REQUEST FOR PROPOSAL

FOR PROVIDING MANPOWER TO WORK AS CASUAL LABOUR (SEMI SKILLED/UNSKILLED) FOR THE WORK OF ANNUAL REPAIRS TO DEEG PALACES, DEEG DISTT. BHARATPUR (RAJASTHAN), ARCHAEOLOGICAL SURVEY OF INDIA, JAIPUR CIRCLE, JAIPUR

REFERENCE NO. F.No. 3/24/JPR/2019-20-W-2

GOVERNMENT OF INDIA
MINISTRY OF CULTURE
ARCHAEOLOGICAL SURVEY OF INDIA
JAIPUR CIRCLE
JAIPUR
CRITICAL DATE SHEET

<table>
<thead>
<tr>
<th></th>
<th>Document Download / Start Date</th>
<th>21.08.2019 3.00 P.M.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Bid Submission Start Date</td>
<td>21.08.2019 3.00 P.M.</td>
</tr>
<tr>
<td>3</td>
<td>Bid Submission Closing Date</td>
<td>26.08.2019 4.00 P.M.</td>
</tr>
<tr>
<td>4</td>
<td>EMD Submission Closing Date</td>
<td>26.08.2019 4.00 P.M.</td>
</tr>
<tr>
<td>5</td>
<td>Technical Bid Opening Date</td>
<td>27.08.2019 4.00 P.M.</td>
</tr>
<tr>
<td>5</td>
<td>Financial Bid Opening Date/Time</td>
<td>After opening Technical Bid</td>
</tr>
</tbody>
</table>

Manual bids shall not be accepted.
Bids shall be submitted online only at CPPP website: [https://eprocure.gov.in/eprocure/app](https://eprocure.gov.in/eprocure/app).
Bid documents may be scanned with 100 dpi with black and white option which help in reducing size of the scanned document.

**Earnest Money Deposit:**
The EMD should be drawn in favour of Superintending Archaeologist, ASI, Jaipur and payable at Jaipur.
The Hard Copy of original instruments in respect of cost of earnest money must be delivered to the Superintending Archaeologist, Archaeological Survey of India, Jaipur Circle, 70/133-140 Patel Marg, Mansarovar, Jaipur (Rajasthan) 302020 on or **26.08.2019 upto 04.00 P.M**. The tender without EMD and other documents will be rejected summarily. No interest will be payable on the amount of the EMD. The EMD of unsuccessful bidders shall be returned without any interest on finalization of tender if the successful bidder withdraws his bid in writing or fail to undertake the works within the stipulated time as mentioned in the work order or did not submit the Security Deposit, his EMD will be forfeited.

Address for communication, are as given below:

**Contact Details:**

<table>
<thead>
<tr>
<th>Contact Person</th>
<th>The Superintending Archaeologist</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address for communication</td>
<td>O/o The Superintending Archaeologist, Archaeological Survey of India, Jaipur Circle, 70/133-140 Patel Marg, Mansarovar, Jaipur (Rajasthan) 302020 Phone No: 0141-2784534, 33</td>
</tr>
<tr>
<td></td>
<td>e-mail –<a href="mailto:circlejaipur.asi@gov.in">circlejaipur.asi@gov.in</a></td>
</tr>
</tbody>
</table>

1. **Security Deposit**- 10% of Tender Amount.
2. No tender shall be entertained after the deadline under any circumstances what so ever.
3. ASI reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Documents or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Superintending Archaeologist, Archaeological Survey of India, Jaipur Circle, Jaipur in this regard shall be final and binding on all parties in all circumstances.
4. The Successful tenderer will have to deposit **Performance Security Deposit of 5% of order value in the form of Bank Guarantee or Fixed Deposit Receipt (FDR) Period one year validity made in the name of the Company/Firm/Agency/Contractor but by hypothecated to the Superintending Archaeologist, Archaeological Survey of India, Jaipur Circle, Jaipur**.
5. Conditional bids shall not be considered and will be out rightly rejected in the very first instance.
6. The Superintending Archaeologist, Archaeological Survey of India, Jaipur Circle, Jaipur reserves the right to cancel any or all the bids without assigning any reason.
7. Contractor will be responsible for timely payment to the supplier/labour and statutory authorities and compliance of all statutory provisions relating to minimum wages/specified contract amount etc. In respect of the person deployed by him in the work.

