To,
The Web Manager
Archaeological Survey of India
24, Tilak Marg, New Delhi-110001

Sub.: Request to upload the Tender Notice in website for wide publicity - Reg.

Sir,

I have the honour to enclose herewith the document of Tender Notice to upload the same in our website www.asi.nic.in for wide publicity.

This is for your kind information and further necessary action please.

Encl.: As stated above

Yours faithfully

(Shiv Kumar Bhagat)
Superintending Archaeologist (I/c)
NOTICE INVITING TENDER

On Behalf of the President of India, the Archaeological Survey of India, Ranchi Circle is inviting Tender for the supply of material and outsourcing of labours for following work:

Name of Work: Structural conservation of ancient brick structures at Jami Mosque, Hadaf, Distt. Sahibganj

The related information and the tender form may be obtained /downloaded from Central Public Procurement e-Portal https://eprocure.gov.in/eprocure/app and eligible bidders may upload their tender documents online only at CPP Portal.

(Shiv Kumar Bhagat)
Superintending Archaeologist (I/c)
REQUEST FOR PROPOSAL

STRUCTURAL CONSERVATION OF ANCIENT BRICK STRUCTURES AT JAMI MOSQUE, HADAF, DISTT. SAHIBGANJ

REFERENCE NO: 8/387/W/2018-19/ MW (CON)

GOVERNMENT OF INDIA
MINISTRY OF CULTURE
ARCHAEOLOGICAL SURVEY OF INDIA
RANCHI CIRCLE
RANCHI
No. 8/387/W/2018-19/ MW(CON)
Govt. of India
Archaeological Survey of India
Ranchi Circle, Jain Villa, Near Guru Nanak School,
P.P. Compound, Ranchi – 1

Date: 19.08.2019

OPEN TENDER NOTICE
(Two Cover System- Technical Bid & Financial Bid)

On behalf of the President of India, the Superintending Archaeologist, Ranchi Circle, Ranchi invites online item rate E-Tender with specification in sealed cover from contractors registered with CPWD, Railways, P. & T. Department, M.E.S., Local PWD or Irrigation Department having working experience in heritage building/sites with documentary proof. The tenders can be uploaded upto 10.00 a.m. on 09.09.2019, which will be opened on 12.09.2019 at 10.00 a.m. in the office of the Superintending Archaeologist, ASI, Ranchi Circle, P.P. Compound, Ranchi

Name of work: Structural conservation of ancient brick structures at Jami Mosque, Hadaf, Distt. Sahibganj

Estimate Cost: Rs.18,54,688=00 (Rupees eighteen lakh fifty four thousand six hundred eighty eight) only.

Earnest Money: Rs.37,094/- (Rupees thirty seven thousand ninety four) only.

<table>
<thead>
<tr>
<th>A</th>
<th>Supply of materials -(As per CPWD specifications 2009 as well as approved by the Site Incharge.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sl. No</td>
<td>Name of materials</td>
</tr>
<tr>
<td>3.</td>
<td>Unslaked lime</td>
</tr>
<tr>
<td>4.</td>
<td>Brick Aggregate (20mm to 40mm)</td>
</tr>
<tr>
<td>5.</td>
<td>Lakhauri Bricks (17cm x 12cm x 3cm)</td>
</tr>
<tr>
<td>7.</td>
<td>Plastic mug</td>
</tr>
<tr>
<td>8.</td>
<td>Black oxide</td>
</tr>
<tr>
<td>10.</td>
<td>Wire Brush</td>
</tr>
<tr>
<td>11.</td>
<td>Coir Brush</td>
</tr>
<tr>
<td>12.</td>
<td>Bel fruit</td>
</tr>
<tr>
<td>13.</td>
<td>Liquid Molasses(gur)</td>
</tr>
<tr>
<td>15.</td>
<td>Wooden Planks(1.50mx0.15mx0.03m)</td>
</tr>
<tr>
<td>16.</td>
<td>Gum boot</td>
</tr>
<tr>
<td>17.</td>
<td>Hard broom</td>
</tr>
</tbody>
</table>

B Outsourcing of labours for the aforesaid work as per direction of Site Incharge.

| 1. | Highly Skilled labour | 194.00 Units |
| 2. | Unskilled labour | 1416.00 Units |

(Quantity may be increase or decrease)

