

**REQUEST FOR NIQ PROPOSAL**Sanction Head: **14 01 27 Minor Civil and Electric Works (Conservation of Ancient Monuments)**NIQ reference number: **04/NIQ/2023-24/TCR**Name of work: **Annual Maintenance to Bekal Fort, Pallikkare, Dist. Kasargod, Kerala (2023-24)****Bidder to note:**

- i. Should down load 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 had executed any work/supply of materials in ASI during the last seven years (2016-17 onwards) under Thrissur Circle jurisdiction will be given preference in the bid.
- ii. Should attach **EMD of Rs. 2,600/- in original instrument Demand draft (refundable).**
- iii. Hard copy/original documents along with EMD Should reach in sealed cover to the Office of the Superintending Archaeologist, Archaeological Survey of India, Thrissur Circle, Purattattu Bhavan, FF 19 (a) KSHB Flats, Pullazhy, Thrissur-680 012, Kerala on or before **22.09.2023, 10.00 hrs.**



**GOVERNMENT OF INDIA  
MINISTRY OF CULTURE  
ARCHAEOLOGICAL SURVEY OF INDIA  
THRISSUR CIRCLE, THRISSUR, KERALA**

**FOR OFFICIAL USE**

The NIQ of M/s/ Shri.....NIQ reference number  
04/NIQ/2023-24/TCR was opened by me as Procurement Officer on dated .....at .....hours in presence of  
(1) Smt....., Sr. A.O, (2) Shri....., ASAE,  
(3) Shri.....ALIO (4) Smt.....,JAO &  
(5) Smt..... Draughtsman Gr.I. as Evaluator/Bid Opener.

Copy of EMD-DD: Original Demand Draft Attached/NOT Attached; Bank &amp; 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/drawing if any			

(Draughtsman Gr. I)

(J.A.O.)

(ASAE)

(ALIO)

(Sr. A.O)

SA

**Government of India**  
**Office of the Superintending Archaeologist**  
**Archaeological Survey of India**  
**Thrissur Circle**

NIQ ref No: **04/NIQ/2023-24/TCR**Date: **14.09.2023**

**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 work of **Annual Maintenance to Bekal Fort, Pallikkare, Dist. Kasargod, Kerala (2023-24)**

**1. a. Memorandum**

Sl. No.	Subject	Details
i	Name of work	<b>Annual Maintenance to Bekal Fort, Pallikkare, Dist. Kasargod, Kerala (2023-24)</b>
ii	Sanction number	Sout/Thri/Kann/2 Be/15920813
iii	General Description	Painting Works
iv	Estimated cost of item put in to quotation	<b>Rs.1,27,205.00</b>
v	Earnest Money	<b>Rs. 2,600.00</b> favour of the Superintending Archaeologist, Archaeological Survey of India, Thrissur Circle, <b>payable at Thrissur.</b>
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	Bekal Fort, Pallikkare, Dist. Kasargod, Kerala
x	Date of down load and Date of Closing for issuing Quotation Form	14.09.2023 to 22.09.2023
xi	Last date of receipt of Signed Quotation documents with EMD in sealed cover	22.09.2023 at 10.00 Hrs
xii	Date and Time of Quotation opening	22.09.2023 at 10.30 Hrs

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

	<b>Contact Person</b>	<b>Address for Communication</b>
a	Superintending Archaeologist	Office of the Superintending Archaeologist, Archaeological Survey of India, Thrissur Circle, Puratattva Bhavan, FF 19 (a) KSHB Flats, Pullazhy, Thrissur- 680 012, KERALA. ☎ - Telephone: 0487-2365616 Email: <a href="mailto:circlethrissur.asi@gov.in">circlethrissur.asi@gov.in</a> , <a href="mailto:circlethr.asi@gmail.com">circlethr.asi@gmail.com</a>
b	Conservation Assistant (for site/ work location)	Office of the Conservation Assistant, Archaeological Survey of India, Bekal Fort, Pallikkere, Kasaragod- 671316, ☎-Telephone: 0467-2954055

**1 c. Technical Eligibility Requirement**

<b>Sl. No.</b>	<b>Technical Eligibility Criteria Description</b>	<b>Contractor should fill the column below</b>
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 /NSIC enlistment purchase certificate/contractor's license or registration should be attached)	
3	Specify Any work/supply details <b>executed in ASI Thrissur Circle</b> /carried out during period from 2016-17 to 2022-23 and attach Copy of the same work order/work completion certificate. (Desirable)	
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	EMD Details-	DD Amount: Demand Draft number: Date: Bank: Branch:



## 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	Proof of experience in ASI during the period from 2016-17 to 2022-23 (Desirable)	Enclosure-3 pages ....to ....
4	GST Registration Certificate	Enclosure-4 pages -.....
5	PAN card	Enclosure-5 pages -.....
6	EMD –Original Draft	Enclosure-6 pages-.....
7	Approved drawings/Photographs/specifications if any	Enclosure-7 Nil