8. Successful Bidder shall also be liable for depositing all taxes, levies, cess etc on amount of work done/ supply of materials/service rendered by him to the ASI to the concerned tax collection authorities from time to time as per extant rules and regulations on the matter.

9. The contractor should quote the rate and amount in figure as well as in words. The amount for each item should be worked out and the total for all items should be given.

10. Whenever the rates quoted by the contractor in figures and in words tally but the amount is not worked out correctly, the rate quoted by the contractor will be taken as correct and not the amount.

11. The total cost of all items of each tender quoted by the bidders shall be worked out and the same i.e. total cost of each tender shall be compared for deciding the lowest bidder for acceptance of tender.

12. The rate quoted should include all taxes etc. (excluding GST) ASI will not entertain any claim whatsoever in this regard.

13. In case contractor’s signature on tender is fixed in an Indian Language, the rate/ amount/ percentage above or below should also be written in the same language. In the case of illiterate contractors the rates/percentage should be attested by a witness.

14. The discretion of acceptance of a tender, will rest with the Circle/Branch Officer/Regional Director/ Director General, A.S.I who does not bind himself to accept the lowest tender and reserve to himself the authority to reject any or all of the tenders received, without the assigning any reason. Any tender, in which any of the prescribed conditions are not fulfilled or are incomplete in any respect is liable to be rejected.

15. The contractor shall not be permitted to tender for works in the Archaeological Survey of India, Circle/Branch Office (Responsible for award and execution of contracts) in which his near relative is posted as an officer in any capacity.

16. The tender of the work shall not be witnessed by a contractor or contractors who himself/themselves/has /have tendered or who may tender for the same work.

17. **Bid Submission:** Applicants/ intending or interested Bidders 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 portal/website: [https://eprocure.gov.in](https://eprocure.gov.in) and [eprocure app](https://eprocure.gov.in). Bid documents may be scanned with 100 dpi with black and white option which help in reducing size of the scanned document. The tender form and other uploaded documents should be filled by typing or has to be hand written, as per given instructions, in ink clearly legible. Alterations and illegibly attested by the Tenderer, shall disqualify the tender. The tender form should be signed by the Tenderer him/her self.

Superintending Archaeologist,
Archaeological Survey of India,
Jaipur Circle, Jaipur (Raj.)
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 II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify/ N Code / E Mudhra 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.

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 / 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 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, 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.
ANNEXURE-I

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

Date:

To,

Superintending Archaeologist,
Archaeological Survey of India,
Jaipur Circle, Jaipur

Sub: Acceptance of Terms & Conditions of Tender.

Name of Tender / Work: - Providing Semi Skilled/ unskilled labour for the work Annual Repair to Deeg Palaces, Deeg Distt. Bharatpur (Rajasthan).

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/ 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 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.

6. I have visited the above site/monument.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)
TENDER FORM  
PART-A (TECHNICAL BID)  

Subject: Providing semi skilled/unskilled labour for the work Annual repair to Deeg Palaces, Deeg Distt. Bharatpur (Rajasthan).
(Note : Technical bid should be filled along with the self-attested photocopies of relevant documents) 

(a) 

<table>
<thead>
<tr>
<th>S.No.</th>
<th>PARTICULARS</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name of the Tendering company/Agency / Firm/Contractor / Bidder</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Address of Agency with contact nos. and email ID.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Details of Registration, in labour Department (attach certificate of registration).</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Name &amp; Address of Proprietor with contact nos. and email ID.</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Please specify as to whether the tenderer is a sole proprietor / Partnership firm. Name, Address, Contact nos. and email ID of Director/Director's.</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Banker of Tendering Company/Firm/ Agency / Contractor / Bidder (Full Address) (Attach certified copy of statement of A/c for the last three years)</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>EPF Registration details.</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>ESI Registration details.</td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>GST / Service Tax Registration No.</td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>PAN/GIR</td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>Income Tax returns for the last FY 2017-18</td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>Whether the firm has been blacklisted by any Government Department or any criminal case registered against the firm or its owner (give details).</td>
<td></td>
</tr>
<tr>
<td>13.</td>
<td>Any other relevant information. (Attach separate sheet, if required)</td>
<td></td>
</tr>
</tbody>
</table>

Note:- (if the space provided is insufficient, a separate sheet may be attached)
(b) Details of Earnest Money Deposit Rs. _______ (_______________________)only DD/PO No.________________ Dated ________ and Drawn on_____________ Bank.

