

REQUEST FOR PROPOSAL
FOR UPGRADATION OF CIRCLE OFFICE
BUILDING AT JAIPUR (RAJASTHAN)
ARCHAEOLOGICAL SURVEY OF INDIA, JAIPUR
CIRCLE, JAIPUR

REFERENCE NO. F. No. 3/91/JPR/2018-19-W-1



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



भारत सरकार
भारतीय पुरातत्व सर्वेक्षण,
जयपुर मण्डल, जयपुर

ई-निविदा सूचना

अधीक्षण पुरातत्वविद्, भारतीय पुरातत्व सर्वेक्षण, जयपुर मण्डल, 70/133-140, पटेल मार्ग, मानसरोवर, जयपुर, राजस्थान, भारत के राष्ट्रपति की ओर से निम्नलिखित कार्य हेतु प्रमाणित एवं उपयुक्त श्रेणी में सिविल कार्यों हेतु पंजीकृत एवं पात्र ठेकेदारों/पंजीकृत फर्म से आइटम दर आधार पर निविदायें ऑनलाइन दिनांक 14.08.2018 को अपराह्न 4.00 बजे तक <https://eprocure.gov.in/eprocure/app> पर आमंत्रित करते हैं:-

क्र. सं.	कार्य का नाम	अनुमानित लागत ₹	धरोहर राशि ₹
1.	मंडल कार्यालय भवन, जयपुर की मरम्मत एवं विकास कार्य (सम्पूर्ण मद हेतु)	2,26,506/-	4,530/-

-: निविदा प्रपत्र के लिए शर्तें :-

1. ठेकेदार के.लो.नि.वि./ स्थानीय लो.नि.वि./रेल्वे/पी.एण्ड.टी विभाग/एम.ई.एस./सिंचाई विभाग/भारतीय पुरातत्व सर्वेक्षण विभाग/सरकारी विभाग में सिविल कार्य हेतु रजिस्टर्ड होने चाहिए एवं फर्म स्वीकृत होनी चाहिए और GST एवं PAN होना अनिवार्य है
2. निविदा एवं आवश्यक सूचना भा.पु.स. की वेबसाइट **www.asi.nic.in and Central Public Procurement Portal** पर उपलब्ध है।
3. दिनांक 14.08.2018 को अपराह्न 4.00 बजे तक धरोहर राशि बैंक मांग पत्र के रूप में जो कि SUPERINTENDING ARCHAEOLOGIST, ARCHAEOLOGICAL SURVEY OF INDIA, JAIPUR के पक्ष में देय हो, कार्यालय अधीक्षण पुरातत्वविद्, भारतीय पुरातत्व सर्वेक्षण, जयपुर मंडल के उक्त पते पर कार्यालय दिवस/समय में जमा करानी होगी। तकनीकी निविदा दिनांक 16.08.2018 को पुर्वान्ह 11:00 बजे खोली जावेगी।
4. वित्तीय निविदा तकनीकी निविदा खोलने के बाद क्रियान्वित की जावेगी।

- नोट:-
1. धरोहर राशि/बैंक मांग-पत्र के अलावा सभी दस्तावेज व प्रस्तावित निविदा जानकारी ऑन-लाईन ही स्वीकार्य होगी।
 2. तकनीकी निविदा हेतु सूची (चैक लिस्ट) (चैक लिस्ट/Annexure-II) अनुसार ही दस्तावेज ऑन लाईन अपलोड करें।

अधीक्षण पुरातत्वविद्

CRITICAL DATE SHEET

1	Document Download / Start Date	07.08.2018	6.00 P.M.
2	Bid Submission Start Date	07.08.2018	6.00 P.M.
3	Bid Submission Closing Date	14.08.2018	4.00 P.M.
4	EMD Submission Date	14.08.2018	4.00 P.M.
5	Technical Bid Opening Date	16.08.2018	11:00 A.M.
6	Financial Bid Opening Date/Time	After opening Technical Bid	

Manual bids shall not be accepted.

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 help in reducing size of the scanned document.

