REQUEST FOR PROPOSAL

FOR SUPPLY OF MANPOWER (SEMI SKILLED/UN SKILLED LABOURS) FOR CHEMICAL TREATMENT AND PRESERVATION OF KRISHNA TEMPLE (INTERIOR), HAMPI, BALLARY DIST., KARNATAKA STATE.

TENDER REF.NO:5/60/2019/TENDER-..........

MANUAL BIDS SHALL NOT BE ACCEPTED, BIDS SHALL BE SUBMITTED ONLINE ONLY AT CPPP WEBSITE: https://eprocure.gov.in/eprocure/app

GOVERNMENT OF INDIA
MINISTRY OF CULTURE
ARCHAEOLOGICAL SURVEY OF INDIA
OFFICE OF THE DEPUTY SUPERINTENDING ARCHAEOLOGICAL CHEMIST
MYSORE ZONE, PURATATVA BHAVAN 2ND FLOOR
HEBBAL 2ND STAGE, MYSORE -570017
## SECTION – 1

### CRITICAL DATE SHEET

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Date of issue of Tender</td>
<td>19/08/2019 at 14.00 Hrs</td>
</tr>
<tr>
<td>2</td>
<td>Bid Document Download starting date</td>
<td>19/08/2019 at 14.05 Hrs</td>
</tr>
<tr>
<td>3</td>
<td>Filled Bid document submission starting date</td>
<td>19/08/2019 at 14.05 Hrs</td>
</tr>
<tr>
<td>4</td>
<td>Last date for Bid submission</td>
<td>29/08/2019 at 14.00 Hrs</td>
</tr>
<tr>
<td>5</td>
<td>Date of opening of Technical/Financial Bid</td>
<td>30/08/2019 at 14.30 Hrs</td>
</tr>
<tr>
<td>6</td>
<td>Date of meeting with Bidders post-Technical Bid opening for presentation and Document Verification</td>
<td>N.A</td>
</tr>
<tr>
<td>7</td>
<td>Validity of Bid</td>
<td>180 days from the date of bid opening</td>
</tr>
</tbody>
</table>
** NOTICE INVITING E-TENDER **

The Deputy Superintending Archaeological Chemist, Archaeological Survey of India, Mysore Zone, Mysore, Karnataka invites tenders in two bid formats (technical/financial) on behalf of the President of India, in e-Tender up to 14.00 hrs on 29.08.2019 for the supply of manpower(Semi skilled/Un skilled Labours) for the following work.

**Name of Work:** M.R. (Chemical Treatment and Preservation) to Krishna Temple (Interior), Hampi, Ballary Dist, Karnataka State.

<table>
<thead>
<tr>
<th>Description of Manpower/Labours</th>
<th>Estimated cost</th>
<th>Earnest Money Deposit</th>
<th>Period by which the work must be completed</th>
<th>Tender Opening Date and Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Semi skilled-1100 units</td>
<td>8,20,800/-</td>
<td>Rs.20520/-</td>
<td>Until completion of work-180 days</td>
<td>30/08/2019 at 14.30 Hrs</td>
</tr>
<tr>
<td>2 Un skilled-200 units</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Location at which labours to be supplied: Krishna Temple, Hampi, Ballary Dist, Karnataka State.

The E.M.D. should be deposited along with the application form in favour of The Deputy Superintending Archaeological Chemist, Archaeological Survey of India, Mysore Zone, Mysore in the form of DEMAND DRAFT ONLY obtained from any Nationalized Bank, payable at Mysore.

The tender documents are available on the department website [www.asi.nic.in](http://www.asi.nic.in) and also on the central public procurement portal [www.ep rocure.gov.in](http://www.eprocure.gov.in).

Interested contractors/suppliers/firm/agency may submit their online tender proposal complete in all respect within the date mentioned in the critical date sheet. Bids shall be submitted online only on CPP website ([https://eprocure.gov.in/eprocure/app](https://eprocure.gov.in/eprocure/app)). Manual bids shall not be accepted.

**Note:**

1. The name of firm/agency, Labour Contract Registration Certificate, Employee Provident Fund, Employee State Insurance, Income-tax Clearance Certificate, VAT and experience certificate of supplying labours are to be submitted along with the tender schedule invariably (subjected to the amendments made by the government regarding taxes).