Date: ________________  Signature of authorized person

Name & Seal _______________________

**EVALUATION CRITERIA**

1. The bidder who fulfills 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 effective rate per labour/day mentioned in Para 6 of application for financial bid will be declared L-I.

3. In case of tie in lowest rate, the Company/Firm/Agency who has completed more work orders in last 3 year for providing man power in Ministries/ Government offices (central/state)/Government organizations shall be declared L-I. Copies of orders and completion certificates from employer shall be provided along with Technical Bid.

**Notes:**

1. In cases where the bidder has submitted "NIL" administrative service charges the bid shall be treated as unresponsive and will not be considered in terms of the provisions of Ministry of Finance, Department of Expenditure OM NO. 29(1)/2014-PPD dated 28th January, 2014.

2. The payment shall be made based on attendances duly certified by concerned site-in-charge.
PART-B (FINANCIAL BID)

Subject: Providing semi skilled/unskilled labour for the work Annual repair to Deeg Palaces, Deeg Distt. Bharatpur (Rajasthan).

1. Name of tendering Company/ Firm/ Agency:

2. Rates are to be quoted in accordance with the Minimum Wages act 1948, as applicable in the place of deployment of manpower. The rate which is not in accordance of Minimum Wages Act, 1948 as declared / notified by the Chief Labour Commissioner (c), Ministry of Labour & Employment, Govt. of India and applicable on the date of issue of this tender will not be accepted and financial bid shall not be considered.

3. Description of labourers -

<table>
<thead>
<tr>
<th>Categories</th>
<th>Approx. Quantity of Labourers</th>
<th>Requirement / day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semi Skilled labours</td>
<td>20 units</td>
<td>1 to 10 units / day</td>
</tr>
<tr>
<td>Un Skilled labours</td>
<td>220 units</td>
<td>1 to 30 units / day</td>
</tr>
</tbody>
</table>

Note: The bidder should note that all kind of charges/profit required by the company/Agency for providing manpower is to be included in the Service charges at Sl. No. 4 and that no other hidden charges are to be claimed/recovered on any other account. The agency will ensure that it is complying with all statutory liabilities relating to taxes, payment of minimum wages and other statutory liabilities.

Date: ________________________________
Signature of authorized person

Place: ________________________________
Full Name & Seal

Name of the Firm: _____________________________________________________________
ANNEXURE-IV

Name of Work: Providing unskilled labour for the work Annual repair to Deeg Palaces, Deeg Distt. Bharatpur (Rajasthan).

UNDERTAKING OF THE BIDDER IN THE BID/TENDER

Should this tender be accepted, I/We (authorized representative(s) of the bidder(s) included) do hereby agree to abide by, and fulfil all the terms and conditions as annexed hereto in the ‘terms and conditions’ portion of the tender, so far as applicable.

In default thereof, we assure to pay to the President of India, or his successor in office, the sum of money, that stands due/ unpaid, and also allow the President of India, or his successor in office, to forfeit the previously deposited amounts by our concern, as per the terms and conditions of the said tender.

If I/We fail to commence the work as specified in the above memorandum, or, if I/We fail to deposit the amount of security deposit as specified in the memorandum in accordance with the said conditions of contract, I/We agree that the said President, or his successor in office, shall without prejudice to any other right or remedy be at liberty to forfeit the earnest money absolutely. Otherwise, the said earnest money shall be retained by the towards such security deposit.

If I/we fail to deposit security amount as aforesaid, I/ we further agree that the said President, or his successor in office, shall also be at liberty to cancel the acceptance of the offer of tender submitted by us.