Earnest Money Deposit:

The EMD should be drawn in favour of Superintending Archaeologist, ASI, Jaipur and payable at Jaipur.

The Hard Copy of original instruments in respect of cost of earnest money must be delivered to the Superintending Archaeologist, Archaeological Survey of India, Jaipur Circle, 70/133-140 Patel Marg, Mansarovar, Jaipur (Rajasthan) 302020 on or before **14.08.18 upto 04.00 P.M** The tender without EMD and other documents will be rejected summarily. No interest will be payable on the amount of the EMD. the EMD of unsuccessful bidders shall be returned without any interest on finalization of tender if the successful bidder withdraws his bid in writing or fail to undertake the works within the stipulated time as mentioned in the work order or did not submit the Security Deposit, his EMD will be forfeited.

Address for communication, are as given below: -

Contact Details:

Contact Person	The Superintending Archaeologist
Address for communication	O/o The Superintending Archaeologist, Archaeological Survey of India, Jaipur Circle, 70/133-140 Patel Marg, Mansarovar, Jaipur (Rajasthan) 302020 Phone No: 0141- 2784534, 33
	e-mail –circlejaipur.asi@gov.in

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

8. Successful Bidder shall also be liable for depositing all taxes, levies, cess etc on amount of work done/ supply of materials/service rendered by him to the ASI to the concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
9. The contractor should quote the rate and amount in figure as well as in words. The amount for each item should be worked out and the total for all items should be given.
10. Whenever the rates quoted by the contractor in figures and in words tally but the amount is not worked out correctly, the rate quoted by the contractor will be taken as correct and not the amount.
11. The total cost of all items of each tender quoted by the bidders shall be worked out and the same i.e. total cost of each tender shall be compared for deciding the lowest bidder for acceptance of tender.
12. The rate quoted should include all taxes etc. ASI will not entertain any claim whatsoever in this regard.
13. In case contractor's signature on tender is fixed in an Indian Language, the rate/ amount/ percentage above or below should also be written in the same language. In the case of illiterate contractors the rates/percentage should be attested by a witness.
14. The discretion of acceptance of a tender, will rest with the Circle/Branch Officer/Regional Director/ Director General, A.S.I who does not bind himself to accept the lowest tender and reserve to himself the authority to reject any or all of the tenders received, without the assigning any reason. Any tender, in which any of the prescribed conditions are not fulfilled or are incomplete in any respect is liable to be rejected.
15. The contractor shall not be permitted to tender for works in the Archaeological Survey of India, Circle/Branch Office (Responsible for award and execution of contracts) in which his near relative is posted as an officer in any capacity.
16. The tender of the work shall not be witnessed by a contractor or contractors who himself/themselves/has /have tendered or who may tender for the same work.
17. All wages and allied benefits like P.F., Bonus, ESIC, etc. are to be paid by the agency. The agency/contractor shall remain liable to the authorities concerned for compliance of the provisions in this regard and will be liable for any contravention thereof. Agency shall have to abide by Minimum wages Act as revised from time to time to the members of staff deployed by them.
18. The agency/contractor which do not meet minimum wages criteria will not be considered and they will be treated as ineligible. The company/firm, who will be awarded contract, shall ensure that the wages are paid to the workers directly to their respective bank accounts (fortnightly) by way of ECS/NEFT or any approved means of bank transfer and have to provide the proof of same to the department at the time of furnishing the bills, failing which no payment will be made and their services are liable to be terminated.
19. **Bid Submission:** Applicants/ intending or interested Bidders are invited to submit their online proposal after carefully reading the Request for Proposal (RFP) by providing (a) Technical Bid, and (b) Financial Bid, separately, clearly mentioning (i) 'Technical Proposal', and (ii) 'Financial Proposal' respectively. Such proposals are to be submitted online within the stipulated date and time as mentioned in the Bid document as given in CRITICAL DATE SHEET.

Bids shall be submitted online only at CPPP portal/website: <https://eprocure.gov.in> and **eprocure app**. Bid documents may be scanned with 100 dpi with black and white option which help in reducing size of the scanned document. The tender form and other uploaded documents should be filled by typing or has to be hand written, as per given instructions, in ink clearly legible. Alterations and illegibly attested by the Tenderer, shall disqualify the tender. The tender form should be signed by the Tenderer him/her self.

