

**TENDER**

**REQUEST FOR TENDER PROPOSAL**

Tender reference number: - 16/2019-20/Goa Circle/Ponda

Name of work: - **Providing man power supply (unskilled labourers) for day to day sweeping and cleaning in the premises of the monument of AM and UK Safa Masjid, Ponda**

RCP Approval no: **Sout/Goa/Old/Safa/113009**

Technical/Financial Approval number: **Sout/Goa/Old/Safa/113009 dated: 15.05.2019**

**Bidders to note : (i) Should upload work experience details in the given prescribed format only.  
(ii) Should upload duly signed Auditor report in the given prescribed format.  
(iii) Non-Compliance of above (i)&(ii) may lead to disqualification in the Technical Evaluation of NIT.**



सत्यमेव जयते

**GOVERNMENT OF INDIA  
MINISTRY OF CULTURE  
ARCHAEOLOGICAL SURVEY OF INDIA  
GOA CIRCLE, OLD GOA, GOA**

## **NOTICE INVITING e- TENDERS**

The Superintending Archaeologist, **Archaeological Survey of India, Goa Circle**, on behalf of the President of India, invite e-tender for outsourcing/supply of labourers of different categories for the work of **Providing man power supply (unskilled labourers) for day to day sweeping and cleaning in the premises of the monument of AM and UK Safa Masjid, Ponda** from the Category E Class V and above (25 Lakhs and above) Registered Contractors of (CPWD/PWD/RAILWAY/MES/Public).

Estimated amount: Rs.1,71,923/-

EMD: - Rs.3438/-; Period of completion up to 31/03/2020; and may be extended for another three more months up to 30.06.2020 period as per the necessity;

last date of e- tender submission 13/06/2019.

For more information visit: <https://eprocure.gov.in/eprocure/app>  
[www.asi.nic.in/www.asigoacircle.gov.in](http://www.asi.nic.in/www.asigoacircle.gov.in)

In case of any corrigendum/addendum issued on the above advertisement, it will be published only on [www.asigoacircle.gov.in](http://www.asigoacircle.gov.in).

**Superintending Archaeologist (i/c)**

### **(NOT TO PUBLISH)**

The advertisement should only be published in classified columns

In any case width of press notice shall not exceed width of 2 columns

Main title "ASI." and "NOTICE INVITING e-Tenders" with black background in white letters should not be more than 9 font size and should be in bold letters.

(b) Rest of the matter should not be more than 8 font size and should be in normal form.

(c) Website address [www.asi.nic.in](http://www.asi.nic.in) or [www.eprocure.gov.in](http://www.eprocure.gov.in) should be in bold letters and size should not be more than 8 font size.

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**Table – A: Time and Work Frame****CIRCLE: GOA**

Name of work: - **Providing man power supply (unskilled labourers) for day to day sweeping and cleaning in the premises of the monument of AM and UK Safa Masjid, Ponda**

**CRITICAL DATE SHEET**

1.	Date of issue of Tender	27/05/2019
2.	Bid Document Download/ Sale Start Date	27/05/2019 at 10.00 hrs
3.	Bid submission start date.	27/05/2019
4.	Bid submission End Date	13/06/2019 up to 10:00 hrs
5.	Date of opening of Technical bid	14/06/2019 at 11:00 hrs
6.	Date of opening of Financial bid	14/06/2019
7.	Validity of Bid/Date of Tender acceptance	90 days from the date of opening
8.	Earnest Money Deposit(EMD)	1   Rs.3,438/- in favour of Superintending Archaeologist, ASI Goa (refundable)
9.	DD hard copy (original) of 1.) Rs.3,438/- separately and must be delivered in sealed cover and should either drop in the tender box or reach on or before 13/06/2019 bid opening date and time. The hard copy of original instruments in respect of cost of earnest money must be delivered to the Superintending Archaeologist, Archaeological Survey of India, Goa Circle, Old Goa, Goa on or Bid opening date/time as mentioned in critical date sheet. Tender 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 similarly. EMD is to be supplied by all the bidders except those who are registered with Central Purchase Organisation, National Small Industries Corporation (NSIC) or Ministry of Culture.	
10.	Contract agreement to be executed	Within 15 days from the date of tender acceptance letter issued
11.	Date of submission of Performance Guarantee Certificate	Within 15 days from the date of tender acceptance letter issued
12.	Work completion period	Up to 31/03/2020/extension of time.