2. For inspection of the site or information about the site, you may consult the Assistant Archaeological Chemist, Archaeological Survey of India, Mysore /Nandi.

3. Error/Omission if any should be rectified with no claim.

4. The right to accept or reject any or all the tenders including lowest one without assigning any reasons thereof is reserved with the Deputy Superintending Archaeological Chemist, Archaeological Survey of India, Mysore Zone, Mysore.

5. Terms and conditions attached separately with this notice.

**Copy to:**

1. The Web Manager, www.asi.nic.in & www.eprocure.gov.in with the request to upload the same.
2. The Director (Science), ASI, Dehradun for the favour of kind information.
4. Assistant Archaeological Chemist, Mysore Zone, Mysore.

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Dy. Suptdg. Archaeological Chemist
Archaeological Survey of India
Mysore Zone, Mysore.

**Dy. Suptdg. Archi. Chemist**

[Stamp]
Dear Sir/Madam,

1. The Archaeological Survey of India invites online Bids in the prescribed form under the Two Bid system i.e. Technical Bid and Financial Bid

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 and www.asi.nic.in as per schedule given in CRITICAL DATE SHEET. Technical Bid should, inter alia, contain all technical details of services and solutions to be provided along with such documentary proofs. Financial Bid should inter alia indicate item-wise price and other commercial/financial terms against the items mentioned in the Technical Bid.

3. Bid Submission: Applicants/intending or interested Bidders are invited to submit their proposal after carefully reading the Request for Proposal by providing a) Technical Bid and b) Financial Bid separately mentioning (A) Technical Proposal (B) Financial Proposal respectively. Within stipulated time and date as given in CRITICAL DATE SHEET.
Bid documents may be scanned with 100 dpi in black & white which reduces size.

4. Earnest Money Deposit:
The EMD has to be submitted separately in the shape of Demand Draft duly pledged in the name of the Dy. Superintending Archaeological Chemist, ASI, Mysore Zone on or Bid opening date/time as mentioned in Critical Date Sheet. The tenderer shall likely to be liable for legal action for non-submission of original payment instrument like DD etc., against the submitted Bid. The original should be posted/couriered/given in person to the concerned official, latest by the last date of Bid submission. The offer without EMD will be rejected summarily.

5. Address of Communication:

<table>
<thead>
<tr>
<th>Contact Person</th>
<th>DY.SUPTDG.ARCHAEOLOGICAL CHEMIST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>Puratativa Bhavan, O/o Dy.Suptdg.Archaeological Chemist, Archaeological Survey of India, Near Sankranthi Circle, Hebbal 2nd Stage, Mysore-570017(Karnataka) Contact No: 0821-2303781</td>
</tr>
</tbody>
</table>

6. Evaluation Criteria

1. The bidder who fulfils Technical Eligibility Requirement mentioned under Technical Eligibility Requirement shall be declared qualified and financial bid in respect of only technically qualified bidder shall be opened.

2. The bidder who quotes lowest for supply/work in the financial bid will be declared L1.

3. In case of a tie in lowest rate, the Contractor/Suppliers/ Firms/ Agencies who have completed more work orders in last 3 years shall be declared L1. Copies of work order and completion certificates from employers shall be provided along with Technical Bid.

4. The work/supply order shall be awarded to the L1 bidder.

7. APPLICABLE LAW

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

Scope of work

a) Scientific conservation treatment using chemicals and solvents.
b) Erection and dismantling of scaffolding.
c) Fetching water from nearby sources.
d) Arranging of work materials inside the site store.
e) Loading and unloading of scaffolding materials.
f) Watch and ward of work materials and camp office.
g) Any other work assigned by the site in charge.