Superintending Archaeologist,
Archaeological Survey of India,
Jaipur Circle, Jaipur (Raj.)

**Archaeological Survey of India, Jaipur Circle, 70/133-140, Patel Marg, Mansarover,
Jaipur-302020.**

Name of office	District/ State	Time allowed for completion of work	Last date for submission online bids 14.08.2018 at 4.00 P.M.
Superintending Archaeologist, Archaeological Survey of India, Jaipur Circle, 70/133-140, Patel Marg, Mansarover, Jaipur-302020	Jaipur Rajasthan	60 days	Technical Bid Opening Date: 16.08.2018 at 11.00 A.M.

Estimated Cost : Rs. 2,26,506 /-

EMD Rs. : Rs.4,530/-

Contractor's Name.....

Name of Work – Upgradation of Circle office building, Jaipur (Complete Work).

Sl.No.	Description and specification of items of work to be executed	Total Estimated quantities to be executed	Unit	Rate per unit of each item including all taxes (in words)	Amount in figures including all taxes	Remarks
1.	Dismantling of Brick Masonary wall Manually and disposal Malba by Head load etc complete.(DSR 2016 CODE 15.7.4)	0.86	Cum			
2.	Providing and laying Vitrified tile flooring in rooms, binding with chemical solution including filling the joints with white Cement	55.45	Sqm.			
3.	Providing & fixing Aluminum door Frame with Glass /Sheet including necessary Item etc complete.(DSR 2016 CODE 25.4)	20.25	Sqm.			
4.	Provision of oil bound distemper two or more coat of approved brand and required shade inside the building water thinnable priming coat with cement Primer etc complete(DSR 2016 CODE 13.41.1) with labour & materials etc. complete.	568.34	Sqm.			
5	Provision and fixing guder ISWB 150 with labour and material etc complete.	6.60	Rmt.			
6	Disposal of Malba/Rubbish by mechanical Transport from working site to dumping Groung at a distance of 5 kms	5.25	Cum.			

7	Wiring for light point/ fan point/ exhaust fan point/ call bell point/ Computer point/cooler point, power point, AC point (ISI) etc. with 1.5 sq.mm FRLS PVC insulated copper conductor heavy cable in surface / recessed medium class PVC conduit, with modular switch, modular plate, 1.5 sq.mm FRLS PVC insulated copper conductor complete with labour & materials etc. as required.	15.00	point			
8	Providing and fixing Brass curtain rods of wall dai 40 mm with two brass brackets fixed with brass screws and wooden plugs etc. wherever necessary complete (Different size)	19.35	Rmt.			
9	Providing & laying the 18 mm thick plastering in new/old surface in two coat of Brick massonary e in 1:4(1 Cement:4 C.Sand) including racking out the joint etc complete.(DSR 2016 CODE 13:3:1)	9.05	Sqm			
10	Providing sand stone slab 40 to 50 mm for roofing and laying them in cement mortar 1 : 4 (1 cement : 4 coarse sand) including all respects etc complete : (DSR 2016 Code 12.23.1)	4.32	Sqm			
Total Amount in figures						
Total Amount in words						

Superintending Archaeologist

Instructions for Online Bid Submission

The Bidders are required to submit soft copies of their Bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the Bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their Bids online on the CPP Portal.

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

REGISTRATION

- 1) Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Online Bidder Enrolment**” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the Bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the Bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify/ N Code / E Mudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a Bidder. Please note that the Bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate Bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the Bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the Bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the Bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The Bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their Bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the Bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the Bid.
- 3) Bidder, in advance, should get ready the Bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every Bid, a provision of uploading such standard documents (e.g. PAN card copy, etc.) has been provided to the Bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a Bid, and need not be uploaded again and again. This will lead to a reduction in the time required for Bid submission process.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the Bid in time i.e. on or before the Bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The Bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of Bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during Bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial Bids in the format provided and no other format is acceptable. If the price Bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the Bidders. Bidders are required to download the BOQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the Bidder). No other cells should be changed. Once the details have been completed, the Bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the Bidder, the Bid will be rejected.