The execution of work/supply of materials and outsourcing of labours will be done at Archaeological Site Hadaf, Distt. Sahibganj and the work from item. No. 1 to 7 of approved estimate will be executed departmentally only. The tenderers who do not deposit earnest money as mentioned above along with the tender forms in favour of the Superintending Archaeologist, Archaeological Survey of India, Ranchi Circle, Ranchi in shape of Demand Draft will be summarily rejected. No tender shall be entertained after the deadline under any circumstances what so ever. The tender form may be downloaded from CPP Portal https://eprocure.gov.in/eprocure/app and eligible bidders may upload their tender documents online only at CPP Portal https://eprocure.gov.in/eprocure/app (w.e.f. 19.08.2019 to 09.09.2019)
which will be accepted along with Demand Draft of Rs. 500/- only in favour of Superintending Archaeologist, ASI, Ranchi Circle, Payable at Patna.

The Bid is of two cover system- Cover 01: **Technical bid** and Cover 02: **Financial bid**. **Technical Bid** will contain valid EMD, Cost of tender paper, copy of experience certificate, registration certificate, PAN Card, authenticated proof of turnover amount, Character certificate, Tax clearance certificate etc. **Financial Bid** will contain BOQ as per prescribed format with item wise rate which will be both in figure and words and signed by the bidder in appropriate space. Cutting should be attested by the bidder positively. Technical / Financial Bid of tender will be opened at Office of the Superintending Archaeologist, Archaeological Survey of India, Ranchi Circle, Jain Villa, Near Guru Nanak School, P.P. Compound, Ranchi –834001 in the presence of bidders/ authorized representative of bidders as they may wish to be personally present.

The Financial bid of bidders who have qualified in the Technical bid, will be opened only and rest will be rejected. The opening of Financial bid (Cover – 02) will either on same day or intimated later on as decided by the competent Authority. **Credentials and Eligibility of the bidders shall be assessed based on the “Essential qualifying Criteria” as per Central Vigilance Commission Guideline Attached in Annexure- A**

The tender should be submitted in two parts i.e. Technical Bid and Financial Bid. The Technical Bid and Financial Bid should be sealed by the bidder in two separate covers. On the top of both the covers, bidder should be clearly mentioned Technical bid, Financial Bid and name of work. Thereafter both sealed covers should be kept in main cover of large size and sealed properly and “Superscribed” the name of work and addressed to the Superintending Archaeologist, Archaeological Survey of India, Ranchi Circle, Jain Villa, Near Gurunanak School, P.P. Compound, Ranchi-834001.

ASI reserves 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, ASI, Ranchi Circle in this regard shall be final and binding on all parties in all circumstances.

Copy to:

1. Notice Board, ASI, Ranchi Circle, Ranchi.
2. The Web Manager, ASI, 24 Tilak Marg, New Delhi.
3. All Ministries/ Department.
SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR TENDERERS

1. The Superintending Archaeologist, Archaeological Survey of India Ranchi Circle, Ranchi invites online item rate E-Tender with specification in sealed cover from contractors registered with CPWD, Railways, P. & T. Department, M.E.S., Local PWD or Irrigation Department having working experience in heritage building/sites with documentary proof.

2. The Contractor/Firms/Agencies should have certificate for Income tax clearance.

3. The Contractor/Firms/Agencies should have GST Registration Number.

4. The Contractor/Firms/Agencies should be registered with labour department.

5. The Average Annual Financial Turnover of the Contractor/Firms/Agencies during the last three years, ending 31st March of previous financial year should be at least 30% of the estimated cost.

6. The Contractor/Firms/Agencies should have good experience certificate of having successfully completed similar works during last 7 years ending last days of month previous to the one in ancient site/monuments.

7. The Contractor/Firms/Agencies should have financial standing through latest I.T.C.C, Annual report (Balance sheet and profit & loss account) of last three years.

