

REQUEST FOR PROPOSAL

**FOR PROVIDING DATA ENTRY OPERATORS (SKILLED)
TO ARCHAEOLOGICAL SURVEY OF INDIA, GOA CIRCLE
ARCHAEOLOGICAL MUSEUM, OLD GOA, GOA**

TENDER REFERENCE NO: F. NO. 01/2019-20/MUSEUM/OLD GOA



सत्यमेव जयते

**GOVERNMENT OF INDIA
MINISTRY OF CULTURE
ARCHAEOLOGICAL SURVEY OF INDIA
ARCHAEOLOGICAL MUSEUM, GOA CIRCLE,
OLD GOA, GOA**

SECTION - 1
TABLE – A: TIME AND WORK FRAME

**FOR PROVIDING DATA ENTRY OPERATOR (SKILLED) TO ARCHAEOLOGICAL
SURVEY OF INDIA, ARCHAEOLOGICAL MUSEUM, GOA CIRCLE OLD GOA, GOA**
(MANUAL BID SHALL NOT BE ACCEPTED)

CRITICAL DATE SHEET

1.	Date Of Issue Of Tender	01/04/2019
2.	Bid Document Download / Sale Start Date	01/04/2019
3.	Date Of Pre Bid Conference - For Clarifying Issues And Doubts, If Any, About Specification of Service Projected In Bid Document.	07/04/2019 at 10Hrs.00
4.	Due Date For Submission of Filled-In Tender Document.	16/04/2019 upto 10Hrs.00
5.	Bid Submission End Date	16/04/2019 upto 10Hrs.00
6.	Date Of Opening Of Technical Bid	17/04/2019 at 11Hr.00
7.	Date Of Meeting With Bidders Post Technical Bid Opening For Presentation And Document Verification	17/04/2019 at 14Hr.00
8.	Validity Of Bid	120 days from the date of opening

Dear Sir,

1. The Archaeological Survey of India, Archaeological Museum, Goa Circle invites Online Bids in the prescribed form under the Two Bid system Technical Bid and Financial Bid for providing Data Entry Operator (Skilled) to Archaeological Survey of India, Archaeological Museums, Goa Circle, Old Goa, Goa.
2. The system of e-tendering shall be adopted, comprising of Technical Bid and the Financial Bid. **Document Download: Tender documents may be downloaded from CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in CRITICAL DATE SHEET.**
Technical Bid should, inter alia, contain all technical details of service and solution to be provided along with such documentary proofs. Financial Bid should, inter alia, indicate term-wise price and other commercial / financial terms against the items mentioned in the Technical Bid.
3. **Bid Submission:**
Applicant/intending or interested Bidder are invited to submit their online proposal after carefully reading the Request for Proposal (RFP) by providing (a) Technical Bid, and (b) Financial Bid, separately, clearly mentioning (i) 'Technical Proposal' and (ii) 'Financial Proposal' respectively. Such proposals are to be submitted online within the stipulated date and time as mentioned in the Bid document **as given in CRITICAL DATE SHEET.**
Bids shall be submitted online only at CPPP website:
<https://eprocure.gov.in/eprocure/app>.
Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
4. **Earnest Money Deposit:**
The hard copy of original instruments in respect of cost of earnest money must be delivered to the Superintending Archaeologist (I/c) (I/c), Archaeological Survey of India, Archaeological Museum, Goa Circle, Old Goa, Goa on or Bid opening date/time as mentioned in critical date sheet. Tender shall likely to be liable for legal action for non-submission of original payment instrument like DD etc. against the submitted Bid.
The offer without EMD will be rejected similarly. EMD is to be supplied by all the bidders except those who are registered with Central Purchase Organisation, National Small Industries Corporation (NSIC) or Ministry of Culture.
5. **The EMD be submitted separately as under:**
 - i. The EMD should be in the favour of "**The Superintending Archaeologist (I/c) (I/c), Archaeological Survey of India, Archaeological Museum, Goa Circle, Old Goa, Goa**" payable at Old Goa should be deposited in the shape of Demand Draft of nationalized bank only.
 - ii. Tender of the Purchase Order shall be three years including maintenance.
6. **Estimated Cost Of Tender:** Rupees **10,69,355/- (Ten Lakhs Sixty Nine Thousand Three Hundred Fifty Five)**

ADDRESS FOR COMMUNICATION, ARE AS GIVEN BELOW:

Contact Details:

Contact Person :	Superintending Archaeologist (I/c) (I/c)
Address for Communication:	O/o Superintending Archaeologist (I/c), Archaeological Survey of India, Archaeological Museum, Goa Circle Old Goa, Goa - 403 402. Phone No. 0832-2285333, 0832-2285302
	E-mail: mus.velhagoa@gmail.com circlegoa.asi@gmail.com

F.No.1/8/2019-20
GOVERNMENT OF INDIA
MINISTRY OF CULTURE
ARCHAEOLOGICAL SURVEY OF INDIA,
ARCHAEOLOGICAL MUSEUM, GOA CIRCLE
OLD GOA, GOA

DATED: 01.04.2019

TENDER DOCUMENT

**FOR PROVIDING DATA ENTRY OPERATOR (SKILLED) TO
ARCHAEOLOGICAL SURVEY OF INDIA , ARCHAEOLOGICAL MUSEUM,
GOA CIRCLE, OLD GOA, GOA:**

SN	Name of the Museum	No. of DEOs required
1.	Archaeological Museum, Old Goa	04
Total		04

TENDER NOTICE

1. Sealed tenders on behalf of the President of India are invited under **Two Bid System** i.e. Technical Bid and Financial Bid from reputed, experienced and financially sound Manpower Companies/Firms/Agencies for providing services of **04 (Four) Data Entry Operators (Skilled)** for E-ticketing system at Archaeological Survey Of India, Archaeological Museum, Goa Circle, Old Goa, Goa for the period of **One year**, from date of award of contract, which is extendable for two more years on yearly basis.
2. Complete Tender Document can be downloaded from the website of this Department.
3. Interested manpower providing Companies/ Firms/ Agencies may submit/ deposit the Tender documents complete in all respects along with the Earnest Money Deposit (EMD) Rupees **21387** (2% of the estimated cost of tender) and other requisite documents on or before **16/04/2019 upto 10Hrs.00** to the tender box at O/o the Superintending Archaeologist (I/c), Archaeological Survey of India, Archaeological Museum, Goa Circle, Old Goa, Goa - 403 402.
4. No tender shall be entertained after this deadline under any circumstances whatsoever. The Technical Bid of tenders will be opened on **17/04/2019 at 11Hrs.00** at O/o the Superintending Archaeologist (I/c), Archaeological Survey of India, Archaeological Museum, Goa Circle, Old Goa, Goa in the presence of authorised representative of Bidders as may wish to be personally present.
5. This ASI reserved the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Superintending Archaeologist (I/c), ASI, Goa Circle in this regard shall be final and binding on all parties in all circumstances.

Superintending Archaeologist (I/c)
Archaeological Survey of India
Archaeological Museum, Goa Circle, Old Goa, Goa
For and on behalf of the President of India

Copy to:

1. Office Notice Board
2. www.asi.nic.in, www.asigoacircle.gov.in, <https://eprocure.gov.in/eprocure/app>

SCOPE OF WORK AND GENERAL INSTRUCTION FOR TENDERERS

1. The Superintending Archaeologist (I/c), Archaeological Survey of India, Archaeological Museum, Goa Circle, Old Goa, Goa - 403 402 invites tenders from reputed, well established and financially sound manpower providing Companies /Firms /Agencies for providing Data Entry Operators (Skilled) to **Archaeological Museum, Old Goa, Goa.**
2. The contract will be for a period of **One Year** from the date of award contract. The Period of contract may further be extended for two more years depending upon satisfactory work on yearly basis.
3. The ASI has requirement for services of Data Entry Operators who have essential qualification of 10+2 and are well conversant with computers and essentially well trained in MS Word, MS Excel and MS Power Point. They should have English typing knowledge.
4. Bio-Data of DEOs shall be submitted before commencement of services. Service Provider shall ensure that no Police/ Criminal case is there against DEO. The Service provider shall be fully responsible for their integrity.
5. The tenders have been invited under two bid system i.e. Technical Bid and Financial Bid. The interested agencies are required to submit two separate sealed envelopes super scribing “Technical Bids for providing Data Entry Services to the ASI” & “Financial Bid for providing Data Entry Services to ASI. Both sealed envelopes should be kept in a third envelope super scribing “Tender for providing Data Entry Services to The Superintending Archaeologist (I/c), Archaeological Survey of India, Archaeological Museum, Goa Circle Old Goa, Goa - 403 402.
6. The interested Companies/ Firms/ Agencies may deposit /submit the Tender Document complete in all respects along with the Earnest Money Deposit (EMD) for **Rupees 21387** in the form of Demand Draft/Pay Order drawn in the favour of “**Superintending Archaeologist (I/c), Archaeological Survey of India, Archaeological Museum, Goa Circle Old Goa, Goa**” and other requisite documents and drop it in the tender box Kept at office of The Superintending Archaeologist (I/c), Archaeological Survey of India, Archaeological Museum, Goa Circle Old Goa, Goa - 403 402.
7. The refundable (without interest) Earnest Money Deposit (EMD) of **Rupees 21387** should necessarily be kept in the sealed cover containing Technical Bid of the agency, failing which the tender shall be rejected summarily.
8. The successful tenderer will have to deposit Performance Security Deposit of 10 % of Order value in the form of Bank Guarantee or Fixed Deposit Receipt (FDR) made in the name of the Company/Firm/Agency but hypothecated to the Superintending Archaeologist (I/c), Archaeological Survey of India, Archaeological Museum, Goa Circle Old Goa, Goa - 403 402 covering the initial period or Demand Draft in favour of “**Superintending Archaeologist (I/c), Archaeological Survey of India, Archaeological Museum, Goa Circle Old Goa, Goa**”. The FDR will have to be accordingly renewed by the successful tenderer.
9. The tendering Companies/Firms/Agencies are required to enclose photocopies of the following documents along with the Technical Bid, failing which their bids shall be summarily/out-rightly rejected and will not be considered any further:-
 - (a) Registration certificate
 - (b) Copy of PAN/ GIR card
 - (c) Copy of IT return filed for the last three financial years
 - (d) Copies of the EPF and ESI Registration certificates
 - (e) Copies of the Service Tax Registration certificate

(f) Copy of registration with Labour Department

(g) Proof of annual turnover of the firm for the last 3 years ending on 31/03/2019

(h) Declaration regarding black listing as per format attached

10. Conditional bids shall not be considered and will be out rightly rejected in the very first instance
11. All entries in the tender form should be legible and filled is clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorised signatory may be attached. No overwriting or cutting is permitted in the Financial Bid Form. In the Technical Bid Application must be initialed the person authorized to sign the tender bids.
12. Payment shall be made by Service provider to DEOs by 7th of every month through Electronic Transfer without waiting for the bill of the past month to be cleared.
13. Payment shall be made to the Contractor on monthly basis based on (i) Completion Certificate (ii) Attendance Record of DEO.
14. No placement charges shall be collected by the firm from the prospective candidates.
15. In case any of the above provision are violated, the company shall be liable to be blacklisted from the Government of India.
16. The Technical Bid of tenders shall be opened at **17/04/2019 at 11Hrs.00** at Office of Superintending Archaeologist (I/c), Archaeological Survey of India, Archaeological Museum, Goa Circle Old Goa, Goa - 403 402, in the presence of the authorised representatives of The Companies/Firms/Agencies, if any, who are present on the spot at that time.
17. The **Superintending Archaeologist (I/c), Archaeological Survey of India, Archaeological Museum, Goa Circle Old Goa, Goa** reserves the right to cancel any or all the bids without assigning any reason.

TECHNICAL ELIGIBILITY REQUIREMENT FOR THE TENDERING COMPANY/FIRM/AGENCY

The tendering manpower Company/Firm/ Agency should fulfil the following ELIGIBILITY requirement and furnish self-attested copies of documents with technical bid.

SN	Requirement	Copy Of Relevant Document	Enclosed Yes/No	Page No. Of Bid Document
1	The Registered Office or one of the Branch Offices of the Company/Firm/Agency should be located in Goa.	Proof of Address		
2	The Manpower Company/Firm/Agency should be registered with the appropriate registration authority.	Copy of Registration Certificate		
3	1. The Company /Firm /Agency should have at least three years' experience in providing manpower to reputed Private Companies /Public Sector Companies /Banks and Government Department on the last date of submission of bid. 2. Out of above three years' experience at least one year experience is essential in Central Ministries /Government offices/ Government organization on the last date of submission of bid.	1.Copy of Work order 2.Copy of Work order		
4	The Company/Firm/Agency should be registered with Service Tax Department.	Copy of Registration Certificate/ Number		
5	The Company /Firm /Agency should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Act.	Copy of Registration Certificate/ Number		
6	The Company /Firm /Agency should be registered with labour department	Copy of Registration Certificate/ Number.		
7	Copy of PAN Card	Copy of PAN		
8	The Company /Firm /Agency should have completed 3 orders of manpower supply during last three years and out of which at least one work order for Providing minimum 20 DEO's in Ministries /Government offices/ Government organization	Copy of work Order and completion Certificate.		
9	The Annual Turn Over of the company should not be less than Rupees Thirty Lakhs in last 3 years i.e. 2015-16, 2016- 17 & 2017-18 financial years.	Certificate From Statutory Auditor.		

