REQUEST FOR PROPOSAL

FOR PROVIDING MANPOWER (UNSKILLED & SEMI-SKILLED) TO
ARCHAEOLOGICAL SURVEY OF INDIA, OFFICE COMPLEX AT DHARWAD

REFERENCE NO: K(19)/DWD/MW(OW:)/M/18-19/Cons

GOVERNMENT OF INDIA
MINISTRY OF CULTURE
ARCHAEOLOGICAL SURVEY OF INDIA
DHARWAD CIRCLE
DHARWAD

[Signature]
Superintending Archaeologist
Archaeological Survey of India
Dharwad Circle, Dharwad.
Manual bids shall not be accepted.

### CRITICAL DATE SHEET

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Date of issue of Tender :</td>
<td>21.10.2019</td>
</tr>
<tr>
<td>2</td>
<td>Bid Document Download/ Sale Start Date :</td>
<td>21.10.2019 at 19:00 hrs.</td>
</tr>
<tr>
<td>3</td>
<td>Date of Pre Bid Conference For clarifying issues and doubts, if any, about specification of material and services projected in Bid document :</td>
<td>------</td>
</tr>
<tr>
<td>4</td>
<td>Start date for submission of filled-in tender document :</td>
<td>21.10.2019 AT 18:00 hrs.</td>
</tr>
<tr>
<td>5</td>
<td>Bid submission End Date</td>
<td>30.10.2019 AT 12.00 hrs.</td>
</tr>
<tr>
<td>6</td>
<td>Date of opening of Technical Bid :</td>
<td>31.10.2019 AT 12.30 hrs.</td>
</tr>
<tr>
<td>7</td>
<td>Date of meeting with Bidders post Financial Bid opening for Document Verification :</td>
<td>N.A</td>
</tr>
<tr>
<td>8</td>
<td>Validity of Bid :</td>
<td>90 Days</td>
</tr>
</tbody>
</table>
F.NO: K(19)/DWD/MW(OW)/M/18-19/Cons

Government of India
Ministry of Culture
Archaeological Survey of India
Dharwad Circle, Dharwad

*****

Dated: 21.10.2019

TENDER NOTICE

1. Online E-Tenders on behalf of the President of India, are invited under Two Bid System i.e. Technical Bid and Financial Bid from reputed, experienced and financially sound Manpower Companies/Firms/Agencies for providing services of Manpower 442 units per month for providing manpower (Unskilled & Semi-Skilled) to Archaeological Survey of India, Office Complex at Dharwad, up to 31 March 2020 from date of award of contract.

2. Complete Tender Document can be downloaded from the website of CPPP & of this department (https://eprocure.gov.in/eprocure/app and www.asi.nic.in).

3. Interested manpower providing Companies/ Firms/ Agencies may submit/ there online proposal complete in all respects within the stipulated date and time mentioned in the CRITICAL DATA SHEET. Separate D.D. from any Nationalized Bank Only as the Earnest Money Deposit (EMD) of Rs. 32,000/- in favour of The Superintending Archaeologist, Archaeological Survey of India, payable at Old Goa to be submitted on or before 30.10.2019 at 12:00 hrs to the office of the Superintending Archaeologist, Archaeological Survey of India, Dharwad Circle, Behind Sahitya Bhavan, Near R N Shetty Stadium, Dharwad – 580008.

4. No Tender shall be entertained after this deadline under any circumstances what so ever. The Technical Bid or tenders will be opened on 31.10.2019 at 12:30 hrs in the presence of authorized representative of Bidders as may wish to be personally present.

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, Dharwad Circle in this regard shall be final and binding on all parties in all circumstances.

Superintending Archaeologist(I/c)
Archaeological Survey of India
for and on behalf of the President of India

Copy to:
1. Notice Board
2. Website of ASI Department
3. All Ministries/ Departments
GENERAL INSTRUCTIONS FOR BIDDERS:

1. Archaeological Survey of India, Dharwad Circle invites Online Bids in the prescribed form under the Two Bid System Technical Bid and Financial Bid for providing manpower (Unskilled & Semi-Skilled) to Archaeological Survey of India Office Complex at Dharwad.

