TENDER REQUEST FOR PROPOSAL

NAME OF WORK-FOR SUPPLY OF MATERIAL WHATMAN GF/A FILTER PAPER (8"X10") IN RESPECT OF ESTIMATED WORK "UPGRADATION & MAINTENANCE OF AAQMS LAB, TAJ MAHAL, AGRA"

REFERENCE NO: Nort/Agra/Agra/11 I/542423-2019-20-1096
DATE: 18.12.2019

GOVERNMENT OF INDIA
MINISTRY OF CULTURE
ARCHAEOLOGICAL SURVEY OF INDIA
O/o DY. SUPERINTENDING ARCHAEOLOGICAL CHEMIST
AIR POLLUTION & STONE CONSERVATION LABORATORY
INSIDE MILITARY GATE,
AGRA FORT, AGRA
PIN-282001, Ph-0562-2254105
E-MAIL: sciair.asi@gmail.com
dysacapl.asi@gov.in

OFFICE OF THE
Dy. Suptdg. Archl. Chemist
Archaeological Survey of India
Air Pollution Laboratory
Military Gate, Agra Fort
AGRA
Time and Work Frame

NAME OF WORK : For the Supply of material GF/A Whatman (8"x10") Filter Paper in respect of estimated work “Up-gradation & Maintenance of AAQMS Lab, TajMahal, Agra”

Tender Reference No. : Nort/Agra/Agra/11 I/542423-2019-20-

Date :

CRITICAL DATE SHEET

<table>
<thead>
<tr>
<th>S.No</th>
<th>Particulars</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Publishing Date</td>
<td>18-12-2019</td>
<td>03.00 PM</td>
</tr>
<tr>
<td>2</td>
<td>Document Download / Sale Start Date</td>
<td>18-12-2019</td>
<td>06.00 PM</td>
</tr>
<tr>
<td>3</td>
<td>Bid Submission Start Date</td>
<td>18-12-2019</td>
<td>06.55 PM</td>
</tr>
<tr>
<td>4</td>
<td>Bid Submission End Date</td>
<td>03-01-2020</td>
<td>12.00 PM</td>
</tr>
<tr>
<td>5</td>
<td>Technical Bid Opening Date</td>
<td>06-01-2020</td>
<td>02.00 PM</td>
</tr>
<tr>
<td>6</td>
<td>Financial Bid Opening Date</td>
<td>08-01-2020</td>
<td>02.00 PM</td>
</tr>
<tr>
<td>7</td>
<td>Place of opening the bids</td>
<td>O/o The Deputy Superintending Archaeological Chemist Archaeological Survey of India, Air Pollution &amp; Stone Conservation Laboratory Inside Military Gate, Agra Fort Agra, Pin-282001,</td>
<td></td>
</tr>
</tbody>
</table>

Note: - 1-Manual bids shall not be accepted.
2- Validity of Bid 120 days from the opening of Bid.
Dear Sir,

1- The Archaeological survey of India O/o Dy SAC, APL, Agra Fort, Agra invites online bid in the prescribed form under two bid system i.e. 1) Technical bid and 2) Financial bid for the Supply of material GF/A Whatman (8”x10”) Filter Paper in respect of estimated work “Upgradation & Maintenance of AAQMS,Lab,Taj Mahal, Agra”

2- The system of E-tendering shall be adopted comprising of Technical Bid and Financial Bid.

The tender document can be downloaded from CPP site:-
https://eprocure.gov.in/eprocure/app.as per the schedule mentioned in CRITICAL DATE SHEET.

Technical bid should enter 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 financial terms against the items mentioned in the Technical Bid.

3- Bid Submission

Application /intending or interested bidders are invited to submit their online proposal after carefully reading the request for proposal (RFP) by providing:-

(a) Technical Bid (b)Financial Bid separately, clearly mentioning (i) Technical Proposal (ii) Financial Proposal” respectively such proposals are to be submitted online within the stipulated date and time as mentioned in CRITICAL DATE SHEET.