8. The tendering Contractors/Suppliers/Firms/Agencies are required to enclose photocopies of the following documents along with the tender documents, failing which their bids shall be summarily/ out-rightly rejected and will not be considered any further:-
   a) Contractor registration certificate from CPWD, Railways, P. & T. Department, M.E.S., Local PWD or Irrigation Department having working experience in heritage building/sites.
   b) Copy of PAN card.
   c) Copy of IT return filed for the last three assessment years along with proof of annual turnover of the firm for last three years.
   d) Copies of the GST registration certificate along with the latest service tax/sales tax clearance certificate.
   e) Copy of registration with labour department.
   f) Copies of the EPF and ESI Registration certificates.
   g) The Contractor/Firms/Agencies should have financial standing through latest I.T.C.C, Annual report (Balance sheet and profit & loss account) of last three years.
   h) Declaration regarding black listing as per format attached.
   i) Experience certificate of having successfully completed works during last 7 years ending last days of the month previous to the one in ancient site/monuments.

10. Before execution of work contractor must sign the agreement in this office along with security deposit.

11. The materials pertaining to this work should be checked by the competent officer.

12. Security Deposit will be 10% of total awarded value.

13. Conditional bids shall not be considered and will be out rightly rejected in the very first instance.

14. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the Financial Bid form. In such cases the tender shall be summarily rejected. However corrections if any, in the Bid application must be initialed by the person authorized to sign the tender Bids.

15. In case of the above provision are violated, the company shall be liable to be blacklisted from the Government of India.


17. The Superintending Archaeologist, Archaeological Survey of India, Ranchi Circle, Ranchi reserves the right to cancel any or all the bids without assigning any reason.

18. Tenders from Joint ventures are not acceptable.

19. Tenderers should have satisfactorily completed at least one similar nature of work.

Superintending Archaeologist
ASI, Ranchi Circle, Ranchi
APPLICATION FOR TENDER

1. Name of Tendering Company/ Firm/ Agency:  
   (Attach 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 A/C 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 Contractor/Firm/Agency for the last three Financial year with documentary proof thereof. (Attach separate sheet if space provided is insufficient):

<table>
<thead>
<tr>
<th>Financial Year</th>
<th>Annual turnover Amount (Rs.Lakhs)</th>
<th>Remarks, if any</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

5
11. Give details of the major similar contracts handled by Contractors/Firms/Agency during the last seven years in the following format:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Details of client Along, address, Telephone and Fax No.</th>
<th>Amount value of contract (Rs. In Lakhs)</th>
<th>Duration of contract</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>From</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>To</td>
</tr>
</tbody>
</table>

(If the space provided is insufficient, a separate sheet may be attached)

12. Additional information,
   If any (Attach separate sheet if required)

Certified that all information furnish is true to the best of my/our knowledge and belief. If any information found false, the tender will be summarily rejected by the Competent Authority of Archaeological Survey of India, Ranchi Circle, Ranchi and action will be taken as per rules.

Signature of Contractor

Date: ____________________________

Place: ____________________________

Name: ____________________________

Address: ____________________________

Seal: ____________________________
APPLICATION FOR TECHNICAL QUALIFICATION TOWARDS BID

Name of Work: ..................................................................................................................................................
..................................................................................................................................................
..................................................................................................................................................

Name of contractor/ Firm/ Agency ..........................................................................................................................
.................................................................................................................................................................

<table>
<thead>
<tr>
<th>SI No.</th>
<th>REQUIREMENT</th>
<th>COPY OF RELEVANT DOCUMENT</th>
<th>ENCLOSED YES/NO</th>
<th>PAGE NO. OF BID DOCUMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Contractors/Company/ Firm/ Agency should be registered with the appropriate registration authority.</td>
<td>Copy of Registration Certificate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Contractors/Company/ Firm/ Agency should be registered with Service Tax/sales tax/GST</td>
<td>Copy of Registration Certificate/ Number</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Contractors/Company/ Firm/ Agency should be registered with labour department</td>
<td>Copy of Registration Certificate with labour department</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>The Company/ Firm/ Agency should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Act.</td>
<td>Copy of Registration Certificate/ Number</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>PAN Card</td>
<td>Copy of PAN card</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Character Certificate</td>
<td>Certificate from Competent Authority</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| 7.     | Contractors/Company/ Firm/ Agency should have completed the work as per criteria given during last 7 years and out of which the value of work should be.  
   a) Three similar completed works costing not less than the amount equal to 40% of the estimated amount.  
   Or  
   b) Two similar completed work costing not less than the amount equal to 50% of the estimated cost.  
   Or  
   c) One similar completed work costing not less than the amount equal to 80% of the estimated cost.  | Copy of work order and completion certificate |                |                          |
| 8.     | Experience certificate of having successfully completed similar works at heritage monuments. | Copy of work order and completion certificate |                |                          |
| 9.     | The Average Annual Turn Over of the company should be at least 30% of the estimated cost. | Certificate from Statutory Auditor |                |                          |

