with GIS Map
- Customise GIS Based software and link tax calculation software with GIS Map of properties.
- Implementation of Software
- Training to the RMC officials.
- Project Implementation and Coordination
- Entering into an agreement with SP and accepting the performance guarantee.
- Provision of the Data Structure for data entry by the SP.

### **Role of RMC**

- Nominating a Nodal Officer for project to coordinate with the SP and the JSAC.
- Providing Support to execute this project in terms of liaisoning with Ward Members, Field Verification and Data Verification.
- Quality Control Checks and Certification.
- Reporting receipt and monitoring the progress of the project.
- Database related to properties registered till now
- Information related to existing system
- Help in identification of missing properties till now (Household survey)
- Logistics support as and when needed
- Verification, validation and certification of data (Household data)
- A Nodal officer from the department to coordinate all

## **2. Project Management and Monitoring**

- Principal Secretary Urban Development Department,
- Director, Jharkhand Space Applications Center
- CEO, Ranchi Municipal Corporation
- Joint Secretary, Urban Development Department
- Associate Town Planner, Urban Development Department
- Nodal Officer, Jharkhand Space Applications Center
- Nodal Officer, Ranchi Municipal Corporation

## **3. Terms of Payment**

The JSAC will release the payments in installments. Payment will be made for the completed work from time to time on a pro-rata basis as per the progress of data entry as per the following milestones:

- (i) 80% of the Invoiced amount on submission of the bill certified by RMC for Job completion.
- (ii) 10% of the Invoiced amount after testing and acceptance by the RMC.
- (iii) 10% on completion of the warranty period.



Prior to make payment RMC will certify about the quality/correctness and quantity of the work done (number of records entered) and JSAC will then make payments according to the schedule given above.

#### **4. Penalty**

The bidder has to start the survey and data entry setup along with complete equipment within 30 days from the date LOI or 15 days from the Date of entering into contract agreement. In case the bidder fails to start the work within this period, then the JSAC shall be entitled in his opinion to levy the penalty at his discretion not exceeding Rs.500/- per day or part there of.

If the bidder fails to complete the entire data entry work within a period of six months from the date of starting the work, for every day of the delay in delivery of the deliverables (i.e. data entry) then, the JSAC at its discretion will levy a penalty of Rs.1,000/- per day or part there of.

#### **5. Payment Authority**

The JSAC will make the payment as per payment terms and conditions.

#### **6. Insurance to men, machine and material**

The SP has to insure against all risks on his men, machine and material and provide the evidence before commencing the work to the client.

#### **7. Subcontract**

##### **Subcontract is not allowed in any form.**

During the program, if found that SP has given subcontract, the contract will be cancelled and implementation cum performance security will be forfeited besides black listing the bidder to participate in any future tender of Government of Jharkhand.

#### **8. Infrastructure arrangement by SP**

The SP shall make his own arrangements for infrastructure which includes power, water, and transportation of personnel deployed by him, in addition to the men, machine and material.

## Chapter 7

### Technical Evaluation

The committee constituted by the Govt. of Jharkhand will do the Technical Evaluation of the tender. The decision of the committee will be final. The Bidders will have to quote for all the items in the Price Schedule. Certificate/Undertaking stating that the Bidder has quoted for all the items prescribed in the price schedule. This certificate should be accompanied with the technical offer. Non-submission of this certificate will be treated as incomplete non-responsive tender and hence will be rejected in the technical scrutiny.

The technical bid will be evaluated for all essential requirements with supporting documents. After evaluation of the documents, all the bidders fulfilling pre qualification criteria will be further evaluated based on their experience, capability and competence following the marking system given below:

S.No.	QUALIFICATION CRITERIA	COMPLIANCE
1	The tender document fee is to be annexed in the form of DD	Yes/No
2	The Earnest Money Deposit (EMD) in the form of DD to be annexed	Yes/No
3	The Bidder must have valid VAT registration [The valid VAT registration certificate to be submit]	Yes/No
4	The bidder must have Service Tax Registration number [Service Tax Registration copy to be submit]	Yes/No
5	The bidder should submit Audited Balance sheet along with Profit and Loss account, for the year 2010-11, 2011-12 and 2012-13. [Copy of audited balance sheet for the year 2010-11,2011-12, 2012-13 ]	Yes/No
6	The annual turnover of the firm in scanning, digitization, interpretation and geospatial work must exceed Rs. 5 Lakhs per year during the last three financial years. The work should be related to Government/PSU. [Copies of work order to be submitted.]	Yes/No
7	The annual turnover of the firm in primary survey and data entry of documents must exceed Rs.5 Lakhs per year during the last three financial years. The work should be related to Government/PSU. [Copies of work order to be submitted.]	Yes/No

