

PUNJAB MUNICIPAL INFRASTRUCTURE DEVELOPMENT COMPANY

Office of General Manager(Project)
Room No 511 5th Floor Municipal Bhawan
Plot No 3, Sector 35-A Dakshin Marg
Chandigarh



PART A

INSTRUCTIONS AND GUIDELINES FOR SUBMISSION OF TENDER DOCUMENT FOR

Selection of Service provider who can prepare and fix House Number plates with unique ID on to Urban Properties as per Map

TENDER NO 9180/24102019

PRICE: RS.1500 + E Service Charges of Rs 2950/- (Price Non-Refundable)

TO BE SUBMITTED BY 01st November 2019 by 1100 HRS.

PUNJAB MUNICIPAL INFRASTRUCTURE DEVELOPMENT COMPANY

(A Punjab Government Undertaking Company)

TABLE OF CONTENTS

Sr.No	Particulars	Page No.
1	Notice Inviting Tender (NIT)	1-2
2	Qualification Criteria	5
3	Checklist of Bidders	6
4	Disclaimer	7
5	Invitation of Proposals	10
6	Scope of work	10
7	Plate specification	11
8	Address for correspondence	12
9	Bid Data Sheet (BDS)	13
10	Instruction to Bidder for e-Tendering	15
11	Instructions to Bidders	15
12.	Application form (Performa 1),	36
13	Questionnaire (Performa 2 for Technical Bid),	38
14	Pricing Schedule (Commercial Bid - on Performa 3),	40
15	Bid particulars (Performa 4),	42
16	Format of Warranty (Performa 5)	43
17	Data Security (Performa 6).	44
18	Technical Compliance sheet (Performa 7)	45

PUNJAB MUNICIPAL INFRASTRUCTURE DEVELOPMENT COMPANY

1. Notice Inviting Tenders (NIT)

1. Invitation for Hiring of Service Provider who can prepare and fix House Number plates with unique ID on to Urban Properties as per Map

1.1 Service

Punjab Municipal Infrastructure Development Company (PMIDC) is a non-profit company. Which is mandated to Promote creation, up gradation and maintenance of infrastructure projects such as water supply, solid waste management, sanitation, storm water drains, roads, bridge, street lighting, drainage, sewerage, sewerage disposal, transportation system, parking lots, shopping complex, industrial parks, trade centers, technology parks, slum improvement etc. In order to achieve the objective, company is planning to prepare GIS of properties across whole Punjab. PMIDC has already prepared digital records of about 10 towns. To pursue it further, PMIDC has planned to get the unique ID's marked on a House Number plate preferably aluminum/Plastic to the urban properties. To achieve this task, PMIDC is looking for the professional firms who are in the business of House Number Plate Making and fixing. This task is to be carried out Initially in two towns but this task is to be extended to all ULOB's of State except corporation towns.

PMIDC a Punjab Government Undertaking Company invites online tender proposal for: "**Selection of Service provider who can prepare and fix House Number plates with unique ID on to Urban Properties as per Map**" through e-procurement on portal www.eproc.punjab.gov.in. from reputed, qualified and service providers as per RFP document. The RFP document may also be downloaded from website www.pmidc.punjab.gov.in of Punjab for reference only. Minimum eligibility criteria have been given in RFP document.

Sr. No.	Name of work	Estimated project cost	Earnest Money	RFP Cost + E-service fee	Project Period
1	" Selection of Service provider who can prepare and fix House Number plates with unique ID on to Urban Properties as per Map	Rs. 25,00,000 /- (Tentative)	50,000	1500+2950	120 days

1.2 Key Dates:-

Online three-envelope system shall be followed, but bidders have to submit two envelopes in physical also i.e.

- **Envelop A:**

Proof of EMD and Cost of RFP + E-service fee

Affidavit (Authenticity and correctness of information/documents provided in Bid), Affidavit regarding delisting/blacklisting, demobilization etc. as required under eligibility criteria. Authority Letter to Sign on behalf of bidder and Authority Letter for use of Digital Signature

Sr. No.	Description	Dates &Time
1.	Release of NIT	24-10-2019, 1100hrs
2.	Online Tender Purchase Start Date	24-10-2019, 1100 hrs
3.	Online Tender Bid Submission End Date	01-11-2019, 1100 hrs
4.	Hard-copy in physical Submission Last Date	01-11-2019, 1000hrs
5.	Opening of Technical Proposal	01-11-2019, 1400 hrs
6.	Financial Bid (Envelope-C)Open Date (only of technically qualified bidders)	Shall be intimated to technical qualified bidders.

- **Envelop B: Technical Bid (detailed in para4)**

Note:

- Please note that in any case if price-bid/Financial Offer submitted manually then bid shall be rejected.
- Only those proposals will be considered for opening, which have been submitted online as well as in physical form as defined in subsequent paragraph by due date/time (as specified in Bid Data Sheet).

Note:

Financial bid is to be submitted only online

- a. Bidders are advised to study the RFP Document carefully. Submission of Bids against this RFP shall be deemed to have been done after careful study and examination of the procedures, terms and conditions of the RFP Document with full understanding of its implications.

- b. The RFP document is also available at website www.pmidc.punjab.gov.in. All Bidders are advised to check for any further clarifications and corrigendum related to this project at the website www.pmidc.punjab.gov.in and www.eproc.punjab.gov.in
- c. The Bids will be opened in the presence of Bidder's representatives, who choose to attend, at the venue, date and time mentioned in the Key Dates.
- d. In the event of date specified for Bids opening being declared a holiday for PMIDC office then the due date for opening of Bids shall be the following working day at the appointed time.
- e. Bidders are requested to submit scanned copies of following documents along with their proposals:-
 - i. Proof of online deposit of RFP + E-service charges\fee (Non-Refundable) of Rs. 1500.00+Rs 2950 (Rupees four thousand four hundred fifty only)
 - ii. Proof of online deposit of Earnest Money Deposit (EMD)/ Bid Security (Refundable) of Rs. 50,000/-(Rupees Fifty thousand only)
 - iii. Copy of certificate of Incorporation/Registration Certificate
 - iv. Audited Statement of Annual Turn Over of last 3 year to be enclosed along with Annual ITR.
 - v. Certificate/Work order/MOU from other agencies regarding experience should be furnished.
- f. The complete proposals as per the RFP document shall be submitted at above mentioned schedule. For any other information may contact at 9419725712
- g. Amendments to NIT/RFP, if any, would be published on e-procurement website only, and not in newspaper(s). The General Manager project, PMIDC reserves all the rights to accept or reject any or all tenders without assigning any reasons.