**F.No.5/7/2019-20/  
Government of India  
Ministry of Culture  
Archaeological Survey of India,  
Goa Circle, Old Goa  
\*\*\*\*\***

**Dated: 24/05/2019**

**TENDER DOCUMENT**

*Name of Work: - Providing man power supply (unskilled labourers) for day to day sweeping and cleaning in the premises of the monument of AM and UK Safa Masjid, Ponda*

Sl no	Name of the Monument	Requirement per day(Average)	Total units as per the sanctioned estimate	Place at which Labour to be supplied	Period of contract
1	Safa Masjid, Ponda	1 units per day; July 2019 to March 2020	270 units	Ponda	Initially up to 31/03/2020; and extendable up to 31/06/2020

GOVERNMENT OF INDIA  
ARCHAEOLOGICAL SURVEY OF INDIA  
CHURCH COMPLEX, OLD GOA  
NOTICE INVITING TENDER

Superintending Archaeologist, Archaeological Survey of India, Goa Circle, Church complex, Old Goa, Goa on behalf of the President of India invites item rate tender for supply of materials/execution of work from the Category E Class V and above (25 Lakhs and above) registered contractors/companies in CPWD/ PWD/MES/Public works under taking contractors up to 10:00hrs of 13/06/2019 and will be opened on 14/06/2019 at 11:00hrs. **The eligible Class V and above Contractors may upload their tender documents online only at CPPP web site: <https://eprocure.gov.in/eprocure/app> up to 10:00hrs of 13/06/2019 and technical bid will be opened on dated 14/06/2019 at 11:00hrs**

Name of work: - **Providing man power supply (unskilled labourers) for day to day sweeping and cleaning in the premises of the monument of AM and UK Safa Masjid, Ponda**

ESTIMATED COST Rs.1,71,923/-

EMD Rs.3,438/-

Tenderer who do not deposit earnest money in the form of DD issued on or before last date of selling the tender form will be summarily rejected. Conditions and details of the work can be had from the office of the Superintending Archaeologist, Archaeological Survey of India, Goa Circle, Church Complex, Old Goa, Goa during the office hours of all working days till 13/06/2019.

The tender document is also available on web site CPPP web site: <https://eprocure.gov.in/eprocure/app>; [www.asi.nic.in](http://www.asi.nic.in) and [www.asigoacircle.gov.in](http://www.asigoacircle.gov.in). which may be downloaded and uploaded in e procure portal along with the copy of DD for EMD.

If the date of opening of the tender happens to be holiday, the tenders will be opened on the next working day. The right to accept or reject any or all tenders including lowest one without assigning any reason thereof is reserved. Canvassing in any form would be considered as demerit and the tender is liable to be cancelled.

Superintending Archaeologist(i/c)  
Archaeological Survey of India  
Goa Circle, Old Goa, Goa  
For and on behalf of the President of India

Copy to:

1. Office Notice Board
2. [www.asi.nic.in](http://www.asi.nic.in), [www.asigoacircle.gov.in](http://www.asigoacircle.gov.in), <https://eprocure.gov.in/eprocure/app>
3. The Pay and Account Officer, ASI, Hyderabad
4. The Regional Director(South), ASI, Bangalore
5. Sr.CA, ASI, Old Goa.

**Address for communication, are as given below:-**

**Contact Details:**

Contact Person	Address for Communication
Superintending Archaeologist	O/o Superintending Archaeologist, Archaeological Survey of India, Goa Circle, Old Goa, Goa -403 402 Phone No. 0832-2285333, 0832-2285302 e-mail - <b>www.asigoacircle.gov.in.</b>
<u>Senior Conservation Assistant( only for site/ work location location)</u>	<u>O/o the Senior Conservation Assistant, Archaeological Survey of India, Old Goa Sub Circle, Old Goa</u>

**TECHNICAL ELIGIBILITY REQUIREMENT FOR THE TENDERING  
COMPANY/FIRM/AGENCY/CONTRACTOR**

The tendering agency/contractor/company should fulfil the following ELIGIBILITY requirement and to upload self-attested copies of documents with technical bid.