<b>8</b>	The company should have quality Management System Standard ISO 9001:2008 certified. [A valid certificate to be submitted.]	Yes/No
<b>9</b>	A self certificate by company to be submitted that company has not been blacklisted in any state of India.	Yes/No
<b>10</b>	The bidder should be in the business of primary survey at least for three years as on bid calling date. [a certificate by self that the company has been in business for last three years]	Yes/No
<b>11</b>	The bidder should submit the essential document Form1 to Form4for evaluation.	Yes/No
<b>12</b>	The bidder should give an undertaking that minimum 10 computer systems with related accessories (i.e. Generator, UPS, Furniture, electricity) at Ranchi will be installed for data entry work at the time of accepting the award.	Yes/No

**Annexure A****TENDER OFFER FORM (TOF)**

Date: \_\_\_\_\_2013

Tender Reference No.: \_\_\_\_\_

To:  
 Director,  
 Jharkhand Space Applications Center  
 Department of IT, Govt. of Jharkhand  
 Engineer's Hostel-I, Dhurwa  
 Ranchi-834004.

Dear Sir,

Having examined the tender documents including all Annexure, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide facility management services in conformity with the said tender documents.

We undertake, if our tender offer is accepted, to commence the services within 30) days calculated from the date of receipt of your Notification of Award / Letter of Intent.

If our tender offer is accepted we will obtain the guarantee of a bank for a sum of 10% of the Contract Price for the due performance of the Contract.

We agree to abide by this tender offer for 120 days and the same shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal contract is prepared and executed, this tender offer, together with your written acceptance thereof and your notification of award, shall constitute a binding contract between us.

We understand that you are not bound to accept the lowest or any offer you may receive.

Dated this \_\_\_\_ day of \_\_\_\_\_2013

Signature: \_\_\_\_\_(In the Capacity of:)  
 \_\_\_\_\_ Duly authorized to sign the tender offer for and on  
 behalf of

**Annexure B*****Bidder's Details***

Details filled in this form must be accompanied by sufficient documentary evidence, in order to verify the correctness of the information.

	<b>Item</b>	<b>Details</b>
<b>1</b>	Name of the Company/Agency/ Organization	
<b>2</b>	Mailing Address	
<b>3</b>	Telephone	
<b>4</b>	Fax	
<b>5</b>	Turn over of the company.....	
<b>6</b>	Profit of the company.....	

**Annexure C**  
**Bid Form**  
**(PRICE SCHEDULE)**  
**To be returned in original along with the Bid in ENVELOPE-II**  
**(Commercial Offer)**

Serial No. ----- Price: Rs. 5000/-

Tender Reference No. \_\_\_\_\_

**Price inclusive of taxes and duties and all other costs of the SP**  
**Amount in Rs.**

Sl. No.	Item	Cost in Rs. (quote for per household)
1.	Rate should be quoted as Household a unit and as per scope of work given at Chapter 2 of Tender document. “Building wise household survey in the prescribed format which includes ward survey, data entry and supply of first print for checklist, final print and softcopy. GIS map creation of each building and linking of household survey data.”	

**Explanation:** A flat in an apartment is a household, if in an apartment there are 24 flats that means there are 24 households.

**Place:**

**Date:**

**Bidder's signature**  
**and seal.**

Note: The cost is all-inclusive of all the costs of the infrastructure, deliverables, stationary, taxes and etc.

**Signature of Bidder** \_\_\_\_\_

**Business Address** \_\_\_\_\_

**Place:**

**Date:**

## Annexure D

### CONTRACT FORM (CF)

AGGREEMENT MADE this \_\_\_\_\_ day of \_\_\_\_\_ Two thousand Five between \_\_\_\_\_ (hereinafter called "the Service Provider" of the one part and the Jharkhand Space Applications Center (hereinafter called JSAC ) of the other part.

