RE TENDER DOCUMENT

FOR PROVIDING MANPOWER (UNSKILLED) FOR THE WORK OF MR (CT & P) TO JORA MANDIR AT BISHNUPUR, DIST.- BANKURA (WB)

ARCHAEOLOGICAL SURVEY OF INDIA

KOLKATA CIRCLE, KOLKATA

REFERENCE NO. - S-67/Nov/19/1836741/Sci-2729

- 2 JAN 2020

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

[Stamp]

Superintending Archaeologist (Vc)
Archaeological Survey of India
Kolkata Circle, Kolkata
Section – 1

Table – A: Time and Work Frame

Re Tender Document for Providing manpower (unskilled) for the work of MR (CT & P) to Jora Mandir at Bishnupur, Dist.- Bankura(WB)

*Manual Bids shall not be accepted.

**CRITICAL DATA SHEET**

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Date of Issue of Tender</td>
<td>02/01/2020 at 18.00 hrs</td>
</tr>
<tr>
<td>2</td>
<td>Bid document Download/Sale start date</td>
<td>02/01/2020 at 18.15 hrs</td>
</tr>
<tr>
<td>3</td>
<td>Date of Pre Bid Conference For clarifying issues and doubts, if any, about services projected in Bid document</td>
<td>N.A.</td>
</tr>
<tr>
<td>4</td>
<td>Start date and Time for submission of filled-in Tender document</td>
<td>02/01/2020 at 18.20 hrs</td>
</tr>
<tr>
<td>5</td>
<td>Bid Submission End Date and Time</td>
<td>11/01/2020 at 11.00 hrs</td>
</tr>
<tr>
<td>6</td>
<td>EMD Submission End Date and Time</td>
<td>10/01/2020 at 11.00 hrs</td>
</tr>
<tr>
<td>7</td>
<td>Date and Time of opening of Technical Bids (Online only)</td>
<td>13/01/2020 at 11.30 hrs</td>
</tr>
<tr>
<td>8</td>
<td>Place of opening of Bids</td>
<td>Kolkata</td>
</tr>
<tr>
<td>9</td>
<td>Date of meeting with Bidders post Technical Bid opening for presentation and Document Verification</td>
<td>N.A.</td>
</tr>
<tr>
<td>10</td>
<td>Financial Bid Opening Date</td>
<td>After Opening Technical Bid</td>
</tr>
<tr>
<td>11</td>
<td>Validity of Bid</td>
<td>120 days from the date of opening.</td>
</tr>
</tbody>
</table>

[Signature]

Superintending Archaeologist (I/C)

Archaeological Survey of India, Kolkata Circle, Kolkata
Dear Sir/Madam,

1. The Archaeological Survey of India invites online Bids in the prescribed form under the Two Bid system Technical Bid and Financial Bid for providing unskilled workers to Archaeological Survey of India, Kolkata Circle.

2. The system of e-tendering shall be adopted, comprising of Technical Bid and the Financial Bid. Document Download: Tender documents may be downloaded from CPPP site https://eprocure.gov.in/eprocure/app and www.asikolkata.in as per the schedule as given in CRITICAL DATA SHEET.

   Technical Bid should, inter alia, contain all technical details of services and solutions to be provided along with such documentary proofs. Financial Bid should, inter alia, indicate item-wise price and other commercial/financial terms against the items mentioned in the Technical Bid.

3. **Bid Submission:**

   Applicants/intending or interested Bidders are invited to submit their proposal after carefully reading the Request for Proposal (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 within the stipulated date and time as mentioned in the Bid document as given in CRITICAL DATA 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 must be delivered to the Superintending Archaeologist, Archaeological Survey of India, Kolkata Circle 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 payment instrument like DD etc. against the submitted Bid.

