

**DR. SHYAMA PRASAD MUKHERJEE UNIVERSITY**  
**Ranchi, Jharkhand.**



**SHORT NOTICE INVITING TENDER**  
**FOR**  
**SUPPLY AND INSTALLATION OF SURVEYING**  
**INSTRUMENT IN DEPARTMENT OF AMANAT**  
**SURVEY & GIS**  
**AT**  
**DR. SHYAMA PRASAD MUKHERJEE UNIVERSITY**



**DR. SHYAMA PRASAD MUKHERJEE UNIVERSITY**  
Ranchi, Jharkhand.

Memo: DSPMU/G/489/23

Dated: 14.07.2023

**NOTICE INVITING TENDER**

Dr. Shyama Prasad Mukherjee University, Ranchi-834008, Jharkhand invites tenders under two bid system (Part-I: Technical Bid and Part II: Financial Bid), from experienced and reputed firms/agencies/companies/distributers only for **“Supply and Installation of Surveying Instrument in Department of Amanat Survey & GIS at Dr. Shyama Prasad Mukherjee University.** The Publication of Tender Document in University website: 15.07.2023 at 04:00 PM. The Last Date & Time for submission of Tender : 24.07.2023 till 01:00 PM.

The detailed information about the tender document can be obtained from the office of the Section-Officer (General) or from the University Website:- [www.dspmuranchi.ac.in](http://www.dspmuranchi.ac.in).

Sd/-

**Registrar**  
**DSPMU, Ranchi**



# DR. SHYAMA PRASAD MUKHERJEE UNIVERSITY

P.O.: Ranchi University, Morabadi, Ranchi – 834008, Jharkhand.

Email: [registrardspmuranchi@gmail.com](mailto:registrardspmuranchi@gmail.com), Website: [www.dspmuranchi.ac.in](http://www.dspmuranchi.ac.in)

## NOTICE INVITING TENDER

**Supply and Installation of Surveying Instrument for Department of Amanat Survey & GIS at Dr. Shyama Prasad Mukherjee University.**

**Ref. No.:** DSPMU/G/489/2023

**Dated:** 14.07.2023

Sealed tender invited on behalf of the Registrar, Dr. Shyama Prasad Mukherjee University, Ranchi from the Original Equipment Manufacturer or their authorized dealers for the Supply & Installation of Surveying Instrument for Department of Amanat Survey & GIS at Dr. Shyama Prasad Mukherjee University, Ranchi in **two-bid format** as per the specifications in **Annexure-I** in two bid system. The tender document can be downloaded from the University website at URL Link: <http://www.dspmuranchi.ac.in>.

### 1. Schedule

Date of Issue / Publishing	15.07.2023 at 04:00 PM
Last Date and Time of Submission of Bids	24.07.2023 at 01:00 PM
Date and Time of Opening of Technical Bids	24.07.2023 at 03:00 PM
Tender Fee	<b>Rs. 2,000/- (For Tender Fee)</b>
EMD (Refundable)	<b>Rs. 35,000/- ( For EMD)</b>
Bid Validity Days	<b>90 days.</b>
No. of Covers	<b>1. Technical Bid Envelop. 2. Financial Bid Envelop.</b>
Main Envelop Cover Heading	The cover containing the quotation should be subscribed as "Bid for Supply & Installation of Surveying Instrument in Department of Amanat Survey & GIS at DSPMU, Ranchi.

## **2. Tender Fees and EMD:**

- a. Tender Fees & EMD to be submitted in shape of DD from any commercial bank drawn in favour of the Registrar, DSPMU” payable at Ranchi.
- b. No interest on EMD and Performance Bank Guarantee will be paid by the University to the tenderer.
- c. The EMD shall be refunded to the unsuccessful bidders after finalisation of the quotation. In case of successful bidder, it will be paid against performance bank guarantee.
- d. The bidders having MSME Certificate are exempted from EMD.

## **3. Two Bid System :**

- a. Technical bid consisting of all technical details alongwith commercial terms and conditions and EMD or MSME Certification.
- b. Financial bid indicating item-wise price for the items mentioned in the technical bid.
- c. Technical bid and financial bid should be sealed in separate covers duly superscribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed as "Technical Bid for the Supply & Installation of Surveying Instrument in Department of Amanat Survey & GIS at DSPMU, Ranchi". Technical bids shall be opened at the first instance and evaluated by Purchase committee. At the second stage financial bids of the only technically qualified bidders shall be opened for financial evaluation and ranking before awarding the contract. Mixing price bid with technical bid will disqualify your bid for further evaluation.