WHEREAS the Service Provider has tendered to the JSAC for **SURVEY OF RMC WARDS AND HOUSES/BUILDINGS AND DATA FEEDING OF THE SAME** as per the instructions given in the acceptance of tender at the respective prices or rate mentioned opposite to the said articles in the column provided for the purpose and whereas such tender has been accepted and the contractor has deposited with the Government the sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) as security for the fulfillment of this Agreement.

NOW IT IS HEREBY AGREED between the parties hereto as follows:

1. The contractor has accepted the contract on the terms and conditions set out in section under the heading "Conditions of Contract" and other such conditions forming part of the tender notice no. \_\_\_\_\_ dated \_\_\_\_\_ which will hold good during period of this agreement. The following shall be the additional documents that will also form part of this contract:
  - i) The Instructions to Bidders included in the Tender Document as above.
  - ii) The Bid submitted by the Contractor.
2. Upon breach by the contractor of any of the conditions of the agreement, the Government may issue a notice in writing, determine 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 occasioned by the failure of the contractor to fulfill the agreement as certified in writing by the JSAC which certificate shall be conclusive evidence of the amount of such compensation payable by the contractor to the Government.
3. The Service Provider has placed with a Performance Security Deposit for Rs - \_\_\_\_\_ as security for compliance with the Service Provider's performance obligations in accordance with the Contract. Upon the determination of this agreement whether by defluxion of time or otherwise, the Performance Security Deposit shall after the expiration of \_\_\_\_\_ months from the date of such determination be returned to the Service Provider but without interest and after deducting there from 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 3 months after the expiry of the contract period.
5. Notwithstanding any thing contained herein or in the tender and acceptance forms contained, the Government shall not be bound to take the whole or any part of the estimated quantity herein or therein mentioned and may cancel the contract at any time upon giving one months notice in writing without compensating the Service Provider.
6. In consideration of the payments to be made by the JSAC to the Service Provider as hereinafter mentioned, the Service Provider hereby covenants with the JSAC to provide the data entry services and to remedy defects therein conformity in all respects with the provisions of the Contract.
7. Notices in connection with the contract may be given by any officer of the Government authorized by the Government.
8. In witness whereof the said \_\_\_\_\_ has set his hand hereto and Director, JSAC or his authorized representative has on behalf of the Government of Jharkhand affixed his hand and seal thereto the day and year first above written.

Ranchi

Contractor

JSAC

Witness

Witness



**Annexure E**  
**PERFORMANCE SECURITY FORM (PSF)**

To:  
Director,  
Jharkhand Space Applications Center  
Department of IT, Govt. of Jharkhand  
Engineer's Hostel-I, Dhurwa  
Ranchi-834004.

WHEREAS \_\_\_\_\_ (Name of Service Provider) hereinafter called "the Service Provider" has undertaken, purchase of Contract No. \_\_\_\_\_ dated, \_\_\_\_\_ 2013 to supply \_\_\_\_\_ (Description of goods and Services) hereinafter called "the Contract". AND WHEREAS it has been stipulated by you in the said Contract that the Service Provider shall furnish you with 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 your first 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 needing to prove or to show this grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the \_\_\_\_\_ day of \_\_\_\_\_ 2013