In such eventuality (ies), the bidder will not be allowed to seek clarification in the matter.

A sum of Rs. _________ (Rupees_________________________________________________) is forwarded herewith as earnest money in form of FDR/ DD, and, or, other mode of payment as asked by ASI in the tender.

Particulars of the bidder.

Signature of authorized person and stamp

Signature of Tendered (d)

Address with TIN/GST No.

Signature of Witness (Name/Father’s name and address)
(Pl. attach attested copy of a photo ID Proof)
Mob. No. :
Dated the

____________________________________________________________________

OFFICE OF THE SUPERINTENDING ARCHAEOLOGIST, ARCHAEOLOGICAL SURVEY OF INDIA, JAIPUR CIRCLE, JAIPUR-302020.

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

Signature of the officer by whom the tender is accepted.

If not accepted, the reason thereof:
Providing Semi skilled/unskilled labour for the work Annual repair to Deeg Palaces, Deeg Distt. Bharatpur (Rajasthan).

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Place of work</th>
<th>Number of Labour Required*</th>
<th>Nature of job</th>
<th>Estimated Cost (Rs.)</th>
<th>Earnest money</th>
<th>Technical and financial Bid Submission Closing Date</th>
<th>Technical Bid Opening Date</th>
<th>Financial Bid Opening Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Deeg Palaces, Deeg Distt. Bharatpur</td>
<td>Semi Skilled labours 20 units</td>
<td>Pulmber / Electrician work</td>
<td>94940/-</td>
<td>1899/-</td>
<td>26.08.2019 4.00 P.M.</td>
<td>27.08.2019 4.00 P.M.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Un Skilled labours 220 units</td>
<td>Safety and security of the site</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>cleaning the site before and after the fair (Mela)</td>
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<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>cleaning the fountain &amp; erasing the malba</td>
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<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Operating fountains etc. at Deeg Palace, Deeg Distt. Bharatpur.</td>
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</table>

Time period: upto 31.03.2020 as and when required

*Note: The number of casual labourers to be engaged is subject to increase or decrease as per the requirement of the Department.
भारत सरकार  
भारतीय पुरातत्त्व सर्वेक्षण,  
जयपुर मण्डल, जयपुर  
ई-निविदा सूचना  

अधीक्षण पुरातत्त्वविद्, भारतीय पुरातत्त्व सर्वेक्षण, जयपुर मण्डल, 70/133-140, पेटेल मार्ग, मानसरोवर, जयपुर, राजस्थान, भारत के राज्यपाल की ओर से निम्नलिखित कार्य हेतु प्रस्तावित एवं उपयुक्त श्रेणी में पंजीकृत एवं पात्र देशवासी/पंजीकृत फर्म से अर्द्ध खुशल श्रमिक / अकूशल श्रमिक हेतु ऑनलाइन निविदा विषय के हेतु निर्देशित है।

https://eprocure.gov.in/eprocure/app पर आमंत्रित करते हैं।

<table>
<thead>
<tr>
<th>क्र. सं.</th>
<th>कार्य का नाम</th>
<th>अनुमालित लागत (रु.)</th>
<th>अनुमालित राशि (रु.)</th>
<th>समय सीमा</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>भरतपुर जिले में स्थित ढील महल, ढील हेदु मरम्मत कार्य कराने बाबत अर्द्ध खुशल श्रमिक / अकूशल श्रमिक उपलब्ध कराने बाबत</td>
<td>र. 94,940/-</td>
<td>र. 1,899/-</td>
<td>31.03.2020 तक आवश्यकतालूकार</td>
</tr>
</tbody>
</table>