SL	Requirement	Copy of relevant document	Enclosed Yes/No	Page numbers of the bid document
1	Proof of the Contractors/firms registration with appropriate registration <b>authority with</b> (CPWD/PWD/RAILWAY/MES/Public Works) Category E Class V and above (25 Lakhs and above)	Copy of registration certificate showing the financial limit		Contractors who are enlisted in various departments with financial limit Twenty five Lakhs and above will only be considered for Technical bid- Annexure-1
2	Proof of GST Registration	Copy of the Registration certificate		----- pages as annexure-2
3	Proof of Registration with Employees Provident Fund Department & Validity period	Copy of the Registration certificate		
4	Proof of Registration with Employees State Insurance Department & Validity period	Copy of the Registration certificate		
5	Proof of Registration with Labour Department	Copy of registration certificate/Number		
6	Copy of Pan card	Copy of pan		
7	Details of major conservation contracts handled by the contractor/Firm during the last three years if any, (Desirable) and will be a vital point if the rate are tie 2016-17; 2017-18 & 2018-19 .Please attach clients certificate and NOT work order	Copy of work completion certificate issued by the authority stating amount of value of work executed and duration of contract		Do NOT attach work order copy. Please attach clients certificate regarding performance of contractor
8	The annual Turnover of the company/Firm/Contractor/ (2016-17, 2017-18 & 2018-19)	Certificate from statutory Auditor with documentary proof		
9	Proof of DD towards EMD	Scanned copy of DD		

Dated signature of the Contractor



## DOCUMENTS TO BE ATTACHED/UPLOADED WITH TENDER

*Name of Work: - Providing man power supply (unskilled labourers) for day to day sweeping and cleaning in the premises of the monument of AM and UK Safa Masjid, Ponda*

*Place of Work: - Safa Masjid, Ponda*

SI No	Details of Documents	Enclosed/not, Page numbers
1	Copy of the Company/Contractor's Registration certificate and classification of Licence with financial limit 25 Lakhs and above Registered with CPWD/PWD/RAILWAY/MES/Public works (Category E Class V and above (25 Lakhs and above) [ <b>Class-V and above</b> ]	
2	Copy of the GST Registration certificate	
3	Copy of the EPF Department Registration certificate	
4	Copy of the ESI Department Registration	
5	Copy of the Labour Department Registration	
6	Copy of PAN Card	
7	Application for Tender (all executed works to be recorded) as per attached format in NIT	
8	Copy of <b>work completion certificate</b> issued by the client stating value of amount, duration of contract etc. <b>Work order</b> copy will not be counted as work experience certificate and <b>should not be uploaded.</b>	<b>Work completion certificate issued by the authority will only be counted for work experience and to be uploaded</b>
9	Copy of Statutory Auditor for 2016-17;2017-18;& 2018-19 Financial year turn over as per the attached format	
10	Self-declaration certificate	
11	Acceptance letter	
12	Demand Draft for EMD	
13	Copy of Registration certificate with Central Purchase Organisation or National Small Industries Corporation (NSIC) or Ministry of Culture.	
14	Scanned copy of Tender schedules (32 pages)	

## SCOPE OF WORK AND GENERAL INSTRUCTION FOR TENDERERS

### 1. SCOPE

The Archaeological Survey of India, Goa Circle invites Online Bids in the prescribed form under the Two Bid system; i.e. **Technical and Financial Bid** for supply of materials/**execution of work**/supply of labourers, for the work of **Providing man power supply (unskilled labourers) for day to day sweeping and cleaning in the premises of the monument of AM and UK Safa Masjid, Ponda.**

### 2. DOCUMENT TO DOWNLOAD

1. The system of e-tendering shall be adopted comprising of Technical and financial bid **Document Download: Tender documents may be downloaded from CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in CRITICAL DATE SHEET.**
2. Technical bid should inter alia; contain all technical details to be provided with such documentary proofs. Financial Bid should, inter alia indicate term-wise price mentioned in the Tender document.

### 3. BID SUBMISSION

1. Applicant/intending or interested Bidder/contractors 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 website: <https://eprocure.gov.in/eprocure/app>.**
2. 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

1. The hard copy of original instruments in respect of cost of earnest money must be delivered in sealed cover to ***the Superintending Archaeologist, Archaeological Survey of India, Goa Circle, Old Goa, Goa on or Bid opening date/time*** as mentioned in critical date sheet. Tender shall likely to be liable for legal action for non-submission of original payment instrument like DD etc. against the submitted Bid.
2. The tender offer without EMD will be rejected similarly. EMD is to be supplied by all the bidders except those who are registered with Central Purchase Organisation, National Small Industries Corporation (NSIC) or Ministry of Culture.
3. **The EMD be submitted separately as under:**
4. The EMD should be in the favour of **“The Superintending Archaeologist, Archaeological Survey of India, Goa Circle, Old Goa, Goa”** payable at Old Goa should be deposited in the shape of Demand Draft of nationalized bank only.