Signature and Seal of Guarantors

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

Date \_\_\_\_\_

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

2. Upon breach by the contractor of any of the conditions of the agreement, the Government may issue a notice in writing, determine 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 SP and also to reasonable compensation for the loss occasioned by the failure of the contractor to fulfill the agreement as certified in writing by the Government which certificate shall be conclusive evidence of the amount of such compensation payable by the contractor to the Government.
3. The SP has placed with a Performance Security Deposit for Rs ----- as security for compliance with the SP's performance obligations in accordance with the Contract. Upon the determination of this agreement whether by effluxion of time or otherwise, the Performance Security Deposit shall after the expiration of \_\_\_\_\_ months from the date of such determination be returned to the SP but without interest and after deducting there from any sum due by the SP to the Government under the terms and conditions of this agreement.
4. This agreement shall remain in force until 3 months after the expiry of the contract period.
5. Notwithstanding any thing contained herein or in the tender and acceptance forms contained, the Government shall not be bound to take the whole or any part of the estimated quantity herein or therein mentioned and may cancel the contract at any time upon giving one months notice in writing without compensating the SP.
6. In consideration of the payments to be made by the JSAC to the SP as hereinafter mentioned the SP hereby covenants with the JSAC to provide services for Data Entry/ Scanning and to remedy defects therein conformity in all respects with the provisions of the Contract.
7. The JSAC hereby covenants to pay the SP in consideration of the provision of the Goods and Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.
8. Notices in connection with the contract may be given by any Officer of the government authorized by the Government.
9. In witness whereof the said \_\_\_\_\_ has set his hand hereto and Director, JSAC or his authorized representative has on behalf of the Government of Jharkhand affixed his hand and seal thereto the day and year first above written.

Ranchi

Witness: CONTRACTOR

1. for JSAC

**ANNEXURE F****Various Forms required for establishing eligibility**

Name of the SP:

Name of the Project:

**Form – P1 (General Information of the SP)**

1. Name of the SP (Company / Firm) :
2. Address :
3. Telephone Number(s) : Phone:  
Fax:
4. Email :
5. Web-Site :
6. Legal Status :
7. Date of Establishment :
8. Quality Certifications attained by the firm :
9. Name of the Contact Person Details for future correspondence :  
Name:  
e-mail:  
Phone:
10. EMD details : Name of the Bank:  
Rs:  
EMD Valid up to:
11. Proof of purchase of bid document (if purchased), otherwise a demand draft of Rs. 5000 : JSAC Receipt No:  
Date of purchase:

Place:

Date :

Bidder's signature  
and seal.

**Name of the SP:**  
**Name of the Project:**

**Form – P2**

**Particulars of Turnover in the last 3 financial years.**

*(As per audited Accounts)*

Year	Turnover of the firm
(1)	(2)
2010-2011	
2011-2012	
2012-2013	

**Place:**  
**Date:**

**Tenderer's signature  
and seal.**

**Note:**

2. *Please attach audited Balance Sheets and IT return statements that clearly show and confirms the figures mentioned in columns (2) & (3).*
3. *Provide sufficient evidence to support information provided in the above table other wise the bid will be treated non-responsive.*

Name of the SP:  
Name of the Project:

### Form – P3

#### Project wise details

In respect of Data Entry / Survey works under taken during 2010-11, 2011-12 and 2012-13

S.No.	Name of the Client	Project Duration		Value of Project in RS.	Brief Description of the Project
		Start Date	Completion Date		
1.					
2.					
3.					
4.					
5.					
6.					
7.					

Place:  
Date:

Bidder's signature  
and seal.

Note:

- a. Provide sufficient evidence such as agreements, work completion certificates to support information provided in the above table.

**Form – P4**

**FORMAT FOR EVIDENCE OF ACCESS TO/OR AVAILABILITY OF OVERDRAFT/  
CREDIT FACILITIES**

**BANK CERTIFICATE**

This is to certify that M/s \_\_\_\_\_ is a reputed company with a good financial standing.

If the contract for the work, namely \_\_\_\_\_ is awarded to the above firm, we shall be able to provide overdraft/credit facilities to the extent of Rs. \_\_\_\_\_ to meet their working capital requirements for executing the above contract.

-- Sd. --

Name of the Bank

Senior Bank Manager

Address of the Bank

---

**ANNEXURE G**  
**HOUSEHOLD SURVEY SHEET OF RANCHI MUNICIPALITY AREA**

Locality/Mohalla : .....

Ward No. : .....