Cost of Tender : Rs. 1,500 /- + 2950 service charge (Nonrefundable)

Amount of EMD : Rs. 50,000/-

Address for physical submission of Tender

General Manager (Project)
The Room No 511, 5th Floor
Municipal Bhawan, Plot No 3,
Sector 35A Chandigarh
Pin 160022

**GM
PMIDC**

2. Checklist for Bidders

Sr. No.	Checklist	Checkbox (Please tick '√')
1	Whether the proposals have been properly sealed, marked and labelled as required?	
2	Have you submitted Envelop-A & Envelop-B (Physically as well as online) & Financial Proposal only online?	
3	Whether the proposal has been signed by bidder/authorized signatory	
4	Joint venture / Consortium proposal is not permitted	
5	Whether submitted number of copies as prescribed in the data sheet?	
6	Whether submitted the Scanned copy (PDF format) of the technical proposals on e-Procurement Portal?	
7	Whether Company Registration & Associated Documents are enclosed (Envelop-B)?	
8	Whether copy of PAN & Goods & Services Tax (GST) registration certificate etc. is enclosed with Technical Proposal (Envelope-B).	
9	Have you online deposited EMD and RFP + E-service charges?	
10	Whether the proof of online deposit of EMD and RFP + E-service charges submitted in Envelope-A?	
11	Have all the pages of proposal (Technical and financial bids) been properly numbered and signed by authority/ authorized person only?	
12	Have you checked the eligibility Criteria and Enclosed the relevant documents as proof?	
13	Whether the number of pages of the proposal properly indexed?	
14	Whether undertaking as prescribed is enclosed with technical proposal?	
15	Whether authority letter for signing the proposal is enclosed with the technical proposal?	
16	Whether both the self-assessment (Eligibility and Tech. Evaluation) formats duly filled in and signed are attached/enclosed with Technical Proposal (Envelope-B)	

The above checklist is for the convenience of the bidders. Kindly check the above points before submitting the bids.

3. Disclaimer

The information contained in this Request for Proposal (RFP) document or subsequently provided to the bidders, whether verbally or in documentary or any other form by or on behalf of PMIDC is provided to bidder on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor invitation by PMIDC to the prospective bidders or any other person. The purpose of this RFP is to provide interested firms with information that may be useful to them in formulation of their Proposals pursuant to this RFP.

PMIDC also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance or any bidder upon the statements contained in this RFP.

PMIDC may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP.

The issue of this RFP does not imply that PMIDC is bound to select a bidder or to appoint the Selected Bidder, as the case may be, for the previously mentioned services and PMIDC reserves the rights to reject all or any of the Proposals without assigning any reasons whatsoever.

The bidder shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by PMIDC or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the bidder and PMIDC shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an bidder in preparation or submission of the Proposal, regardless of the conduct or outcome of the Selection Process.

4. E-Tendering:

- a. Tender documents can be downloaded from website [https:// .www.Pmidc.punjab.gov.in](https://www.Pmidc.punjab.gov.in), However, the bidders have to upload complete tender document along-with online deposit of RFP document fee + E-service fee of Rs. 2950/- (Rupees four thousand four hundred fifty only) as well as the EMD of Rs 50,000/- without which bids will not be accepted.

- b. E-service/gateway charges shall be borne by the bidders.
- c. As per the directions of the Controller of Certifying Authorities, Ministry of Communication and Information Technology, Government of India, a Class II Digital Certificate shall be required to bid for all tenders solicited electronically. If the bidder does not have such a certificate, it may be obtained from any of the registering authorities or certification authorities. Kindly note that it may take at least three-five business days for the issue of a digital certificate. Bidders are advised to plan their time accordingly. PMIDC shall bear no responsibility for accepting bids which are delayed due to non-issuance or delay in issuance of such digital certificate.
- d. If bidder is bidding first time for e-tendering, then it is obligatory on the part of bidder to fulfill all formalities such as registration, obtaining Digital Signature Certificate etc. well in advance.
- e. Bidders are requested to visit our e-tendering website regularly for any clarifications and/or due date extension or corrigendum.
- f. Bidder must positively complete online e-tendering procedure at www.eproc.punjab.gov.in PMIDC shall not be responsible in any way for delay / difficulties / inaccessibility of the downloading facility from the website for any reason whatsoever.
- g. For any type of clarifications bidders/contractors can visit www.Pmidc.punjab.gov.in and <https://www.eproc.punjab.gov.in>
- h. The bidder whosoever is submitting the tender by his Digital Signature Certificate shall invariably upload the scanned copy of the authority letter as well as submit the copy of the same in physical form with the offer of this tender.

Apart from uploading e-tender on website, bidder has to deposit EMD and RFP & E-service fees online and submit its proof in separate envelopes along-with other documents as detailed below:

- i. RFP cost + E-service Fee (Total **Rs. 4450/-**) and EMD **Rs.50,000/- (Fifty thousand only)** in Envelop-A
- ii. Affidavit in Envelop-A,
- iii. Authority Letter to Sign on behalf of Consultant in Envelop-A,
- iv. Authority Letter for use of Digital Signature in Envelop-A and
- v. Technical Bid in Envelop-B with all relevant enclosures and sample of Plate.

Envelop-A & Envelop-B are to be kept in one sealed envelope in physical form (as well as all the 3 Envelops must be submitted Online, the third envelope refers to financial proposal which has to be submitted online only). The envelop submitted physically should be properly super scribed that this envelope contains 2 envelops of proof of online deposit of EMD and RFP + E-service charges and Technical bid against respective tender with due date & time of tender opening. This envelope should be submitted physically on or before the date of submission (as per Schedule). Tenders/Proposals received within specified time (e-tender as well as physical submission) shall only be opened on the date/time specified in presence of the bidders or their authorized representatives, whosoever may be present. The prospective bidders will upload scanned self-certified copies of requisite documents as required in e-tendering process.

The Bid in physical form shall be accepted up to 01st Nov 2019 (upto 1000 hrs)The same may be submitted in the office of the undersigned.

- The physically submitted documents will be acceptable and considered, if, same are uploaded on the website along with tender offer. Cognizance of other physically submitted documents (if any) shall not be taken.
- The physically submitted envelope of documents will be opened first. The tenders received without proof of deposit of pre-requisite EMD and RFP cost as well as e-service charges, shall be returned unopened to the respective bidder. The tender documents fees shall not be refunded.

Earnest Money Deposit and the RFP+ E-service charges:-

- The RFP document cost+ E-service Fee (Total **Rs. 4450/-**)Only is to be deposited online by bidder against RFP. The proof of online deposit should be submitted in sealed Envelope-A.
- The EMD of Rs. 50,000/- is to be deposited online by bidder. The proof of deposit of EMD shall be physically submitted in a sealed Envelope-A super scribing "**EMD & RFP cost + E-service fee** against RFP
- No Proposal will be accepted without valid RFP cost and Earnest Money Deposit.
- **Any mismatch, if found in the documents submitted in physical form and that uploaded online, the documents submitted online shall be considered final and no justification regarding this shall be entertained by the GM Project PMIDC.**

Technical bid:- Bidders must positively complete online e-tendering procedure at www.eproc.punjab.gov.in. The bidder has to submit the documents as prescribed in the RFP online on the website. The website/e-portal may accept a file sizing up to 10 MB, however, the bidders may submit their complete bids (with all the requisite documents) in multiple files.

Hard copies of above technical bid/proposal must be submitted in a separate sealed envelope super-scribing "**Envelope-B**" technical bid for RFP as prescribed in Bid-Data Sheet. This envelop also must contain the sample of plate.

Financial bid:- Bidder must submit the Price/Financial bid document as per the format given in RFP / available online and uploaded as per instructions therein. **Physical submission of price bid will not be considered.** The financial bids of technically qualified bidders shall be opened online at the notified date. The bidder can view the financial bid opening date by logging into website.

- On the due date of e-tender opening, the technical bids of bidders will be opened online. **GM, PMIDC** reserves the right for extension of due date of opening of technical bid.
- **GM, PMIDC** reserves the right to accept or reject any or all tenders without assigning any reason what so ever.

- In case, due date for Physical submission & opening of tender happens to be a holiday, the due date shall be shifted to the next working day for which no prior intimation will be given.
- Any change/modifications/alteration in the RFP by the Bidder shall not be allowed and such tender shall be liable for rejection.