## **4. Submission of Tender:**

The sealed envelope duly filled Tender Documents has to be submitted to the “Office of Registrar, DSPMU, Ranchi on or before 24.07.2023 till 01:00 PM. The Last submission of Tender Documents after the mentioned date & time will be considered as rejected.

## INSTRUCTION TO THE TENDERERS

**THE TENDERER IS REQUESTED TO SUBMIT THE FOLLOWING DOCUMENTS AT THE TIME OF SUBMISSION OF TENDER DOCUMENT WITHOUT WHICH THE TENDER WILL BE REJECTED.**

<b>LIST OF DOCUMENTS</b>	
1	Scanned, sealed and signed copy of Tender document (each page)
2	Company/ Firm Registration Certificate.
3	Copy of Registration of GST.
4	Copy of PAN card.
5	Authorization Certificate of the product/ item from the OEM Company.
6	GST Return File Copy.
7	Tender Fee of Rs. 2,000/- as DD in Favor of Registrar, DSPMU payable at Ranchi. (Non-Refundable)
8	EMD of Rs. 35,000/- as DD in Favor of Registrar, DSPMU Payable at Ranchi. (Refundable) or MSME Certification Mandatory.
7	Copy of valid Labour and Trade license.
8	Copy of Balance sheet/ P & L Account for last financial years (i.e. 2022-23)
9	Copy of Income Tax Return for last years (i.e. 2022-23).
10	Annual turnover of works for immediate last financial year's i.e. 2022 -23) should be more than 20 Lacs. Duly certified by Chartered Accountant.
11	Annexure A, applicable Duly filled and attested.
12	Undertaking on Rs. 100/- stamp paper for the Agency / Firm that is never debarred/ blacklisted by any of the Institution / Office anywhere in India.
13	Minimum Experience of One years for supply and Installation of Surveying Instruments (Submission of successful Work Completion Report)

1. The interested bidders may get the Tender Document from the Section Officer Office in normal working days between 10:00 AM to 03:30 PM starting from 15.07.2023 04:00 PM. The Bidder should submit the Bid document with firm's letter pad through Registered/ Speed Post/ Courier or by Hand dropped to **The Office of Registrar, DSPMU, Ranchi**. The cover superscripted as Tender Bid for "**Supply and Installation of Surveying Instrument in Department Amanat Survey & GIS at Dr. Shyama Prasad Mukherjee University, Ranchi, Jharkhand**". The Bid document must reach the above-mentioned office by 24.07.2023, 01:00 PM.
2. The Tender document can be obtained by downloading it in PDF format from the University **Website: [www.dspmuranchi.ac.in](http://www.dspmuranchi.ac.in)** from **15.07.2023, 04:00 PM to 24.07.2023, 01:00 PM**. The Bidder should submit the Tender Fees of Rs. 2,000/- in the form of DD/ Banker's Cheque drawn in favour of "**The Registrar, DSPMU**"

**Payable at Ranchi. The bidder also shall be required to submit Original Earnest Money Deposit (EMD) of Rs. 35,000/- (Rupees Thirty Five Thousand Only) in the form of DD / Banker Cheque drawn in favour of Registrar, DSPMU, payable at Ranchi. The Bidders having MSME certificate are exempted from payment of EMD.** The Tender Fees and Earnest Money deposit must be sent along with hard copies before the closing date and time of the Tender to the following address - **“The Registrar, Dr. Shyama Prasad Mukherjee University, Morabadi, Ranchi – 834008”**.

3. The Competent Authority of Dr. Shyama Prasad Mukherjee University, reserve the right to accept or reject any tender or all tenders without assigning any reason. All the tenders, in which any of the prescribed conditions is not fulfilled or any condition including that of conditional rebate is put forth by the tenderer, shall be summarily rejected.
4. Conditional Tender is liable to be rejected.
5. The tender for the work shall remain open for acceptance for a period of ninety (90) days from the date of opening of tender.
6. The EMD of unsuccessful tender shall be refunded after the award of work to the successful tender.
7. **Eligibility Criteria:**
  - I. The tenderers should have minimum **Three years'** experience in on **30-06-2023** in Central University/State University/ Deemed University/ Colleges etc. of supply and installation of same or similar type of instruments. Same or similar type means items/' instruments related to survey.

8. **Evaluation of Technical Bids:**

Bids received and found valid will be evaluated by the Purchase Committee of Dr. Shyama Prasad Mukherjee University to ascertain the best evaluated bid for the complete work/service under the specifications and documents. The tenderer should take care to submit all the information sought by the Dr. Shyama Prasad Mukherjee University in prescribed formats.