Date: ........................................................................................................ (Signature of the Bidder, with official Seal)
Place: ........................................................................................................ 7
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 conditions of the tender and undertake to abide by them:

3. My agency has not been blacklisted/ debarred from participating in tender of any Ministry/ Department of Government of India and Government of India undertaking in the last Three (3) Years as on date of opening of this Tender.

4. The Information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief.

5. I/we 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.

6. I/We hereby agree to abide by and fulfill all the terms and provisions of the said conditions annexed hereto so far as applicable, and/ or in default thereof to forfeit and pay to the President of India or his successors office the sums of money mentioned in the said conditions. A Sum of Rs. ......................... * is herewith forwarded in Cash/Treasury Challan as Earnest Money. If I/We fail to commence the work specified in the above memorandum or if I/We fail to deposit the amount of security deposit specified against (ii) (a) in the above memorandum in accordance with clause I of the said conditions of contract, I/We agree that the said President or his successors in Office shall, without prejudice to any other right or remedy, be at liberty to forfeit the said earnest money absolutely, otherwise the said earnest money shall be retained by him towards such security deposit, I/We further agree that said President or his Successors in Office shall also be at liberty to cancel the acceptance of the tender if I/We fail to deposit security amount as aforesaid.

Signature of authorized person(s)

Date: ___________________________ Full Name: ___________________________

Place: ___________________________ Seal: ___________________________
EVALUATION CRITERIA

1. The bids of the bidder who fulfils above required qualifications/Experience under Eligibility criteria will be opened on (give date and time).
2. The bidder who quotes lowest rate for financial bid will be declared L1.
3. In case of the tie in lowest rate, the Contractor/Firm/Agency who has completed more works under in last three years for same line of work in Archaeological Survey of India/State Archaeological Departments shall be declared L1. Copies of order and completion certificate from employer shall be provided along with Technical Bid.
4. The work shall be awarded to the L1 Bidder.

Notes:
1. In cases where the bidder has submitted “NIL EXPERIENCE IN THE LINE” the bid shall be treated as unresponsive and will not be considered in terms of the provisions of the Ministry of Finance, Department of Expenditure OM NO. 29(1)/2014-PPD dated 28th January, 2014
2. The payment shall be made on satisfactory certificate given by the site engineer/office-in-charge of execution of the work and verification and check measured by the Officer of ASI, Ranchi Circle/ authorized officers.

Superintending Archaeologist
ASI, Ranchi Circle, Ranchi
Terms and conditions of contract

GENERAL

1. Bidders are advised to inspect and examine the site and satisfy themselves in all respect before submitting their tender. Rates should be quoted inclusive of all taxes.
2. Bidders are informed that near relatives of any employee of this office will not eligible to participate in tender process of ASI, Ranchi Circle.
3. Bidders may note that they are liable to be disqualified at any time during Bid process in case any of the information furnished by them not found TRUE. EMD of such bidder shall be forfeited. The decision of the competent Authority in this regard shall be final and bidders shall be bound to accept the same.
4. The contracting Company/firm/Agency shall not be allowed to transfer, assign, pledge or sub contract its rights and liabilities under this contract.
5. 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.
6. 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.
7. All the personnel 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 action.
8. Whenever minimum wage is revised by the State Govt. of Jharkhand / Chief Labour Commissioner (Central), Govt. of India as applicable, the rate in the contract and the consequential statutory payments shall automatically get revised keeping the Contractors Service Charge unchanged.
9. Workers/Labourers engaged for the work by the contractor are to be paid as per latest minimum wages issued by the Govt. of India time to time. All tools & plants for execution of work shall be arranged by the bidder. If any loss and damaged occurred during execution of work, recovery will be made by concerned bidder and action will be taken against them by the competent authority.
10. All case pertaining to the tender will be subject to Ranchi jurisdiction only. Contract may terminate at any time without any prior notice if service of bidder not found satisfactory.

LIABILITIES, CONTROL ETC. OF THE PERSONS DEPLOYED.