For amendment, if any, please visit . www.Pmidc.punjab.gov.in web site regularly. In case of any bid amendment and clarification, the responsibility lies with the bidders to note the same from web site. The **PMIDC** shall have no responsibility for any delay/omission on part of the bidder.

5. INVITATION FOR PROPOSALS (IFP)

Punjab Municipal Infrastructure Development Company (PMIDC) is a non- Profit Company. Which is mandated to Promote creation, up gradation and maintenance of infrastructure projects such as water supply, solid waste management, sanitation, storm water drains, roads, bridge, street lighting, drainage, sewerage, sewerage disposal, transportation system, parking lots, shopping complex, industrial parks, trade centers, technology parks, slum improvement etc.

5.1 Proposal Background

Through this Request for Proposal (RFP), PMIDC intends to invite Technical & Financial Proposals/bids through online system for selection of service provider In order to achieve the objective; company is looking for the professional firms who are in the business of mapping, House Number Plate Making and fixing. Initially this task shall be in two towns (90 thousand Properties Approximately), But this task could be further extended to other ULB's also

Scope of Work

- i. Maps in soft and hard copies collection from GIS Cell of PMIDC, Chandigarh
- ii. Fixing of Plates as per ID indicated on maps using such a material so that plate cannot be removed easily.
- iii. Get the Name of owner on a proforma along with type of property and numbers of floors for having fixed the plate on his property.
- iv. Take two photo of plate fixed on property(One Close up and one covering whole property)
- v. Mark insertion/ deletion of property Numbers on maps if any using coloured sketch pen

- vi. Submit the maps and Proforma duly matching/ corrected ID's in PMIDC in Excel.

Plate to be fixed

Number of Properties

85,000 Approximately

- a) **Size Of Plate** 4" X 2½"
- b) **Gauge of Plate** 24
- c) **Material** Aluminium/ Plastic
- d) **Fixing Material** Material being used has to be such that plate can only be removed after breaking
- e) **Printing on Plate**

Sample



Note :

- f) Plate must be laminated after printing.
- g) Please enclose sample of plate in Envelop B.
- h) Also submit your method of fixing of plate including material to be used to fix on to various materials such as metal, wood and ceramic tiles

5.2 Letter of Invitation

Punjab Municipal Infrastructure Development Company (PMIDC) is a non- profit company is mandated to Promote creation, up gradation and maintenance of infrastructure projects such as water supply, solid waste management, sanitation, storm water drains, roads, bridge, street lighting, drainage, sewerage, sewerage disposal, transportation system, parking lots, shopping complex, industrial parks, trade centers, technology parks, slum improvement etc. It has a plan to prepare GIS of properties for which it has already prepared digital records. In order to pursue further it has planned to get fixed House Number plates with unique marked on to urban properties.

5.2.1 Therefore, PMIDC now invites online proposal for "**Selection of Service**

Provider who can prepare and fix House Number plates with unique ID on to Urban Properties as per Map. All information contained in this proposal should be treated as commercially Confidential and you are required to limit dissemination on a need-to-know basis.

- 5.2.2 Please note that while all the information and data regarding this RFP is, to the best of the PMIDC knowledge, accurate within the considerations of scope of the proposed contract, the PMIDC holds no responsibility for the accuracy of this information and it is the responsibility of the service provider to check the validity of information included in this document. Firms intending to submit bids and seek any clarifications should inform the PMIDC representative in writing or electronically not later than the date indicated for submission of clarifications in BDS.
- 5.2.3 Proposals will be evaluated technically and the financial bids of the qualifying firms will be opened following the QBS procedure.

5.3 The address for all Correspondence with the client

General Manager Projects
Punjab Municipal Bhawan ,
Plot No. 3, Dakshin Marg,
Room No 511, 5th Floor, Sector 35-A,
Chandigarh - 160022
India

6. Bid Data Sheet/Data Sheet:

6.1: Bid Data Sheet:

1	Name : General Manager(Projects) PMIDC
2	<p>a. Scanned copy Technical bid (each page including annexures, if any, properly numbered) has to be uploaded/ submitted online. One set (each page including annexure, if any, properly numbered) in hard and its 2 copies have to be submitted in physical form:</p> <p>b. Only online separate Financial Proposal has to be submitted together with Technical Proposal:</p> <p>6 Title of Service is: “Selection of Service provider who can prepare and fix House Number plates with unique ID on to Urban Properties as per Map</p>
4	<ul style="list-style-type: none"> • Apart from uploading e-tender on website, bidder has to online deposit EMD and RFP & E-service fees. The bidder is required to submit following documents in physical form in Envelope-A: • Proof of online deposit of RFP cost + E-service Fee of Rs.2950) and EMD Rs - 50,000/- in Envelop-A • Affidavit (duly notarized) in Envelop-A, • Authority Letter to Sign on behalf of Consultant in Envelop-A, • Authority Letter for use of Digital Signature in Envelop-A and • Technical Bid in Envelop-B with all relevant enclosures
5	<p>Online Submission: The consultant must submit a scanned copy of the Technical Proposal and proof of online deposit of EMD & RFP + e-service charges along-with other relevant document & Technical Proposal in their respective envelopes.</p> <p>The Financial Proposal is to be submitted online only.</p>
6	<p>7 Physical Submission: For each Bid technical Proposals are to be submitted in sealed Envelope-B along-with proof of deposit of EMD & RFP + e-service charges. Thereafter, Envelope-A and Envelope-B should be put in a single wax-sealed envelope by clearly marking “Technical Bid for Selection of Service provider who can prepare and fix House Number plates with unique ID on to Urban Properties as per Map” and Do Not Open Except In The Presence Of The Evaluation Committee”.</p> <p>Online Submission: Scanned copy of Technical Proposal must be submitted Online in Envelope-B and along-with proof of online deposit of EMD and RFP + e-service charges</p>

7	<ul style="list-style-type: none"> The Consultant must submit the one printed sets along-with duly filled in both the self-assessment formats (Eligibility and Technical Evaluation available at Para 9.1 and 20) of the Technical Proposal (Envelop-B) physically as well as submit same proposal in scanned copy (PDF) at . www. Pmidc.punjab.gov.in envelope-B. Financial Proposal must be submitted online only (as per Annexure-C). <p>Note: If financial bid submitted manually than bid may be rejected.</p>
8	Both Envelop-A (documents as per point 4 above) and Envelop-B (Technical Proposals) should be clearly marked, " Envelop-A or "Envelop-B" Proposal For [Title of Service: " Selection of Service provider who can prepare and fix House Number plates with unique ID on to Urban Properties as per Map ".] – Do Not Open Except In The Presence Of The Evaluation Committee".
9	The prospective bidder(s) may seek any clarification(s) before submission of bid in writing (Firms letterhead) duly signed by the authorized signatory. The clarifications shall be uploaded on www. Pmidc.punjab.gov.in
10	PMIDC Representative: GIS Expert, PMIDC, Mob 9419725712 shamsher.jamwal@gmail.com
11	Proposals must remain valid for 180 days after the submission date indicated in this Data Sheet.
12	The bidder is required to include with its Proposal written confirmation of authorization to sign on behalf of the Consultant
13	Bidders Eligibility Criteria (As defined in para 8.2- Instructions to Bidders): Applicable
14	<ul style="list-style-type: none"> Separate Financial Proposal(s) has to be submitted online only. The Technical Proposal is to be submitted online along-with online deposit of EMD and RFP / E-service charges. The Technical Proposals in original + 2 hard copies along-with proof of online deposit of EMD and RFP / e-service charges have to be submitted by up to 1500 PM.
15	Technical Proposals should be clearly marked '(TECHNICAL PROPOSAL) FOR [Title of Service: Selection of Service provider who can prepare and fix House Number plates with unique ID on to Urban Properties as per Map
16	A proof of online deposit of non-refundable RFP Cost+ e-service charges should be provided with Technical Proposal If Yes, the amount of the RFP Cost is Rs. 1500 + E-service charges is Rs. 2950 /- (Rs 4450/- Rupees four thousand four hundred fifty only) which have to be deposited online only.
17	A Bid Security/EMD must be submitted An Earnest Money Deposit (EMD)/ Bid Security should be deposited online with Technical Proposal If Yes, the amount of the Earnest Money Deposit (EMD)/ Bid Security is Rs.50,000
18	The amount of the EMD/Bid Security is Rs. 50,000/- for each Bid and the duration for validity of Bid Security is 180 days. Bid security shall be refunded to the

