

REQUEST FOR NIQ PROPOSAL

Sanction Head : Office Expenditure  
 NIQ reference number: 04/NIQ/2022-23/SB/TSR  
 Name of work : Supply, fixing and erection of Executive table with cupboard  
 openable for Archaeological Survey of India, Science Branch, Thrissur  
 Sanction Number : No.4/3/OE/SCI/TSR/22-23-322 dated 19.09.2022

**Bidder to note:**

- Should download NIQ Form from the [www.asi.nic.in](http://www.asi.nic.in) web site, fill& sign all the blank columns& contents in the given prescribed format only. Bidders those who are the local bidders in the state of Kerala are only permitted and eligible to participate in the bid. Others bid if any received will be rejected at the initial stage itself.
- Hard copy/original documents Should reach in sealed cover to the Office of the Dy.Superintending Archaeological Chemist, Archaeological Survey of India, Science Branch Thrissur , Purattattva Bhavan, FF 19 (a) KSHB Flats,Pullazhy,Thrissur-680 012, KERALA on or before 10.10.2022, 10.00 hrs.



सत्यमेव जयते

GOVERNMENT OF INDIA  
 MINISTRY OF CULTURE  
 ARCHAEOLOGICAL SURVEY OF INDIA  
 SCIENCE BRANCH, THRISSUR, KERALA  
 FOR OFFICIAL USE

The NIQ of M/s/ Shri.....NIQ reference number..... was opened by me as Procurement Officer on dated .....at .....hours in presence of (1) Shri. ...., DySAC, (2) Shri....., DySAE, (3) Shri.....,ASAC & (4) Smt....., AAC/Bid Opener

Copy of EMD DD: Original Demand Draft Attached/NOT Attached; Bank & Branch:  
 EMD DD number: .....dated: .....is found in order of Rs. ....

**Other documents attached with NIQ:**

Sl.No	Details of document	Attached/Not attached/partially attached	Number of pages	Remarks/Accepted for technical evaluation/ Rejected for not uploading document/ correction/over writings
1	NIQ signed			
2	Registration certificate			
3.a	Proof of experience in ASI			
3.b	Proof of address			
4	GST			
5	Pan Card			
6	Other documents if any			

(AAC)

(ASAC.)

(DySAE)

Dy.S.A,C

Government of India  
Office of the Dy. Superintending Archaeological Chemist  
Archaeological Survey of India  
Science Branch, Thrissur

NIQ ref No: 04/NIQ/2022-23/SB/TSR

Date: 19.09.2022

## 1. NOTICE INVITING QUOTATIONS

Sealed Quotations are hereby invited from the authorized/reputed dealers/registered suppliers/Government approved /Licensed contractors for Execution of works /Supply of the materials as per the specifications, terms and conditions prescribed by Archaeological Survey of India for the Supply, fixing and erection of Executive table with openable cupboard for Archaeological Survey of India, Science branch, Thrissur

## 1. a. Memorandum

Sl. No.	Subject	Details
i	Name of work/Item	Supply, fixing and erection of Executive table with openable cupboard for Archaeological Survey of India, Science branch, Thrissur.
ii	Sanction number	No.4/3/OE/SCI/TSR/22-23-322 dated 19.09.2022
iii	Specification of Materials	240cm X 90cm X 75cm with cupboard of 90cm X 60cm X 75cm -1 No 180cm X 90cm X 75cm with cupboard of 60cm X 60cm X 75cm -1 No 120cm X 75cm X 75cm-2 nos Board: Multi wood of thickness 15 mm with beading at four side PVC. Frame top size (as above) vertical and horizontal Aluminium sections fitted and fixed with screws. Size of Aluminium section 40mm x 40mm x 1.5mm thickness Cupboard side cover multi board of thickness 10mm Hinges-Hydraulic Handle: Stainless steel for each cupboard.
iv	Estimated cost of item put in to quotation	Rs. 90,000/-
v	Earnest Money	NIL
vi	Pre Bid Meeting Date- for clarifying any issues and doubts, if any, about specification/works and services proposed in the Bid Document	Nil
vii	Pre Bid Meeting Place/ Address	NA
viii	Time allowed for the work completion from date of written order.	30 days
ix	Place of work/supply	Archaeological Survey of India, Science Branch, Thrissur
x	Date of download and Date of Closing for issuing Quotation Form	20.09.2022 to 10.10.2022
xi	Last date of receipt of Signed Quotation documents with EMD in sealed cover	10.10.2022 at 10.00 hrs
xii	Date and Time of Quotation opening	10.10.2022 at 10.30 hrs