Terms and Conditions:

1. Manpower supply/Labour supply proposed to be obtained by contract is notified in the form of invitation of tender posted on the office notice board and published in the websites www.asi.nic.in & www.eprocure.gov.in
2. The contractor/supplier should quote his rate in words and figures per unit, any correction in the rates should be attested by the dated signature of the contractor/supplier. Otherwise, such bids are liable for rejection. The amount for each item should be worked out and requisite of the total should be given.
3. The tenders will be opened at the prescribed time and date in the presence of tenderers who will be present at the time.
4. The firm/agency/contractor should be registered as licensed manpower supplier/firm (labour contractor) with labour department of any State Govt./Central Govt.
5. The labour supplier must fulfill all conditions required under Contract Labour Act.
6. The Contracting Company/Firms/Agency shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract.
7. The tender will be bound by the details furnished by him/her to this department, while submitting the tender or at a 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 the contract.
8. This office reserves right to terminate the contract after giving three days notice to the contracting agency in case of breach of terms of the contract.
9. Whenever minimum wages is revised by the competent authority, the rate in the contract and consequential statutory payments shall automatically get revised keeping the contractor’s service charge unchanged.
10. Tenders which do not fulfill any of the above conditions or incomplete in any respect are liable for summary rejection.
11. Canvassing in connection with the tenders is strictly prohibited and tenders submitted by the tenderer who indulge in canvassing will be liable for rejection.
12. The works shall be carried out by the contractor/firm strictly in accordance with A.S.I. guidelines, specifications as amended from time to time.
13. The rates given for the works should be inclusive of all taxes, leads and lifts etc. Nothing extra shall be paid over the rates quoted by the contractor/firm.
14. It shall be the responsibility of the contractor/firm to ensure that no damage is caused to monument / Govt.-property at the site by his/their vehicle or labour party. The cost of such damages, if any, will be assessed at the discretion of the Dy. Superintending Archaeological Chemist and the same will have to be made good by the contractor/firm or the necessary charges will be made accordingly.
15. Error/Omission if any should be rectified with no claim.
16. No claim whatsoever on account of fluctuations in prices will be entertained.
17. The contractor/firm shall not be entitled to any compensation whateveron account of delay or default in the finalisation and acceptance of work.
18. The Earnest Money and Security Deposit of the successful contractor/firm will be forfeited, if he fails to comply with any of the conditions of the contract and work shall be carried out at his and cost of the contractor/firm.
19. If more than one tenderer quoting the same rates are received, it will be the discretion of the undersigned calling one tenderer to award the work to whom he finds more suitable to do the job and his decision will be final and binding on the tenderer.
20. It is understood that the bidder has inspected the site and assessed the volume of work before bidding for the project; no claims whatsoever will be entertained at any stage, in this regard.
21. Time shall be considered as the essence of this contract. The entire work must be completed within the prescribed time limit from the date of Award Letter, failing which the remaining work can be re-allotted to another contractor/firm at the risk and cost of the contractor/firm with due notice to the contractor/firm.
22. In the event of the tender being submitted by a firm, it must be signed separately by each member thereof, in the event of absence of any partner, it must be signed on his behalf by a person holding a Power-of-Attorney, authorizing him to do so, such power of Attorney to be produced with the tender and it must disclose that the firm is duly registered under the India Partnership Act.
23. Receipt for payments made to a firm, must also be signed by the several partners, except where the contractors are described in their tender as a firm, in which case the receipts must be signed in the name of the firm by one of the partners, or by some other person having authority to give effectual receipt for the firm.
24. The Dy. Superintending Archaeological Chemist or his duly authorised assistant will open tenders in the presence of any intending contractors who may be present at the time and will enter the amounts of several tenders in a comparative statement in a suitable form. In the event of a tender being accepted a receipt for the earnest money forwarded shall thereupon be given to the contractor who shall thereupon for the purpose of identification, sign copies of the Specifications and other documents. In the event of a Tender being rejected, the earnest money shall be returned to the contractor.
25. The officer inviting tenders shall have the right of rejecting all or any of the tenders, and will not be bound to accept the lowest tender.
26. Tax should be clearly indicated separately in the tender schedule duly enclosing a copy of NIC issued by concerned GST/Tax office.
27. No advance will be paid for the commencement of work.
28. The Earnest Money Deposit E.M.D should be deposited along with the application form in favour of the Deputy Superintending Archaeological Chemist, ASI, Mysore Zone in the form of Demand Draft only of any nationalised banks payable at Mysore.
29. Tenders of the contractor who do not deposit E.M.D with the tenders in the prescribed form will be summarily rejected.
30. The Tenderer/Contractor shall deposit a security of 10% of the contract value or Rs.82,080/- (eighty two thousand and eighty only), FDR/ Demand Draft from any nationalized bank in favour of Dy.Suptdg. Archaeological Chemist, Mysore, within ten days of the date of award of the contract. In the event of any breach/ violation of any terms and conditions contained herein by the contractor, the said security deposit shall be forfeited by the office of the Dy.Suptdg. Archaeological Chemist. No interest shall be paid by the office of the Dy.Suptdg. Archaeological Chemist on earnest money or security deposits.
31. It is desirable that the agency/contractor/tenderer has experience of conservation work in Archaeological Survey of India.
32. The contracting agency shall ensure that the individual manpower deployed is in between the age of 18 years to 60 years and physically fit to discharge the duties.
33. The labours supplied by the agency should have the knowledge of basic understanding of chemicals using for treatments.
34. The contracting company/Firm/Agency shall furnish the following document in respect of the individual labourers before the commencement of work.
   a. List of persons deployed.
   b. Identity bearing photographs.

