

Tender Reference No: S.J.S.R.Y.C.No. 253/2010

**CORPORATION OF CHENNAI**

Swarna Jayanthi Shahari Rozgar Yojana Scheme ,  
No.19. Devaraja Mudhali Street, Kosapet Chennai -12.

Tel.: 044-26627945

[www.chennaicorporation.com](http://www.chennaicorporation.com)



Tender Reference No: S.J.S.R.Y.C.No.253/2010

**TENDER DOCUMENT**

**NAME OF THE WORK**

Tender for appointment of an Agency to take door to door Below Poverty Line Survey and Data Entry Work in the Slum area of Chennai City.

Signature of Tenderer

**Tender Reference No: S.J.S.R.Y.C.No. 253/2010**

**CORPORATION OF CHENNAI**

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## Document Control Sheet

### Tender for appointment of an agency to take door to door BPL survey in the slum area of Chennai city

|   |   |
|---|---|
| Tender Reference  | S.J.S.R.Y.C.No. <b>253/2010</b>   |
| Date of issue   | 10.09.2010  |
| Last Date for sale of Tender Document   | 22.09.2010 3.00PM   |
| Last Date and Time for Receipt of Tender  | 24.09.2010, 3.00 PM   |
| Date and Time of Opening of Tender  | 24.09.2010, 3.30 PM   |
| Address for Submission of Tender  | Swarna Jayanthi Shahari Rozgar Yojana<br>Office of the Deputy Commissioner(Edn.) Tender<br>sale Counter Ripon Building, Chennai-600 003 |
| Amount of Earnest Money Deposit (EMD)<br>Demand Draft in favour of the Commissioner,<br>Corporation of Chennai. | Rs 25,000/-   |
| Contract Period   | 3 Months  |

**CORPORATION OF CHENNAI**  
**Swarna Jayanthi Shahari Rozgar Yojana scheme , Ripon Buildings**  
Corporation of Chennai  
**CHENNAI – 600 003, TAMIL NADU.**  
**www.chennaicorportation.com**

**NOTICE INVITING TENDER**

Ref : S.J.S.R.Y.C.No./ **253/2010**

Corporation of Chennai invites Tender to take door to door Below Poverty Line survey with Data Entry work in the slum area of Chennai City (With in the 155 Division). Sealed tenders are invited from the eligible tenderers for the above work.

The Tender Document is obtainable from the Tender Sales Counter, Corporation of Chennai, Ripon Buildings, Chennai – 600 003, on all working days till 3.00 pm on 10.09.2010 on payment of Rs 10,125/- in the form of Demand Draft of any Nationalized Bank / Scheduled Bank payable at Chennai drawn in favour of the Commissioner, Corporation of Chennai, Chennai – 600 003. Tender documents can also be obtained by Registered Post or Courier by sending a requisition letter addressed to the Deputy Commissioner (Edn) Corporation of Chennai Chennai - 600 003, enclosing a Demand Draft for the Value of Tender Documents plus Rs.1,000/- at the risk and responsibility of the prospective Tenderer.

Tender documents can also be downloaded at free of cost from the websites [www.tntenders.gov.in](http://www.tntenders.gov.in) or [www.tenders.tn.gov.in](http://www.tenders.tn.gov.in). The downloaded tender document shall be submitted with out cost of tender document. . In case if any deviation is found in the tender document submitted by the tenderer from the content mentioned in the web sites his tender shall liable to be rejected at any stage of the contract.

The tender shall be submitted in wax sealed envelope, which shall be addressed to The Deputy Commissioner (Edn.), Corporation of Chennai – 600 003 and shall be marked as **“Tender for appointment of an agency to take door to door below poverty line ( BPL) survey with Data Entry Work in the slum area of Chennai city.** The tenders must be dropped as a single sealed cover in any one of the Tender Boxes kept at the C.E.(GL) Office, P.R.O. Office, Office of the Vigilance Officer and Tender Sales Counter, Ripon Buildings, Corporation of Chennai, on or before 3.00 p.m. on 22.09.2010. The Tender will be opened at 3.30 pm on 24.09.2010 the same day in the presence of available tenderers or their authorized representatives.

