

REQUEST FOR PROPOSAL

FOR PROVIDING ENGLISH STENOGRAPHER (GRADUATE) AND DATA ENTRY OPERATOR (MATRICULATE BUT NOT GRADUATE) TO NATIONAL MISSION ON MONUMENTS AND ANTIQUITIES (NMMA) AT GE BUILDING, RED FORT, DELHI-110006.

REFERENCE No.F.No 4-1/2018-NMMA



**GOVERNMENT OF INDIA
MINISTRY OF CULTURE
ARCHAEOLOGICAL SURVEY OF INDIA
NATIONAL MISSION ON MONUMENTS AND ANTIQUITIES**



TABLE OF CONTENTS

1. Schedule of Tender Document (Critical Date Sheet)
2. Notice Inviting Tender (NIT)
3. Background
4. Requirement
5. Scope of Work and general instructions for tenderers
6. General Terms and Conditions of Contract
7. Legal
8. Force Majeure
9. Arbitration
10. Applicable Law
11. Bidding Process
 - I. Bid Submission
 - II. Last Date for Submission of Bid
 - III. Opening of Bid
 - IV. Validity of Bid
12. Pre Bid Meeting
13. Eligibility Criteria/Technical Requirements for the Bidder for "Technical Bid"
14. Evaluation Criteria for Technical Bid
15. Instructions for Online Bid Submission
16. Application for Tender
17. Declaration
18. Technical Bid Performa
19. Financial Bid Performa
20. Acceptance Letter by the Tenderer on the Letter Head of the Company



SCHEDULE OF TENDER DOCUMENT

FOR PROVIDING ENGLISH STENOGRAPHER (GRADUATE) AND DATA ENTRY OPERATOR (MATRICULATE BUT NOT GRADUATE) TO NMMA, ARCHAEOLOGICAL SURVEY OF INDIA, AT GE BUILDING, RED FORT, DELHI-110006.

Manual bids shall not be accepted.

CRITICAL DATE SHEET

1.	Date of issue of Tender	07.05.2018 from 1.00 P.M
2.	Bid document download / sale start date.	07.05.2018 from 1.30 P.M
3.	Due date for submission of filled-in tender document.	07.05.2018 from 3.00 P.M
4.	Bid submission end date.	28.05.2018 at 11 A.M
5.	Pre Bid Meeting with bidders to explain the scope of work	
6.	Date of opening of technical bid.	29.05.2018 at 11.10 A.M
7.	Verification of Documents	30.05.2018 at 3.00 P.M
8.	Financial Bids of Eligible Tenderers / to be intimated later	
9.	Estimated Cost	Rs.12.50 lakhs
10.	Validity of bid	120 days from the date of bid opening.

