

# **THE PLANTATION CORPORATION OF KERALA LTD**

**KOTTAYAM - 4**

**PCK/SEC/01**

**18.09.2018**

## **E-TENDER CONDITIONS FOR THE WORK OF TOTAL STATION SURVEY OF ESTATES OF PCK.**

Sealed competitive e-Tenders are invited for the work of total station survey of different estates / group of estates of The plantation Corporation of Kerala Limited (PCK).

Most estates of PCK are taken on lease from Forest Department. Vide Government orders No. 104/2018/F&WLD dated 01.03.2018 and 133/2018/F&WLD dated 16.03.2018, Government directed that PSUs holding forest land should survey and demarcate the land at their cost. Further, it is clarified that "Total Station Survey" is to be conducted.

1. The tender is invited for the work of total station survey of the following estates / group of estates:

<b><u>Land taken on Lease from Forest Department</u></b>				
<b>Sl No.</b>	<b>Estate / Group</b>	<b>Approximate Area (Ha)</b>	<b>Forest Division</b>	<b>District</b>
1	Kodumon Group of Estates	2,866.6880	Konni	Pathanamthitta
2	Kalady Group of Estates	3,776.4993	Malayattur, Vazhachal, Chalakydy	Ernakulam, Thrissur
3	Thannithode Estate	699.3500	Ranni	Pathanamthitta
4	Perambra Estate	943.0000	Kozhikode	Kozhikode
5	Rajapuram Estate	1,522.9100	Kasaragod	Kasaragod
6	Mannarghat Estate	513.0300	Mannarghat	Palakkad
7	Nilambur Estate	435.9380	Nilambur	Malappuram

Kodumon Group of Estates includes Kodumon Estate and Chandanappally Estate. Kalady Group of Estates includes Athirappilly Estate, Kallala Estate and Oil Palm Estate.

2. The survey and demarcation work is to be conducted by the contractor in consultation with the concerned Estate Managers and Forest Officials (Divisional Forest Office / Forest Range Office).
3. The total station survey is to be conducted by the contractor using latest machines available today providing maximum accuracy. The boundary of estate / group of estates and boundary of forest divisions and districts in estate / group of estates is

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to be clearly demarcated. Name of estate / group of estates, name of forest division(s), name of district(s), total area of estate / group of estates, total area of estate / group of estates in forest division(s) and districts(s), Survey of India toposheet number(s), latitude and longitude are to be mentioned in the sketch. All relevant topographical details such as roads, bridges, religious institutions, Govt. offices, estate offices of PCK, schools, hospitals etc. are to be shown in the sketch.

4. On completion of the survey, the contractor should make available:
  1. 3 copies of colour sketch of estate / group of estates in 1:50,000 scale in A1 size duly signed and authenticated by Forest Officials, PCK Officials and contractor. The sketch should contain the details specified in clause (3).
  2. Soft copy of the sketch in PDF format specifying details mentioned in clause(3).
  3. Soft copy of the sketch in KMZ, KML and SHP formats by e-mail and CD.
  4. Sketch of estate / group in Survey of India toposheet – print and soft copy in PDF format.
5. The EMD equivalent to 2.5% of the total amount quoted in the form of demand draft drawn in favour of The Plantation Corporation of Kerala Limited payable at Kottayam should be submitted within the time and a scanned copy of the Demand Draft should be attached with the e-tender.
6. The offer submitted by bidder will be valid for a period of 365 days from the date of opening the tenders.
7. Once, selection notice is issued, an agreement is to be executed after remitting 5% of the total contract amount (including EMD). The Security Deposit (rounded to the nearest next rupee) should be submitted in the form of demand draft in favour of The Plantation Corporation of Kerala Ltd, payable at Kottayam only. The Security Deposit will be released after satisfactory completion of the work.
8. The work should be completed within 60 days from the date of executing the agreement. If the Contractor fails to complete the work within the stipulated period, a penalty of ½ % of the total contract value will be deducted for every week of extension or part thereof.
9. The total rate for total station survey per estate / group is to be quoted. The rate quoted includes the cost of all the works, levies, duties, taxes, transportation charges, loading and unloading charges etc.
10. Rate for undertaking total station survey can be quoted for all or any of the estates / groups of estates. The bidder can separately quote for each estate / group of estates. The management of PCK reserves the right to allot the work of total station survey of different estates / groups of estates to different bidders.
11. The area mentioned against each estate/group in the above table is approximate. The actual area may vary at the time of survey. No additional claims will be allowed, if it is found that the total area is different from that is mentioned in the table above.