(b) The scanned Bid Documents have to upload by the tender firm on CPP portal should clearly mention the page number on each paper and also attach a separate check list according to attachments.

4- Earnest Money Deposits:-

The Hard Copy of original proofin respect of cost of earnest money Rs. 21,476/- (Rupees Twenty One Thousand and Four Hundred Seventy Six) only must be delivered to the office of The DeputySuperintending Archaeological Chemist, Archaeological Survey of India,Air Pollution & Stone Conservation Laboratory, Inside Military Gate, Agra Fort, Agra PIN -282001 on or before bid opening date /time as mentioned in critical date sheet. Tenderer shall likely to be liable for legal action for non-submission of original proof of payment like DD etc. against the submitted bid.

The offer without EMD will be rejected summarily. EMD is to be supplied by all bidders except those who are exempted as per rules i.e. registered with central purchase organization, National small Industries Cooperation (NSIC) or Ministry of Culture. Tender inviting authority is The Dy. Superintending Archaeological Chemist, Archaeological Survey of India, Air Pollution & Stone Conservation Laboratory, Inside Military Gate, Agra Fort, Agra PIN -282001.

The EMD be submitted separately as under:-


2- Estimated Cost of Tender-The Estimated cost of tender is approximately Rs. 4,29,520/- (Rupees Four Lakhs Twenty Nine Thousand and Five Hundred Twenty) Only
<table>
<thead>
<tr>
<th>Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>O/o The Deputy Superintending Archaeological Chemist</td>
</tr>
<tr>
<td>Archaeological Survey of India,</td>
</tr>
<tr>
<td>Air Pollution &amp; Stone Conservation Laboratory</td>
</tr>
<tr>
<td>Inside Military Gate, Agra Fort</td>
</tr>
<tr>
<td>Agra, Pin-282001,</td>
</tr>
<tr>
<td>Phone: 0562-2254105</td>
</tr>
<tr>
<td>E-Mail: <a href="mailto:seiair.asi@gmail.in">seiair.asi@gmail.in</a></td>
</tr>
<tr>
<td><a href="mailto:dysacapl.asi@gov.in">dysacapl.asi@gov.in</a></td>
</tr>
</tbody>
</table>
NOTICE INVITING TENDER

Online tenders are invited under two bid system i.e. technical bid and financial bid separately on behalf of the President of India by the Dy. Superintending Archaeological Chemist, Archaeological Survey of India, Air Pollution & Stone Conservation Laboratory, Agra Fort Agra for the Supply of material GF/A Whatman (8"x10") Filter Paper in respect of estimated work “Upgradation & Maintenance of AAQMS Lab, Taj Mahal, Agra”

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Name of Material</th>
<th>Quantity</th>
<th>Cost Per Packet Including Taxes Rs.</th>
<th>Estimated Cost of Tender (in Rs)</th>
<th>E.M.D (in Rs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>GF/A Whatman (8&quot;x10&quot;) Filter Paper</td>
<td>14 Packets</td>
<td>30,680.00</td>
<td>4,29,520.00 (Rupees Four Lakhs Twenty Nine Thousand and Five Hundred Twenty Only)</td>
<td>Rs.21,476/- (Rupees Twenty One Thousand and Four Hundred Seventy Six)</td>
</tr>
</tbody>
</table>

The tender documents can be downloaded from CPP portal www.eprocure.gov.in and through www.asi.nic.in on or before 09.00 AM of 03.01.2020. EMD should be in the form of a “Demand Draft”/FDR/Banker’s cheque or Bank guarantee, having its minimum period of 3 months) in favour of “Pay and Accounts Officer, Archaeological Survey of India, New Delhi” no tender shall be entertained after the deadline under any circumstances.

Tenders will be received up to 12.00 PM of 03.01.2020 and will be opened at 02.00 PM on 06.01.2020 ‘Terms & conditions’ segment of the tender should be referred while submitting the bid.