	successful bidder along with issuance of work order against performance guarantee. For unsuccessful bidders the bid security shall be refunded within 30 days after issuance of work order to the successful bidder.
20	Currency for Proposals is: Indian Rupee
22	Address for communication/ submission of Proposals: General Manager (Projects) Punjab Municipal Bhawan, Plot No. 3, Dakshin Marg, Room No 511, 5th Floor, Sector 35-A, Chandigarh - 160022 India
23	Expected date for public opening of Financial Proposals: [Will be intimated to the qualified bidders separately]
18	Expected date for commencement of consulting services: (Within 15 days of issuance of work order and mobilization advance)
25	The proposals will be evaluated based on the information provided by the applicants and the evaluation will be done as per detailed criteria mentioned in RFP Document
26	The Time line to complete the full assignment is 120 days.
27	<p>Intimation Regarding Payment through NEFT / RTGS Mode The bidders are hereby informed that settlement of NEFT / RTGS transaction does not take place on Sundays, 2nd and 4th Saturdays of a Month, and Declared Bank Holidays.</p> <p>Intimation Regarding Payment of Online Fees 1. The bidders are hereby informed not to close/suspend their Bank Accounts, from which the EMD/Tender Fee/Processing Fee is being paid for respective Tender. In case of any refund issue relating to the respective tender, the Department would not be liable or responsible in anyway. 2. The bidders using Net Banking Service of banks other than SBI are advised to submit their EMD and other fees (if any) in advance at least (3) three working days prior to the last date of submission of the Bid.</p>

7. Instructions to Bidders (ITB)

7.1. Introduction

ELIGIBILITY FOR PARTICIPATION IN TENDER (Documentary evidence is required for each clause)

7.2 Eligibility Criteria: The bidders should satisfy the following minimum eligibility and those as specified in the Data Sheet. Only those who satisfy these criteria should submit the proposal with necessary supporting documents:

- a. The bidder's entity should be formed / constituted and registered under appropriate Act and should have completed 02 years as on 31-03-2019 after its registration.
- b. The bidders should not have been de-listed / black listed / debarred / by Govt. of India / Any other State Govt. / Punjab Govt. or its Departments / agency (ies). The bidder is required to submit a notarized affidavit in this regard.
- c. The bidder should have:
 - i. Proper registration No., PAN, TAN, GST registration under appropriate Act / Law.
 - ii. Annual turnover of at least Rs.15 lakh in each year of last 3 years (FY 2016-17, 2017-18, 2018-19). This claim should be supported by CA certified annual audited financial statements.
 - iii. At least 02 years of experience in surveying and mapping including attribute collection/Geo tagging of properties.
 - iv. The bidder having his own app to geo tag properties will be given preference

8. GUIDELINES FOR PREPARATION OF TENDER

Tender must be submitted as per Para 4 above.

Ambiguous and Incomplete tender(s) will be summarily rejected. Amendments and addition to tender after opening the tender will not be accepted. For all purposes of the contract including arbitration there under, the address of the contractor (bidder) mentioned in the tender shall be the address to which all communication addressed to the bidder will be sent, unless the contractor has notified a change of address and got it acknowledged by the General Manager(Project), PMIDC. Each page of the tender submitted for bid should be signed by the bidder himself or a person duly authorized by the bidder (s). The tender should be a complete document and should preferably be bound as a Volume. Cost of preparation of tender, attending the tender opening, meetings of the Negotiation Committee, and arrangements for demonstration/presentation will be the responsibility of the bidder (s). The General Manager(Project), PMIDC, will not be responsible to meet any such expenditure.

8.1 PROBABLE WORK SITES

The digital data of the following towns is available with PMIDC where plates are to be fixed.

- i) Khanna
- j) Nawanshahr

Technical guidance if any can be had from PMIDC and Clarification shall only be asked in writing. The instructions issued by the General Manager (Project) and issued in writing shall be adhered to and they will be binding on the bidder.

9. SUBMISSION OF TENDER

The following Performa's are attached for preparation of tender document

The schedule of the tender document (PART 'B') contains Checklist,

Application form	(Performa 1),
Questionnaire	(Performa 2 for Technical Bid),
Pricing Schedule	(Commercial Bid - on Performa 3),
Bid particulars	(Performa 4),
Format of Warranty	(Performa 5)
Data Security	(Performa 6).
Technical Compliance Sheet	(Performa 7)

The tender must be completed in all respects as per the check-list.

The schedule to the tender form should be returned intact after completion, in original, whether bidders are quoting for any item or not. Pages should not be detached from the Schedule of the Tender Document or omit any entry for any item(s) not tendered for and, in such case the corresponding space for item(s) should be reflected by words '**not quoted**'. In case of insufficient space in the Performa for the required purpose, additional pages may be added. In such case, additional page(s) duly signed by the bidders must be numbered consecutively, at the end with cross reference of appropriate Para of the tender document. Tenders can be either dropped in the tender box or they can be sent by Registered Post or Courier/Speed Post so as to reach the "General Manager (Project), PMIDC" on or before the specified date and time. General Manager (Project), PMIDC, shall not be responsible for any postal delay. The bidders may get it confirmed in their own interest, about the submission of tender(s) from the General Manager (Project), PMIDC

9.1 Eligibility Criteria: The bidders should satisfy the following minimum eligibility and those as specified in the Data Sheet. Only those who satisfy these criteria should submit the proposal with necessary supporting documents:

- a. The bidder's entity should be formed / constituted and registered under appropriate Act and should have completed 02 years as on 31-03-2019 after its registration.
- b. The bidders should not have been de-listed / black listed / debarred / by Govt. of India / Any other State Govt. / Punjab Govt. or its Departments / agency (ies). The bidder is required to submit a notarized affidavit in this regard.

- c. The bidder should have:
- i. Proper registration No., PAN, TAN, GST registration under appropriate Act / Law.
 - ii. Annual turnover of at least Rs.15 lakh in each year of last 3 years (FY 2016-17, 2017-18, 2018-19). This claim should be supported by CA certified annual audited financial statements.
 - iii. At least 02 years of experience in surveying and mapping including attribute collection/geo tagging of properties.

10 TERMS OF PAYMENTS

90% payment towards the fixing of plates as per map supplied by PMIDC with proof of fixing it shall be released by the General Manager(Project) PMIDC within 3 weeks after the acceptance of data by a technical committee constituted by PMIDC for this purpose. The original Map with corrections and attributes picked up for each property will be delivered in DVDs. The balance payment shall be released at the completion of project.