## 5. GENERAL

1. Tender of the work Order shall be a period up to 31/03/2020; and may be extended for another three more months/up to 30.06.2020 period as per the necessity.
2. **Estimated Cost Of Tender: Rs.1,71,923/-** (Rupees One Lakh Seventy One Thousand Nine Hundred and Twenty three only).
3. The Tax at source (TDS) and Labour Cess shall be deducted as per the provisions of the Income Tax Department & Labour Department, as amended from time to time and a certificate to this effect shall be provided to the agency by this Department.
4. The **Superintending Archaeologist, Archaeological Survey of India, Goa Circle, church complex, Old Goa, Goa** reserves the right to cancel any or all the bids without assigning any reason.
5. Labourers (Age-between eighteen to sixty years) will be engaged for periodical cleaning of the monument, attending watch & ward duty in and around the monument during night hours, sweeping, floor cleaning, fitting & fixtures, toilets, signage boards, garbage removal from the site, Incinerator operation and service, and their services will be productively used for any other work assigned by the site in charge.
6. Normal working hours is 8.00 hours to 17.00 hrs with one hour Lunch break and it will be depend upon the requirement of site, and they should adhere the instructions of the site in charge. No accommodation/transportation facilities will be provided by ASI. In case of any mishaps/accidents occurred during discharging of duties by the labourers, the compensation liabilities will solely rest with contractor and no compensation/aid will be paid by the department and redress of grievances by contractor only. . The contractor/agency shall not sublet the work .ASI shall have the full right to ask for removal/replacement of any person of the agency, who is not found to be fit/suitable and orderly in the discharge of his/her duty. Lapses due to service provider will be viewed seriously and penalties will be imposed on the service provider.
7. Since it is a part of the conservation work to the centrally protected monument and not to be a modern work 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.
8. The contractor while furnishing the list of workers shall also submit copy of their aadhar card.
9. The site is a National Monument and its ambience must be maintained without any damage and sites are non-smoking area/non plastic area and the agency must be strictly complaint with such requirement.
10. 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 as per availability of the funds and need of the work.
11. TDS & Labour cess will be deducted from the respective bills as per applicable by this office.
12. The labour deployed in this department will be paid their wages fortnightly/monthly basis by the company through individual bank account and copy of the payment details, receipts ESI, EPF, etc. of each labour will be submitted to the office along with bill attached with a certificate from the concerned in charge, and if not satisfied ASI shall withhold the payment due to the service provider besides other legal action.

**APPLICATION FOR TENDER**

1. Name of Contractor :
2. Category & Class of the Contractor :
3. Financial Limit :
4. Full Address of Regd. Office :

Telephone No :  
Mobile No :  
E-Mail Id :

5. Full address of Operating Branch :

Telephone No :  
Mobile No :  
E-Mail Id :

6. (a) Banker of Contractor -----  
(Full Address)  
(b) Telephone Number of Banker -----

7. PAN/GIR NO. -----

8. Service Tax Registration No / GST registration, -----

9. Financial turnover of the tendering Contractor/ Firm/ Agency for the last three Financial Years with documentary proof thereof.

Accounting Year	Annual Turnover on civil/outsourcing work Amount (Rs. Lakhs)	Remarks, Please attach Eligibility statement /Auditor report
2016-17		
2017-18		
2018-19		

FORM FOR WORK COMPLETION CERTIFICATE/WORK EXPERIENCE OF THE CONTRACTOR

1. Furnish details of the major/ similar Man power contracts/Conservation contracts/ASI work execution/supply handled by the tendering Company/ Firms /Agency during the last three years (2016-17; 2017-18 & 2018-19) in the following format:

S L N o	Name of work & Agreement no	Date of commencement	Date of completion		Reason for delay & compensation levied if any	Tendered Amount	Gross amount of the completed works	Net amount received	Name Designation & Complete address of the authority for the work was done
			Stipulated	Actual					
<b>2016-17</b>									
1									

2

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**2018-19**

3									
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(If the space provided is insufficient, a separate sheet may be attached)

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

Signature of the Contractor  
Date with seal

- 2. Additional information, if any  
(Attach separate sheet, if required)

Date:  
Place:

Name:  
Seal:

FORM FOR CERTIFICATE OF TURNOVER FROM CHARTERED ACCOUNTANT

Certified that following is the turnover on civil work/outsourcing work/conservation works of the individual/firm/company as per returns filed with income tax of for the past three years.