OFFICE OF THE
Dy. Suptdg. Arch. Chemist
Archaeological Survey of India
Air Pollution Laboratory
Military Gate, Agra Fort
AGRA

Dy. Superintending Archaeological Chemist,
ASI, APL & SCL, Agra Fort, Agra
**TECHNICAL ELIGIBILITY REQUIREMENT FOR THE TENDERING COMPANY /FIRM/AGENCY**

Name of Work: For the Supply of material GF/A Whatman (8"x10") Filter Paper in respect of estimated work “Upgradation & Maintenance of AAQMS Lab, Taj Mahal, Agra”

The tendered company/firm /agency who is supplying material should fulfill the following ELIGIBILITY CRITERIA and furnish self-attested copies of documents with technical bid.

<table>
<thead>
<tr>
<th>S.No.</th>
<th>PARTICULARS</th>
<th>COPY OF RELEVANT DOCUMENTS ATTACHED</th>
<th>ENCLOSED YES/NO</th>
<th>PAGE No. of BID DOCUMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>The registered office with their firm registration No. address proof of company/firm /agency.</td>
<td>Proof of address</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>GST / Service Tax Registration</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>PAN Detail.</td>
<td>Copy of PAN card</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Income Tax Return of Last Three Years.</td>
<td>Return Filed Copies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Proof of DD towards EMD</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Date: [Signature of Bidder/Tenderer with Seal]

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**OFFICE OF THE**
**Dy. Supdt. Arch. Chemist**
**Archaeological Survey of India**
**Air Pollution Laboratory**
**Military Gate, Agra Fort**
**agra**
# TENDER FORM

**Part-A (Technical Bid)**

**Name of Work:** For the Supply of material GF/A Whatman (8"x10") Filter Paper in respect of estimated work “Upgradation & Maintenance of AAQMS Lab, TajMahal, Agra”

(Note: Technical bid should be filled along with the self-attested photocopies of relevant documents)

<table>
<thead>
<tr>
<th>S.No.</th>
<th>PARTICULARS</th>
<th>COPY OF RELEVANT DOCUMENTS ATTACHED (Yes/No)</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name of the Tendering company/Agency / Firm/Contractor / Bidder</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Name &amp; Address of proprietor/Agency with Contact nos. and email ID.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Details of Registration (attach certificate of Registration).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</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>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>PAN No.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>GST Registration No.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Income Tax return of the last 3 financial year (FY 2016-17 to 2018-19).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Financial Turnover of the Firm/Agency for the last Three Years</td>
<td>Accounting Year</td>
<td>Annual Turn Over (Rs.)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2016-17</td>
<td>2017-18</td>
</tr>
<tr>
<td>9.</td>
<td>Banks detail of the Contractor/Firm/Agency Complete address with Contact Details Telephone no, Fax No. etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.</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>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>Any other relevant information.(Attach separate sheet, if required)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: - 1) If the space provided is insufficient, a separate sheet may be attached.
       2) Bidder should upload the self-attested photocopies of relevant document.

This is to certify that no adverse action of any kind **on any of the above mentioned work has been** taken by the concerned department against me/us. I/we understand that if any information is found incorrect, our contract is liable to be cancelled.

**Date:**

**Signature of authorized person**

**Name:**

**Seal:**
Part-B (Financial bid)

Name of Work: For the Supply of material GF/A Whatman (8"x10") Filter Paper in respect of estimated work “Upgradation & Maintenance of AAQMS Lab, Taj Mahal, Agra”

Memorandum

I/we hereby submit tender or the president of India for the supply of the material for execution of work as described in undersigned memorandum of the contract according to the specification within the time specified and the area specified there in subject to the conditions of the contract.

Memorandum

(i) Earnest Money Deposit: Rs 21,476/-
(ii) Percentage to be Deducted from the bill:
    a) 2.00% TDS
    b) 10% Security Deposit of Estimated Cost.