EMD Amount is Rs 25,000/- in the form of Demand Draft of any Nationalized Bank / Scheduled Bank payable at Chennai drawn in favour of the Commissioner, Corporation of Chennai, Chennai – 600 003.

The filled up Tender Documents can also be sent by Post or by Courier to the Deputy Commissioner (Edn) , Corporation Of Chennai, Ripon Buildings, Chennai – 600 003 and the Corporation of Chennai shall not be responsible for any delay in transit. The tenders received after the due date and time will not be considered under any circumstances.

If the office happens to be closed on the day as specified, the tenders will be received and opened on the next working day at the same time and venue.

The Project Officer SJSRY section Corporation of Chennai may be contacted in person for any clarification on all working days from 2.00 p.m. to 5.00 p.m. or over Telephone Nos. 044-26627945 and Fax No. 044- 25361928. Corporation of Chennai reserves the right to reject any or all proposals and reserves the right to cancel the invitation, advance or postpone without assigning any reasons whatsoever.

# **Tender for appointment of an agency to take door to door BPL survey with Data Entry work in slum area of Chennai city.**

## **1. INTRODUCTION**

### **1.1 Background:**

Corporation of Chennai (COC) is the fourth largest metropolis in the country with a population of over 4 million. It is now proposed to appoint an agency to door to door BPL survey and Data Entry Work in the slum area of Chennai city

### **1.2 Description of Work**

The Successful tenderer has to take door to door Below Poverty line Survey and along with Data Entry work of the Survey document, Zone & Division wise in soft copy and printed books in the Slum area of Chennai City. The successful tenderer has to provide the above service with their own man power.

### **2. 1 SCOPE OF WORK:**

The scope of work will include but not limited to the following.

1. To take door to door BPL survey and Data Entry Work of Survey details in the slum area of Chennai city.
2. To conducting the detailed field survey in slum area of 155 divisions to identified the Below Poverty Line people..
3. . Economic and Non economic parameter of the families living in the slum area
4. The data collected in the prescribed format as enclosed should be consolidated as per the requirements of the Corporation of Chennai and has to be authenticated.
5. Maintaining the secrecy of the survey details and the data collected shall not be shared with any other agencies or individuals other than the designated officials of Corporation of Chennai..

### **3. TERMS AND CONDITIONS:**

The following terms and conditions are intended to sensitize the tenderer to various clauses, which may be reflected in the final Contract.

#### **3.2 Tender for Proposal:**

The tenderer is expected to examine all instructions, forms, terms and specifications contained in this document. The proposal shall be precise, complete and in the prescribed format as per the requirements of this tender document. Failure to furnish all information required by this tender document or submission of applications not responsive to this tender document in every respect will be at the applicant's risk and may result in rejection.

#### **3.3 Content of Tender document:**

This document has to be read in its entirety. The terms and conditions for the tender encompasses all the terms and conditions mentioned in this document. However Corporation of Chennai reserves the right to alter any of the above-mentioned dates at a short notice. The same will be intimated to all the concerned parties. Before submitting the proposal due diligence can be undertaken by tenderer at his own cost.

### **3.4 Clarification & Amendment on Tender document:**

A prospective tenderer requiring any clarification on the tender document may notify Corporation of Chennai in writing to the Project Officer SJSRY Ripon buildings, Corporation of Chennai, Chennai-600 003.

In case any one tenderer asks for a clarification to the tender documents before 48 hours of the opening of the Tender, Corporation of Chennai shall ensure that a reply is sent and copies of the reply to the clarification sought will be communicated to all as corrigendum in the web site without identifying the source of the query. At any time after the issue of the tender documents and before the opening of the tender, Corporation of Chennai may make any changes, modifications or amendments to the tender documents and shall send intimation as corrigendum in the web site.