लिखित प्रप्त के लिए शर्तें :-

1. देशवासी किसी श्रम मन्त्रालय और संबंधी सरकारी, अर्थ सरकारी संस्था में पंजीकृत होना चाहिए। श्रमिकों के लिए ई.पी.एफ., ई.एस.आई. की सुविधा प्रदान करने की योग्यता रखना अनिवार्य है। और वैध GST एवं PAN होने अनिवार्य है।
2. देशवासी/पंजीकृत फर्म के बारे में minimum wages of unskilled worker as per govt. of India, Ministry of Labour & Employment, New Delhi के अनुसार minimum wages देनी होगी।
3. निविदा एवं आवश्यक सूचना भारत सरकार की वेबसाइट www.asi.nic.in and Central Public Procurement Portal पर उपलब्ध है।
4. Last date for submission of online Bid on https://eprocure.gov.in/eprocure/app is 26.08.2019 upto 04:00 P.M. and submission of Original EMD in the office of SA, ASI, Jaipur is 26.08.2019 upto 4:00 PM  
5. Date and time of opening of Technical bid 27.08.2019 at 04.00 P.M.  
6. Date and time of opening of Financial bid after processing of Technical Bid.

अधीक्षण पुरातत्त्वविद्
CONDITIONS

Name of Work: Providing skilled/unskilled labour for the work Annual repair to Deeg Palaces, Deeg Distt. Bharatpur (Rajasthan).

The offer will be subject to the following terms and conditions:-

1. This e-tender is given by this office of Archaeological Survey of India (may be abbreviated as ASI) on official website www.asi.nic.in and CPPP portal eprocure.gov.in / eprocure app.

2. The tender form can be downloaded from the website www.asi.nic.in and CPPP portal eprocure.gov.in / eprocure app.

3. In the event of the specified date(s) on all matters of the tender is (are) government holiday(s), and, or, declared a holiday(s); actions on matters of the tender in question will be taken on the next working day(s), correspondingly.

4. The ‘Tenderer’ and /or ‘Party’ and or Maintenance Contractors or Service Providers as used in the Tender documents, shall mean the one who has signed the Tender Form and format for Pre-qualifications bid submitted in response to our Tender Notice.

5. The individual signing the tender or other documents in connection with the tender must certify his / her signature as (a) sole proprietor of the firm or constituted attorney of such sole proprietor, (b) constituted attorney of the firm, if it is a company, (c) authorized signatory of the firm.

6. Any tenderer giving tender in different names will be disqualified and his tender will be rejected.

7. The Tender Forms submitted by the tenderer shall contain all requisite information along with supporting documents.

8. The tenderer should be as established Agency / Firm dealing with the categories of works published in the Tender Notice or having infrastructural facilities including manpower in case of Service Provider. The agency may have a local office at Jaipur or nearby site with a regular telephone at office and residence.

9. The tenderer shall give the official mailing address and phone number to which all correspondences shall be made by this office / site office. Also, if address is changed, the same shall have to be immediately intimated to ASI.

10. Bids documents received by ASI after the given date and time, will not be considered.
11. An A/C payee ‘Demand Draft/FDR/Banker’s cheque or Bank Guarantee”, as **Earnest Money** of a value as prescribed in the tender notice (Rs. 1899/- only) pledged to the Superintending Archaeologist, ASI, Jaipur Circle, Jaipur should reach this office on or before 26.08.2019 upto 4.00 PM.

12. Tender without Earnest Money Deposit will not be accepted and is liable to be rejected summarily.

13. Tenders not conforming to the requirements mentioned in the Tender Form will be rejected and no correspondence shall be entertained in this regard.

14. **Bid Submission:** Applicants/ intending or interested Bidders 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 portal/website: [https://eprocure.gov.in](https://eprocure.gov.in) and eprocure app. Bid documents may be scanned with 100 dpi with black and white option which help in reducing size of the scanned document. The tender form and other uploaded documents should be filled by typing or has to be hand written, as per given instructions, in ink clearly legible. Alterations and illegibly attested by the Tenderer, shall disqualify the tender. The tender form should be signed by the Tenderer him/her self. Self-Attested copies of the Registration number for the Firm, License No. under Contract Labor Act, Provident Fund Account No. allotted by the Provident Fund commissioner, GST No., ESI No., PAN No., allotted by the Income Tax Department and / or copy of the last Income Tax clearance certificate, Satisfactory Performance Certificate issued by the concerned agency (s) organizations where such type of works /jobs have been performed by the contractor earlier shall also be enclosed. The rate should be indicated separately in accordance with the provisions like Provident Fund Act and ESI, The Contractor shall have to produce documentary proof i.e. Ration Card / Telephone Bill / Electricity Bill / Income Tax certificate/ Aadhar Card in support of his identity. Forwarding letter should clearly indicate the list of enclosures.