11. The contracting agency shall ensure that the individual manpower deployed is physically fit to discharge duties.
12. In case the persons employed by the successful Company/Firm/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.
13. The tendering Company/firm/agency shall replace immediately any of its personnel who are found unacceptable to this Department because of security risks, incompetence, conflict of interest, improper conduct etc. on instructions of this Department.
14 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.

15 The tendering agency shall maintain all statutory registers under the applicable law. The agency shall produce the same, on demand, to the concerned authority, this Department or any other authority under law. A compliance certificate in this regard will be submitted along with the bills every month.

16 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.

17 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.

18 The manpower supplied under this Contract shall possess the qualification as mentioned in the tender.

19 Conditional bids shall not be considered and will be rejected in the first instance.

20 The contracting Company/Firm/Agency shall not be allowed to transfer, assign, pledge or subcontract 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.

21 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.

22 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 false 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.

23 Authority reserves right to terminate the contract during the period of contract after giving a month notice to the agency.

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

25 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 whatsoever.

**LEGAL**

26 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 authorities every month as an evidence of payment in the accounts of persons deployed.

27 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 extant rules and regulations on the matter.
The provisions 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.

**FORCE MAJEURE**

29 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 this 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, acts 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 any such event is given by either party shall be reason of such event be entitled to terminate this contract nor shall either party have any claim for damages 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 and 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".

**ARBITRATION**

30 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 the 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 there under and any statutory modification or re-enactment, thereof. The arbitration proceeding shall be held in New Delhi, India.

**APPLICABLE LAW**

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

**MISCELLANEOUS**

32 Other terms and conditions of contract will be followed as per GFR 2017 and Archaeological Works Code.

Superintending Archaeologist
ASI, Ranchi Circle, Ranchi
Instruction for online bid submission for bidders

1. Registration:
The Technical Bid and Financial/Price Bid to be submitted on-line at Central Public Procurement e-Portal http://eprocure.gov.in/eprocure/app. The bidders are required to submit soft copies of their bids electronically on the Central Public Procurement (CPP) Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal:-
a) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal by using the “Online Bidder Enrolment” option available on the home page. Enrolment on the CPP Portal is free of charge.
b) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
c) During enrolment/registration, the bidders should provide the correct/true information including valid email id & mobile no. All the correspondence shall be made directly with the Consultants/ bidders through email-id provided.
d) For e-tendering possession of valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) is mandatory which can be obtained from SIFY/ TCS/ nCode/ eMudra or any Certifying Authority recognized by CCA India on eToken/ Smart Card.
e) Upon enrolment on CPP Portal for e-tendering, the bidders shall register their valid Digital Signature Certificate with their profile.
f) Only one valid DSC should be registered by a bidder. Bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse and should ensure safety of the same.
g) Bidders can then log into the site through the secured login by entering their user ID/ password and the password of the DSC/ e-Token.

2. Searching for Tender documents:
a) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
b) 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.
c) 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.

3. Preparation of Bids:
a) Bidders shall search the tender from published tender list available on site and download the complete tender document and should take into account corrigendum, if any, published before submitting their bids. After selecting the tender document same shall be moved to the ‘My favourite’ folder of bidders account from where bidder can view all the details of the tender document.
b) Bidder shall go through the tender document carefully to understand the documents required to be submitted as part of the bid. Bidder shall 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.
c) Any clarifications if required then same may be obtained online through the tender site, or through the contact details given in the tender document required for bid submission process.

