

Ref.No. ASTEC/ARSAC/1496/PART-II/2011-12/1834

Date : 11/07/2012

### **TENDER NOTICE: ARSAC / ASTEC /1496-Part II/2012**

Assam Remote Sensing Applications Center(ARSAC) of Assam Science Technology and Environment Council (ASTEC) , Under Department of Science and Technology, Govt. of Assam invites Tenders/ Bids for **“Georeferencing and Digitization of Village Cadastral/ Revenue Maps for Assam State”** along with IPO of Rs.20/- (Rupees twenty only) in favour of the Director ASTEC (non refundable). Agencies should briefly describe their ongoing activities, geographic area of operation and the skills of current staff members. Agencies shall be short listed based on a proven track record. Further, the agencies/ companies should also fulfill the following conditions:

- i) Agencies should be registered as a Firm/Society/Company. Agencies should have substantial experience of the work of digitization and geo referencing of contiguous village cadastral maps of any State of the country.
- ii) The cumulative turnover of the agency in Remote Sensing and GIS related projects, as mentioned above, excluding software development, must exceed Rs. 3.00 crore during the last three financial years (2008-09, 2009-10 and 2010-11) where it should not be less than 1.0 crore in any of the years.
- iii) The vendor has to open a local office / deploy necessary technical manpower to work in house at ARSAC/ASTEC in Guwahati after the selection and before signing the contract with minimum specified number of skilled and competent manpower, hardware and licensed software including A0 Size Plotter and a scanner subject to necessity.
- iv) Agency should have latest version of in-house Remote Sensing & Geographic Information System (GIS) service production facilities with all input and output devices with minimum 5 years experience.
- v) The bidder's computer professionals must have well past track record.

A complete set of bid documents may be downloaded from [www.astec.gov.in](http://www.astec.gov.in). Interested bidders may send the bid document in softcopy by enclosing the scanned copy of Demand Draft as a non-refundable tender cost / fee of **Rs. 3,000/- (Rupees Three thousand only)** in favour of **“The Director, ASTEC”** payable at **Guwahati** to [astec@rediffmail.com](mailto:astec@rediffmail.com) as an advance copy of confirmation. However, the Demand Draft should be submitted along with the bid documents while collecting the sample work.

<b>Tender Reference</b>	
I P O	Rs.20/- (Non Refundable)
Price of Tender Document	Rs. 3,000/- (Non Refundable)
Date of commencement of sale of Tender Document	13 <sup>th</sup> July' 2012
Last Date of sale of Tender Document	2 <sup>nd</sup> August' 2012
Pre-bid Conference date & place	3 <sup>rd</sup> Augt' 2012at ASTEC Office 13:00 hrs
Last Date and Time for submission of tender documents	7 <sup>th</sup> August' 2012 upto 17:00 hrs
Earnest Money Deposit (EMD)	Rs. 1,00,000/-
Time and Date of Opening of tender offers (Technical offer)	8 <sup>th</sup> August' 2012 at 11:00 hrs
Time and Date of Opening of tender documents (Commercial / Financial bid)	17 <sup>th</sup> August'2012 (11:00 hrs)
Place of Opening tender offers	ASTEC Office, BIGYAN BHAWAN, GS ROAD, GUWAHATI-5

- ❖ The offers shall be in two separate parts containing i)technical offers and ii)commercial offers. Two separate sealed envelopes containing the technical and commercial offers respectively should be enclosed together in a larger envelope, sealed and superscribed with the tender reference number. and name of the bidder.
- ❖ Sealed Technical bid document filled and complete in all respects, accompanied by i) **IPO of Rs.20/-** ii) **Earnest Money Deposit (EMD) of Rs 1.00 lakh** iii) **PAN NO.**iv)**Service Tax Reg. No** and v) **All Relevant Documents as per qualification Criteria except forms related to commercial bid** in the prescribed format should reach the office of the Director, Assam Science Technology and Environment Council (ASTEC), Bigyan Bhawan, G.S.Road, Guwahati-5 latest by 7<sup>th</sup> August' 2012 upto 17:00 hrs Director, ASTEC reserves the right to accept or reject any bid without assigning any reason there of..
- ❖ Any dispute what so ever will be confined under the jurisdiction of Gauhati High Court, Guwahati.

Dated: 11/07/2012

Director  
ASTEC, Guwahati

# LETTER OF APPLICATION

[Letterhead paper of the Applicant, including full postal address, Telephone and Fax numbers, and email address]

To,  
The Director,  
Assam Science Technology and Environment Council (ASTECC),  
Bigyan Bhawan  
G.S.Road, Guwahti-5  
Tel : 0361-2464618 / 19 , Fax : 0361-2464617

Date:

**Subject:** Proposal for Georeferencing and Digitization of Village Cadastral/Revenue Maps for Assam State – Tender Offer (Technical and Commercial) bids.

**Sir,**

We are submitting herewith the tender document in the following parts in **different Covers.**

- **Technical Bid** (Qualification Document and Sample forms for Qualification)
- **Commercial Bid** (Bidding Document and Sample forms for Bidding)

We are enclosing herewith the receipt no..... dated ..... as a proof of having purchased the tender documents.