The Bidder can submit data sector wise after plate fixing. Sector wise data will be checked by the committee and if data supplied is found satisfactory the committee will recommend the release of money for the data submitted by the vendor. In case plates fixed are not proper in size and data found is not as per the map the bidder has to correct and re-paste the plates

11 PENALTY

A penalty of 2% of the cost per plate shall be deducted from the payment to the vendor if the agreed time schedule is not adhered to.

In case the progress of work allotted to a particular bidders is not satisfactory or is below the standards , as defined in the technical specifications vide Annexure II and the bidders has failed to improve upon the same in reasonable time, the allotted job will be withdrawn without assigning any reason thereof. In such case the task will be withdrawn/terminated. In case of termination due to aforesaid reason, the security deposit furnished by the bidders shall be forfeited and no payment will be made towards the work carried out by him. In above case The General Manager project will have right to assign/ distribute this task to other bidders at L1 rates. The General Manager project can consider extension of time frame on genuine reasons.

Data at any stage if found inferior in quality, the entire lot will be rejected and no payment will be made for such work unless it is corrected /modified to the satisfaction of General Manager (Project). Such task has to be revised by the bidder at his own cost.

The General Manager (Project) PMIDC reserves the right to deduct any amount from the bill as may be if considered reasonable for unsatisfactory execution of the work recommended by the technical committee. The General Manager (Project) shall have the right to inspect the work or get it inspected by his representative or any authorized officer at any stage. The bidder shall provide all possible information and extend such cooperation as desired by the inspecting authority of the department during the inspection work. In case, the Inspecting authority finds that the services and the material used are adversely affecting the quality of work, the department reserves the right to treat this as a breach of

contract. As a result, the contract shall be terminated at the expenses of the Service Provider.

The contract may be terminated by The General Manager (Project) PMIDC by notice in writing to the contractor if at any time the contractor either directly or through their employees, agents or subcontractors commits any breach of their obligations under this tender. In addition to the order, The General Manager (Project) PMIDC reserves the right to levy appropriate damages and deduct from the earnest money deposit (EMD) given by the contractor or foreclose the Bank Guarantee given in lieu of performance guarantee.

Non-Disclosure Agreement

The successful contractor has to execute confidentiality agreement incorporating that any data/information which will be handled/ shared will be kept in strict confidence and neither the contractor or its associates or channel partners or contractor's employees part with the data/information in any form to anybody without prior written consent of The General Manager (Project) PMIDC

12 Security

The bidder will ensure that all security (both physical and logical) to protect Department's data, site, etc. by incorporating standard security measures.

13 ARBITRATION AND JURISDICTION

If any dispute or difference arises between the parties hereto as to the construction, interpretation, effect and implication of any provision of this contract, including the rights or liabilities or any claim or demand of any party (or its extent) against the other party or its sub-contractor or in regard to any matter under these presents but excluding any matters, decisions or determination of which is expressly provided in this contract, such disputes or differences shall be referred to an arbitrator to be appointed by mutual consent of both parties. If the parties cannot agree on the appointment of the arbitrator within a period of one month from the notification by one party to the other of existence of such dispute, then the arbitrator shall be nominated by the Principal Secretary to the Government of Punjab. A reference to the arbitration under this clause shall be deemed to be submission with the meaning of the Arbitration and Conciliation Act 1996 and any modification or re-enactment thereof and the rules framed there under for the time being in force.

Any dispute arising out of the contract should be within the jurisdiction of Chandigarh only. Minor cases of redressal, if any, can be referred to the Secretary, Local Government, Govt. of Punjab, and Chandigarh.

15 SIGNING OF TENDER

The individual signing the tender or other documents in connection with the tender must specify whether he signs as -

a. A 'sole proprietor' of the firm or constituted attorney of such sole proprietor;

b) A 'partner' of the firm if it be a partnership, in which case he must have the authority to refer to arbitration in case of disputes concerning the contract.

- c) Appropriate authority with delegated powers', if it is a company.

In case of (ii) above, a copy of the partnership agreement or general power of attorney in either case, attested by a Notary Public, should be furnished, or affidavit of the partnership agreement or the general power of attorney of all the partners admitting execution should be furnished. In the case of partnership firms, where no authority to refer disputes concerning the business of the partnership has been conferred on any partner, the tender and all other related documents must be signed by every partner of the firm.

A person signing the Tender or any documents forming part of the contract and on behalf of another shall be deemed to warrant that he has authority to bind the other. In such case he should supplement legal document with the tender.

Each page of schedule to tender and Annexure thereof, or additional pages if any, should be signed by the bidder (s).

16 FORCE MAJEURE

If, at any time, during the continuance of this agreement, the performance in whole or in part by either party of an obligation under this agreement shall be prevented or delayed by reason of *force majeure*, which shall mean war, hostility, acts of the public enemy, commotion, sabotage, fires, floods, explosions, epidemics, terrorisms, government orders or restriction, strikes, lockouts and acts of God (herein-after referred to as an "event"), then the contractor shall promptly notify PMIDC in writing specifying the nature of the event and of the anticipated delay in the performance of the activity and consequent milestone of the contract. Based on the application, PMIDC may at its discretion grant extension of time for completion of the task without any change in the schedule of the price. The decision of The General Manager (Project) PMIDC in this matter shall be final.

If at the expiry of such period of extension, any of the reasons for the delay still remain, PMIDC may either agree for a further period of extension or suspend the contract or treat the contract as terminated.

All disputes arising out of this tender will be subject to the jurisdiction of courts of law in Chandigarh.

In the event of the contract being terminated by reason of *force majeure*, the contractor shall take such steps as are necessary to bring the services to an end, (including terminating any subcontracts placed by the contractor) in a cost effective, timely and orderly manner.

17 DELIVERY OF TENDERS

The Technical bid as per Para 3 above must be submitted in sealed covers as explained above

18 LATEST HOUR FOR RECEIPT OF TENDER

The tender must reach **The General Manager (Project) PMIDC** not later than 1000hrs on 01-11-2019. Tender(s) received after this time will not be considered.

PERIOD FOR WHICH OFFER WILL REMAIN VALID

The rates shall remain valid for minimum period of 180 days from the actual date of opening of the tenders. If the bidder is found successful and efficient the work can further be awarded for some additional areas as well at L1 rates arrived at in this tender.

19 OPENING OF TENDER

Tenders will be opened in public on 01st Nov 2019 at 1400 hrs. in the office of **The General Manager(Project) PMIDC** in the presence of such bidders or one of their authorized representatives who may wish to attend.

19.1 Evaluation of Financial Proposals

Financial proposals shall be downloaded publicly and read;

Bidders attendance at the opening of Financial Proposals is optional.

The evaluation committee will review the detailed contents of each Financial Proposal. During the review of Financial Proposals, the Committee and representatives of PMIDC designated by the GM, PMIDC involved in the evaluation process, will not be permitted to seek clarification(s) or additional information(s) from any bidders, who has submitted a Financial Proposal.

19.2 Financial Proposals will be reviewed to ensure that these are:

- i. complete, and Financial Proposal(s) are properly priced,
- ii. Computational errors if any will be corrected;

19.3 RIGHTS OF ACCEPTANCE OF TENDERS

The Governor of Punjab or his nominee does not bind him to accept any tender and reserves the right of accepting the whole or any part of the tender or portion of the quantity offered. The Governor of Punjab or his nominee reserves the right to reject any or all offers received in response to this tender or cancel/withdraw the tender notice without assigning any reason prior to the award of contract.