<table>
<thead>
<tr>
<th>Description or specification of materials to be Supplied</th>
<th>Unit</th>
<th>Total Quantities</th>
<th>Place at which work is to be Executed</th>
<th>Rate (Rs.)</th>
<th>GST (%)</th>
<th>Total Amount (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 GF/A Whatman (8&quot;x10&quot;) Filter Paper (Pack of 100 Sheets)</td>
<td>Per Packet</td>
<td>14 Packets</td>
<td>AAQMS Laboratory, Taj Mahal Agra</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature of Contractor/Tenderer

Name:

Seal:

OFFICF OHT HS
Dy. Suptdg. Archl Chemist
Archaeological Survey of Indi
Air Pollution Laboratory
Military Gate, Agra Fort
AGRA
Should the tender be accepted, I/We hereby agree to abide by and fulfill at the terms and provisions of the said conditions annexed here to so far as applicable and or in default thereof forfeit and pay the president of India or his successor's office the sums of money mentioned in the said conditions. A Sum of Rs................................. is herewith forwarded in form of Demand Draft/ Treasury Challan as Earnest Money Deposit. If I /We fail to deposit the amount of Security Deposit specified against (ii) in the memorandum in accordance with clause 1 of the said conditions of Contract:
I/We agree that the President or his successors in office shall, without prejudice to any other right or remedy, be at liberty to forfeit the said Earnest Money Deposit shall be retained by him towards such security deposit.
I/We further agree that said President or his successors in office shall also be at liberty to cancel the acceptance of the tender if/we fail to deposit the security Amount as aforesaid.
Demand Draft No..........................................................dated....../....../20......for Rs..........................................................Payable at "Pay and Accounts Officer, Archaeological Survey of India, New Delhi "towards the Earnest Money Deposit is enclosed.

Place:  
Signature of Tenderer along with complete

Date:  
Address with pin no. and copy of pan card

The above Tender is hereby accepted on behalf of the President of India.

Date:  
Signature& Seal

OFFICE QM (HL)
Dy. Supdtg. Archl. Chemist
Archaeological Survey of India
Air Pollution Laboratory
Military Gate, Agra Fort
AGRA
Evaluation Criteria

1- The Bidder who fulfills all the required technical eligibility documents mentioned under Technical bid 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 rates for providing material in financial bid will be declared L1.

3- In case of tie in lowest rate, the company /firm/agency who has completed more material order/Turnover in last three years for providing such services in Ministries/Government offices/Government organization shall be declared L1.

4- Copy of orders and completion certificate from employer shall be provided along with Technical bid.

5- The work order shall be awarded to L1 bidder.

6- The Awarded L1 bidder should note that before supply of material it is necessary to submit the license of firm issued from concerned office.

Note:-1-Where the bidder has submitted ‘NIL’ service charges , the bids 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 28 January 2014.
TENDER ACCEPTANCE LETTER

(To be given on Company Letter Head)

To,
The Dy. Superintending Archaeological Chemist,
Archaeological Survey of India,
Air Pollution & Stone Conservation Laboratory,
Inside Military Gate,
Agra Fort, Agra-282001

Date:

Subject: Acceptance of Terms & Conditions of Tender-reg.

Tender Reference No: NorT/Agra/Agra/11 I/542423-2019-20-
Dated :

Name of Work: For the Supply of material GF/A Whatman (8"x10") Filter Paper in respect of estimated work “Upgradation & Maintenance of AAQMS Lab, Taj Mahal, Agra”

Sir,

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).
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.
The corrigendum(s) issued from time to time by your department/ organization to have also been taken into consideration, while submitting this acceptance letter.
I/ We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
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)
DECLARATION BY THE BIDDER

Name of Work: For the Supply of material GF/A Whatman (8"x10") Filter Paper in respect of estimated work “Upgradation & Maintenance of AAQMS Lab, TajMahal, Agra”

Tender Reference No:

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 am/ are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law:

6. 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.