**2. SCHEDULE OF WORK**

Sl. No.	Description of works to be executed at site	Quantity	Rate in INR (Inclusive of GST)	Unit	Amount in INR
1	Painting to the existing MS grills fixed over the dwarf wall, fencing and gates with two coats of epoxy enamel paint after proper cleaning the old surface including cost of material, labour charges etc., complete as per the directions of work in charge.	417.60 Sq.m		Sq.m	
TOTAL					
Total Amount in words (including GST)					

CONTRACTORS 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.
2. The Quotation in sealed covers/envelope should be addressed to the Superintending Archaeologist, Archaeological Survey of India, Thrissur Circle, 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 **22.09.2023 at 10.00 Hrs** and will be opened in his office on **22.09.2023 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 Contractor/Supplier should submit the Earnest Money Deposit of **Rs. 2,600/-** in the form of DD duly endorsed in the favour of the Superintending Archaeologist, Archaeological Survey of India, Thrissur Circle, **payable at Thrissur.**
8. The Hard Copy of NIQ along with EMD must be delivered to the office of the Superintending Archaeologist, Archaeological Survey of India, Thrissur Circle, Puratattva Bhavan, FF 19 (a) KSHB Flats, Pullazhy, Thrissur-680 012, Kerala, on or before **22.09.2023, 10.00 Hrs.**
9. NIQ is liable for rejection for non-submission of EMD. The offer without EMD will be rejected summarily. EMD& all relevant documents are to be submitted by all the bidders. Quotation without EMD will be rejected at the initial stage itself and will not be considered at all; The EMD of the successful supplier /contractor who fails to supply/work within the dates specified in the supply order is liable for forfeiture to government.
10. The supply of materials/execution of the works must be completed in all respects to the entire satisfaction of the Superintending Archaeologist, Archaeological Survey of India, Thrissur Circle, Thrissur or any officer authorized by him within the stipulated time and no extension of time will be given without any sufficient reason;
11. 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.
12. 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;
13. 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 Superintending Archaeologist, ASI, Thrissur Circle in this regard shall be final and binding on all parties in all circumstances;
14. Quotations which do not fulfill any of the all conditions or incomplete or conditional quotations in any respect are liable for summarily rejection;

15. Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable to rejection;
16. That contractor should not have been debarred by any Government;
17. The Quotation bid will be valid for 2 (Two) days from the date of opening of the quotation;
18. 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.
19. 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.
20. 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.
21. The agency/contractor will ensure that it is complying with all statutory liabilities relating to taxes, payment of minimum wages and other statutory liabilities.
22. 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 16<sup>th</sup> 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)

**Superintending Archaeologist**

Copy for information and wide circulation to:

1. Conservation Assistant, ASI, Bekal Fort, Pallikkare for information and necessary action.
2. Office Notice Board.
3. ASI website ([www.asi.nic.in](http://www.asi.nic.in))

#### 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 Superintending Archaeologist, Archaeological Survey of India, Thrissur Circle, 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.
5. I / We have downloaded /obtained the NIQ document the tender document (s) for the above mentioned Quotation for the Work of **Annual Maintenance to Bekal Fort, Pallikkare, Dist. Kasargod, Kerala (2023-24)** 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).
6. 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. The sum of **Rs. 2,600/-** is herewith attached original instrument of the Earnest Money paid, the full value of which is to be absolutely forfeited to the said President or his successors in office, without prejudice or to any other rights or remedies of the said President or his successors in office, if any quotationer /bidder withdraws his quotation during validity period or makes any modification in the terms and conditions of the quotation which are not acceptable to the department, and the lowest bidder/awardee, whose quotation is accepted, fails to commence the work/supply specified in the NIQ (along with changes in scope, if any) in the prescribed time or abandons the work/supply before its completion."

EMD DD No.:

Date:

Amount:

Signature of the Contractor / Supplier with seal





(Sample format of the envelop cover)

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

**Sealed Quotation bid for supply/execution of work: Annual Maintenance to Bekal Fort, Pallikkare, Dist. Kasargod, Kerala (2023-24)**

**DUE DATE FOR OPENING: 22.09.2023 at 10. 30 hrs.**

**From,**

M/s. ....  
.....  
.....  
.....  
.....

**To**

The Superintending Archaeologist  
Office of the Superintending Archaeologist,  
Archaeological Survey of India, Thrissur Circle,  
Puratattva Bhavan, FF 19 (a) KSHB Flats, Pullazhy,  
Thrissur-680 012, KERALA.  
☎ - Telephone: 0487-2365616 / 2361316  
Email: circlethrissur.asi@gov.in,  
circlethr.asi@gmail.com