**QUALIFICATION AND REQUIREMENT FOR DATA ENTRY OPERATORS TO
BE DEPLOYED BY THE SUCCESSFUL COMPANY/FIRM/AGENCY PROPER
DOCUMENTARY PROOF**

1. He/ She should be a Matriculate and completed 18 years of age.
2. He/ She should have good typing speed not less than 30 words per minute in English.
3. He/ She should be well conversant with the working of the computers and Knowledge of MS Word, MS Excel and MS Power Point are essential.
4. His/ Her antecedents should have been got verified by the agency from the local Police authorities and a copy each of the character-in-Antecedent Report in respect of candidates may be furnished to this Department.

APPLICATION FOR TENDER

1.	Name of Tendering Company/ Firm / Agency / Contractor (attached certificate of registration)	
2.	Name of Proprietor / Director of Company/Firm/Agency	
3.	Full Address of Regd. Office Telephone No Fax No E-Mail Address	
4.	Full Address of Operating Branch Telephone No Fax No E-Mail Address	
5.	(a) Banker of Company/ Firm/ Agency (Full Address) (Attach certified copy of statement of Bank Account for the last three years) (b) Telephone Number of Banker	
6.	PAN/GIR No (attach attested copy)	
7.	Service Tax Registration No / GST registration if any (attach attested copy)	
8.	E.P.F. Registration Number, if any (attach attested copy)	
9.	E.S.I. Registration Number, if any (attach attested copy)	

10.	Financial turnover of the tendering Company/ Firm/ Agency for the last three Financial Years with documentary proof thereof. (attach separate sheet if space is insufficient)			
Financial Year	Annual Turn over Amount (Rupees in Lakhs)	Remarks, if any		
2015-16				
2016-17				
2017-18				
11.	Give details of the major similar contracts handled by the tendering company/firms/agency during the last four years in the following format:			
SN	Details of client along Address, Telephone and Fax numbers	Amount value of Contract (Rupees in Lakhs)	Duration of Contract	
1			From	To
2				
3				
(If the space provided is insufficient, a separate sheet may be attached)				
12.	Additional information, if any (Attach separate sheet, if required)			

Signature of authorized person

Date:

Name:

Place:

Seal:

DECLARATION

1. I -----Son/ Daughter of Shri -----signatory of the Agency/firm mentioned above, is competent to sign this declaration and execute this tender document:
2. I have carefully read and understood all the terms and condition of the tender and undertake to abide by them:
3. My agency has not been black listed/ debarred from participating in tender of any Ministry/Department of Government of India undertaking in the last three (3) Years as on date of opening of this tender.
4. The information/ document furnished along with the above application are true and authentic to the best of my knowledge and belief.
5. I/ We am/ are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law:

Signature of authorized person(s)

Date:

Place:

Full Name:

Seal:

**APPLICATION FOR TECHNICAL BID
FOR PROVIDING DATA ENTRY OPERATORS**

Name of Tendering Company/Firm/Agency: -----

SN	Requirement	Copy Of Relevant Document	Enclosed Yes/No	Page No. Of Bid Document
1	The Registered Office or one of the Branch Offices of the Company/Firm/Agency should be located in Goa.	Proof of Address		
2	The Manpower Company/Firm/Agency should be registered with the appropriate registration authority.	Copy of Registration Certificate		
3	1. The Company /Firm /Agency should have at least three years' experience in providing manpower to reputed Private Companies /Public Sector Companies /Banks and Government Department on the last date of submission of bid. 2. Out of above three years' experience at least one year experience is essential in Central Ministries /Government offices/ Government organization on the last date of submission of bid.	1.Copy of Work order 2.Copy of Work order		
4	The Company/Firm/Agency should be registered with Service Tax Department.	Copy of Registration Certificate/ Number		
5	The Company /Firm /Agency should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Act.	Copy of Registration Certificate/ Number		
6	The Company /Firm /Agency should be registered with labour department	Copy of Registration Certificate/ Number.		
7	Copy of PAN Card	Copy of PAN		
8	The Company /Firm /Agency should have completed 3 orders of manpower supply during last three years and out of which at least one work order for Providing minimum 20 DEO's in Ministries /Government offices/ Government organization	Copy of work Order and completion Certificate.		
9	The Annual Turn Over of the company should not be less than Rupees Thirty Lakhs in last 3 years i.e. 2015-16 , 2016- 17 & 2017-18 financial years.	Certificate From Statutory Auditor.		

Date:

Place:

Signature of authorised person

Full Name & Place:

**APPLICATION FOR FINANCIAL BID
FOR PROVIDING DATA ENTRY OPERATORS**

1. Name of tendering Company/ Firm/ Agency-----

2. Details of Earnest Money Deposit: -----D.D/P.O. No. &
Date:
Drawn on Bank:

3. For the purpose of comparison in the financial rates are to quoted in accordance with the Minimum Wages Act, 1948 notified by the Chief Labour Commissioner, Government of India vide Notification No. 1/8(3)/2019-LS-II dated 27.03.2019 as applicable on the date of issue of this tender for DEO's (Skilled). Copy of notification may be enclosed.

4. The rates which is not in accordance of Minimum Wages Act. 1948 notified by the Chief Labour Commissioner, Government of India vide Notification No. 1/8(3)/2019-LS-II dated 27.03.2019as applicable on the date of issue of this tender in the Goa for DEO (Skilled) will not be accepted and financial bid shall not be considered.

Further, actual amount payable to the bidder shall not be less than Central minimum wages as per rules applicable in the respective states/city as per Ministry of Labour and Employment. Where the Central minimum wages for skilled category are lower than the rates notified under State Government minimum wages, the higher rates shall be protected and treated as minimum rate of wages. For the purpose of evaluation of financial bid, the Bidders shall be required to submit copy of the latest notification of minimum wages for skilled category as Notified by the Chief Labour Commissioner, Government of India based on which rates, the financial bid is to be quoted.

5. The agency will ensure that it is complying with all statutory liabilities relating to taxes, payment of minimum wages and other statutory liabilities.

6. BREAK UP OF RATE:

Sl. No	Component of Rate	Amount in Rupees per person / per day
i	Daily Wage Rate including existing Dearness Allowance (in accordance with Minimum Wage Act,1948) for DEO's (skilled)	
ii	Employees Provident Fund @ 13% of (i) above (if applicable)	
iii	Employee State Insurance @ 4.75% of (i) above (if applicable)	
iv	Contractor Service Charge.. ..% of (i) above	
v	Labour Cess @ 1% of (i & iv)	
vi	Total of i+ ii+ iii+ iv+v above	
vii	GST Tax @ 12% of (i+iv) above or as applicable	
viii	Total of vi + vii above. Rate per Labour per day inclusive of all. Amount rounded off to next figure.	
ix	Total Amount as per Contract (.. .. units X viii above)	

Signature of authorised person

Date:

Full Name:

Place:

Seal:

EVALUATION CRITERIA

1. The bidder who fulfils Technical Eligibility Requirement mentioned under Technical Eligibility Requirement shall be declared technically qualified and financial bid in respect of only technically qualified bidder shall be opened.
2. The bidder who quotes lowest rate as per person per month mentioned in Para 7 (viii) of Application for financial bid will be declared L 1.
3. In case of tie in lowest rate, the Company/ Firm/ Agency who has completed more work order in last 3 years for providing minimum 20 DEO's in Ministries/ Government Offices/ Government organization shall be declared L 1. Copies of order and Completion certificate from employer shall be provided along with Technical Bid.
4. The work shall be awarded to the L 1 bidder.

Notes:

1. In cases where the bidder has submitted "NIL" Service charges the bid shall be treated as unresponsive and will not be considered in terms of the provision of Ministry of Finance, Department of Expenditure OM NO.29(1)/2014-PPD dated 28th January, 2014.
2. The payment shall be made on a monthly basis based on attendances duly certified by concerned Museum in charge.
3. Necessary TDS and Labour Cess or any other taxes declared by the government will be applicable and will be deducted from L1 bill as per rule and rates.