Firms relevant experience and strength -Profile of agency, registration details including Trade License, Copy of GST, copy of PAN card, Authorization Certificate of the product by the company, Last year Balance sheet (Profit and Loss), Annual turnover of more than Rs. 20 lacs in last year, One year experience of similar works.

### **Financial Bids:**

The financial bid of the tenderers, whose technical bids are found to be suitable, will be opened in the presence of the tenderers, who choose to attend the opening of financial bid. Minimum One-day's prior notice via phone will be given to tenderer for this purpose.

### **9. Award of Work:**

- I. The selection of the agency will be at the sole discretion of the Dr. Shyama Prasad Mukherjee University who reserves its right to accept or reject any or all the proposals without assigning any reason.
  - II. The Work for the **“Supply and Installation of Surveying Instruments in Department of Amanat Survey and GIS at DSPMU Premises.”** shall be awarded to the qualified responsive tenderer who has quoted in order lowest rate.
  - III. Upon evaluation of offers the notification on award of Work will be intimated to the successful tender.
10. Delay / Late submission of Bid tenders for whatever is the reason will summarily be rejected.
  11. Split Bidding is not allowed, else the bidder will be considered as rejected.
  12. The Bidder should provide the Training after supply and installation of Equipments.

### **GENERAL RULES**

1. Bidders have to fill in all such information as required in the tender documents.
2. The Rates Quoted by the bidder shall be exclusive of GST.
3. The bidder shall be presumed to have carefully examined the type of work.
4. The Bidder shall submit a program of the execution of the work along with the tender.
5. The Bidder will maintain watch guards for the safety of the materials. The University is not responsible for any loss of materials.
6. The Bidder will provide to the labourers, huts for shelter, drinking water and medical facilities at site and keep the site clean at his own cost.

7. Extension of time may be granted on valid ground by the Competent Authority as per Government rules and circulars in force and as revised from time to time.

## **DOCUMENTS TO BE SUBMITTED BY THE BIDDER**

### **Technical Bid Envelope**

1. Copy of Firms Registration / Incorporation Certificate.
2. Copy of GST Registration.
3. Copy of PAN.
4. Copy of ESIC and EPF (not Mandatory).
5. OEM Authority Authorization certificate or letter.
6. Tender Fee as Demand Draft of Rs. 2,000/-.
7. Tender Earnest Money Deposit as DD of Rs. 35,000/-.
8. Copy of Income Tax Return of Last Year.
9. Copy of Balance sheet / P & L Account for Last years.
10. Copy of Similar Work Experience the Tender Value.
11. Duly filled of Appendix -II.
12. Duly filled Appendix - IV.
13. Duly filled Appendix -V & VI

### **Financial Bid Envelope**

1. Dully filled Appendix -III

**Scope of Works**

**Supply and Installation of Surveying Instruments in Department of Amanat and GIS at Dr. Shyama Prasad Mukherjee University. The list of Items to be supplied is mentioned below:**

SI	Product	Specifications	Qty
01	Surveying instrument & Software- Drone, Agisoft Metashape , Trimble DA2	<p>DJI Air 2S– UAV / Drone with all standard Accessories and 6 Months Warranty (Non- Accidental). Qty-1 Onsite Training for 2 Days</p> <hr/> <p>Agisoft Metashape – UAV Image Processing Software-Educational single User Perpetual License- 1 Year Warranty <b>*OEM/Relevant Authority Authorization Required</b></p> <ol style="list-style-type: none"> <li>1. Trimble Catalyst DA2 Antenna Packout along with Cable &amp; Battery (Power Bank) &amp; Trimble Catalyst DA2 Mounting Accessories Kit. Qty-1 Note: This is a One Time Cost.</li> <li>2. Trimble Rover Rod 2M, Black, Trimble Catalyst DA1-Flat top for Threadless mounting. Note: This is a One Time Cost.Qty-1</li> <li>3. Data Collection App Trimble Access Field Data Collection Android APP Subscription (For Data Collection &amp; Storage etc.) for Three (3) Years. Qty-1</li> <li>4. Rtx Accuracy Subscription Trimble Rtx Accuracy Subscription for Three (3) Years. Qty-1</li> <li>5. Controller For Data Collection Samsung A23 Android Mobile as Data Controller.Qty-1 Note: This is a One Time Cost.</li> <li>6. Includes Training &amp; 1 Year Warranty <b>*OEM/Relevant Authority Authorization Required</b></li> </ol>	1 Set
<b>Note: Partial Bid not allowed. Bidders need to quote for all above items.</b>			

**Technical Bid**  
**Tender for Supply and Installation of Surveying Instrument in  
Department of Amanat Survey and GIS at Dr. Shyama Prasad Mukherjee  
University, Ranchi, Jharkhand.**