Signature of authorized person(s)

Date:

Full Name:

Place:

Seal:
TERMS AND CONDITIONS FOR THE BIDDER

Name of Work: For the Supply of material GF/A Whatman (8"x10") Filter Paper in respect of estimated work “Upgradation & Maintenance of AAQMS Lab, TajMahal, Agra”

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 CPP portal eprocure.gov.in/eprocureapp.

2. The tender form can be downloaded from the website www.asi.nic.in and CPP 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. Sealed tenders, which should always be placed in sealed covers with the name of the work superscribed on the envelopes and also the last date for receiving tenders which will be received by the Dy. Superintending Archaeological Chemist, Archaeological Survey of India, Science Branch, Air Pollution Laboratory, Agra Fort, Agra up to 12:00 PM on 03.01.2020.

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

9. The tenderer should be as established Agency / Firm dealing with the supply of GFA filter papers published in the Tender Notice. The agency may have a local office at Agra or nearby site with a regular telephone at office and residence.

10. The tenderer shall have to submit a declaration stating that he/she is not a relative of any serving employee of office of the “Dy. Superintending Archaeological Chemist, Archaeological Survey of India, Air Pollution Laboratory, Agra Fort, Agra” being a partner in the tendered company.

11. 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.
12. Bids documents received by ASI after the given date and time, will not be considered. An A/C payee ‘Demand Draft/FDR/Banker’s Chequeor Bank Guarantee’, having its minimum period of 3 months, as Earnest Money of a value as prescribed in the tender notice Rs 21,476/- (Rupees Twenty One Thousand and Four Hundred Seventy Six) Only pledged to the ‘Pay and Accounts Officer, Archaeological Survey of India, New Delhi’ should reach this office on or before the closing date as mentioned in CRITICAL DATE SHEET. The same will be refunded as per government rules.

13. Tender without earnest money deposit will not be accepted and is liable to be rejected summarily except in case of exemptions as per government rules.

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

15. 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.

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 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 all related documents and satisfactory performance certificate issued by concern agency.

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

18. TDS will be deducted under section 194-C of Income Tax Act. 1961 as applicable from the contractor.

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

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

21. The Rates quoted by Tender firm will be valid till the supply of complete material.

22. 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.
Envelope for submission of **Tender fee and EMD** should be addressed to:

"Dy. Superintending Archaeological Chemist, Archaeological Survey of India, Air Pollution & Stone Conservation Laboratory, Inside Military gate, Agra Fort, Agra"

Super scripting for **The Supply of material GF/A Whatman (8""x10") Filter Paper in respect of estimated work “Upgradation & Maintenance of AAQMS Lab, Taj Mahal, Agra”** should reach on or before Opening date: 02.00 PM on 06/01/2020.

23. 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.

24. 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.

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

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

27. 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.

28. Payment to the firm/bidder/agency, including refund of security amount, if any, will be as per prevailing government rules.

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

30. It will be the responsibility of the service providing agency to meet transportation, charges or any other requirements in respect of the above material.

31. The Tender/Bidder must be registered in Central Government/CPWD/MSME as per government rules and norms.

32. **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 Agra Uttar Pradesh.

33. **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 Agra (Uttar Pradesh) India shall have the exclusive jurisdiction to try all or any of the disputes.

34. **Notices:** Any notice given by one party to the other pursuant to this contract/ order shall be sent to the other party in writing FAX or e-mail and confirmed in writing if possible to the other party's address specified in the contract.
35. **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 Dy. S.A.C, 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".

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

37. The Dy. Superintending Archaeological Chemist, Archaeological Survey of India, Air Pollution & Stone Conservation Laboratory 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.

38. 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.

39. The requirement of material may increase or decrease as per need of work and availability of funds, hence no claim will be made by the contractor to the department.

40. The bidder must submit his bid strictly according to the given format.

41. The time allotted for the carrying out the supplying materials is 10 days from the date of issuing of written orders to effect the supply/commence the work.