Name and Registered Address of individual/firm/company:

SL.No	Financial Year	Assessment Year	Turnover on civil/outsourcing work
1	2016-17	2017-18	
2	2017-18	2018-19	
3	2018-19	2019-20	
		TOTAL	

Note: - Copies of Income tax Returns to be attached.

(Signature)  
Name

For the Chartered Accountant  
Membership No. of ICAI  
Date and Seal



## NOTICE INVITING TENDER

Sealed Tenders on behalf of the President of India are invited under Two Bid System i.e. Technical Bid and Financial Bid from eligible, qualified, experienced and financial sound registered contractors for supply of materials/execution of work of **Providing man power supply (unskilled labourers) for day to day sweeping and cleaning in the premises of the monument of AM and UK Safa Masjid, Ponda** under the estimated cost of Rs.1,71,923/- (Rupees One Lakh Seventy One Thousand Nine Hundred and Twenty three only).

1. Complete Tender Document can be downloaded from the website of this Department.
- 3 Tender document consisting of detailed plans /specifications/the schedule of quantities of the various classes of work to be done and the set of conditions of the contract to be complied with by the person whose tender may be accepted. The tender forms can be downloaded from our website-www.asi.nic.in; www. asigoacircle.gov.in. and e-portal <https://eprocure.gov.in> from 27/05/2019 to 13/06/2019
- 4 The site of the work is available or the site for the work shall be made/ available in parts.
- 5 The contractor should upload their tender documents online only at CPPP web site<https://eprocure.gov.in> up to 10:00hrs of 13/06/2019which the Technical bid will be opened on dated 14/06/2019 at 11:00hrs.
- 6 The tender form can be downloaded from web site -www.asi.nic.in; www. asigoacircle.gov.in. and e-portal <https://eprocure.gov.in>. The tenderer must attach a DD/bankers cheque (issued on or before last date of selling the tender form) Rs.3,438.00 as EMD in favour of Superintending Archaeologist, ASI, Goa Circle, Goa while tendering.
- 7 The time allowed for supply of labours/execution of work will be up to 31/03/2020 which will be reckoned with in fifteen days from the date of issue of work order/ site handing over to commence the work.
- 8 The contractor should quote in figures as well as in words the rate and amount tendered by them.
- 9 Issue of tender form will be stopped one day before the date fixed for opening the tenders.
- 10 Interested Companies/ Firms/ Agencies/Contractors/Suppliers may submit/ deposit the Earnest Money Deposit (EMD) Rs.3,438/- (2% of the estimated cost of tender) in the form of DD/Bankers Cheque and other requisite documents on or before **13/06/2019, 10:00hrs** to the tender box at O/o the Superintending Archaeologist, Archaeological Survey of India, Goa Circle, **Old Goa**, Goa-403 402.
- 11 No tender shall be entertained after this deadline under any circumstances whatsoever. The Technical Bid of tenders will be opened on **14/06/2019, 11:00hrs** at O/o the Superintending Archaeologist, Archaeological Survey of India, Goa Circle, Old Goa, Goa in the presence of authorised representative of Bidders as may wish to be personally present.
- 12 ASI reserved the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Superintending Archaeologist, ASI, Goa Circle in this regard shall be final and binding on all parties in all circumstances.