19.4 PERFORMANCE AND CAPABILITY EVALUATION

The tender will be evaluated as per the criteria defined below If any bidder fails in evaluation, The General Manager (Project) PMIDC will have full right to technically reject

this tender and debar the bidder from financial bid. The Financial bids will only be opened for those bidders who have obtained more than 60% marks. The tender shall be awarded only to L1 bidder. In case of tie, bidder scoring more marks will be declared as L1

Evaluation Criteria

SI No	Item	No of Marks	Marks obtained	
1.	Turn Over >15 Lakh <15 >10 <10	10 05 0		Submit proof
	Experience in Plate Fixing >2000 plates in a town = 2000 plates in a town < 2000 in a town	20 10 5		Submit proof
	Experience in Mapping >Two Years <Two but > One year < One year	10 05 0		Submit proof
	GIS App Has own GIS app and worked in the field to Geo Tag properties Worked on GIS app in the field to Geo-tag Properties	10 05		Submit proof

Note: Bidder is required to submit all related documents regarding above criteria

After award of tender if at any instant of time if the bidder is not able to full fill the time line in execution of project, GM project will issue a notice to the bidder to full fill the requirement as per schedule. After notice also if it is found that bidder is not meeting the schedule then it will be presumed that bidder does not have capacity to complete the task and project will be divided among the technically qualified bidders who are willing to work at L1 rates.

The evaluation committee evaluates the Technical Proposals on the basis of Proposal’s responsiveness to the TOR using the evaluation criteria system specified in the RFP. A Proposal shall be rejected if it does not achieve the minimum qualifying eligibility criteria.

- A Technical Proposal may not be considered for evaluation in any of the following cases:
- a. the bidder submitted a Proposal which failed to make a proper statement effect in the cover letter ; or

- b. the bidder that submitted the Proposal was found not to be legally incorporated or established in India; or
- c. the Technical Proposal was submitted in the wrong format
- d. The Technical Proposal reached PMIDC after the submission closing time and date specified in the Data Sheet.

After the technical evaluation is completed, PMIDC shall notify the bidders whose Proposals did not meet the minimum qualifying technical eligibility criteria/score or bidders whose Technical Proposals were considered non-responsive to the RFP requirements, indicating that their Financial Proposals will not be opened/ downloaded. PMIDC shall simultaneously notify, in writing to the bidders whose Technical Proposals qualified minimum qualifying technical eligibility criteria/score, indicating the date, time, and location for opening of Financial Proposals. (Bidders attendance at the opening of Financial Proposals is optional).

20 RESULT OF TENDERS

Acceptance of tender(s) shall be communicated by e-mail/letter of acceptance or formal acceptance of the tender to the successful bidders. In case where the acceptance is communicated by e-mail/letter, the formal acceptance of tender will be forwarded as soon as possible. Instructions communicated via e-mail/letter must be acted upon immediately. The unsuccessful bidders will be informed of the outcome of their tender(s) and their EMD will also be returned along with the intimation letter. In case of non-acceptance of tender, no reason thereof will be furnished to the bidders. The bidders are requested NOT to make enquiries from office regarding the status/result of the Tender Documents submitted by them.

20 SECURITY DEPOSIT

Before the acceptance of the job order, A Security Deposit @ of 5 % (Five percent) of the value of total job-order in the form of Bank Guarantee, valid for 6 months from the date of job-order, with a provision of further extension/revalidation till the completion of task, in terms of Indian Rupees, shall be submitted by the successful bidders. EMD will be returned after receipt of security deposit.

21 MOBILIZATION ADVANCE

Mobilization advance of 10 % of the cost of tender can be given to vender against Bank guarantee of 11% if required. The advance shall be paid in two installments. This advance shall be adjusted against the payment due to the vender. In case of default this advance will attract interest.

22 INDEMINITY

The contractor who is awarded the contract will be deemed to have indemnified the PMIDC and its employees for any or all damages and claims arising out of damage, destruction and death caused to personnel, equipment & stores employed by the contractor.

23 ASSIGNING TO OTHERS

The firm shall not, without prior written permission of The General Manager(Project) PMIDC, assign or transfer or cause to be assigned or transferred, whether actually or as the result of takeover, merger or other change of identity or character of the firm, any of its rights or obligations under the contract or any part, share or interest therein. Upon any such assignment or transfer, this engagement may forthwith be terminated by the General Manager (Project)

23 INTELLECTUAL PROPERTY RIGHTS

All the data products would be the intellectual properties of PMIDC.

24 RIGHTS TO REVISE THE JOB SPECIFICATIONS

The General Manager (Project), reserves the right to revise and / or alter job specifications before the acceptance of any tender. After acceptance of tender, job specifications can be altered/ revised with mutual agreement between the General Manager (Project) and the bidder (s).

25 CLARIFICATIONS ABOUT TENDER DOCUMENT:

Further clarification, if any, about this tender document can be sought from the General Manager (Project) PMIDC. Mail account www.shamsher.jamwal@gmail.com may be used for further correspondence.

Exceptions: Please describe any exceptions taken to the scope of services described later in this section.

Additional information requirements: Please list any other information required by you from PMIDC.

The General Manager (Project)

PMIDC Room No 511, 5th Floor, Punjab Municipal Bhawan Plot No 3, Sector 35 A, Dakshin Marg Chandigarh 160022

Financial Proposal (to be submitted online only)

Financial Proposal

To

General Manager Projects

PMIDC Room No 511,

5th Floor, Punjab Municipal Bhawan
Plot No 3, Sector 35 A, Dakshin Marg
Chandigarh 160022

Sub: Financial Bid /proposal for Selection of Service provider who can prepare and fix House Number plates with unique ID on to Urban Properties as per Map

Dear Sir,

We are pleased to quote/submit our financial proposal for “: **Selection of Service provider who can prepare and fix House Number plates with unique ID on to Urban Properties as per Map**

I/We _____ bidder(s) herewith enclose the Financial Proposal for selection of my/our firm as service provider for subject assignment

Sl No	Item of Work	Cost per Plate	Taxes	Total Cost per plate inclusive of Taxes	Remarks
1.	Prepare and fix House Number plates with unique ID on to Urban Properties as per Map Aluminum 24 Gauge Plastic 24 Gauge				
	Total				

Our financial proposal shall be binding upon us, up to expiration of the validity period of the Proposal (i.e. 180 days from the last date notified for submission of the proposal).

Yours faithfully,

Signature: _____

Full Name: _____

Designation: _____

Complete Address (with name) of the bidder: _____

Tel.: Nos. (O) _____ Fax No: _____ (R) _____

(Mob) _____

E-mail : _____

PERFORMA FOR BANK GUARANTEE

In consideration of the Governor of Punjab State, represented by the Department of Local Govt. of Punjab Govt. through Punjab Municipal Infrastructure Development Company (hereinafter called PMIDC which expression shall include his successors and assigns), having agreed to exempt M/S With its offices at (hereinafter referred as the contractor which expression shall include his successors and assigns), from the demand, under the terms and conditions of an Agreement dated made between the PMIDC and M/S hereinafter called the said agreement for House Number Plate supplying and Fixing as Per Map Supplied by PMIDC

of security deposit for the due fulfillment by the said contractor of the terms and conditions maintained in the said Agreement, on production of a Bank Guarantee for Rs..... (in words only) , (Name of the Bank) (Herein after referred to as the bank) at the request of the contractor do hereby undertake to pay to PMIDC an amount not exceeding Rs..... (.....only), against any loss or damage caused to or suffered or would be caused to suffer by PMIDC by reason of any breach by the said contractor of any of the terms or conditions contained in the said agreement.