1. Being duly authorized to represent and act on behalf of \_\_\_\_\_ (hereinafter referred to as “the Agency”), and having reviewed and fully understood all the Qualification requirements and information provided, the undersigned hereby applies for Qualification to bid on the Tender below:

Tender No: ARSAC/ASTECC/1496-Part II/2012/1834 Date: 11/07/2012

2. Attached to this letter are certified true copies of original documents defining:  
(a) the Applicant's legal status;  
(b) the principal place of business; and  
(c) the place of incorporation (for Applicants that are corporations) or the place of registration (for individually owned firms).

3. ARSAC / ASTECC and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application and to seek clarification from our bankers and clients regarding any financial and technical aspects. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information to provide such information deemed necessary and as requested by ASTECC to verify statements and information provided in this application, such as the resources, experience and competence of the Applicant.

4. ARSAC / ASTECC may contact the following persons for further information:

General and managerial inquiries	
Contact 1	Address and communication facilities
Contact 2	Address and communication facilities

Personnel inquiries	
Contact 1	Address and communication facilities
Contact 2	Address and communication facilities

Technical inquiries	
Contact 1	Address and communication facilities
Contact 2	Address and communication facilities

Financial inquiries	
Contact 1	Address and communication facilities
Contact 2	Address and communication facilities

5. This application is made with the full understanding that:
- (a) Bids by qualified Agency will be subject to verification of all information submitted for Qualification and bidding;
  - (b) ARSAC / ASTEC reserves the right to:
    - Reject or accept any application, cancel the Qualification process, and reject all applications.
  - (c) ARSAC / ASTEC shall not be liable for any such actions under 5(b) above.
6. Any genuine changes made by ARSAC / ASTEC in the interest of project in consultation with agencies, with respect to the technical requirement during the course of project implementation will be acceptable.
7. We have given all the information serially clearly indicating the page numbers as per the given order in page number – vii.
8. The undersigned declares that the statements made and the information provided in the duly completed application are complete, true and correct in every detail.

Signed
Name
For and on behalf of (name of Agency)

We have read and understood the details of the tender document. We agree to abide by the terms and conditions.

Yours truly,

Signature  
Name and Complete Address

### ESSENTIAL ENCLOSURES\*

Sl. No.	Particulars
1.	IPO of Rs.20/- and Receipt no. and date as a proof of having purchased the Tender document of Rs. 3,000/- (non refundable)
2	EMD of Rs. 1.00 lakh in favour of "THE DIRECTOR , ASTEC" payable at GUWAHATI
3	Letter for acceptance of all terms and conditions of the tender document ( Signed tender document )
4	Power of Attorney in favour of a person for Signing the Bid Document
5	Authorization Letter for the Representing Officer from the Competent Authority with Attestation of Signature with Photograph and in written Power of Attorney
6	A Cumulative Turnover for last 3 years <b>(2008-09, 2009-10, 2010-11)</b> of minimum Rs. 3.00 crore in <b>Remote Sensing and GIS</b> related projects where it should not be less than 1.0 crore in any of the years <b>(Proof should be in the form of Work Order/Certificate of Completion of Projects, etc.)</b>
7	Proof of in-house infrastructure at GUWAHATI or Undertaking for providing local office/ work centre at GUWAHATI with sufficient no. of Hardware (Minimum 10 computer systems) /Software (License software) & skilled and competent Manpower to deploy at ARSAC / ASTEC
8	All Road permit related issue has to be looked after by the vendor
9	Service tax registration certificate and latest <b>Service Tax Clearance Certificate as Applicable</b> from the competent authority along with <b>Proof of valid PAN / TIN no.</b>
10	Proof of minimum last 5 years experience in the field of Remote sensing & GIS applications and work order of RS/GIS activities like NRIS, Wasteland mapping under NRC CENSUS, IMSD, RGNDWM, etc. <b>(Work Order/Certificate of Completion of Projects should be chronologically ordered)</b>
11	Proof of Work order of three years towards digitization & georeferencing of cadastral maps of contiguous villages or number of contiguous villages of any State of the country
12	Certificate from Bank for minimum banking credit limit (for minimum Rs. 10,00,000/-) /Proof of having adequate sources of finance to meet the cash flow requirement
13	Submission of sample work done by the vendors (in CD/ DVD and Printed Form) should be as per the Formats and deliverables given for final submission of Database
14	Audited Balance Sheets for last 3 years <b>(2008-09, 2009-10, 2010-11)</b> , certified Photo Copies of Tax Returns
15	Manpower Capabilities with detailed information
16	System capabilities in GIS/ RS/ CAD
<b>Forms for Qualification (Technical bid)</b>	
1	Form 1 General Information
2	Form 1 A Structure and Organization
3	Form 2 General Experience Record
4	Form 3 Particular Experience Record
5	Form 3 A Details of Contracts of Similar Nature
6	Form 4 Summary Sheet : Current Contract Commitments/ Works in Progress
7	Form 5 Financial Capabilities
8	Form 5 A Format for Evidence of access to or availability of overdraft/ credit

Sl. No.	Particulars
	facilities Bank Certificate
9	Form 6 Personnel Capabilities
10	Form 7 System Capabilities
11	Form 8 Litigation History

**\* VENDORS ARE REQUIRED TO ENCLOSE ALL THE ESSENTIAL INFORMATION, FAILING WHICH THE APPLICATION OR ENTIRE TENDER DOCUMENT WILL BE OUTRIGHTLY REJECTED FOR FURTHER EVALUATION.**

It is suggested to all vendors that this above table must be filled with relevant information and attached with all the relevant document systematically in order to help us to evaluate your company in proper way.

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Projection Parameters for the Database

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Annexure – E : Evaluation Criteria