15. The tenderer should take care in bidding that
   i. The contractor should ensure that the engaged labour should not be below 18 years and above 60 years. Their normal working hours will be from 08.00 A.M. to 05.00 P.M. with one hour lunch break. The working time of laborers may vary as per requirement at site.
   ii. The Workers will be engaged for the following type of jobs-
      a. Carrying, erection and dismantling of scaffolding
      b. Loading and unloading of materials
      c. Fetching water from source of water to site
      d. Watch and ward duty
      e. Upkeep of camp office/site and
      f. any other work assigned by the site in-charge.
      g. Stacking
      h. Removal of Vegetation
      i. Removal of Dumped heavy & big size Architectural ornamental stones
      j. Cleaning of Debris
      k. Shifting the sculpture and other stone members etc.
iii. The quantity of labourers can be decreased or increased as per the availability of funds and need of work; hence no claim will be made by the contractor to the department.

iv. The work should be executed as per the directions of the site in-charge.

v. No accommodation/ transportation to reach site will be provided by ASI.

16. The tenderer should take care that the rate and amount should be written in the BOQ and Tender document in such a way that interpolation is not possible. No column should be left blank which would otherwise make the tender liable for rejection.

17. It will be binding to accept the tender in totality. It can’t be accepted in parts.

18. False information/documents provided for consideration would result in disqualification of the bidder if noticed.

19. Technical bids will be opened first. Those who qualify the technical bids, only their financial bids will be opened.

20. All wages and allied benefits like P.F., Bonus, ESIC, etc. are to be paid by the agency. The agency shall remain liable to the authorities concerned for compliance of the provisions in this regard and will be liable for any contravention thereof. Agency shall have to abide by Minimum wages Act as revised from time to time to the members of staff deployed by them. In case the minimum wage is raised by the Government Authorities after submission of the tender, the payment of difference in the minimum wage will be considered by the ASI.

21. The firms which do not meet minimum wages criteria will not be considered and they will be treated as ineligible. The company/firm, who will be awarded contract, shall ensure that the wages are paid to the workers directly to their respective bank accounts (fortnightly) by way of ECS/NEFT or any approved means of bank transfer and have to provide the proof of same to the department at the time of furnishing the bills, failing which no payment will be made and their services are liable to be terminated.

22. Payment will be made to the contractor by furnishing the bill after obtaining a certification from the concerned site in-charge. The contractor shall submit proof of having deposited the amount of contribution claimed by them on account of EPF and ESI towards the persons deployed by him, failing whom no payment will be made. TDS will be deducted under section 194-C of the Income Tax Act, 1961 as applicable form the contractor.

23. The Contractor / Agency/Firm shall not sublet the work to other Contractor / Agency / Firm after the award of the work. The engagement of services is purely on contract basis. The manpower deployed by the contractor / agency / firm shall be employees of the Agency for all intents and purposes.

24. ASI shall have the right to ask for removal / replacement of any person of Agency, who is not found to be suitable and orderly in the discharge of his / her duty.
25. The Agency staff shall carry out duties as are entrusted to them by ASI from time to time under the supervision of site in-charge. The contractor should maintain wages register and produce the same as and when required by the concerned authorities. The contractor will be fully responsible for all kinds of litigations/claims if any, arises through labourers engaged by them.

26. In case of any mishaps/accidents occurred during the discharge of duties by the labourers, the compensation liability will solely rest with the contractor and no compensation will be paid by the department.

27. Tender rates will be valid up to 31\textsuperscript{st} March, 2020.

28. Bids will be submitted as per two bid system.

29. Penalties: Lapses due to service provider will be viewed seriously and penalties will be imposed on the service provider. Quantum of penalty will be decided in individual cases and decision of the competent authority, shall be final and binding. In case of failure to commence the service on the stipulated time / date, the E.M.D. shall be forfeited. In case of failure to carry out the service to the satisfaction of ASI as per the terms & conditions they will be free to get service done by any other agency at the cost and risk of the service provider.