42. The rates to be quoted should be for a single Whatman GF/A Filter Paper packet (01 Pkt-100 sheets (8"x10") the rates should be inclusive of GST etc.

The validity of rate quoted by the firm should clearly be mentioned in their bid otherwise the tender may be rejected by the undersigned.

43. The material should be packed safely and be delivered at O/o Dy. Superintending Archaeological Chemist, Archaeological Survey of India, Air Pollution & Stone Conservation Laboratory, Inside Military Gate, Agra Fort, Agra (UP) PIN-282001.

44. The successful tenderer shall, within seven days of receipt of communication accepting the tender, Deposit a sum equivalent to 10% of the total value of the materials either, in
cash or bank guarantee for a like sum as security for the due performance of the contract and shall execute an agreement with the board the period of bank guarantee shall be valid for one year from the date of Agreement.

45. Failure to supply the required quantity of materials within the specified time or violation of any of the conditions of the contract may lead to the cancellation of the contract and the loss, if any, incurred by the office on this account will be recovered from the defaulter. The contractor/Firm is not entitled to enhanced rate under any circumstance.

46. Any failure by the vendor to supply or execute the contract as per order may result in blacklisting or vendors name form approved list of vendors. Bidder is liable to be blacklisted if the bidder changes the bid either techno commercials or price or withdraw his bid after received the same and during the validity period of Bid. The blacklisted vendor shall not be considered for the period of one year from the date of black listing. However competent authority can revoke any blacklist order subject to adequate justification for the same.

47. Liquidated Damages (LD) shall be levied where reasons are attributable to supplier for delays in execution of purchase order LD shall be levied @ 0.5% per week or part thereof on the value of unfinished supply of each week of delay subject to a maximum of 5% to the total value of contract.

a. Non submission of samples if asked for

b. If the offers are received after the due date and time or by fax or E-mail

c. If the offers are received in the opened condition

d. If the offers deviate from our tender condition as specified above.

48. The tenderer whose tender is not accepted shall not be entitled to claim any cost charges, expenses of incidental to or incurred by him through or in connection with his submission of tender, even though we may elect to withdraw the invitation to tender.

49. The responsibilities with the suppliers for timely delivery of the ordered materials & also for transit insurance.

**Special condition**

I. In case of manufacturer, he should have been in business for the last three years.

II. In the case of distributors or importers, the firm should be in the line of business for the last five years.

III. The firm should produce its audited balance sheet along with the nature of business done during the last five year.

IV. The selection will be based on combination of technical and financial competency of the firm/individual experience and price.

V. The appropriate number of GF/A filter Paper Pkt to be supplied is Seventeen (17), each Box containing 100 sheets (8"x10").
VI. An Earnest Money Deposit amounting to Rs 21,476/- should be submitted along with the tender in the form of a Demand Draft drawn from any nationalized Bank in favor of the “Pay and Accounts Officer, Archaeological Survey of India, New Delhi”

VII. Percentage to be Deducted from the bill:

a) 2.00% TDS

b) 10% Security Deposit of Estimated Cost.

I agree to supply/execute the work at the rate/rates quoted in my quotation be approved and further I her by agree to fulfill all the terms and conditions laid down in the notice inviting quotations as above.

Accepted
(Signature of Contractor)
Name:
Seal:

Dy. Superintending Archaeological Chemist,
Archaeological Survey of India,
Air Pollution & Stone Conservation Laboratory,
Inside Military Gate, Agra Fort, Agra
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 (DSC). The instructions given below are meant to assist the Bidders in registering on the C.P.P Portal, prepare their bids in accordance with the requirements and submitting their Bids online on the CPPP Portal.

More information useful for submitting online Bids on the CPP Portal may be obtained at: https://eprocure.gov.in and 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 and 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. Sify/NCODE/EMudhra etc.), with their profile.

5. Only one valid DSC should be registered by a Bidder. Please note that the Bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.

6. Bidder then logs in to the site through the secured 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 CPPP 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, incase they want to obtain any clarification go to 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.