### **3.5 Earnest Money Deposit (EMD) Amount:**

The Tender shall contain Earnest Money Deposit (E.M.D) of Rs.25,000/- ( Rupees Twenty Five thousands only ) in the form of Demand Draft / Pay Order / Bankers Cheque of any Nationalized or any other scheduled bank drawn in favor of "The Commissioner, Corporation of Chennai " payable at Chennai. The E.M.D will not be received in cash or currency notes or cheques or in the shape of NSC or government bonds and the tender shall be rejected if E.M.D. is not paid in the prescribed manner. The E.M.D. will be refunded to the unsuccessful tenderer on application after intimation is sent of the rejection of the tender or at the expiry of 90 days from the date of tender which ever is earlier. The E.M.D. of the successful tenderer will be returned only after the deposit of Security deposit. Tenders with out E.M.D. are liable for rejection.

The E.M.D. made by the tenderer will be forfeited if,

1. the successful tenderer withdraws his tender or back out after acceptance
2. the successful tenderer withdraws his tender before the expiry of validity of the offer the period specified in the specification or fails to remit the security deposit.
3. the successful tenderer violates any of the provisions of these regulations contained herein.
4. The Successful Tenderer should pay 5% of Security Deposit on contract value.

### **3.5 Submission of the Tender:**

The Tender document shall be duly filled up and signed and submitted in single, wax sealed envelope addressed to Deputy Commissioner (Education.) Corporation of Chennai Ripon Buildings, Chennai – 600 003. The wax sealed cover should be marked as “**Tender for appointment of an agency to take the door to door BPL survey and Data Entry Work in the slum area of Chennai city.**” The tender shall be submitted in original along with the E.M.D. If the Tender document is down loaded from the internet the cost of the Tender document Rs.10,125/- shall be attached in the form of Demand Draft / Pay Order / Bankers Cheque of any Nationalized or any other scheduled bank drawn in favor of "The Commissioner, Corporation of Chennai " payable at Chennai. Tenders once submitted shall be final and no amendment shall be permitted after the close of the tender. Tenderers are solely responsible for timely delivery of their proposals to the location set forth herein prior to the stated Proposals Submission due date.

### **Cover Contain**

1. The Original tender document signed each and every page with seal.
2. The Documents in proof of their qualification and experience signed in each and every page with seal.
3. E.M.D. ( Refer Clause 3.5)

### **3.6 Language of Tenders**

All proposal and supporting documentation shall be submitted in English only.

### **3.7 Format and signing of Tender**

This tender document in original or downloaded should be properly bound along with all enclosures as mentioned in pre qualification criteria. The enclosures may be typed or printed in a clear typeface or good quality photocopies of the original. An accompanying letter is required, signed by an authorized signatory of the tenderer, committing the tenderer to the contents of the original response. Each tender shall be made in the legal name of the tenderer and shall be signed by the tenderer or a person duly authorized to sign on behalf of the tenderer. The tenderer must stamp and initial on all pages of this document and also the enclosures.

### **3.8 Sealing and Marking of Tenders**

The tenderer shall submit the tender in a **Wax Sealed envelope**

### **3.9 Late Tenders**

Any tender received after the dead line for submission of tenders shall be rejected and returned to the tenderer un opened

### **3.10 Period of Tender validity**

The tenders shall be valid minimum for a period of 90 days, from the date of opening of tenders. On completion of the validity period, unless the tenderer withdraws his tender in writing, it will be deemed to be valid until such time that the tenderer formally (in writing) withdraws his tender.

### **3.11 Evaluation of Technical Bids**

Evaluation will be based on prequalification criteria and on the basis of lowest bid. A committee may also be formed if necessary to evaluate and recommend for further processing.

### **3.12 financial Bids from technically short listed tenderes**

The financial bids of the technically short listed tenderers only shall be opened in the presence of their representative on the specified date and time. There shall be no negotiation regarding financial bidding except with the tenderer who has quoted the lowest amount.

### **3.13 Price Quotation**

The tenderer shall quote the rate as mentioned in **Schedule B**. Financial bidding for 90 days of contract period for the service to take door to door BPL survey and Data Entry wrok by soft copy and printed book, Zone wise Division wise.