1. b. Address for communication is as given below: -

	Contact Person	Address for Communication
a	Dy.Superintending Archaeological Chemist	Office of the Dy.Superintending Archaeological Chemist Archaeological Survey of India, Science Branch, Thrissur, Puratattva Bhavan, FF 19 (a) KSHB Flats,Pullazhy,Thrissur-680 012, KERALA. ☎- Telephone: 0487-2991559 Email: <a href="mailto:sci.trshr-asi@gov.in">sci.trshr-asi@gov.in</a>
b	Asst. Archaeological Chemist	-do-

1. c. Technical Eligibility Requirement

Sl. No.	Technical Eligibility Criteria Description	Contractor should fill the column below
1	Contractors/Firm/Company Name & Address (Copy of Name and address should be attached)	
2	Registration number and certificate (copy of license/shop registration/company registration/UDYAM Registration with valid NSIC enlistment purchase certificate/contractor's license or registration should be attached)	
3.a	Specify Any work/supply details executed/carried out during period from 2015-16 to 2021-22 and Copy of the same work order/work completion certificate.	
3.b	Bidders address details proofing that the bidder is belonging to the same state where the work is proposed (2 &3b should be similar)	
4	GST Registration Number (Copy should be attached)	
5	Pan Number (copy should be attached)	
6	Mobile number, email contact details	Mobile number: Email id:
7	<del>EMD Details-</del>	NA

1. d. List of enclosures:

Sl. No	Details of enclosures	Enclosure pages
1	Signed NIQ form	Enclosure-1 pages 1 to 9
2	Registration certificate details	Enclosure-2 pages .... to ....
3.a	Proof of experience in ASI during the period from 2015-16 to 2021-22	Enclosure-3 pages ....to ....
3.b	Address proofing details that the bidder is belonging to the same district where the work is proposed	Enclosure-3 pages .... to ....
4	GST Registration Certificate	Enclosure-4 pages -.....
5	PAN card	Enclosure-5 pages -.....
6	<del>EMD-Original Draft</del>	Enclosure-6 pages-.....
7	Approved drawings/specifications if any	Enclosure-7 pages .... to ....

## 2. SCHEDULE OF WORK

Sl. No	Description of works /Item executed or delivered	Quantity	Rate per unit inclusive of all taxes	unit	Amount
1	<p>Supply, fixing and erection of Executive table with openable cupboard with following specifications for Archaeological Survey of India, Science branch, Thrissur.</p> <p>Make: Standard Company with 3 years previous experience in the relevant field.</p> <p>Descriptions</p> <ol style="list-style-type: none"><li>240cm X 90cm X 75cm with cupboard of 90cm X 60cmX 75cm -1 No</li><li>180cm X 90cm X 75cm with cupboard of 60cm X 60cm X 75cm -1 No</li><li>120cm X 75cm X 75cm-2 nos</li></ol> <p>Board: Multi wood of thickness 15 mm with beading at four side PVC.</p> <p>Frame top size (as above) vertical and horizontal Aluminium sections fitted and fixed with screws.</p> <p>Size of Aluminium section 40mm x 40mm x 1.5mm thickness</p> <p>Cupboard side cover: multi board of thickness 10mm</p> <p>Hinges-Hydraulic</p> <p>Handle: Stainless steel for each cupboard.</p>	1 No 1 No 2 No			
	TOTAL				
	Total Amount in words				