TERMS AND CONDITION OF CONTRACT

GENERAL

1. The contract may be extended, on the same terms and conditions for a further period of Two years on yearly basis on satisfactory performance.
2. The contracting Company/ Firms/ Agency shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract.
3. The tenderer will be bound by the details furnished by him/ her to this Department, while submitting the tender or at subsequent stage. In case, any document furnished by him/her is found to be false at any stage, it would be deemed to be a breach of terms of Contract making him/ her liable for legal action besides termination of contract.
4. ASI reserves right to terminate the contract during initial period also after giving three days' notice to the contracting agency in case of breach of terms of contract.
5. All the personal for DEOs deployed in this Department will be paid their wages on monthly basis by the Company/ Firm/ Agency through individual bank accounts and Documentary evidence will be submitted to ASI before the end of each month. ASI shall verify the actual payment of statutory payments periodically and if not satisfied shall withhold the payments due to the service provider, besides other legal actions.
6. Whenever minimum wage is revised by the CLC, Government of India, the rate in the contract and the consequential statutory payments shall automatically get revised keeping the Contractor Service Charge unchanged.

LIABILITIES, CONTROL ETC. OF THE PERSONS DEPLOYED

7. The contracting agency shall ensure that the individual manpower deployed is physically fit to discharge duties of DEOs
8. The contracting Company /Firms/ Agency shall furnish the following document Respect of the individual Data Entry Operator who will be deployed by it in this Department before the commencement of work.
 - (a) List of persons deployed:
 - (b) Bio-data of the persons.
 - (c) Attested copy of matriculation certificate containing date of birth.
 - (d) Character certificate from two Group "A"/Class-I officers of the Central/State Government;
 - (e) Certificate of verification of antecedents of persons by local police authority.
 - (f) Identity Cards bearing photograph.
9. In case the persons employed by the successful Company/ Firms/ Agency commits any Act omission / commission/ which amounts to misconduct/ indiscipline/incompetence, the successful Company/Firm/Agency will be liable to take appropriate disciplinary Legal action against such persons, including their removal from site of work, if required by the Department.
10. The tendering Company/ Firm/ Agency shall replace immediately any of its personnel who are found unacceptable to this Department because of security risks, Incompetence, conflicts of interest, improper conduct etc. on instruction of the Department.
11. Company shall be required to maintain daily attendance/leave report in the format as prescribed by ASI. If the person deployed by the manpower Agency shall have to mandatorily log-in-his/her attendance on Aadhar-Enabled Biometric Attendance System (AEBAS) for which Aadhar enrolment is mandatory condition. In case, person deployed is absent on a particular day or comes late/leaves early on three occasions, one day wages shall be deducted.
12. The agency shall depute a coordinator who would be responsible for immediate interaction with ASI so that optimal service of the person deployed by the agency could be availed without any disruption.

13. The selected agency shall immediately provide a substitute in the event of any person absenting from duty on any day or leaving the job due to personal reasons.
14. It will be the responsibility of the service providing agency to meet transportation, food, Medical and any other requirement in respect of the persons deployed by it (agency).
15. The Service-providing Agency shall be solely responsible for the redressal of Grievances/ resolution disputes relating to person deployed.
16. This Department shall not be responsible for any damages, losses, claims, financial or Injury to any other person deployed by service providing agency in the course of their Performing the functions / duties, or for payment towards any compensation.
17. The tendering agency shall maintain all statutory registers under the applicable law. The Agency shall produce the same, on demand, to the concerned authority of this Department or any other authority under law. A Compliance certificate in this regard will be submitted along with the bills every month.
18. The tendering agency will be responsible for compliance of all statutory provisions relating to minimum wages, Service tax, Provident Fund and Employees State Insurance etc.
19. The Tax at source (TDS) shall be deducted as per the provisions of the Income Tax Department, as amended from time to time and a certificate to this effect shall be provided to the agency by this Department.
20. The manpower supplied under this contract shall possess the qualification as mentioned in the tender.
21. Conditional bid shall not be considered and will be rejected in the first instance.
22. The contract shall commence within 10 days of the date of acceptance of the work order or within 15 days from the date of issue of date of order whichever is earlier, by the Company/Firm/Agency.
23. In case of the company /Firm/Agency is ask to provide a substitute and it fail to do so within three days, than a penalty equals to 10% of the daily remuneration of the worker will be imposed on the agency, besides deduction of daily remuneration.
24. The contracting Company/Firm/Agency shall not allow transferring, assigning, and pledging or subcontracting its rights and liabilities under this contract to any other agency without the prior written consent of ASI. The circumstances for change will be submitted in writing to ASI for approval in the first.
25. All assigned manpower will wear Identity card provided by ASI while performing all duties at the arranged place of work.
26. The contracting Company/Firm/Agency shall not indulge in malpractices like charging of registration or consultation fee from the manpower deployed in ASI under the contract. Any such malpractice shall render the contracting Company/Firm/Agency liable for termination of contract.
27. The tender will be bound by the details furnished to the ASI while submitting the tender or at subsequent stage. In case, any of such documents furnished is found to be falls at any stage, it would be deemed to be a breach of terms of contract, making it liable for legal action besides termination of contract and forfeiture of Performance Security.
28. Authority reserves right to terminate the contract during the period of contract after giving a month notice to a agency.
29. Vender shall be required to maintain daily attendance/ leave report in the format as prescribed by ASI. If a deployed source is on leave than the vender shall provide a suitable substitute.
30. The agency shall depute a coordinator who would be responsible for immediate interaction with the competent authority so that optimal services of the person deployed by the agency are availed without any disruption.