We (Name of the bank) do hereby undertake to pay the amounts due and payable under this guarantee without any demur, merely on a demand from PMIDC stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by PMIDC by reason of breach by the said contractor of any of the terms or conditions contained in the said Agreement or by the reason of the contractor’s failure to perform the said Agreement. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee where the decision of PMIDC in these counts shall be final and bindings on the Bank. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs..... (.....).

We (Name of the Bank) undertake to pay to PMIDC any money so demanded not withstanding any dispute or disputes raised by the contractor if any suit or proceeding pending before any court or tribunal relating thereto, liability under this guarantee being absolute and unequivocal. The payment so made by us under this guarantee

20

shall be valid discharge of our liability for payment hereunder and the contractor shall have no claim against us for making such payment.

We (Name of the Bank)..... further agree that guarantee herein contained shall remain in full force and effect during the period that should be taken for theof the said agreement and that it shall continue to be forcible till all the dues of PMIDC under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till PMIDC certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the contractor and accordingly

discharges this guarantee. Unless a demand or claim under this guarantee is made on us in writing on or beforehe (bidders shall be discharged from all liability under this guarantee thereafter.

We (Name of the Bank) further agree with PMIDC that PMIDC shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extend time of performance by the said contractor from time to time or to postpone for any time or from time to time any of the powers exercisable by PMIDC against the said contractor and to forbear or enforce any of the terms and conditions relating to the said Agreement and we shall not be relieved from our liability by reason of any such variation or extension being granted to the said contractor for any forbearance, act or omission on the part of PMIDC or any indulgence by PMIDC to the said contractor or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

This guarantee will not be discharged due to the change in the constitution of the Bank or the contractor.

We (Name of the Bank) lastly undertake not to revoke this guarantee during its currency except with the previous consent of PMIDC in writing.

Dated the Day of

For

(Indicate the Name of the Bank).

(Performa for Contract Agreement)

This Agreement is made and entered into on the.....day of , 2019.

Between

General Manager (Projects) PMIDC

Governor of Punjab, acting through The General Manager (Project), PMIDC's office hereinafter referred to as PMIDC, (which expression shall, unless excluded by or repugnant to the context, be deemed to include his successors in office and assigns) of the First Part.
And

M/S..... having its Registered Office at hereinafter referred to as "The Contractor", (which expression shall unless excluded by or repugnant to the context, be deemed to include its administrators, executors, liquidators, successors in interest and permitted assigns) of the Second Part.

WHEREAS Contractor is the Organization engaged in House Number Plate supplying and Fixing as Per Map Supplied by PMIDC.

AND WHEREAS PMIDC is an Organization desirous of getting the true ortho-photo mosaic and DEM generated.

AND WHEREAS and whereas PMIDC desires that the work be carried out as per the tender document No.....

..... And whereas the contractor is willing and has accepted to render the services to undertake the observation of control points as per schedule And whereas the contractor has submitted an offer and PMIDC has accepted the same for the supply of House Number Plate supplying and Fixing as Per Map Supplied by PMIDC.

NOW THIS PRESENT WITNESS and it is hereby agreed and declared by between the parties hereto as follows:

1. In this Agreement the words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract 2. The following documents shall be deemed to form and be read and construed as part of the Agreement viz:

i. The letter No... of PMIDC inviting technical and financial offers:

ii. The Tender Documents dated Issued to the Contractor by PMIDC;

iii. The Technical and Financial Offer the Contractor to carry out the works;

iv. The Letter of Acceptance from PMIDC;

v. The Conditions of Contract for Generation of House Number Plate supplying and Fixing as Per Map Supplied by PMIDC. and Allied Works included in the Tender Documents.

3. In consideration of payments be made by the Client to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Client to perform the Services in conformity in all respects with the provisions of this Agreement.

4. The Client hereby covenants to pay the contractor, in consideration of the performance of the Services in the Tender document, remuneration of Rs..... (Rupees

.....) at the times and proportion as in Appendix 'A' to this Agreement and in the manner prescribed by this Agreement read with Conditions of Contractor herein before referred to.

IN WITNESS whereof the parties hereto have hereunder set their respective hands and seals on the day, month and year first above written.

23

Signed by the Job allotter 1. Name of Witness with signature and address With date (For and on behalf of the Governor of Punjab)

2. Name of Witness with signature and address

.....
.....

Signed by the Said Contractor or his 1. Name of Witness with signature and address Legal representative with date (For and on behalf of the Contractor)

2. Name of Witness with signature and address

.....
.....

(Performa for Appendix 'A' to the Contract Agreement)

The contract made between M/S hereinafter called the 'Contractor' which expression shall include their legal representative on the one part and The General Manager(Project), PMIDCs on behalf of the President of India hereinafter called the "Job allotter", on the other.

Custody of Data and Records

The Contractor shall perform the contract in all respects in accordance with the terms and conditions as mentioned in Para 4.0 of Tender Document/Job Order. All Data and Records pertaining to House Number Plate supplying and Fixing as Per Map Supplied by PMIDC.

shall remain in every respect at the safe custody of the contractor until completion of the job in the format and specifications mentioned in the Job Order and until their delivery to the PMIDC. The Contractor shall be held responsible for all loss, destruction, damage or deterioration or pilferation of data/information during the complete period of the fulfillment of the job. Rights of Rejection of Digital Output

(a) Notwithstanding any approval which the Purchaser may have given in contract of the Job Order or any part thereof which shall be lawful for the Government on behalf of the job allotter to reject the submitted data or any part thereof within 04 weeks from the submission of the product if not found in conformity with the specifications and terms and conditions of the contract on account of accuracy, omission of details etc. as referred in the Annexure II of the Tender Document. (b) That if the Contractor fails to observe or perform any condition of this contract or become insolvent or he or his representative tries to unduly influence any official or offers any bribe in connection with contract then, notwithstanding any previous waiver of such default or action, the job allotter will have the power on behalf of the Government to terminate the contract forthwith and without prejudice to other rights and remedies of the Government to forfeit the said Security Deposit of Rs..... in the form of Bank Guarantee at its discretion and also recover from the contractor any loss suffered by the Government on account of the Contract being so terminated prematurely.

25

(c) Time and date of completion of the work essence of the contract

The time and date stipulated in the Job Order for the completion of the allotted work shall be deemed to be the essence of the contract. The job of acquiring images and processing has to be completed within 90 days after the receipt of firm order. In case of delay the Contractor shall in agreement to other liabilities mentioned in the General conditions of Contract be liable for losses which may be incurred after the date on which the work ought to have been completed and in the event of the Contractor's failure to complete the work within the period prescribed for such completion, the job allotter shall be entitled to

withhold any payments until the whole of the work has been completed and to recover from the Contractor a sum equal to 2 percent of the contract price of area involved in such delay for each and every month or part thereof which ought to have been free from any cause, except causes such as strikes, lockouts, fire, accident, riot, etc. laid down in clause 4.6 of the Tender Document, which the Job allotter may admit as a reasonable ground for delay. The Job allotter will allow such additional time, as he may prefer to have been required by the circumstances of the case.