- 6) The server time (which is displayed on the Bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the Bids by the Bidders, opening of Bids etc. The Bidders should follow this time during Bid submission.
- 7) All the documents being submitted by the Bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of Bid opening. The confidentiality of the Bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any Bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/Bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized Bid openers.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized Bid openers.
- 9) Upon the successful and timely submission of Bids (I e after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful Bid submission message & a Bid summary will be displayed with the Bid no. and the date & time of submission of the Bid with all other relevant details.
- 10) The Bid summary has to be printed and kept as an acknowledgement of the submission of the Bid. This acknowledgement may be used as an entry pass for any Bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online Bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk Mobile Number - +91 8826246593 Tel: The 24 x 7 Help Desk Number 0120-4200462, 0120-4001002.

1. Firm Registration Certificate which is issued for civil works by the CPWD/PWD/RAILWAYS/P&T Deptt./Irrigation Deptt./ASI/Any Government Deptt. It is mandatory to provide valid GST, PAN .
2. The rate of each item for complete work should be quoted including all taxes and other charges as applicable.
3. **Earnest Money** be deposited in this office in the form of DD (Nationalized Bank) (issued after published of NIT) pledged in favour of Superintending Archaeologist, Archaeological Survey of India, Jaipur. The bid without EMD will be rejected summarily.
4. **EMD Envelope** should be addressed to Superintending Archaeologist, Archaeological Survey of India, Jaipur Circle, 70/133-140, Patel Marg, Mansarover, Jaipur -302020 (Rajasthan), **mentioned** the Name of Work, Name of Firm/Contractor on the envelop.
5. The contractor/supplier will be permitted to attend at the time of tender opening.
6. The tender documents are available on website www.asi.nic.in/ Central Public Procurement Portal. Which may be down loaded and submitted online on <https://eprocure.gov.in/eprocure/app>.
7. If the date of opening of the tender happens to be a holiday the tenders will be opened on the next working day.
8. The undersigned reserves the right to reject any or all the tenders without assigning any reason.
9. A qualified Engineer must be deployed at the working site for supervisory the work.
10. The work should be executed as per attached drawings and as per the specification mentioned in the schedule.
11. Water arrangement/T&P articles will be managed by contractor.
12. The scaffolding material will be supplied/given by ASI for erection of scaffolding.
13. The work to be executed as per CPWD specifications, IS code and as per Archaeological Survey of India specification.
14. The work to be made curing properly at least 21 days.
15. The quantity/Item of work can be increased/decreased as per site requirement.
16. Before execution of work contractor must sign the agreement in this office.
17. The materials pertaining to this work should be checked by the competent officer.
18. The rate quoted should be included all taxes etc. ASI will not entertain any claim what so ever in this regard.

Superintending Archaeologist

TENDER ACCEPTANCE LETTER

(To be given on Contractor Letter Head)

Date:

To,

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

Sub: Acceptance of Terms & Conditions of Tender.

Name of Tender / Work: - Upgradation of Circle office building, Jaipur (Complete Work)..

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), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organization to have also been taken into consideration, while submitting this acceptance letter.

4. I/ We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

5. I/ We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

6. I/ We do hereby declare that I/We have visited the proposed working Site/Monument

7. A qualified engineer shall be engaged by me during the execution of the work.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

CHECK LIST TO UPLOAD DOCUMENTS FOR TECHNICAL BID

- 1- Firm Registration Certificate which is issued for civil works by the CPWD/PWD/ RAILWAYS/P&T Deptt./Irrigation Deptt./ASI/Any Government Deptt.
2. GST No. Certificate.
3. PAN Card.
4. Acceptance as ANNEXURE-I
5. Any other supporting document.

NOTE:-

- (a) **All documents as stated above from Sl.No. 1 to Sl.No. 4 are essentially required for qualifying the technical bid.**
- (b) **No need to upload whole tender (terms & conditions, Critical sheet etc.) for technical bid.**