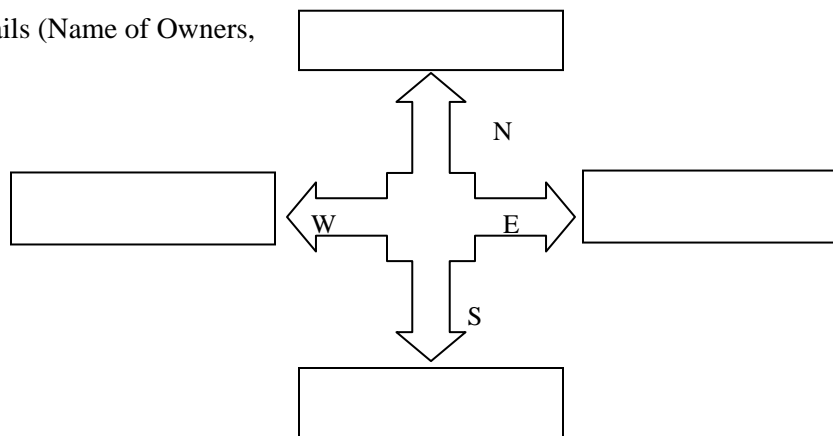
Thana Name : .....

Road Name: .....

Investigator's Name .....

Signature .....

Date .....

Boundary details (Name of Owners,  
Road etc.)

1. Parcel No (from Base map) assigned by JSAC : .....
2. Building No. assigned by Surveyor : .....
3. Taxation Property ID/Index No  
Unique Premise No. (15 digits)

Ward No	Street No	Premise No	Sub Premise No	Uses Code	Const Type Code

4. Building / House holding No. : ..... Since: .....
5. Total No of Floors : .....
6. Flat No : .....
7. Building Name : .....
8. Owner's Name : .....
9. Occupier's Name : .....

Investigator's Signature .....

1/3

10. Owner's Father Name : .....

11. Caste (SC-01, ST-02, OBC-03, General-04):.....

12. Classification of Holding

Holding on Principal Main Road	Holding on Main Road	Others

13. Use of Holding

Purely Residential	Purely Commercial	Purely Industrial	Others (Partly Residential /Commercial / Industrial)

14. Type of Construction

Pucca with R.C.C/ R.B.	Pucca with Asbestos/Corrugated	Others-3

15. Measurement of Holding (In Sq Feet)

Total Plot Area	Build Up Area	Open Area

Investigator's Signature .....

2/3



16. Status of Assessment (AA-Already

Assessed/RA-Reassessed/UA Unassessed): .....

17. Proper Drainage System(Y/N) : .....

18. Water Connection Status(Y/N/GWR) : .....

19. Digital Geotagged Photo of front portion (Photo No.) : .....

20. Remarks, if any : .....

Investigator's Signature .....

**ANNEXURE H**  
**WARD SURVEY**

1. Ward No:-                      New -                      Old -                      Name of Mohalla -  
  
Total number of Lane -                      Name of Lane/By lane –  
Nearest Main Road –
2. Connectivity to Main Road –  
Road -                      P.C.C./Blacktop/Kachha  
Length -                      Width
3. Drainage facility  
(i) Pucca -                      L-                      W-  
(ii) Kachha -                      L-                      W -  
(iii) Covered/Uncovered
4. Sewerage System – Exist/Not Exist. If exist – Open / Covered
5. Drinking Water Facility  
(a) C.I. Pipe                      -                      Exist/Not Exist/Partial Exist  
(b) Stand Post                      -                      (Give Serial no. with location)  
(c) Tube Well                      -                      (Give Serial no. with location)  
(d) Public Well                      -                      Well at houses/Public  
(e) Natural water Body (Pond, Tank) Size                      -                      Pvt./Govt.
6. Street Light Facility  
(a) No. of Electric Post                      -                      Serial no. with location  
(b) Electric pole fitted with S.V. or Not-                      No.
7. Existence of Important Place  
(a) Place of Worship  
(b) Hilltop/Forest  
(c) Any other
8. Availability of Open with utility  
(a) Agriculture  
(b) Play Ground  
(c) Any Other
9. Existence of Community Sulabh Sauchalaya                      -                      Exist/Not Exist  
  
Whether it is sufficient or Not

Investigator's Signature .....

1/2

10. Availability of Municipal Land

- (a) Open Space - Area with location and plot no.
- (b) Shop etc. - (No., Area, Location)
- (c) Service Lane -
- (d) Encroachment in open Space/Service Lane – Yes/No.

11. Availability of Educational Institution

- (a) Primary School
- (b) Middle School
- (c) High School
- (d) College
- (e) Other

12. Official Important Place

- (a) Office
- (b) Bank
- (c) Other

13. Number of Apartment/Commercial complex:-