2. The system of e-tendering shall be adopted, comprising of Technical Bid and the Financial Bid.
   Document Download: Tender Documents can be downloaded from CPPP site: https://eprocure.gov.in/eprocure/app as per the 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 online proposal after carefully reading the Request for proposal (RFP) by providing (a) Technical Bid, and (b) Financial Bid, separately, clearly mentioning (i) 'Technical Proposal', and (ii) 'Financial Proposal' respectively. Such proposals are to be submitted online within the stipulated date and time as mentioned in the Bid document as given in CRITICAL DATE SHEET.
   Bids shall be submitted online only at CPPP website: https://eprocure.gov.in/eprocure/app.
   Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

4. Earnest Money Deposit:
   The Hard Copy of original instruments in respect of cost of Earnest Money (2% of the tender cost rounded off to next hundred) must be delivered to the Superintending Archaeologist, Archaeological Survey of India, Dharwad Circle on or before Bid opening Date /time as mentioned in critical date sheet. Tenderer shall likely be liable for legal action for non-submission of original payment instrument like DD etc. against the submitted Bid. The DD of (Nationalized Bank) should be drawn in favour of "The Superintending Archaeologist, Archaeological Survey of India" payable at Old Goa.
   The offer without EMD will be rejected summarily.
   EMD is to be supplied by all the bidders except those who are registered with Central Purchase Organization, National Small Industries Corporation (NSIC) or Ministry of Culture or MSME.

   Tender of the Purchase Order shall be One year's including maintenance.

   Estimated Cost Of Tender: Rs. 15,98,740/- (Rupees Fifteen Lakhs Ninety Eight Thousand Seven Hundred and Forty Only)

   Earnest Money Deposit :Rs. 32,000/- (Rupees Thirty Two Thousand Only)

   Address for tender inviting authority & as given below:

   Contact Details:

<table>
<thead>
<tr>
<th>Contact Person</th>
<th>Superintending Archaeologist</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address for communication</td>
<td>0/o Superintending Archaeologist, Archaeological Survey of India, Dharwad Circle, Behind Kannada Sahitya Bhavan, Near R N Shetty Stadium, Dharwad-580008</td>
</tr>
<tr>
<td>Phone No</td>
<td>0836-2443678</td>
</tr>
<tr>
<td>e-mail</td>
<td><a href="mailto:circledha.asi@gmail.com">circledha.asi@gmail.com</a></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:circledharward.asi@gov.in">circledharward.asi@gov.in</a></td>
</tr>
</tbody>
</table>
**F.NO: K(19)/DWD/MW(OW)/M/18-19/Cons**  
Government of India  
Ministry of Culture  
Archaeological Survey of India  
Dharwad Circle, Dharwad  

*****  

**Dated: 21.10.2019**  

**TENDER DOCUMENT**  

Name of work: FOR PROVIDING MANPOWER (UNSKILLED & SEMI-SKILLED) TO ARCHAELOGICAL SURVEY OF INDIA, OFFICE COMPLEX AT DHARWAD  

Estimated Amount: Rs: 15,98,740=00  

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Description of works to be executed</th>
<th>No of Units Per Day (Unskilled)</th>
<th>No of Units Per Day (Semi-Skilled)</th>
<th>No of Units Per Month (26 Units per month)</th>
<th>Period of the Contract</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Office Building Complex at Dharwad as per the Direction of site in Charge</td>
<td>14</td>
<td>03</td>
<td>442</td>
<td>Up to 31st March 2020 from the date of award of contract</td>
</tr>
</tbody>
</table>

Total 14 03 442  

*Archaeological Survey of India, Dharwad Circle reserve its right to regulate (scale up or down) of units as per need of work and the availability of funds and the payment will be as per actual quantity and the contractor will not have any claim beyond the actual along with stand in the same and conditions specified in this Tender documents.*
SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR TENDERERS

1. The Superintending Archaeologist, Archaeological Survey of India, Dharwad Circle, Behind Sahitya Bhavan, Near R N Shetty Stadium, Dharwad – 580008, requires E-tender from reputed, well established and financially sound Manpower providing Companies / Firms / Agencies for providing manpower (Unskilled & Semi-Skilled) to Archaeological Survey of India, Office Complex at Dharwad. The contract will be for a period up to 31 March 2020 from date of award of contract.

2. The ASI has requirement for providing services of 442 units per month (unskilled Labour).

3. The Labours will be engaged for
   1. Periodical cleaning of the monument by removing vegetation growth, sweeping the areas of monuments and surrounding and keep the monument neat and tidy condition.
   2. Periodic cleaning and maintaining of garden including watering, hedge cutting, maintenance of lawn etc.
   3. Any other works assigned by the site in charge.

4. Bio-Data of Manpower (Unskilled) including Aadhar details shall be submitted before commencement of services. Service Provider shall ensure that no Police/ Criminal case is there against them. The service provider shall be fully responsible for their integrity.