- 13 The successful tenderer will have to deposit Performance Security Deposit of 10% of order value in the form of Demand Draft/Bank Guarantee or Fixed Deposit Receipt (FDR) made in the name of the Company/Contractor but hypothecated to the Superintending Archaeologist, Archaeological Survey of India, Goa Circle, Old Goa, 403402 covering the initial period. The FDR will have to be accordingly renewed by the successful tenderer.
- 14 The tendering company/contractors are required to enclose photocopies of the following documents along with Demand Draft, failing which their bids shall be summarily/out rightly rejected and will not be considered any further.
  - 1).Registration certificate; 2).Copy of pan/GIR/TIN/GST; 3).copy of IT filed for the last year; 4). Copies of service tax registration certificate; 5). Declaration regarding black listing as per format attached.
- 15 The contractor should take utmost care and to see that no damage is caused to any part of the monument while execution of work.
- 16 Conditional bids shall not be considered and will be rightly rejected in the very first instance.
- 17 All entries in the tender form should be legible and filled is clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the Financial Bid Form. In the Technical Bid Application must be initialled the person authorized to sign the tender bids.
- 18 The Technical Bid of tenders shall be opened on **14/06/2019, 11:00hrs** at Office of Superintending Archaeologist, Archaeological Survey of India, Goa Circle, Old Goa, Goa - 403402, in the presence of the authorized representatives of The Companies/Firms/Agencies/contractors, if any, who are present on the spot at that time.
- 19 The Superintending Archaeologist, Archaeological Survey of India, Goa Circle, Old Goa, Goa reserves the right to cancel any or all the bids without assigning any reason.
- 20 In case any of the above provision is violated, the company shall be liable to be blacklisted from the Government of India.
- 21 Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable to rejection.
- 22 All the rates including all taxes shall be quoted on the proper form of the tender alone.
- 23 On acceptance of the tender, the name of the accredited representative(s) of the contractor who would be responsible for taking instructions from the Engineer in charge shall be communicated to the Superintending Archaeologist.
- 24 GST/ any other local taxes in respect of this contracts shall be payable by the contractor and Government will not entertain any claim whatsoever in this respect.
- 25 The contractor must produce Income tax clearance certificate and permanent A/C number (PAN).
- 26 The contractor shall not be permitted to tender for works in the Archaeological Survey of India(responsible for award and execution of work contracts) in which his near relative is posted as an officer in any capacity between the grade of Superintending Archaeologist and Assistant. He shall also intimate the names of persons who are working with him in capacity or are subsequently employed by him and who are near relatives to any Gazetted officer in ASI or in the Ministry of Culture by the contractor should render him liable to be removed from the approved list of contractors of this department. The contractors shall give a list of Non-Gazetted employees related to him.

- 27 The tender of works shall remain open for acceptance for a period of 30 days from the date of opening of tenders. If any tenderer withdraws his tender before the said period or make any modifications in the terms and conditions of the tender, which are not acceptable to the department, then the Government shall forfeit 100% of the EMD.
- 28 Contractors exempted from payment of EMD/PGC/SD in individual cases should attach proof of record with tender an attested copy of the certificates and should produce the original whenever called upon to do so.
- 29 The tender shall not be witnessed by a contractor or contractors who himself/themselves has/have tendered or who may and has/have rendered for the same work. Failure to observe this condition would render of the contractors tendering as well as witnessing the tender liable for rejection.
- 30 In case of tie in lowest rate, the Company/ Firm/ Agency/contractor who has completed/executed more value of conservation work order in Rupees in last 3 years for conservation work of the centrally protected monuments in Archaeological Survey of India organization shall be declared L 1. Copies of order clients certificate and Completion certificate from the contractor shall be provided along with Bid
- 31 The e-tender tenders have been invited under two bid system i.e. Technical Bid and Financial bid.
- 32 The work shall be awarded to the L 1 bidder.

Should this tender be accepted, I/We hereby agree to abide by and fulfil all the terms and provisions of the said conditions and contract clauses annexed hereto so far as applicable and or in detail thereof to forfeit and pay to the President of India or his successor in office the sum of money mentioned in the said conditions.

A sum of Rs.3,438/-. (Rupees Three thousand Four hundred and Thirty eight only) is herewith attached/forwarded in DD vide number .....Dated..... as Earnest Money. If I/We fails to commence the work as specified in the above memorandum or is I/We fail to deposit the amount of security deposit/Performance Certificate specified in the above memorandum in accordance with conditions of the contract. I/We agree that the President of India or his successor in office shall/without prejudice to any other right or remedy, be at liberty to forfeit the said EMD shall be retained by him towards such security /PG deposit. I/We further agree that the said President of India or his successor in office shall also be the liberty to cancel the acceptance of the tender if I/We fail to deposit security/PG amount as aforesaid.

Place:

DATED SIGNATURE OF THE CONTRACTOR

PAN NO:

PHONE NUMBER:

Mobile number:

Dated Signature & address of witness to signature of Tenderer

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

Dated the .....of.....2019.

Dated Signature of the officer by whom the tender is accepted and Seal

Superintending Archaeologist(I/c)  
Archaeological Survey of India  
Goa Circle, Old Goa.

**GOVERNMENT OF INDIA  
ARCHAEOLOGICAL SURVEY OF INDIA  
CHURCH COMPLEX, OLD GOA**

**P.W.D. -9 (Tender)**

Name of work: **Providing man power supply (unskilled labourers) for day to day sweeping and cleaning in the premises of the monument of AM and UK Safa Masjid, Ponda**

Date of Tender opening: 14/06/2019

Tender no: 16/2019-20

**TENDER FOR SUPPLY OF MATERIALS/EXECUTION OF WORK/LABOUR CHARGES**

I/We here by tender for the supply of materials/execution of work/labour contract for the President of India the under mentioned memorandum according to the specification within the time specified therein subject to the conditions of the contract:

- (i) EMD 2% Rs.3,438/- Estimated cost of Rs.1,71,923/-
- (ii) Performance Security -10% of the work order amount as payable immediately on the acceptance of the Tender.
- (iii). Percentage to be deducted from the bill: Income Tax, Labour cess, SD, GST and any other tax as notified by the government time to time.