S. No.	Details to be Furnished by the Tenderer		Details provided by the Tenderer
1.	Name and address of the Bidder with phone no. and e-mail ID, if any.	:	
2.	Registration number and date of registration of the company/ cooperative/agency/ SHG/ Society, if any. (Certificate to this effect should be enclosed)	:	
3.	Year of Establishment	:	
4.	Type of Organization: (Whether Proprietorship, Partnership, Private Ltd. Company or Co-operative body etc.). In case the applicant is a non-individual, Certified copy of a Partnership deed/ Certificate of Incorporation /Certificate of Registration issued by the Registrar of Cooperative Societies/as the case, should be enclosed.	:	
5.	Enclose Experience certificates from previous clients with contact no.	:	
6.	PAN Number (photocopy to be enclosed)	:	
7.	Service tax, Sales tax/ GST Registration No., (Number and photocopy of certificates to be given)	:	
8.	Any other Information	:	

Further it is certified that I/We will abide by the technical and commercial terms and conditions of the Tender and also other rules and regulations of Dr. Shyama Prasad Mukherjee University, Ranchi, Jharkhand.

**(Signature of the Tenderer with seal)**

**Financial Bid**  
**Format for Financial Bid**

To  
The Registrar,  
Dr. Shyama Prasad Mukherjee University,  
Morabadi, Ranchi,  
Jharkhand.

Madam,

**Sub: Supply and Installation of Surveying Instrument in Department of Amanat Survey and GIS at Dr. Shyama Prasad Mukherjee University, Ranchi, Jharkhand.**

In response to your advertisement of tender for “**Supply and Installation of Surveying Instrument in Department of Amanat Survey and GIS at Dr. Shyama Prasad Mukherjee University, Ranchi, Jharkhand.**” we herewith submit our financial bid.

<b>Minimum rate for supply and installation of Surveying Equipment's at DSPMU Appendix 1.</b>	<b>Rs. ....</b> <b>(Rupees.....)</b> <b>(Excluding GST)</b>
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**\* Work to be done is given at Appendix 1.**

**\*\*The Lowest rate of bid will be considered for award of work.**

**Date: (Signature of the Tenderer with seal)**

**Appendix IV**

**Check List (Strike off which is not applicable)**

<b>S. No.</b>	<b>Details</b>	<b>Yes/No</b>	<b>Page No.</b>
1.	Company Registration/ Incorporation details		
2.	Copy GST Registration		
3.	Copy of PAN Details		
4.	Tender Fee as Demand Draft of Rs. 2,000 /-		
5.	EMD as DD of Rs. 35,000/-		
6.	Copy of Balance Sheet / P & L Account Last year.		
7.	Copy of Income Tax Return for Last Year		
8.	Copy of Similar Work Experience as per Tender Document		
9.	Duly Filled Appendix - II		
10.	Duly filled Appendix - IV		
11.	Duly filled Appendix - V		
12.	Duly Filled Appendix - VI		

**(Signature of the Tenderer)**

**(Name and Address)**

**(Company Seal)**

DECLARATION

I/We having our office as mentioned under declare that I/we have never been blacklisted by any State Government/Central Government or any State/Central PSU.

**Signature**

**Name** :

**Designation** :

**Name of the Agency** :

**Address of the Bidder** :

**Seal of Bidder**

**Date :**

**Place :**

**UNDERTAKING**

**(Format of undertaking to be submitted along with Tender)**

1. I the undersigned hereby declare and affirm that I have gone through the terms and conditions mentioned in the tender document and undertake to comply with all the terms and conditions.
2. That the rates quoted by me are valid and binding upon me till the work is completed in DSPMU.
3. That the earnest money of Rs. .... deposited by me vide Demand Draft No. .... Dt. .... drawn on..... (Name of the Bank) is attached herewith.
4. That I/ We authorize the Registrar, Dr. Shyama Prasad Mukherjee University, Ranchi to forfeit the security deposit money submitted by me/us if any delay or failure to supply the article/completion of the work to the satisfaction of the Dr. Shyama Prasad Mukherjee authority. within the stipulated time of the items of desired quality.
5. That I will be in the position to provide contract as per the work explained to me to the satisfaction of the Dr. Shyama Prasad Mukherjee University authority.
6. That there is no vigilance/CBI case or court case pending against me/ my firm debaring me/my firm to undertake contract work/ supply of items quoted.
7. I have been informed that the Dr. Shyama Prasad Mukherjee University, Ranchi has the right to accept or reject any or all the tenders without assigning any reason thereof.

**Signature & Address of the Tenderer**

**STAMP**