   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. The EMD should be submitted in sealed envelope superscripting with Tender Reference No. mentioned in the first page of this tender.**

5. **Estimated Cost of Tender: 6,21,984/- (Rupees six lakh twenty one thousand nine hundred eighty four) only.**

Archaeological Survey of India, Kolkata Circle, Kolkata

[Signature]

Superintending Archaeologist (½)
Archaeological Survey of India
Kolkata Circle, Kolkata
Address for communication, are as given below:-

### Table – B: Contact Details

<table>
<thead>
<tr>
<th>Contact Person</th>
<th>Dr. Shubha Majumder</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Superintending Archaeologist (I/C)</td>
</tr>
<tr>
<td>Address for communication</td>
<td>Office of the Superintending Archaeologist, Archaeological Survey of India, Kolkata Circle, Kolkata CGO Complex (4th Floor), Block – DF, Sector – I, Salt Lake City, Kolkata – 700 064.</td>
</tr>
<tr>
<td></td>
<td>Phone No.- 033-2334 3775</td>
</tr>
<tr>
<td></td>
<td>E-mail:- <a href="mailto:circlekol.asi@gmail.com">circlekol.asi@gmail.com</a></td>
</tr>
</tbody>
</table>

[[Signature]]

Superintending Archaeologist (I/C)

Superintending Archaeologist (I/C)

Archaeological Survey of India

Kolkata Circle, Kolkata
RE TENDER NOTICE

Sealed tenders "For & on behalf of the President of India", Office of the Superintending Archaeologist, Archaeological Survey of India, Kolkata Circle, Kolkata invites through online mode under Two Bid System, i.e., Technical Bid and Financial Bid from reputed and financially sound Manpower Supply Companies/Firms/Agencies for Providing manpower (unskilled) for the work of MR (CT & P) to Jora Mandir at Bishnupur, Dist.-Bankura(WB)

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Description of Work</th>
<th>*Number of Labour Required</th>
<th>Estimated Cost</th>
<th>Earnest Money Deposited (EMD)</th>
<th>Tender Form Fee</th>
<th>Technical and Financial Bid Submission Closing Date &amp; Time</th>
<th>Technical Bid Opening Date</th>
<th>Financial Bid Opening Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Carrying, erection and dismantling of scaffolding; Loading and unloading of materials; Chemical cleaning, application of biocides and preservatives, etc; Fetching water from distant source to site; Watch and ward of work materials; Up-keeping of camp office. Any other work assigned by the site in-charge.</td>
<td>1023 units</td>
<td>6,21,984/-</td>
<td>15,550/-</td>
<td>500/-</td>
<td>After Processing of Technical Bid</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Time period: Upto 31.03.2020 as and when required.

*Note: The number of unskilled labour to be engaged is subject to increase or decrease as per the requirement of the Department.

Archaeological Survey of India
Kolkata Circle, Kolkata
Tender document is available on the websites www.asi.nic.in and www.eprocure.gov.in. Tenderer can submit their tender only by online mode on website www.eprocure.gov.in. Tenderer should submit the Tender Fee and EMD separately in the form of Demand Draft (DD)/Pay Order (PO) drawn in favour of the Superintending Archaeologist, ASI, Kolkata Circle, Kolkata on or before the last date for tender submission. For Terms & Conditions and any other information please read tender document carefully.

Copy to:-

1. Notice Board
2. Website of this department, i.e., www.asi.nic.in & https://eprocure.gov.in

Archaeological Survey of India, Kolkata Circle, Kolkata
TERMS & CONDITIONS

The offer will be subject to the following terms and conditions –

1. This tender is given by this office of Archaeological Survey of India (ASI) on www.asi.nic.in and www.eprocure.gov.in website.

2. Bids will be submitted as per two bid system as per technical criteria and BOQ.

3. The tender should be valid up to 31.03.2020 only and this office reserves the right to make any kind of change in validity of tender without assigning any reason whatsoever.

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

5. The tender is meant for only supply of manpower. The work will be executed by the official deputed by Archaeological Survey of India.

6. 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 the Pre-qualifications bid submitted in response to our tender notice.

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

8. Any Tenderer giving in the different names will be disqualified and his tender will be rejected.

9. The tender forms submitted by the Tenderer shall contain all requisite information along with supporting documents.

10. The Tenderer should be an established Agency/Firm or having infrastructural facilities including manpower in case of service provider.

11. The Tenderer shall have to submit a declaration stating that he/she is not a relative of any serving employee of the office of Superintending Archaeologist, Archaeological Survey of India, Kolkata Circle, Kolkata being a partner in the tendered company.