Description of work	Place of work	Period of Completion	Total QTY	Rate per unit	Unit	Total cost	Remarks
1	2	3	4	5	6	7	8
<b>AS THE SCHEDULE OF QUANTITY ANNEXURE-1 ATTACHED SAMPLE-NOT FOR FILLING- ONLINE FINANCIAL BID ONLY</b>							

Rates are valid for a period up to 31.03.2020;

I agree to abide by the above conditions and quote the rate at the rates entered in the schedule attached. Should the tender be accepted, I hereby agree to abide by fulfil all the conditions and specifications contained in the CPWD, named “**General instructions and Conditions of Contract**” which have been read by me are in default thereof to forfeit and pay to the President of India or his successors, the penalty of sum of money mentioned in the said conditions. The contractor should take particular care to see that no damage is caused to any part of the monument while executing the work.

Dated Signature of Contractor along with Seal

Schedule to accompany the tender for the work of **Providing man power supply (unskilled labourers) for day to day sweeping and cleaning in the premises of the monument of AM and UK Safa Masjid, Ponda** (Sample of BOQ and contractors are requested NOT to quote any rate here under)

**ANNEXURE-1**

Name of the Bidder/Company/Firm address																
<b>PRICE SCHEDULE</b>																
(DOMESTIC TENDERS-RATES ARE TO BE GIVEN IN RUPEES(INR) ONLY (This BOQ template must not be modified/replaced by the bidder and the same should be up loaded after filling the relevant columns, else the bid is liable to be rejected for this tender. Bidders are allowed to enter the Bidder name and values only.)																
NUM BE R	TEXT	NUM BER	TEX T	NU MB ER	NU MB ER	NU M BE R	NU MB ER	NU MB ER	NU M BER	NU M BER	T E X T	NU M B ER	NU M B ER	NU M B ER	T E X T	
SL. NO	Item Description	Quantit y	Unit s	Minim um wages rate fixed in this column shall be replicat ed in column by the Bidder in INR	DAILY WAGE RATE with VDA (in accordan ce with Minimu m wage ACT,19 48) in Figures to be entered by the Bidder in INR (i)	PRO VID ENT FUN D @13 % Amo unt in INR (ii)	ESI State insura nce @ 4.75% Amou nt in INR (iii)	Lab our Cess @ 1% (v)	CO NTR ACT OR SER VIC E CH AR GE AM ount in INR (iv)	SU B TO TA L of (v) =(i +ii +iii + (iv)	GS T @1 2% of (i) & (iv)	SU B TO TA L inc lud ing ser vic e Ta x	TO TA L RA TE PE RS ON PE R M ON TH	TOT AL AM OU NT with Taxe s in INR Colu mn 3 x colu mn 14	TOTAL AMOUNT IN WORDS	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	
1	Name of the monument			<b>SAMPLE. BIDDERS ARE REQUESTED NOT TO QUOTE RATE HERE..THIS IS A SAMPLE OF BOQ</b>												
1	Safa Masjid, Ponda 1 units per day; July 2019 to March 2020	270	Unit													
Total in Figures																
Quoted Rate in words																

**Dated Signature of Contractor along with seal**

## DECLARATION

- a. I -----Son/ Daughter of Shri ----- signatory of the Agency/firm/Contractor mentioned above, is competent to sign this declaration and execute this tender document:
- b. I have carefully read and understood all the terms and condition of the tender and undertake to abide by them:
- c. My agency/registration /contract licence 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.
- d. The information/ document furnished along with the above application are true and authentic to the best of my knowledge and belief.
- e. 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.
- f. The agency/contractor will ensure that it is complying with all statutory liabilities relating to taxes, payment of minimum wages and other statutory liabilities.

Signature of authorized person(s)

Date:  
Place:

Full Name:  
Seal:

## **EVALUATION CRITERIA**

1. The bidder who fulfils 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 in financial bid will be declared L1.
3. In case of tie in lowest rate, the Company/ Firm/ Agency who has completed more value of work order value in last 3 accounting years for conservation/contract works in ASI/CPWD /Govt Departments shall be declared L1. Copies of order and Completion certificate from employer shall be provided along with Technical Bid.
4. The work shall be awarded to the L1 bidder.