31. It will be the responsibility of the vendor to meet transportation, medical and any other requirements in respect of the person deployed by it in the ASI will have no liability in this regard.

32. The service providing agency shall be solely responsible for the redressal of grievances/ resolution of disputes relating to person deployed. The ASI shall, in no way be responsible for settlement of such issued whatever.

LEGAL

33. Vendor will be responsible for timely payment to the supplied manpower and statutory authorities and compliance of all statutory provisions relating to minimum wages/ specified contract amount etc. in respect of the person deployed by it in the ASI. The agency has to submit copy of deposit of EPF/ESI with concerned authority every month as an evidence of payment in accounts of person deployed.

34. The tendering agency shall also be liable for depositing all taxes, levies, cess etc. on amount of service rendered by it to the ASI to the concerned tax collection authorities from time to time as per extent rules and regulations on the matter.

35. The provision of The Information Technology Act (IT Act) as amended from time to time will be applicable to the vendor and the assigned employees to ASI.

36. **FORCE MAJEURE**

Force majeure clause will mean and be limited to the following in the execution of the contract/purchase order placed by ASI:-

“ If at any time, during the continuance of contract, the performance in whole or in part by either party of any obligation under this contract shall be prevented or delayed by reason of any war, hostility, act of public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of God (here in after referred to ‘events’) provided notice of the happening of such events is given by either party shall be reason of such event be entitle to terminate this contract nor hall either party have any claim for damage against the order in respect of such non – performance or delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such event has come to an end or ceased to exist, and the decision of the DG ASI as to whether the deliveries have been so resumed or not, shall be final or conclusive, provided further that if the performance in whole or part or any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 30 days , either party may at its option terminate the contract.”

37. **ARBITRATION**

ASI and the selected vendor shall make every effort to resolve amicably, by direct negotiation, any disagreement or dispute arising between them under or in connection with the work order. If any dispute arises between parties on aspects not covered by this agreement, or the construction or operation thereof, or the right, 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 the arbitrator as appointed by DG ASI and the award of arbitration, as the case may be, shall be final and binding on both the parties. The arbitrator with the consent of parties may modify the time frame for making and publishing the awards. Such arbitration shall be governed in all respects by the provision of the Indian Arbitration Act, 1996 or later and the rules thereunder and any statutory modification or re-enactment, thereof. The arbitration proceeding shall be held in New Delhi, India.

38. **APPLICABLE LAW**

The work order will be governed by the laws and procedures established by the Govt. Of India, within the frame work of applicable legislation and enactment made from time to time concerning such commercial dealings/ processing.

INSTRUCTION FOR ONLINE BID SUBMISSION

The Bidders are required to submit soft copies of their Bids electronically on the CPP Portal, using valid digital signature Certificates. The instructions given below are meant to assist the Bidders in registering on the CCP Portal, prepare their bid in accordance with the requirements and submitting their Bids online on the CCP Portal.

More information useful for submitting online Bids on the CCP Portal may be obtained at: <http://eprocure.gov.in/eprocure/app>.