12. 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 this office.

13. No offline bid will be considered.

14. The interested Companies/Firms/Agencies may deposit/submit the Earnest Money Deposit (EMD) for Rs. 15,550/- (refundable) and Tender Fee of Rs. 500/- (non-refundable) in the form of Demand Draft (DD)/Pay Order (PO) drawn in favour of the Superintending Archaeologist, ASI, Kolkata Circle, Kolkata to the Office of the Superintending Archaeologist, Archaeological Survey of India, Kolkata Circle, C. G. O. Complex (4th Floor), Block – DF, Sector – I, Salt Lake City, Kolkata – 700 064 on or before the last date for tender submission, failing which the tender shall be summarily rejected.

15. The successful tenderer will have to deposit Security Deposit of 10% of 1st 1,00,000/-, 7.5% of 2nd 1,00,000/- and 5% of rest of order value in the form of Bank Guarantee or Fixed Deposit Receipt (FDR) made in the name of the Company/Firm/Agency but hypothecated to the Superintending Archaeologist, Archaeological Survey of India, Kolkata Circle, Kolkata as per following rate.

Archaeological Survey of India, Kolkata Circle, Kolkata

Superintending Archaeologist (\(\ddagger\) )
Archaeological Survey of India
Kolkata Circle, Kolkata
16. The tendering Companies/Firms/Agencies are required to enclose attested photocopies of the following documents along with the Technical Bid, failing which their bids shall be summarily/outrightly rejected and will not be considered any further:-

   a) Copy of Registration certificate.
   b) Copy of PAN card.
   c) Copy of IT Return filed and Proof of annual turnover of the firm for the last three financial years ending on 31/03/2019.
   d) Copies of the GST Registration Certificate.
   e) Copy of Registration with Labour Department & Copies of EPF and ESI Registration certificates
   f) Declaration regarding black listing and tender acceptance letter as per format attached.
   g) Experience (last 3 years) for providing manpower in ministries/ Government organizations

The L-1 bidder should have to produce all the above mentioned documents in original during document verification before signing of Agreement.

17. All entries in the tender form should be legible and filled clearly. If space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. In such cases, the tender shall be summarily rejected. However, corrections, if any, in the Technical Bid Application must be initiated by the person authorized to sign the tender bids.

18. Tenders not conforming to the requirements mentioned in the tender form will be rejected and no correspondence shall be entertained in this regard.

19. Labour rates should be according to the financial year 2019-20 and as per the notification issued by the Chief Labour Commissioner (Central) or Deputy Commissioner of the concerned district (whichever is higher). If the quoted labour rates by any Tenderer / Firm in the financial bid are not according to these notified rates then in this situation that financial bid will be treated as cancel.

20. The tenderer should take care in bidding that -
   i) The Company / Agency / Firm / Contractor / Bidder ensures that the engaged labourers of all types should be citizen of India and should not be below the age of 18 years and above the age of 60 years. Their normal working hours will be from 08:00 am to 05:00 pm with one hour lunch break. The working time of the labourers for watch and ward (without arms) at site will depend as per requirement at site.
   ii) The contracting agency shall ensure that the individual manpower deployed is physically fit to discharge duties of unskilled labours.
   iii) The contracting Company/Firm/Agency shall furnish the following documents in respect of the individual unskilled workers who will be deployed by it in this Department before the commencement of work

        a) List of persons deployed;
        b) Bio-data of the persons;
        c) Attested copy of proof of date of birth;
        d) Identity Cards bearing photograph.

   iv) The Service Provider shall be full responsible for their integrity.
   v) The workers will be engaged for the following type of jobs –

        a) Carrying, erection and dismantling of scaffolding. Loading and unloading of materials.
        b) Chemical cleaning, application of biocides and preservatives, etc.
        c) Fetching water from distant source to site.
        d) Watch and ward (without arms) of work materials.
        e) Up-keeping of camp office. Any other work assigned by the site in-charge.

   vi) All the work materials like scaffolding items, chemicals, major consumable items, normal safety related equipments, etc. will be provided by the department as and when required.
   All the work materials should be handled with care as per the directions of the site in-charge.

   vii) The work can be decreased or increased as per the availability of the funds and need of work.
   viii) The work should be executed as per the directions of the site in-charge.