5. The interested Companies/ Firms/ Agencies may deposit / submit the tender document complete in all respects along with the Earnest Money Deposit (EMD) for 32,000/- (Rupees Thirty Two Thousand Only) in the form of Demand Draft/ Pay Order drawn in the favour of "Superintending Archaeologist, Archaeological Survey of India", payable at Old Goa.

6. The Earnest Money Deposit (EMD) of Rs. 32,000/- (Rupees Thirty Two Thousand Only) refundable (without interest) should necessarily be kept in the sealed cover containing Technical Bid of the agency, failing which the tender shall be rejected summarily.

7. Security Deposit- 10% of 1st -100,000/-
   7.5% of remaining balance amount of tender cost.
   The Security deposit shall be collected by deductions from the running bill as well as final bill as per provision of the GCC.

8. The tendering Companies/ Firms/ Agencies are required to enclose photocopies of the following documents along with the Technical Bid, failing which their bids shall be summarily/ out-rightly rejected and will not be considered any further :-
   a) Registration certificate
   b) Copy of PAN card
   c) Copy of IT return filed for the last three financial years
   d) Copies of the EPF and ESI Registration certificates
   e) Copies of the GST registration certificate
   f) Copy of registration with Labour Department
   g) Proof of annual turnover of the firm for the last 3 years ending on 31.03.2019 issued by Statutory Auditor certified by CA.
   h) Declaration regarding black listing as per format attached at Annexure-I

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

10. All entries in the tender form should be legible and filled in 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 Technical Bid Application must be initialled by the person authorized to sign the tender bids.

11. Payment shall be made by Service provider to Manpower (unskilled & Semi-Skilled) by 7th of every month through Electronic Transfer without waiting for the bill of the past month to be cleared.

12. Payment shall be made to the Contractor on monthly basis based on (i) Completion Certificate (ii) Attendance Record of Manpower(unskilled & Semi-Skilled) along with EPF & ESI details of previous month

13. No placement charges shall be collected by the firm from the prospective candidates.

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

15. The Technical Bid of Tenders will be opened on 31.10.2019 at 12:30 hrs. at Office of Superintending Archaeologist, Archaeological Survey of India, Dharwad Circle, Behind Sahitya Bhavan, Near R N Shetty Stadium, Dharwad – 580008, in the presence of the authorized representatives of the Companies/ Firms/ Agencies, if any, who are present on the spot at that time.

16. The Superintending Archaeologist, Archaeological Survey of India, Dharwad Circle, Dharwad – 580008 reserves the right to cancel any or all the bids without assigning any reason.
TECHNICAL ELIGIBILITY REQUIREMENT FOR THE TENDERING
COMPANY/ FIRM/ AGENCY

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

<table>
<thead>
<tr>
<th>SI No.</th>
<th>REQUIREMENT</th>
<th>COPY OF RELEVANT DOCUMENT</th>
<th>ENCLOSED</th>
<th>PAGE NO. OF BID DOCUMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>The Manpower Company/ Firm/ Agency should be registered with the appropriate registration authority.</td>
<td>Copy of Registration Certificate</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| 2.     | 1. The Company/ Firm/ Agency should have at least Three years' experience in providing manpower to reputed Private Companies/ Public Sector
        Companies/ Banks and Government Department on the last date of submission of Bid.
        2. Out of above three years' experience, at least one year experience is essential in Central Ministries/ Government Offices/ Government
        organizations on the last date of submission of Bid.                                     | 1. Copy of work Completion Certificate |          |                          |
| 3.     | The Company/ Firm/ Agency should be registered with GST Department.                                                                          | Copy of Registration Certificate/ Number |          |                          |
| 4.     | The Company/ Firm/ Agency should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Act. | Copy of Registration Certificate/ Number |          |                          |
| 5.     | The Company/ Firm/ Agency should be registered with labour department.                                                                        | Copy of Registration Certificate/ Number |          |                          |
| 6.     | Last Three years IT Return Certificates, year to be incorporated 2016-17, 2017-18, 2018-19.                                                     | Copy of IT Return Certificate/ Number |          |                          |
| 7.     | Copy of PAN card                                                                                                                              | Copy of PAN                        |          |                          |
| 8.     | The Company/ Firm/ Agency should have completed 3 orders of manpower supply during last three years                                           | Copy of work order and completion Certificate |          |                          |
| 9.     | The Average Annual Turn Over of the company should not be less than Rs. 39.96 Lakhs in last 3 years i.e. 2016-17, 2017-18, 2018-19 financial years. | Certificate from Statutory Auditor issued by CA |          |                          |
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:

4. Full Address of Operating Branch:

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. 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)

Telephone No:
Fax No. :
E-mail Address:

Telephone No:
Fax No. :
E-mail Address:

Superintending Archaeologist
Archaeological Survey of India
Dharwad Circle, Dharwad
10. Financial turnover of the tendering Company/ Firm/ Agency for the last three Financial Years with documentary proof thereof. (Attach separate sheet if space provided is insufficient):

<table>
<thead>
<tr>
<th>Financial Year</th>
<th>Annual Turn Over Amount (Rs. Lakhs)</th>
<th>Remarks, if any</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016-17</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2017-18</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2018-19</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

11. Give details of the major similar contracts handled by the tendering Company/ Firm/ Agency During the Last three years in the following format:

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Details of client along address, telephone and FAX numbers</th>
<th>Amount value of Contract (Rs. in Lakhs)</th>
<th>Duration of Contract</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td>FROM</td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td>TO</td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></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)

Signature of authorized person

Date: ____________________________  Name: ____________________________
Place: __________________________  Seal: ____________________________

[Signature of archaeologist from Archaeological Survey of India, Dharwad Circle, Dharwad]
Annexure-I

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:

Signature of authorized person(s)

Date: ____________________________

Full Name: ________________________

Place: ____________________________

Seal: ____________________________

Superintendent Archaeologist (CA)
Archaeological Survey of India
Dharwad Circle, Dharwad.
## APPLICATION FOR TECHNICAL BID
For providing Manpower (unskilled)

Name of tendering company/ Firm/ Agency: ____________________________

<table>
<thead>
<tr>
<th>SL NO</th>
<th>REQUIREMENT</th>
<th>COPY OF RELEVANT DOCUMENT</th>
<th>YES/NO</th>
<th>PAGE NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>The Manpower Company / Firm/ Agency should be registered with the registration authority.</td>
<td>Copy of Registration Certificate</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| 2     | 1. The Company / Firm/ Agency should have at least three years' experience in providing manpower to reputed private Companies/ Public sector Companies/ Banks and Government Department.  
       | 2. Out of above three years' experience at least one year experience is essential in Ministries/ Government offices / Government organizations. | 3. Copy of work Completion Certificate                        |        |        |
| 3     | The Company / Firm/ Agency should be registered with GST Department.                                                                       | Copy of Registration Certificate/ Number                       |        |        |
| 4     | The Company / Firm/ Agency should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Act. | Copy of Registration Certificate/ Number                       |        |        |
| 5     | The Company / Firm/ Agency should be registered with Labour department.                                                                     | Copy of Registration Certificate/ Number                       |        |        |
| 6     | Last Three years IT Return Certificates, year to be incorporated 2016-17, 2017-18, 2018-19.                                               | Copy of IT Return Certificate/ Number                          |        |        |
| 7     | Copy of PAN card.                                                                                                                             | Copy of PAN                                                   |        |        |
| 8     | The Company/ Firm/ Agency Should have completed 3 order of manpower supply during last three years.                                          | Copy of work order and completion certificate                 |        |        |
| 9     | The Average Annual Turn Over of the company should not be less than Rs. 39,96 Lakhs in last 3 years i.e. 2016-17, 2017-18, 2018-19 financial years. | Certificate from Statutory Auditor issued by CA                |        |        |

**Date:**

**Seal:**

Superintending Archaeologist (C) Archaeological Survey of India, Dharwad Circle, Dharwad

Signature of authorized person
Full Name & Place: ____________________________

12
APPLICATION FOR Financial Bid

1. Name of tendering Company/ Firm/ Agency: ____________________________

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

3. For the purpose of comparison of rates in the financial bid, rates to be quoted in accordance with the Minimum Wages Act, 1948 notified by the Chief Labour Commissioner, Govt. of India as applicable on the date of issue of this tender in Karnataka for Manpower (unskilled). Copy of the notification may be enclosed.

4. The rates which is not in accordance of Minimum Wages Act 1948 notified by the Chief Labour Commissioner, Govt. of India as applicable on the date of issue of this tender in Karnataka for Manpower (unskilled) will not be accepted and financial bid shall not be considered.