CONTRACTORS /SUPPLIERS DATED SIGNATURE  
(WITH SEAL)

### 3. TERMS & CONDITIONS

1. Intending registered bidders/contractors/suppliers are requested to download the quotation bid and details from the web site of [www.asi.nic.in](http://www.asi.nic.in) fill & sign and submit the hard copy along with all required copies as demanded in NIQ and EMD on or before the time and date as scheduled and specified given in NIQ. Relaxation any as per the decision of Tender Committee.
2. The Quotation in sealed covers/envelope should be addressed to the Dy. Superintending Archaeological Chemist, Archaeological Survey of India, Science Branch Thrissur, Puratattva Bhavan, FF 19 (a) KSHB Flats, Pullazhy, Thrissur-680 012, Kerala with the name of the work and due date super scribed on the envelope and also the last date for receiving quotations is up to 10.00 hours of 10.10.2022 and will be opened in his office on 10.10.2022 at 10.30 hrs.
3. The time allotted for carrying out/completion of the works/Supplying materials is 30 days from the date of issuing of written order.
4. The Contractor/Supplier should quote his rate inclusive of every demand, GST, IT etc. in words and figures per unit, any corrections in the rates should be attested by the dated signature of the Contractor/Supplier. Otherwise such quotations are liable for rejection. The amount for each item should be worked out and requisite of total should be given; The amount for each item should be worked out and the requisite total to be mentioned.
5. The Quotations will be opened at the prescribed time and the date in the presence of bidders who will be present at the time of opening; the work shall be awarded to the L 1 bidder.
6. If any tie in the lowest rate the work will be awarded to the highest amount of work experience certificate found in the attached NIQ documents. So bidders are requested to attach the work experience certificate of highest amount for evaluation.
7. The Hard Copy of NIQ must be delivered to the Dy. Superintending Archaeological Chemist, Archaeological Survey of India, Science Branch Thrissur, Puratattva Bhavan, FF 19 (a) KSHB Flats, Pullazhy, Thrissur-680 012, Kerala, on or before 10.09.2022, 10.00 Hrs.
8. The supply of materials/execution of the works must be completed in all respects to the entire satisfaction of the Dy. Superintending Archaeological Chemist, Archaeological Survey of India, Science Branch Thrissur, Thrissur or any officer authorized by him within the stipulated time and no extension of time will be given without any sufficient reason;
9. The supply of materials/execution of work must be strictly in accordance with the specifications given in the notice inviting quotations, such materials/works which does not confirm the specification in part or in whole will be rejected. The contractor shall not sublet the contract. All the rates including all taxes shall be quoted on the proper form of the quotation alone. All supplies are subject to inspection and approval before acceptance.
10. Payment of GST is primarily the responsibility of the seller/bidder and will not be paid unless the percentage value is clearly mentioned in the quotation. If no indication regarding GST is recorded in the quotation, the GST will be considered as included;



11. ASI reserved the right to amend or withdraw any of the terms and conditions contained in the NIQ or to reject any or all quotations without giving any notice or assigning any reason. The decision of the Dy.Superintending Archaeological Chemist, Archaeological Survey of India, Science Branch Thrissur in this regard shall be final and binding on all parties in all circumstances;
12. Quotations which do not fulfill any of the all conditions or incomplete or conditional quotations in any respect are liable for summarily rejection;
13. Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable to rejection;
14. Contractor should not have been debarred by any Government.
  