Archaeological Survey of India, Kolkata Circle, Kolkata
ix) No accommodation / transportation / medical facility and any other requirements at the site will be provided by Archaeological Survey of India.

x) 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.

xi) The number of labourers working per day will be decided by the site in-charge as per requirement.

xii) The payment of labours on National Holidays, i.e., 26th January, 15th August and 2nd October will be made as per rule.

21. 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.

22. The tenderer should take care for uploading the Technical and Financial bid (BOQ).

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

24. The tenderer will have to deposit five to ten percent amount of the tender amount to the office in the form of Performance Security / guarantee at the time of allotment of the tender. This office (Superintending Archaeologist, Archaeological Survey of India, Kolkata Circle, Kolkata) will have full right of any type of decision in respect of performance security / guarantee amount. It will be refunded according to Government rules.

25. At the time of allotment of the tender, the tenderers will have to submit Affidavit to the Office in respect of all types of payments (Wages payment, EPF and ESI Labour and Employer Contribution and Goods and Service Tax). Format of Affidavit will be given by this office at the time of allotment of tender.

26. An agreement will be signed with the successful bidder after submission of required Performance Security / Guarantee.

27. All the wages and allied benefits like PF, Bonus 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 the 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.

28. 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 each worker directly to their respective bank accounts (monthly / as the case may be) by way of ECS (like NEFT) and have to provide the proof of the 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.

29. Whenever minimum wage is revised by the Chief Labour Commissioner, Govt. of India as applicable the rate in the contract and the consequential statutory payments shall automatically get revised keeping the contractor's Service Charge unchanged.

30. The Firm / Company will be directly responsible for any discrepancy in the wages of labours which will be credited by the Firm / Company in their respective bank accounts and EPF and ESI towards the persons (Employer and Labour self contribution) to the concerned department.

31. The Contractor shall submit the proof of having deposited the amount of contribution claim, in respect of each worker by them on account of EPF and ESI towards the persons (Employer and Labour self contribution) deployed, to the department, failing which no payment will be made. TDS (@ 2% of work bill) will be deducted u/s 194-C of the Income Tax Act, 1961 as applicable from the Contractor.

Archaeological Survey of India, Kolkata Circle, Kolkata
32. The department has full right to consider any kind of undertaking in respect of Workers' wages and contributions to EPF and ESI (Dept. and part of the employer).

33. The Contractor / Agency / Firm shall not subject the work to the 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.

34. Archaeological Survey of India shall have the right to ask for removal / replacement of any person of the Agency, who is not found to be suitable and orderly in the discharge of his / her duty.

35. The Agency staff shall carry out duties as are entrusted to them by Archaeological Survey of India 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 the labourers engaged by them.

36. 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 service to the satisfaction of Archaeological Survey of India 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.

37. Technical Bids will be opened as per critical data sheet.

38. Financial Bids will be opened after processing of Technical Bids.

39. The Archaeological Survey of India 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.

40. The Archaeological Survey of India shall be under no obligation to accept the lowest bid received in response to this tender enquiry.

41. The bidder will have to submit Bank details of his / her / their agency along with the ‘Bill of Payment’ so as to enable the Archaeological Survey of India to make payment through ECS system.

42. The Archaeological Survey of India also reserves it right to forfeit the EMD, in case the offer is accepted and later not honoured by the bidder.

43. The EMD 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 Archaeological Survey of India and / or if the bidder fails to abide by the terms & conditions during any stage of the tender.

44. Payments to the Firm / Bidder / Agency, including refund of security amount, if any, will be as per prevailing Government rules.

45. Payments shall be made to the Contractor based on (i) Performance Certificate and (ii) Attendance Record of unskilled Labour.

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

47. Resolution of Disputes: All disagreements, disputes, differences that may arise between the Archaeological Survey of India 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 Kolkata, India only.