(d) That in case of any dispute or difference, that may arise in connection with contract the settlement of which is not hereinbefore provided for, the same shall be referred for the Arbitration to the Secretary, Local Government or if he is willing or unwilling to act as an Arbitrator, to any other person nominated by him and the decision of such arbitrator shall be final and legally binding on the parties to this contract.

1. Name of Witness with signature Signed by the Said Contractor or his
Legal representative with date

.....

.....

2. Name of Witness with signature

..... Signed by the Job allotter

(For and on behalf of the Governor of Punjab)

NO DEMAND CERTIFICATE BY THE TENDERER

I, (Full Name and Address of the Contractor) do hereby acknowledge to have received payment in full from for all the services rendered by me in connection with..... (The number and date of contract agreement)

This is to certify that I have no further claimed whatsoever against the Government in connection with or arising out of the said contract which remains unadjusted.

Signature of the Contractor with date

(Defacing a revenue stamp)

PMIDC

(DEPARTMENT OF LOCAL GOVERNMENT, GOVT OF PUNJAB)

PART B

SCHEDULE OF TENDER DOCUMENT FOR

Selection of Service provider who can prepare and fix House Number plates with unique ID on to Urban Properties as per Map (To be detached by the Bidders and Submitted duly completed)

TENDER NO -

Name of the Bidder (s) :-----

Firm's Reference No. : -----

Date of submission : -----

Additional No. of pages (if any) : -----

CHECK LIST

CONTENTS				<i>Page</i>
Performa	1	-	Cover letter	36
Performa	2	-	Questionnaire for Technical Bid	38
Performa	3	-	Pricing schedule for Commercial Bid	40
Performa	4	-	Bid particulars	42
Performa	5	-	Warranty	43

To

The General Manager (Project),
PMIDC Room No 511, 5th floor,
Punjab Municipal
Bhawan Plot No 3,
Sector 35 A Chandigarh

SUB: Selection of Service provider who can prepare and fix House Number plates with unique ID on to Urban Properties as per Map

Sir,

I/We hereby offer to take up the task of House Number Plate supplying and Fixing as Per Map Supplied by PMIDC as given in Annexure I and II respectively, as detailed in Part 'A' of the tender document stated above. We agree to hold this offer open till I/We shall be bound by a communication of acceptance or rejection dispatched within the prescribed time.

I/We have understood the instruction to Bidders and conditions of contract attached to the invitation of tender and have thoroughly examined applications quoted in the schedules of the tender document and I/We am/are aware of the nature of the job required to be done and my/our offer is strictly in accordance with the requirements and conditions in the tender document.

The pages attached herewith form part of this

tender. Yours faithfully,

Name of Tenderer:

Address:

City:

State:

Pin

Telephone

Fax:

(Office):

E-mail:

(Residence):

Website:

Authorized signature:

Name (please print):

(seal of the Company)

Title:

Date:

(Signature of

Witness) Address:

Dated: -----

TECHNICAL BID

(Attach separate sheets for any item where space is inadequate)

Bidder must give the comprehensive answer to each of the following questions:

1. Name of the firm and particulars (Indicate registration No., Business license No., location of firm, ISO Certificate copy if available, and date established etc. Enclose copies of the said documents.)
2. Full address of the firm including Fax and E-mail address.
3. Please identify three clients for whom you have provided this type of services. Please give their complete address and specify the services provided to each of them.
4. Previous experience giving details like content, size and nature of job and time taken and man days employed etc. (Attach sample of work done).
5. Computer App for mapping if any being used.

Attach screen shots

6. Potential impact of current work load on the proposed project. Cite specifically all major projects undertaken in last two years
7. Expected minimum number of plates proposed to be installed by the firm per week.
8. Number of employees proposed to be employed for the job
9. Time required in taking up the job after firm order.
10. Whether willing to work as per schedule

11. Time assessment, in man-hours, per 100 plates

Based on your technical plan of operations, and previous project experience, explain when and where you will require support from PMIDC.

Technical Alternatives

Contractors may elect to propose alternative approaches if they can demonstrate, or cost advantages to PMIDC keeping in mind the task. The Contractor should cite the applicability of alternative approaches/ procedures to the achievement of project objectives and the projected advantages to be gained through their use.

12. Prepare a detailed time schedule that describes the tasks included within the technical plan of operations.

13. The financial turnover of the firm.(Please enclose IT returns of last two years)

Signature of Bidder(s)

With Office Seal

Dated: -----

COMMERCIAL BID

TENDER FOR Selection of Service provider who can prepare and fix House Number plates with unique ID on to Urban Properties as per Map

DETAILS OF THE PRICE TO BE QUOTED BY INDIVIDUAL VENDORS

Name of the Bidder

1. Address
2. Phone No.
3. Fax No.
4. Email Address
5. Web site address if any

Sl.No	Description of work	Rates/ plate	Taxes	Total Cost
1	Selection of Service provider who can prepare and fix House Number plates with unique ID on to Urban Properties as per Map			

Signature of the bidders Name

of the Firm with Seal

Notes: 1.

- i. Only the finished product as per specifications will be accepted. No cost, full or part, will be borne by PMIDC in case of rejection leading to repetition of any point(s) or traverse.
- ii. The above cost figures will not be subject to escalation and the price shall remain valid for the period for which the work is allotted to a vendor.

Rates quoted should be in the above format, failing which the bid may be rejected.

- iii. Bidders must quote the cost in Indian Rupees only.
- iv. Rate should be quoted for supply of all the deliverables confirming the required specifications.
- v. Rate should be inclusive of all Sales Tax, Central Sales Tax, Service Tax etc.
- vi. If any other charges are applicable, it should be clearly specified.

PARTICULARS OF BIDDER

1. Name of the bidder :
2. Address of the bidder :
3. Bidder's proposal number and date :
4. Name & postal address of the officer To whom all reference shall be made
Regarding this tender enquiry including Fax/Telex/Telephone/E-mail.

Witness:

Signature

Name

Signature of the bidder (s)

Address

Name_____

Designation _____

Company _____

Date:

Date: _____

WARRANTY

I/We warrant that the output supplied by us shall be in full conformity of the specification/output required by PMIDC **as detailed in Annexure I& Annexure II of PART A**. This warranty shall remain enforced/valid during inspection/acceptance of the output and shall expire 6 months after the final acceptance of the output by PMIDC for each point

I/We also warrant that I/We shall handover all the data/records within the stipulated time frame..

Signature of the witness

Signature of the bidder

Office Seal

DATA SECURITY

I/We hereby certify that the General Manager (Project) PMIDC shall have absolute right on the digital data and output products received by me/us. I/We shall be responsible for security/safe custody of data during observation/ Data processing. I/We also certify that control point's coordinates and/or digital topographical data given to me/us or generated by me/us in full or part will not be taken out of the PMIDC building premises on any media, and will not be produced by me/us in any form. I understand that violation of above clause shall attract criminal prosecution under Government copy right act 1957 and the Official Secrets Act 1923.

Signature of the witness with date

Signature of the bidder with date

1.

2.

Name of the firm with Seal

Proforma 7**Technical Compliance sheet:**

Sr. No.	Technical Requirements	Complied (Yes / No)	Details of supporting documents	Remarks (if any)
1	Proper registration No., PAN, TAN, GST registration under appropriate Act / Law.			
2	Annual turnover of at least Rs. 15 Lakh in each year of last 2 years (FY 2017-18, 2018-19, This claim should be supported by self-attested annual audited financial statements.			
3	At least 02 years of experience in Surveying and mapping			