35. In case the persons employed by the successful company/firms/Agency commits any act omission/commission which amounts 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 office.

36. The firm/agency/contractor should supply the labour as and when required for the work and as per the direction of the site in charge.

37. Total working time of labours is eight hours per day.

38. The firm/agency/contractor will ensure that no chemicals/materials/tools/methods shall be used by the labours for treatment without the consultation and information of site in charge, failing which the undersigned shall serve a notice, rescinding the contract, whereupon the Earnest Money Deposit shall be forfeited.

39. The tendering Company/Firm/Agency shall replace immediately any of its persons who are found unacceptable to this department because of security risk, incompetence, conflict of interest, improper conduct etc on the instruction of the site in charge.

40. The tenderer shall be required to maintain daily attendance/leave report in the format as prescribed by this office.

41. The agency shall depute a coordinator who would be responsible for immediate interaction with the site in charge so that optimal services of the persons deployed by the agency could be availed without any disruption.

42. The selected Company/Firm/Agency shall immediately a substitute in the event of any persons absenting from duty on any day or leaving the job due to personal reasons.

43. It will be the responsibility of the service providing agency to meet transportation, food, accommodation, medical and any other requirement in respect of the persons deployed by it (Agency).

44. The service providing agency shall be solely responsible for the redress of grievances/resolution of disputes relating to persons deployed.

45. The department shall not be responsible for any damages, losses, claims, financial or injury to any other person deployed by the service providing agency in the course of performing the function/duties, or for payment towards any compensation. The workmen shall be insured against personal accidents arising out of and during the course of their duties.

46. 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 office or any other authority under the law. A compliance certificate in this regard will be submitted along with the bills every month.

47. The tendering agency will be responsible for compliance with all statutory provisions relating to Minimum Wages, Service Tax, EPF and Employee State Insurance etc.

48. The tendering agency should submit the details of challan creation and payments of ESI and EPF contributions for each labours with clearly showing the supplied labours name in the challans.

49. The conditional bid shall not be considered and will be rejected in the first instance.

50. The contract shall commence within ten days of the date of receipt of acceptance of the work order or within the fifteen days from the date of issue of work order whichever is earlier by the Company/Firm/Agency.

51. All the labourers deployed in this department will be paid their wages on fortnightly/monthly basis by the company/Firm/Agency through individual bank account and documentary evidence will be submitted to the office along with the bill before the end of each month attached with a certificate from the concerned site in charge. The office 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.
52. Contracting Company/Firm/Agency shall not indulge in malpractices like charging of registration or consultation fee from the manpower deployed in work under the contract. Any malpractice should render the contracting company/Firm/Agency liable for termination of the contract.

53. The scaffolding materials, work materials (including required chemicals) and safety equipment related to the work will be provided by Archaeological Survey of India, the tenderer must report to the site in charge for the same one week in advance of the actual requirement.

54. The Archaeological sites are non-smoking/non-plastic area and the manpower supplier must be strictly compliant with such requirements.