15. The Quotation bid will be valid for 15 (Fifteen) days from the date of opening of the quotation;
16. ~~In the Course of executing works/ supply of materials, no damage should be caused to any part of the monument/structure and any such damage on account of the negligence of the Supplier/Contractor shall be responsible for making good the damages at his own cost. The contractor to whom the work is awarded shall ensure that no edifice, protected monument or any part of the protected monument is destroyed or injured during the execution of work or transport the material or by the labour employed by the contractor for the execution of work.~~
17. ~~Since it is a part of the conservation work to the centrally protected ancient monuments and not modern works like CPWD, it is understood that the bidder has inspected the site and assessed the volume and nature of work before bidding for the project; no claim whatsoever will be entertained at any stage, in this regard.~~
18. The agency has to bear with abrupt repeal of funds by the Government and has to wait till fresh allotments are made. No interest payment for the delay in payment will be made by the ASI. The quantum of work can be modified/reduced as per availability of the funds and need and nature of the work. ASI reserves its right to regulate (scale down) the work as per the situation considering the nature and consequences in work progress and the payment will be as per actual executed work and the contractor will not have any claim beyond the actual.
19. The agency/contractor will ensure that it is complying with all statutory liabilities relating to taxes, payment of minimum wages and other statutory liabilities.
20. Bidder shall abide by the Compliance of Public Procurement (Preference to Make in India), order 2017 and subsequent amendment time to time that: a) The bidder is compliant to Public Procurement (Preference to Make In India) order 2017 and subsequent amendments dated 16th September 2020 as relevant and applicable; b) The bidder is compliant to the Provision of Rule 144 (xi) of GFR 2017. (Both orders available in internet)

Dy.Suptdg. Archl.Chemist

Copy for information and wide circulation to:

1. Asst Archl.Chemist for information and necessary action.
  2. Office Notice Board.
  3. ASI website ([www.asi.nic.in](http://www.asi.nic.in))
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#### 4. Quotation Acceptance letter

1. The rates quoted by me are valid and binding upon me for the entire period of contract and it is certified that the rates quoted are the lowest rates as quoted in any other institution in India.
2. ~~I /We give the rights to the competent authority of the Dy.Superintending Archaeological Chemist, Archaeological Survey of India, Science Branch Thrissur, Thrissur to forfeit the Earnest Money/Security money deposit by me/us in case of breach any of conditions of Contract.~~
3. I/we have actually seen the work site and are fully adhere with the quality and quantity of work to be executed.
4. I/we hereby further declare that my/our bid is unconditional in any manner whatsoever in nature. I / We have downloaded /obtained the NIQ document the tender document (s) for the above mentioned 'Quotation for the Supply, fixing and erection of Executive table with openable cupboard for Archaeological Survey of India, Science branch, Thrissur., Kerala state from the web site (s) as per your advertisement, given in the above mentioned web site(s) [www.asi.nic.in](http://www.asi.nic.in).
5. I/ We am/are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my quotation at any stage besides liabilities towards prosecution under appropriate law. The information/ document furnished along with the above application are true and authentic to the best of my knowledge and belief. My agency/registration /contract licenses has not been black listed/ debarred from participating in tender of any Ministry/ Department of Government of India undertaking in the last three (3) years as on date of opening of this tender.

I agree to supply/execute the work as per the specifications and schedule & terms and conditions at the rate/rates quoted in my quotations if it is approved.

Should this quotation be accepted, I/We hereby agree to abide by and fulfill all the terms and provisions of the conditions in the 'General conditions and Instructions of Contract of CPWD and AWC which have been read by me/read and explained to me so far as applicable or in default thereof to forfeit and pay to the President of India or his successors in office the same sum of money mentioned in the said conditions.

Signature of the Contractor / Supplier with seal

Contractor name and Address/phone number



*(Sample format of the envelop cover)*

Registered post/speed post/hand delivery dropped in the Tender box

Sealed Quotation bid for Supply, fixing and erection of Executive table with openable cupboard with following specifications for, Archaeological Survey of India, Science branch, Thrissur., Kerala State

DUE DATE FOR OPENING: 10.10.2022, 10.30 hrs.

From,

M/s. ....

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To

The Dy.Suptdg. Archl.Chemist  
Office of the Dy.Suptdg. Archl.Chemist,  
Archaeological Survey of India, Science  
Branch, Thrissur, Puratattva Bhavan, FF  
19 (a) KSHB Flats, Pullazhy, Thrissur-680  
012, KERALA.

☎- Telephone: 0487-2365616 / 2361316

Email: [sci.trshr-asi@gov.in](mailto:sci.trshr-asi@gov.in)