Any deviations from the format provided shall be treated as invalid. The tenderer must quote the prices both in figures and words. In case of any dispute in the prices quoted, the lowest will be considered. All quotes shall be in Indian Rupees. The rates shall be inclusive of taxes only. Only one rate shall be quoted for each item. If more than one rate is quoted for the single item the tender shall be rejected. Rates once fixed shall be valid for four years period or till the end of the contract.

### **3.14 Demonstration**

The tenderer who has quoted the lowest amount (L-1 Bidder) shall be called for the demonstration of the proposed services and separate information for date, time & venue will be intimated to that tenderer. The tenderer should be able to demonstrate the system with the specified functions and features. All the major system feature of this tender shall have to be demonstrated. If the need arises, a Committee may also be formed to visit the installation and services to finalize the tender process. The tenderer shall provide all the necessary assistance to arrange the same. If the lowest bidder's demonstration is not satisfied and he is not able to fulfill the requirements of Corporation of Chennai, the second lowest bidder will be called for the demonstration.

### **3.15 Contract Period:**

The finalized rate of this Proposal shall be valid for the entire Contract Period i.e 3 months (90 days ) from the date of commencement.

### **3.16 Award of work:**

Award of work shall be placed on the finally selected tenderer after only the successful and satisfied of the service by the tenderer.

### **3.17 Signing of Contract and Security deposit:**

The Successful tenderer shall be required to enter into an agreement with the Corporation of Chennai within 14 (fourteen) days from the date of receipt of the award of the work from Corporation of Chennai. This contract shall be on the basis of this document, the proposals of the tenderer and other terms and conditions as may be mutually determined by the Corporation of Chennai to be necessary for the due performance of the work.

The successful tenderer shall be required to submit security deposit of 5 % of the contract amount in the form of National Savings Certificate / Small savings scrips/deposits/Accounts pledged in favour of The Commissioner, Corporation of Chennai or irrevocable Bank guarantee in the prescribed format acceptable to COC. However it is open to the Commissioner to insist on higher deposit as per rules in force. The security deposit will not bear interest. If the successful tenderer fails to furnish such security deposit and execute the agreement the E.M.D. will be forfeited. The security deposit will however be refunded after the expiry of 6 months from the date of completion of the work.

### **3.18 Readiness of Service:**

The service should be installed, customized, made available and ready for full fledged service with in one week from the date of Agreement.

### **3.19 Delays in Service:**

Any delay in launch of service beyond one week period shall be invite penalty clause and if it is beyond one weeks the Order on the tender to be cancelled and security deposit shall be forfeited.

|                             |   |
|-----------------------------|---|
| Up to 7 days                | : No penalty  |
| Beyond 7 days up to 10 days | : Penalty per day at the rate of 0.10 % of the quoted total amount. |
| Beyond 10 weeks             | : Termination of the contract.                                      |

### **3.20 Schedule of payment:**

The payment shall be made as given below,

1. No Advance payment shall be made.
2. 75% payment shall be made on completion of the full survey and Data Work.  
Balance will be paid after the final check up report. The payment shall be made according to number of house hold surveyed.
3. Penalties , if any levied will be deducted by the Corporation of Chennai from the final payment.
4. Statutory levies in force will be deducted at the time of passing the bill/making payment.
5. The amount quoted in the Schedule –B the payment shall be made at the rate of 50% amount based on completed survey and Data Entry Work format for every month after submission in the office.
6. After getting Certificate of Completion and 10 % check from the supervisor concerned in each Zone, the final payment will be released.

### **3.21 Payment Terms and penalty:**

1. The payment terms shall be made as per the conditions mentioned in tender clause 3.20, "Schedule of payments".
2. If the sucessesfull tenderer fails to provide sufficient man power, The Corporation of Chennai shall have the power to recover the penalty as specified below from the bills. .
3. If the sucessesfull tenderer fails to provide sufficient man power, more than two times in a month, the contract is liable for termination.