REGISTRATION

- 1) Bidders are required to enrol on the e Procurement module of the Central Public Procurement Portal (URL: <http://eprocure.gov.in/eprocure/app>) by clicking on the link “Online Bidder Enrolment” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the Bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CCP Portal.
- 4) Upon enrolment, the Bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificate with signing key usage) issued by any Certifying Authority recognised by CCA India (e.g. Sify / NCode / EMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a Bidder. Please note that the Bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SERCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CCP Portal, to facilitate Bidders to search active tenders by several parameters. These parameters could include Tender ID, Organisation Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the Bidders may combine a number of search parameter’s such as Organisation Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the Bidders have selected the tenders they are interested in, they may download the required documents/tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the Bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The Bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification /help from the Helpdesk.

PREPARATION OF BIDS

1. Bidder should take into account any corrigendum published on the tender document before submitting their Bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the Bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents – including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
3. Bidder, in advance should get ready the Bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF /XLS /RAR /DWF/ JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned documents.
4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every Bid, a provision of uploading such

standard documents (e.g. PAN card copy ,annual reports ,auditor certificates etc.) has been provided to the Bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a Bid, and need not be uploaded again and again .This will lead to a reduction in the time required for Bid submission process.

SUBMISSION OF BIDS

1. Bidder should log into the site well in advance for bid submission so that they can upload the time i.e. on or before the Bid submission time. Bidder will be responsible for any delay to other issues.
2. The Bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. Bidder has to select the payment option as “office” to pay the tender fee /EMD as applicable and enter details of the instrument.
4. Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted / couriered /given in person to the concerned official, latest by the last date of BID submission or as specified in the tender documents. The details of the DD /any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during Bid submission time. Otherwise the upload bid will be rejected.
5. Bidders are requested to note that they should necessarily submit their financial Bids in the format provided and no other format is acceptable. If the price Bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the Bidders. Bidders are required to download the BOQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the Bidder). No other cells should be changed. Once the details have been completed, the Bidder should save it and submit it online, without changing the file name. If the BOQ file is found to be modified by the bidder, the Bid will be rejected.
6. The server time (which is displayed on the Bidder’s dashboard) will be considered as the standard time for referencing the deadlines for submission of the Bids by the Bidders, opening of Bids etc. The Bidders should follow this time during Bid submission.
7. All the documents being submitted by the Bidders would be encrypted using PKL encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of Bid opening. The confidentiality of the Bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any Bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers / Bid opener’s public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorised Bid openers.
8. The uploaded tender documents become readable only after the tender opening by the authorized Bid openers.
9. Upon the successful and timely submission of Bid (l.e after Clicking “Freeze Bid submission” in the portal), the portal will give a successful Bid submission message & a Bid summary will be displayed with the Bid No. and the date & time of submission of the Bid with all other relevant details.
10. The Bid summary has to be printed and kept as an acknowledgement of the submission of the Bid. This acknowledgement may be used as an entry pass for any Bid opening meetings.

ASSISTANCE TO BIDDERS

1. Any queries relating to the tender document and terms and conditions contained there in should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
2. Any queries relating to the process of online Bid submission or queries relating to CPP Portal in general may be directed to the 24 X 7 CPP Portal Helpdesk Mobile Number - + 91 8826246593 Tel : 24 X 7 Help Desk Number 0120-4200462, 0120-4001002.

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date:

TO,

Sub: Acceptance of Terms & Conditions of Tenders.

Tender Reference No: _____

Name of Tender /Work:

Dear Sir,

1. I / We have downloaded /obtained the tender document the tender document (s) for the above mentioned 'Tender / Work 'from the web site (s) namely.

_____ as per your advertisement, given in the above mentioned web site(s).

2. I / We hereby certify that I / We have read the entire terms and conditions of the tender documents From Page No. _____ to _____ (including all documents like annexure (s),schedule(s),etc,,),which form part of the contract agreement and I /We shall abide hereby by the terms /conditions /clauses contained there in.

3. The corrigendum (s) issued from time to time by your department /organization to have also been taken into consideration, while submitting this acceptance letter.

4. I / We do hereby declare that our Firm has not been blacklisted /debarred by any Govt. Department / Public sector undertaking.

5. I / We certify that all information furnished by the our Firm is true & correct in the event that the information is found to be incorrect / untrue or found violated, then your department /organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)