   Envelope for submission of **EMD** should be addressed to Superintending Archaeologist, Archaeological Survey of India, Jaipur Circle, 70/133-140, Patel Marg, Mansarover, Jaipur -302020 (Rajasthan) superscripting **Name of Work: Providing Semi skilled/unskilled labour for the work annual repair to Deeg Palaces, Deeg Distt. Bharatpur** (Rajasthan).

30. -Opening date of financial bid : **after processing of Technical Bid**.

31. The ASI reserves the right to reject any or all offers, including those received late, and, or, those which have incomplete information(s) without assigning any reason whatsoever.

32. The successful bidder will be identified on the basis of observations made by the ASI after opening the bids. Successful bidder has to submit 10\% of estimated amount as Security Deposit immediately.

33. The ASI shall be under no obligation to accept the lowest bid received in response to this tender enquiry.

34. The ASI also reserves its right to forfeit the EMD, In case the offer is accepted, and later not honored by the bidder.

35. This earnest money will not be refunded if the bidder provides wrong information about its agency/firm and, or, if the bidder attempts to influence the bid by deeds which are not acceptable to the ASI, and/or if the bidder fails to abide by the terms and conditions during any stage of the tender.
36. Payment to the firm/bidder/agency, including refund of security amount, if any, will be as per prevailing government rules.
37. Payment shall be made to the Contractor on based on (i) Performance Certificate (ii) Attendance Record of Casual Labour.
38. No placement charges shall be collected by the firm from the prospective candidates.

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

40. All the labourers 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.
41. The contracting Company/ Firm/Agency shall furnish the following documents in respect of the individual casual labour who will be deployed by it in this Department before the commencement of work: (a). List of persons deployed (b) Identity Cards bearing photograph and address proof.

42. The contracting agency shall ensure that the individual manpower deployed is physically fit to discharge duties of casual labours.

43. 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. 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.

44. It will be the responsibility of the service providing agency to meet transportation, accommodation, food, medical and any other requirements in respect of the persons deployed by it.

45. The Service-providing agency shall be solely responsible for the redressal of grievances / resolution of disputes relating to person deployed.

46. 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.

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

48. Resolution of Disputes: All disagreements, disputes, differences that may arise between the ASI and the ‘bidder’, and, which cannot be resolved through mutual negotiations, shall be referred to an Arbitrator appointed in accordance with the provisions of relevant Indian or International Law as the case may be. The venue of the proceedings and arbitration shall be Jaipur, Rajasthan, India.
49. **Jurisdiction:** The obligations and liabilities arising out of this contract shall be construed in accordance with the laws of Union of India. The Courts in Jaipur, Rajasthan, India shall have the exclusive jurisdiction to try all or any of the disputes.

50. **Notices:** Any notice given by one party to the other pursuant to this contract/order shall be sent to the other party in writing or by cable, telex, FAX or e-mail and confirmed in writing if possible to the other party’s address specified in the contract.

51. **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 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 S.A., ASI Jaipur 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".

52. In case any of the above provisions are violated, the Company shall be liable to be blacklisted from the Government of India.

53. The Superintending Archaeologist, Archaeological Survey of India, Jaipur Circle, Jaipur 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.

54. 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.

Superintending Archaeologist,

Accepted

Archaeological Survey of India,

Jaipur Circle, Jaipur (Raj.)

(Signature of Contractor)
CHECK LIST TO UPLOAD DOCUMENTS FOR TECHNICAL BID

1. Firm should be registered in Labour Department.
2. Documents to proof ESI & PF Registration.
3. GST No. Certificate.
4. PAN Card.
5. Acceptance as ANNEXURE-I.
6. PART-A (TECHNICAL BID) as ANNEXURE-II.
7. Any other supporting document.

NOTE:-

(a) All documents as stated above from Sl.No. 1 to Sl.No.6 are compulsorily required for qualifying the technical bid.
(b) No need to upload whole tender (terms & conditions, Critical sheet etc.) for technical bid.