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12. All works, fitting, machines, accessories, manpower etc, which may not have been specifically mentioned but which are necessary for completing the total station survey shall be deemed to be included in the contract and shall be provided by the contractor without extra charges.
13. The contractor shall have ample experience in this field and have proven records in completing similar works. The contractor should possess survey experience of minimum 3 years.
14. The successful bidder shall also execute an agreement on Kerala non-judicial stamp paper worth Rs.200/- for the fulfillment of the contract within 7 days on receipt of selection notice.
15. The final acceptance of the tender rests entirely with the Managing Director of PCK, who does not bind himself to accept the lowest or any tender. Managing Director of PCK reserves right to reject any or all the tenders without assigning any reason.
16. Payment will be effected after successful completion of the work to the satisfaction of Managing Director of PCK.
17. If the contractor withdraws from the contract before completing the contract, the Corporation will make alternate arrangements to complete the work fully or partially, and the resultant losses if any, will be realized from the contractor.
18. All taxes applicable will be on account of the Contractor. PCK will not be responsible for any costs or expenses incurred by the bidders in connection with the preparation or delivery of the bids.
19. PCK reserves the right to modify the requirements as well as accept any bid or reject any or all bids, without assigning any reasons whatsoever.
20. All suits and legal proceedings in connection with this tender shall only to be instituted in the courts having jurisdiction at Kottayam.
21. e.tender should accompany the following:
  1. e.tender conditions duly signed in all pages in token of having accepted the same.
  2. Scanned copy of DD of EMD.
  3. Annexure-1 - profile of bidder
  4. Annexure-II - price offer
22. If the e- tender could not be conducted due to unexpected reasons, beyond the control of the Corporation, the same will be conducted at the same time and place on the next working day.

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### **General Tender Terms & Conditions for e-tender**

This tender is an e Tender and is being published online for undertaking the work of total station survey of estates / group of estates of PCK from the Contractors through e-procurement portal of Government of Kerala (<https://www.etenders.kerala.gov.in>). Prospective bidders willing to participate in this tender shall necessarily register themselves with above mentioned e-procurement portal.

- a). Last date for submission of e-tender on or before 01.10.2018 at 5.p.m.
- b). Last date for opening of e-tender on 04.10.2018 at 3 .p.m.
- c). Cost of tender form is 2,625/-inclusive of tax.

The tender timeline is available in the critical date section of this tender published in [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in).

#### **A). Online Bidder registration process:**

Bidders should have a Class II or above Digital Signature Certificate (DSC) to be procured from any Registration Authorities (RA) under the Certifying Agency of India. Details of RAs will be available on [www.cca.gov.in](http://www.cca.gov.in). Once, the DSC is obtained, bidders have to register on [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in) website for participating in this tender. Website registration is a one-time process without any registration fees. However, bidders have to procure DSC at their own cost.

Bidders may contact e-Procurement support desk of Kerala State IT Mission over telephone at 0471- 2577088, 2577188, 2577388 or 0484 – 2336006, 2332262 - through email: [etendershelp@kerala.gov.in](mailto:etendershelp@kerala.gov.in) for assistance in this regard.

#### **B). Online Tender Process:**

The tender process shall consist of the following stages:

- i. **Downloading of tender document:** Tender document will be available for free download on [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in). However, tender document fees shall be payable at the time of bid submission as stipulated in this tender document.

The Bidder shall complete the Price bid as per format given for download along with this tender.