55. The site is a national monument and its ambience must be maintained without any damage.

56. The Agency/Firm/Contractor has to bear with the abrupt repeal of funds by the government and has to wait till fresh allotments are made. No interest payment for the delay in payment will be made by Archaeological Survey of India.

57. The quantum of work can be modified as per the availability of the funds and need of work and the tender will be valid under the completion of work.

58. ASI reserves its right to regulate (scale down) hiring of labour and the payments will be as per actual utilisation of manpower/labour units and the contractor will not have any claim beyond the actuals.

59. All the disputes will be under the legal jurisdiction of Mysore.

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I agree to supply labours at the rates quoted in my bid be approved and further I hereby agree to fulfil all the terms and conditions laid down in the notice inviting tender as above.

Accepted

Sign of contractor with seal:
TENDER FORM
PART-A (TECHNICAL BID)

Subject: M.R Work: (CT&P) to Krishna Temple (Interior), Hampi, Ballary Dist, Karnataka.
(Note: Technical Bid should be filled along with the self-attested copies of relevant documents)

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name of tendering Company/ Firm/ Agency/ Tenderer</td>
</tr>
<tr>
<td>2.</td>
<td>Name of proprietor/ Director of company/ firm/ agency</td>
</tr>
<tr>
<td>3.</td>
<td>Full address of Regd. Office</td>
</tr>
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<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Telephone Number</td>
</tr>
<tr>
<td></td>
<td>E-mail Address</td>
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<tr>
<td>4.</td>
<td>Full address of Operating Office</td>
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<td></td>
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<tr>
<td></td>
<td>Telephone Number</td>
</tr>
<tr>
<td></td>
<td>E-mail Address</td>
</tr>
<tr>
<td>5.</td>
<td>Banker of Company/ Firm/Agency/ Tenderer</td>
</tr>
<tr>
<td></td>
<td>(Attach certified copy of statement of Account for the last three months)</td>
</tr>
<tr>
<td></td>
<td>Branch:</td>
</tr>
<tr>
<td></td>
<td>IFSC Code:</td>
</tr>
<tr>
<td></td>
<td>MICR Code:</td>
</tr>
<tr>
<td></td>
<td>Telephone number of Banker:</td>
</tr>
<tr>
<td>6.</td>
<td>PAN/GIR No.</td>
</tr>
<tr>
<td>7.</td>
<td>Goods Service Tax(GST) registration No, if any</td>
</tr>
<tr>
<td>8.</td>
<td>E.P.F Registration number, if any</td>
</tr>
<tr>
<td>9.</td>
<td>E.S.I Registration number, if any</td>
</tr>
<tr>
<td>10.</td>
<td>Financial turnover of the tendering company/Firm/Agency/tenderer for the last financial year with documentary proof thereof. (Attach separate sheet if space provided is insufficient)</td>
</tr>
<tr>
<td></td>
<td>Financial year</td>
</tr>
<tr>
<td>11.</td>
<td>Give details of the similar contract handled by the tendering company/Firm/Agency during the last two years. (If the space provided is insufficient, a separate sheet may be attached)</td>
</tr>
<tr>
<td>12.</td>
<td>Additional information, if any (Attach separate sheet, if required)</td>
</tr>
</tbody>
</table>

Signature of Tenderer/Authorised person:
Place:
Date:
Name:
Seal:
TENDER FORM
PART B (APPLICATION FOR FINANCIAL BID)
(For providing Man Power/Labour Supply)

Subject: M.R Work: (CT&P) to Krishna Temple (Interior), Hampi, Ballary Dist, Karnataka.

1. Name of Tendering Company/Firm/Agency:
2. Details of Earnest Money Deposit Rs.----------------------------DD (No. & Date)-----------------------------
   Drawn on---------------------------------------------------------------Bank.
3. Rates are to be quoted in accordance with the Minimum Wages Act 1948 as applicable on the date of issue of 
   this tender. **A copy of notification may be enclosed.**
4. The rate which is not in accordance of the Minimum Wages Act 1948 as applicable on the date of issue of this 
   tender will not be accepted and the financial bid shall not be considered.
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. Description of Labours:
<table>
<thead>
<tr>
<th>Categories</th>
<th>Approx Quantity of Labours</th>
<th>Requirement per day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semi skilled labours</td>
<td>1100 Units</td>
<td>15 to 25 Units/day</td>
</tr>
<tr>
<td>Un skilled labours</td>
<td>200 Units</td>
<td>2 to 5 Units/day</td>
</tr>
</tbody>
</table>