4. Submission of Bids:
   a) Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time.
   b) Bidder should prepare the Tender Fee and EMD as per the instructions specified in the NIT/tender document. The originals should be submitted to the Tender Inviting Authority, on or before opening of bid with relevant documents. The details of the DD/BC/BG, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
   c) While submitting the bids online, the bidder shall read the terms & conditions (of CPP portal) and accepts the same in order to proceed further to submit their bid.
   d) Bidder shall select the payment option as ‘offline’ to pay the Tender Fee/EMD as applicable and enter details of the instrument.
   e) Bidder shall digitally sign and upload the required bid documents one by one as indicated in the tender document.
   f) Bidders shall note that the very act of using DSC for downloading the tender document and uploading their offers is deemed to be a confirmation that they have read all sections and pages of the tender document without any exception and have understood the complete tender document and are clear about the requirements of the tender document.
   g) Utmost care shall be taken for uploading Schedule of Quantity & Price and any change/modification of the price schedule shall render it unfit for bidding. Bidders shall download the Schedule of Quantities & Prices in XLS format and save it without changing the name of the file. Bidder shall quote their rates in figures in white back ground cells, thereafter save and upload the file in financial bid cover (Price bid) only. If the Schedule of Quantity & Price file is found to be modified by the bidder, the bid will be rejected. The bidders are cautioned that uploading of financial bid elsewhere i.e. other than in cover 2 will result in rejection of the tender.
   h) Bidders shall submit their bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server System Clock). The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders at the eleventh hour.
   i) After the bid submission (i.e. after Clicking “Freeze Bid Submission” in the portal), the bidders shall take print out of system generated acknowledgement number, and keep it as a record of evidence for online submission of bid, which will also act as an entry pass to participate in the bid opening.
   j) Bidder should follow the server time being displayed on bidder’s dashboard at the top of the tender site, which shall be considered valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system.
   k) All the documents being submitted by the bidders would be encrypted using PKI (Public Key Infrastructure) 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. Any corrigendum, subsequent amendments and / or extension of date, if any, for submission of Bids shall be posted on the portal http://eprocare.gov.in/eprocure/app. Bidder(s) are advised to visit the portal regularly before the deadline for submission of Bids.
   l) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

m) Upon the successful and timely submission of bids (i.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.
n) 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.

5. **Assistance to bidders**
   a) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
   b) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

   The Superintending Archaeologist, Archaeological Survey of India, Ranchi Circle reserves the right to cancel the tenders/increase and decrease the quantity without assigning any reason.

   [Signature]

   Superintending Archaeologist
   ASI, Ranchi Circle, Ranchi
Essential Technical and Financial Qualifying Criteria:-

A) FOR WORKS CONTRACTS:-

I. Tender invited should be as per Central Vigilance Commission’s Guideline as detailed below

   I. Average annual financial turn over during the last three years, ending 31st March of previous financial year should be at least 30% of the estimated cost.

   II. Experience of having successfully completed similar works during last 7 years ending last day of month previous to the one in which application are invited should be either of the following:-

      a) Three similar completed works costing not less than the amount equal to 40% of the estimated cost.

      OR

      b) Two similar completed works costing not less than the amount equal to 50% of the estimated cost.

      OR

      c) One similar completed works costing not less than the amount equal to 80% of the estimated cost

III. The Agency/Firms/Contractor must have earlier experience of similar nature of works executed at ancient temples, monuments, old heritage structures, sites etc.

In addition to above criteria regarding Satisfactory performance of works, personnel, establishment, plant, equipment etc. may be incorporated according to the requirement of the works.

B) FOR STORE/ PURCHASE CONTRACTS :-

Prequalification/Post Qualification shall be based entirely upon the capability and resources of prospective bidders to perform the particulars contract satisfactorily, taking into account their (i) experience and past performance on similar contracts for last 2 years (ii) capabilities with respect to personnel, equipment and manufacturing facilities (iii) financial standing through latest I.T.C.C., Annual report (balance sheet and (Profit & Loss Account) of last 3 years. The quantity, delivery and value requirement shall be kept in view, while fixing the Prequalification criteria. No bidder should be denied prequalification/post qualification for reasons unrelated to its capability and resources to successfully perform the contract.

Superintending Archaeologist
ASI, Ranchi Circle, Ranchi
TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

To,

The Superintending Archaeologist
Archaeological Survey of India
Ranchi Circle, Ranchi

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: ______________________

Name of Tender / Work:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Dear Sir,

1. I/ We have downloaded / obtained 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 website(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 therein.

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

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

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

6. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation 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)
## Item Rate BoQ

**Tender Inviting Authority:** Superintending Archaeologist, Archaeological Survey of India, Ranchi circle, Ranchi

**Name of Work:** Structural conservation of ancient brick structures at Jami Mosque, Hadaf, Distt. Sahibganj

**Contract No:** 836/7/W/2018-19/NW(CON)

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<th>Item Description</th>
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<td>(A) Supply of materials - (As per CPWD specifications 2009 as well as approved by the Site Incharge.)</td>
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<td>Serts (machine crushed)</td>
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**Total in Figures**

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