**Fixed price:** Prices quoted by the Bidder shall be fixed during the bidder's performance of the contract and not subject to variation on any account. A bid submitted with an adjustable/ variable price quotation will be treated as non - responsive and rejected.

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NEFT payment should be done according to following guidelines:

- i. **Single transaction for remitting Tender document fee:** Bidder should ensure that tender document fees are remitted as one single transaction.
- ii. **Account number as per Remittance Form only:** Account no. entered during NEFT remittance at any bank counter or during adding beneficiary account in Internet banking site should be the same as it appears in the remittance form generated for that particular bid by the e-Procurement system. Bidder should ensure that tender document fees are remitted only to the account number given in the Remittance form provided by e-Procurement system for that particular tender.  
  
Bidders must ensure that the banker inputs the Account Number (which is case sensitive) as displayed in the Remittance form. No additional information like bidder name, company name, etc. should be entered in the account no. column along with account no. for NEFT remittance.
- iii. **Only NEFT Remittance Allowed:** RTGS payments, Account to Account transfers, State Bank Group Transfers (GRPT) or Cash payments are not allowed and are treated as invalid mode of payments. Bidder must ensure that the banker does NEFT transaction only irrespective of the amount and specially instruct the banks not to convert the payment type to RTGS or GRPT.
- iv. **Amount as per Remittance form:** Bidder should ensure that the amount being remitted is neither less nor higher than the amount shown in remittance form.
- v. **UTR Number:** Bidders should ensure that the remittance confirmation (UTR number) received after NEFT transfer should be updated as it is, in the e-Procurement system for tracking the payment.
- vi. **One Remittance Form per Bidder and per Bid:** The remittance form provided by e-Procurement system shall be valid for that particular bidder and bid and should not be re-used for any other tender or bid or by any other bidder.

Any transaction charges levied while using any of the above modes of online payment has to be borne by the bidder. The supplier/contractor's bid will be evaluated only if payment status against bidder is showing "Success" during bid opening.

### **C). SUBMISSION PROCESS:**

For submission of bids, all interested bidders have to register online as explained above in this document. After registration, bidders shall submit their bid online on [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in) along with online payment of tender document fees.

For page by page instructions on bid submission process, please visit [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in) and click "Bidders Manual Kit" link on the home page.

**It is necessary to click on "Freeze bid" link/ icon to complete the process of bid submission otherwise the bid will not get submitted online and the same shall not be available for viewing/ opening during bid opening process.**

### Annexure I

i. Profile of the bidder in the following format.

Sl.No	Particulars	Details
1.	(a) Name of the Company	
	(b) Date of incorporation.	
2.	Indicate nature of the Company(Public / Private)	
3.	Main line business of the Company	
4.	(a) Address of registered office	
	Postal Address	
	Telephone Nos	
	Fax No	
	Email ID	
	(b) Local office address in Kerala through which current work will be handled	
	Postal Address	
	Telephone Nos	
	Fax No	
	Email ID	
5.	Please provide the following details	
	(a) Permanent Account Number	
	(b) GST Registration Number	

- ii. Documents in support of fulfilling the eligibility criteria.
  - a) Details of similar work done in the past.
  - b) Turnover of the Company in last 3 years.
  - c) No: of employees on the payroll.
  - d) Copy of PAN Card.

Name of Bidder

Address of Bidder

Signature of Bidder

## Annexure II

Name of work : Total Station Survey of different estates / group of estates of PCK.

<b><u>Estate / Group of Estates</u></b>	<b><u>Rate</u></b>	<b><u>GST</u></b>	<b><u>Amount</u></b>
Kodumon Group of Estates			
Kalady Group of Estates			
Thannithode Estate			
Perambra Estate			
Rajapuram Estate			
Mannarghat Estate			
Nilambur Estate			

I undertake to execute the work (Total Station Survey of different estates / group of estates of PCK) at the above quoted amount.

Name & Signature of Contractor

Address of the Contractor