7. Break of rate:

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Component of Rate</th>
<th>The amount in Rs. Per person per day</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Semi skilled</td>
</tr>
<tr>
<td>i.</td>
<td>Daily Wage Rate including existing dearness allowance (in accordance of the Minimum Wages Act 1948),</td>
<td></td>
</tr>
<tr>
<td>ii.</td>
<td>Employees provident fund @13% of (i) above (if applicable)</td>
<td></td>
</tr>
<tr>
<td>iii.</td>
<td>Employees State Insurance @ 3.25% of (i) above (if applicable)</td>
<td></td>
</tr>
<tr>
<td>iv</td>
<td>Contractors service charge ...............of (i) above</td>
<td></td>
</tr>
<tr>
<td>v</td>
<td>Total i+ii+iii+iv above</td>
<td></td>
</tr>
<tr>
<td>vi</td>
<td>GST@ 12% of (v) above or as applicable</td>
<td></td>
</tr>
<tr>
<td>vii</td>
<td>Total of v+vi above</td>
<td></td>
</tr>
<tr>
<td>viii</td>
<td>Total rate per person per day</td>
<td></td>
</tr>
</tbody>
</table>

Place:
Date:

Signature of Tenderer:
Name:
Seal:
DECLARATION
(In stamp paper)

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 understand all the terms and conditions of the tender and undertake to abide them.

3. My agency has not been blacklisted/ debarred from participating in the tender of any Ministry/ Department of Government of India and Government of India undertaking in last three (3) years as on date of the 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/ 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 the appropriate law.

Signature of Tenderer:

Place: 
Date: 

Name:
Seal:
DECLARATION
(Should be typed in firm/company/agency/tenderer letter head)

Should this tender be accepted I/We hereby do agree to abide to by and fulfill all the terms and provisions of the said conditions annexed hereto so far as applicable and or in default to forfeit and pay to the President of India or his successor in office the sum of money mentioned in the said conditions.

A sum of Rs. (Rupees only) is herewith forwarded in Bank Demand Draft as Earnest Money Deposit. If I/We fail to commence the work as specified in the above memorandum or I/We fail to deposit the amount of Security Deposit specified in the Contract of the Memorandum in accordance with the clause applicable 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 Earnest Money absolutely otherwise, the Earnest Money shall be retained by him towards such security deposit. I/we further agree that the said President or his successor in office shall also be at liberty to cancel the acceptance of the tender if I/We fail to deposit security amount as aforesaid.

• Give particulars & number:

• Signature of Tenderer:

• Address with TIN & GST No:

• Signature of Witness:

• Address:

• Date:

The above tender is hereby accepted by me on behalf of the President of India.

DEPUTY SUPERINTENDING ARCHAEOLOGICAL CHEMIST
ARCHAEOLOGICAL SURVEY OF INDIA, MYSORE ZONE,
PURATATVA BHAVAN 2ND FLOOR, MYSORE-17.
Dear Sir,

1) I/We have downloaded / obtained the tender document(s) for the above mentioned ‘Tender/Work’ from the website(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/ organization also 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/ 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)
INSTRUCTIONS 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 CPP Portal, prepare their bids in accordance with the requirements and submitting their Bids online on the CPP Portal.

More information useful for submitting online Bids on the CPP Portal may be obtained at: https://eprocure.gov.in/eprocure/app.

REGISTRATION

1) Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URL: https://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 CPP Portal.

4) Upon enrolment, the Bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. SifyNCode / 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 login by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

1) 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.

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 / email 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 I 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 document.

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 Bid in time i.e. on or before the Bid submission time. Bidder will be responsible for any delay due 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 'offline' 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 uploaded 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 filename. 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 Bidders' 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 PKI 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 authorized 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 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.

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 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.

2) 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 Mobile Number - +91 8826246593 Tel: The 24 x 7 Help Desk Number 0120-4200462, 0120- 4001002.