Archaeological Survey of India, Kolkata Circle, Kolkata

Superintending Archaeologist (A)
Archaeological Survey of India
Kolkata Circle, Kolkata
48. **Jurisdiction:** The obligations and liabilities arising out of this contract shall be constructed in accordance with the Laws of Union of India. The Court in Kolkata, India shall have the exclusive jurisdiction to try all or any of the disputes.

49. **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, E-mail and confirmed in writing if possible to the other party's address specified in the contract.

50. **Force Majeure:** Force Majeure clause will mean and be limited to the following in the execution of the contract order placed by Archaeological Survey of India: "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, act 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-resumed as soon as practicable after such event has come to an end or ceased to exist, and the decision of the Superintending Archaeologist, Archaeological Survey of India, Kolkata Circle, Kolkata 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".

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

52. The Superintending Archaeologist, Archaeological Survey of India, Kolkata Circle, Kolkata reserves the right to terminate the contract during initial period also after giving three day's notice to the contracting agency in case of breach of terms of contract.

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

54. Bidders which do not fulfill / accept any or all of the above condition(s), submit incomplete information(s), hide facts relating to any matter of the tender etc., are liable for rejection.

Superintending Archaeologist (I/C)
Archaeological Survey of India
Kolkata Circle, Kolkata

Archaeological Survey of India, Kolkata Circle, Kolkata

[Signature]
02/01/2020

Superintending Archaeologist (I/C)
Archaeological Survey of India
Kolkata Circle, Kolkata
RE TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date:

To,
The Superintending Archaeologist,
Archaeological Survey of India,
Kolkata Circle, Kolkata – 64.

Sub.: Acceptance of Terms & Conditions of Tender.

Tender Reference No: ______________________

Name of Re Tender / Work: Providing manpower (unskilled) for the work of MR (CT & P) to Jora Mandir at Bishnupur, Dist.- Bankura(WB).

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 contain there in.

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)

Archaeological Survey of India, Kolkata Circle, Kolkata
DECLARATION

1. I/we, _______________________________ Son/Daughter of Shri _______________________________
   Signatory of the Company/Firm/Agency 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 Company/Firm/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.

Date: ____________________________
Signature of authorized person(s)

Place: ____________________________
Full Name: ____________________________

Seal: ____________________________

Superintending Archaeologist (A)
Archaeological Survey of India
Kolkata Circle, Kolkata

Archaeological Survey of India, Kolkata Circle, Kolkata
<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</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)

Date: ____________

Signature of authorized person

Place: ____________

Name: ____________

Seal: ____________

Superintending Archaeologist (A.R.)

Archaeological Survey of India

Kolkata Circle, Kolkata

Archaeological Survey of India, Kolkata Circle, Kolkata
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 in financial bid will be declared L 1.

3. In case of tie in lowest rate, the Company/Firm/Agency who has completed more order in last 3 years for providing manpower in Ministries / 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)/20 14-PPD dated 28th January, 2014.

2. The payment shall be made on monthly basis based on attendances duly certified by concerned Site in-charges.

Superintending Archaeologist (A.R.)
Archaeological Survey of India
Kolkata Circle, Kolkata
Particulars of the bidder
Signature of authorized person and stamp

Signature of Tenderer (d)
Address with TIN/GST No.

Signature of witness (Name, Father's name and address)
(Please attach attested copy of a photo ID proof)
Mobile No.:
Dated, the

OFFICE OF THE SUPERINTENDING ARCHAEOLOGIST, ARCHAELOGICAL SURVEY OF INDIA, KOLKATA CIRCLE, KOLKATA - 700 064.

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

Signature of the officer by whom the tender is accepted.

If not accepted, the reason thereof:

Archaeological Survey of India, Kolkata Circle, Kolkata
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 / 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 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, Venue 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.

Archaeological Survey of India, Kolkata Circle, Kolkata

Superintending Archaeologist (I/C)
Archaeological Survey of India
Kolkata Circle, Kolkata
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

Archaeological Survey of India, Kolkata Circle, Kolkata

[Signature]
Superintending Archaeologist (A)
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 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: +918826246593 Tel: The 24x7 Helpdesk Number 0120-4200462,0120-4001002.

Archaeological Survey of India, Kolkata Circle, Kolkata

[Signature]
Superintending Archaeologist (K)