### **3.22 Termination of contract:**

Corporation of Chennai may, with out prejudice to any other remedy for breach of contract by written notice of default, sent to tenderer terminate this contract in whole or in part.

- a) If the successful tenderer fails to satisfy all the tender condition with in the time period's specified in the contract, or any extension thereof granted by the Corporation of Chennai
- b) If the successful tenderer fails to perform any other obligation(s) under the contract and the event the corporation of Chennai terminates the contract in whole are in part the Corporation of Chennai may procure the services upon such terms and in such manner as it deems appropriate service similar to those undelivered and the tenderer shall be liable to the Corporation of Chennai for any excess cost for such similar services. however the tenderer shall continue the performance of the contract to the extent not terminated.

The Corporation of Chennai may at any time terminate the contract by giving written notice to the tenderer, without compensation to the tenderer. If the tenderer becomes bankrupt or otherwise insolvent as declared by the competet court provided that such

termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Corporation of Chennai.

**3.22 Arbitration:**

Corporation of Chennai and the tenderer shall make every effort to resolve amicably by direct negotiation any disagreement or dispute or misunderstanding arising between them in connection with this work. If any dispute shall arise between Corporation of Chennai and the tenderer on aspects not covered by this tender document or work order, or operation thereof, or the rights, duties or liabilities under these except as to any matters the decision of which is specially provided for by the general or the special conditions, such dispute shall be referred to two arbitrators, one to be appointed by each party and the said arbitrators shall appoint an umpire in writing before entering on the reference and the award of the arbitration or umpire, as the case may be, shall be final and binding on both the parties. The arbitrators or the umpire as the case may be, with the consent of parties, may modify the time frame for making and publishing the award. Such arbitration shall be governed in all respects by the provision of the Indian Arbitration Act or its later modifications and the rules there under and any statutory modification or re-enactment, thereof. The arbitration proceedings shall be held in Chennai, India.

**3.24 Force majeure:**

The successful tenderer shall not be liable for Liquidated Damages, or termination for default if and to the extent that it's delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

For purposes of this clause, "Force Majeure" means an event beyond the control of the Tenderer and not involving the successful Tenderer/ fault or negligence, and not foreseeable. Such events may include, but are not restricted to, acts of the Corporation of Chennai in its capacity as a buyer, wars or revolutions, terrorist attacks, fires, floods, epidemics, quarantine restrictions and freight embargoes.

If a Force Majeure situation arises, the Tenderer shall promptly notify the Corporation of Chennai in writing of such condition and the cause thereof. Unless otherwise directed by the Corporation of Chennai in writing, the Tenderer shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

### **3.25 Attachment of Documents in the Proposal (Checklist):**

The following documents shall be enclosed, failing which the tender shall be rejected. No request on this aspect shall be entertained from the rejected tenderers at a later day

- 1.The details of previous experience for the past three years of the Government department/Private organization must be submitted in the format given in annexure -IV.
- 2.Bio Data of the key personal of the tenderer who will be available for proposed work. Separate sheet has to be produced for each personnel in the format given in the Annexure -V.
- 3.The service tax number shall have to be given by the tenderer.
4. Point-by –point compliance statement of the detailed specification.
- 5.Legal agreement with consortium partners with clearly defined rules and responsibilities of each partner.
- 6.Audited financial accounts for last three years
- 7.Copies of I.T. returns submitted for last three years.
- 8.Powers of attorney of signatories of tender.
- 9.Details of office in India.
10. No.of Man power for survey work and no.of Computer device to be engaged for the work.

### **3.26. Governing Law and Jurisdiction**

The tender shall be construed and interpreted in accordance with and governed by the laws of India and the Courts at Chennai. India shall have jurisdiction over all matters arising out of or relating to this agreement.