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

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

6. Break up of rate

<table>
<thead>
<tr>
<th>Sl.No</th>
<th>Component of Rate</th>
<th>Amount in Rs. per person/ per day. Unskilled labour</th>
</tr>
</thead>
<tbody>
<tr>
<td>i.</td>
<td>Daily Wage Rate including existing Dearness Allowance (in accordance with minimum Wage Act, 1948) for Manpower (unskilled &amp; Semi-Skilled)</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 of i &amp; iv above</td>
<td></td>
</tr>
<tr>
<td>vi.</td>
<td>Labour Cess @ 1% of v.</td>
<td></td>
</tr>
<tr>
<td>vii.</td>
<td>GST @12 % of v above or as applicable</td>
<td></td>
</tr>
<tr>
<td>viii.</td>
<td>Total of i + ii + iii + iv + vi + vii above (per day)</td>
<td></td>
</tr>
<tr>
<td>ix.</td>
<td>Total rate per person per month (26 days per month)</td>
<td></td>
</tr>
</tbody>
</table>

Date: ____________________________

Seal: ____________________________

Signature of authorized person

Full Name & Place: ____________________________
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 rate per person per day mentioned in para 6 (viii) of Application for financial bid will be declared L 1.

3. In case of tie in lowest rate, the Company/Firm/Agency who has completed more work order in last 3 year for providing minimum 60 Manpower (unskilled Labour) in a single work order ministries/ Government offices/ Government organizations shall be declared L 1. Copies of Order and completion certificate from employer shall be provided along with Technical Bid.

4. The work shall be awarded to the L 1 bidder.

Notes:

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

2. The payment shall be made on monthly basis based on attendances duly certified by the concerned Sub Circle In charge.

3. Bid is considered as un responsive and not considered as per Ministry of commerce & Industry, Government of India Circular No. 31/14//1000/2014-GA dated 17.09.2014 whereby it has been mentioned that the quote has to be over and above zero % includes all derive of zero up to 0.9999 and thereof.
Terms and conditions of contract

General

1. The contracting Company/firm/Agency shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this contract.

2. 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.

3. 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.

4. 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.

5. Whenever minimum wage is revised by the State Govt. of Karnataka/Central Labour Commissioner (Central) as applicable, the rate in the contract and the consequential statutory payments shall automatically get revised keeping the Contractors Service Charge unchanged.

LIABILITIES, CONTROL ETC. OF THE PERSONS DEPLOYED.

6. The contracting agency shall ensure that the individual manpower deployed is physically fit to discharge duties of Unskilled & Semi-Skilled labour.

7. The contracting Company/Firm/Agency shall furnish the following documents in respect of the individual who will be deployed by it in this Department before the commencement of work

   a. List of persons deployed:
   c. Attested copy of matriculation certificate containing date of birth;
   d. Character certificate from two Group “A”/Class-1 officers of the Central/State Government.
   e. Certificate of verification of antecedents of persons by local police authority.
   f. Identity Cards bearing photograph.

8. 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.

9. 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.
10. Vendor shall be required to maintain daily attendance/ leave report in the format as prescribed by ASI. If, the person deployed by the manpower Agency shall have to login his/her attendance on Aadhar-Enabled Biometric Attendance System (AEBAS) for which prior Aadhar enrolment is a mandatory condition. In case, person deployed is absent on a particular day or comes late/ leaves early on three occasions, one-day wage shall be deducted.

11. The selected agency shall immediately provide a substitute in the event of any person absenting from duty on any day or leaving the job due to personal reasons.

12. 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.

13. 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.

14. 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.

15. 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.

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

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

18. The contract shall commence within 10 days of date of receipt of acceptance of the work order or within 15 days from the date of issue of work order whichever is earlier, by the Company/ Firm/ Agency.

19. In case the Company/ Firm/ Agency is asked to provide a substitute and it fails to do so within 3 (three) days, then a penalty equal to 10% or the daily remuneration of the worker will be imposed on the agency, besides deduction of daily remuneration.

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.

28. 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.

29. 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 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".

30. ARBITRATION

ASI and the selected vendor shall make every effort to resolve amicably by direct negotiation, any disagreement or dispute arising between them under or in connection with the work order. If any dispute arises between parties on aspects not covered by this agreement, or the construction or operation thereof, or the right, duties or liabilities under these except as to any matters the decision of which is
specially provided for by the general or the special conditions, such dispute shall be referred to the arbitrator as appointed by DG, ASI and the award of the arbitration, as the case may be, shall be final and binding on both the parties. The arbitrator with the consent of the 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.

31. **APPLICABLE LAW**

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.
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 enroll 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 tender by several parameters. These parameters could include Tender ID, 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, 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 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 summery 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 24x7 Help Desk Number 0120-4200462, 0120-4001002.
TENDER ACCEPTANCE LETTER
(To be given on Company letter Head)

To,

________________________________________

________________________________________

________________________________________

Sub: Acceptance of terms & conditions of Tender.

Tender Reference no:______________________

Name of Tender/ Work:-

________________________________________

________________________________________

________________________________________

Date:

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 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.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)