#### **4 GENERAL:**

##### **General terms and conditions**

1. The successful tenderer should take door to door BPL survey and Data Entry Work should be completed in full shape and submit to this Office in the stipulated time.
2. The validity period of the tender will be 90 days (Ninety days) from the date of submission of the tender.
3. Right to reject any or all the tenders without assigning any reason will be the discretion of the Commissioner, Corporation of Chennai.
4. The Commissioner , Corporation of Chennai reserves the right of rejecting/ canceling of any part of or whole tender without assigning any reason.
5. Successful tender shall execute an agreement with Commissioner, Corporation of Chennai duly accepting the terms and conditions for carrying the work.
6. Necessary taxes will be recovered from the bills as per the Govt. order.
7. The Corporation of Chennai has right to call for negotiation from the lowest tenderer and for live demonstration.
8. The successful tenderer should ensure the compliance of all the provision of Labour Laws, Tax Laws and local laws as applicable during the tenure of the contract. The successful tenderer shall be fully responsible for any default or any non-compliance of any statutory laws rules and regulations framed by Central Government, State Government or local bodies from time to time as applicable.
9. All maintenance requirement including preventative, maintenance replacement, repair etc., shall be carried out the successful tenderer, at the free of cost . if the devices/machines require replacement or require transporting to the successful tenderers service centers. The successful tenderer shall provide replacement for the defectives before taking back defectives and transporting cost shall be borne by the successefull tenderer.
10. Except the payment as per the terms of the contract, Corporation of Chennai will not entertain any extra claim during or after the contract period

11 The successful tendere has to provide the service on round the clock basis including Sunday and Government holiday.

12. The Royalty fees, license fees and any other charges payable to government/service provider will be borne by the successful tenerer.

13 The call center Agents with good contact and character should be provided by the tenderer.

14. The call centre Agent shall come dress code as decided by the Corporation of Chennai which will not be provided by the Corporation of Chennai. They should wear proper identity card.

15 . The Corporation of Chennai will not be held responsible for any type of accident on the agent of the successful tenderer during the course of duty and all cost towards compensation have to be borne by the tenderer.

16. The name list of the call centre Agents resigns, should be submitted well in advance. In the event of any call center agents. an lternative persons should be arrange with out affecting the work.

17 The Seccessful tenderer's employee shall not have any right to claim preference for any post in Corporation of Chennai due to his work and Corporation of Chennai will not entertain such claims from any agents on this account

18. The Corporation of Chennai has the right to cancel the contract during the middle of the contract it is not satisfied with the performance of the contractor or to extent contract period at the prevailing awarded rate for further period as the Corporation of Chennai deemed fit. However the contractor should not claim extension for further period or claim preference on any future work

19. The successful tenderer shall not employ minor persons (below the age of 18 years) or persons with the criminal records.

## **ANNEXURE - I**

### **SCHEDULE – A: Technical Bidding qualification**

1.This invitation open to all agencies who have been offering similar service for any state/Central Government department, Boards undertakings, Local bodies or Public sector/ Private sector companies or banks in India for the pas three years (List of Services rendered by the tenderer for similar works during last three years(including 2008) shall be enclosed.

2. The tenderer shall furnish audit financial statement for the last three years audited by a Chartered Accountant, which include Profit and Loss account, balance sheet and Certificate regarding contingent liabilities. In case of any nil statement a Chartered Accountant shall certify the same accordingly

3. The tenderer should have submitted the I.T. returns for the last 3 years (2007-08,2008-09and 2009-10) and the attachments detailed in clause 3.25.

**Note** The tendere mut stamp and initial on all pages of this document and also the enclosures submitted by the tenderer. Eligibility for Experience and value of work shall be accepted based on submission of completion Certificate from the appropriate authority. Work progress Certificate with value has to be produced for on going works. Vouchers and work orders shall not be accepted. if a the documents produced is found to be not genuine in the later date Corporation of Chennai reserves right t take legal action against the tenderer

**SCHEDULE –B (To be submitted in Cover B)**  
**Financial Bidding.**

To take door to door Below Poverty Line survey in the slum area of Chennai city in order to identify the beneficiaries.

| <b>Item No (a)</b> | <b>Description of the work (b)</b>   | <b>Number of House hold approximately ( c )</b> | <b>Rate per each House hold</b> | <b>Total</b> |
|--------------------|--|---|---------------------------------|--------------|
| <b>1</b>           | <b>To take door to door Below Poverty Line survey and Data Entry Work in the soft copy and printed book of the slum area Zone&amp; Division wise of Chennai city (with in the 155 division</b> | <b>5 lakhs</b>                                  |                                 |              |

1. The rate shall be quoted inclusive of all Taxes. If quoted exclusive of taxes then it shall be treated as inclusive of taxes only.
2. only one rate shall be quoted for each item. if more than one rate is quoted for a single items the tender shall be rejected.
2. The rates to be quoted in figure and words. The rate shall be quoted unconditionally and conditional tenders shall be rejected.

**ANNEXURE - II**

**DRAFT AGREEMENT**

This agreement entered between the Corporation of Chennai, represented by the Commissioner, having his office at No16, Periyar EVR Salai, Chennai-600 003, hereinafter called as the CORPORATION which term shall wherever context so requires or permits shall mean and include his men, agents, representatives, subordinate officers, successors to his office and assigns of one part and .....  
.....  
residing at/having his office at .....  
..... herein after called as CONTRACTOR which term shall wherever context so requires or permits shall mean and include his men, agents, representatives, workmen, and legal heirs and assigns of other part.

Whereas the CORPORATION called tender for " **Tender for appointment of an agency to take door to door BPL survey in the Slum area of Chennai City (with in the 155 division)** more-fully described in the schedule to this agreement on ..... and the CONTRACTOR also submitted his tender.

Whereas the CORPORATION vide its letter S.J.S.R.Y.c.No. **253/2010**, dated ..... intimated the CONTRACTOR that his tender has been accepted and required him to pay a sum of Rs...../-(Rupees .....  
..... only) as the Security Deposit, by means of National Savings Certificate or any other script obtained from the Indian Postal Department duly pledged in favour of the Commissioner, Corporation of Chennai or irrevocable bank guarantee in the format acceptable to Corporation of Chennai for faithful performance of contract and execute the agreement in the draft tender format given in the tender document submitted by him.

Whereas the tenderer deposited the Security Deposit in the following manner for a sum of Rs...../-(Rupees..... Only).



**ANNEXURE - III**

**LETTER OF TENDER**

From

To

The D.C. (Education)  
SJSRY Section  
Corporation of Chennai,  
Ripon Buildings,  
Chennai-600 003

---

Date

Sir,

Sub:- Corporation of Chennai - Tender for appointment of an agency to take BPL survey and Data Entry work in the slum area of Chennai city.

Ref:- Corporation of Chennai, SJSRY C.No.186/2009 .

\*\*\* \*\*

After reading and understanding the tender conditions and draft agreement format and schedule and specifications to the tender document I/We do hereby submit my/our tender unconditionally.

Signature of Tenderer

ANNEXURE –IV;

Similar project experience Record

(Refer clause 3.25(3) AND Annexure 1 Shedule –A

| No<br>1 | Name of the<br>Work<br>2 | Name of the<br>client<br>3 | Cost of the<br>project<br>4 | Date of<br>Commencement<br>5 | Date of<br>Completion<br>6 |
|---------|--------------------------|----------------------------|-----------------------------|------------------------------|----------------------------|
|         |                          |                            |                             |                              |                            |
|         |                          |                            |                             |                              |                            |
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|         |                          |                            |                             |                              |                            |
|         |                          |                            |                             |                              |                            |
|         |                          |                            |                             |                              |                            |

Signature of the Tenderer

ANNEXURE – V

(Refer clause 3.25(4))

(Use separate forms for each personnel)

BIO-DATA OF PERSONNEL OF THE TENDERER WHO WILL BE AVAILABLE FOR THE PROPOSED CONTRACT.

- a) Name :
- b) Designation :
- c) Qualification :
- d) Duration of employment with the tenderer :
- e) Years of professional experience :
- f) Experience on works of similar nature during employment with the tenderer, and previous employment ,If any. :
- g) Position & Responsibility for the proposed work of this tender :

Signature of the tenderer