## **Terms and condition of contract**

### **1. GENERAL**

1. The contracting Company/ Firms/ Agency shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract.
2. The tenderer will be bound by the details furnished by him/ her to this Department, while submitting the tender or at subsequent stage. In case, any document furnished by him/her is found to be false at any stage, it would be deemed to be a breach of terms of Contract making him/ her liable for legal action besides termination of contract.
3. ASI reserves right to terminate the contract during initial period also after giving ten days notice to the contracting agency in case of breach of terms of contract.
4. All the workers deployed in this Department will be paid their wages on monthly basis by the Company/ Firm/ Agency through individual bank accounts and Documentary evidence will be submitted to ASI before the end of each month. ASI shall verify the actual payment of statutory payments periodically and if not satisfied shall withhold the payments due to the service provider, besides other legal actions.
5. Whenever minimum wage is revised by the CLC, Government of India, the rate in the contract and the consequential statutory payments shall automatically get revised keeping the Contractor Service Charge unchanged.

### **2. LIABILITIES, CONTROL ETC. OF THE PERSONS DEPLOYED**

- i. The contracting agency shall ensure that the individual manpower deployed is physically fit to discharge duties of Un skilled Labourers/Mason/Painter/Plumber/Electrician/Stone Dresser
- ii. The contracting Company /Firms/ Agency shall furnish the following document Respect of the individual worker 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 matriculation certificate containing date of birth.
  - d) Character certificate from two Group "A"/Class-I officers of the Central/State Government;
  - f) Certificate of verification of antecedents of persons by local police authority.
  - g) Identity Cards bearing photograph.
  - h) AADHAR Card Copy

- iii. In case the persons employed by the successful Company/ Firms/ Agency commits any Act omission / commission/ which amounts to misconduct/ indiscipline/incompetence, the successful Company/Firm/Agency will be liable to take appropriate disciplinary Legal action against such persons, including their removal from site of work, if required by the Department.
- iv. The tendering Company/ Firm/ Agency shall replace immediately any of its personnel who are found unacceptable to this Department because of security risks, Incompetence, conflicts of interest, improper conduct etc. on instruction of the Department.
- v. Company shall be required to maintain daily attendance/leave report in the format as prescribed by ASI. If the person deployed by the manpower Agency shall have to mandatorily log-in-his/her attendance on Aadhar-Enabled Biometric Attendance System (AEBAS) for which Aadhar enrolment is mandatory condition. In case, person deployed is absent on a particular day or comes late/leaves early on three occasions, one day wages shall be deducted. They should report for attendance 15 minutes before the scheduled time of work
- vi. The agency shall depute a coordinator who would be responsible for immediate interaction with ASI so that optimal service of the person deployed by the agency could be availed without any disruption.
- vii. The selected agency shall immediately provide a substitute in the event of any person absenting from duty on any day or leaving the job due to personal reasons.
- viii. It will be the responsibility of the service providing agency to meet all expenses for transportation, food, medical and any other requirement during the work period in respect of the persons deployed by it (agency).
- ix. The Service-providing Agency shall be solely responsible for the redressal of Grievances/ resolution disputes relating to person deployed.
- x. This Department shall not be responsible for any damages, losses, claims, financial or Injury/accident to any person deployed by service providing agency in the course of their Performing the functions / duties, or for payment towards any compensation.
- xi. The tendering agency shall maintain all statutory registers under the applicable law. The Agency shall produce the same, on demand, to the concerned authority of this Department or any other authority under law. A Compliance certificate in this regard will be submitted along with the bills every month.
- xii. The tendering agency will be responsible for compliance of all statutory provisions relating to minimum wages, Service tax, Provident Fund and Employees State Insurance etc. The shall be carried out as per the directions of the site in charge
- xiii. The manpower supplied under this contract shall possess the qualification as mentioned in the tender. Conditional bid shall not be considered and will be rejected in the first instance.

- xiv. The contract shall commence the work within 15 days of the date of acceptance of the work order or within 15 days from the date of issue of date of order whichever is earlier, by the Company/Firm/Agency.
- xv. In case of the company /Firm/Agency is ask to provide a substitute and it fail to do so within three days, than a penalty equals to 10% of the daily remuneration of the worker will be imposed on the agency, besides deduction of daily remuneration.
- xvi. The contracting Company/Firm/Agency shall not allow transferring, assigning, and pledging or subcontracting its rights and liabilities under this contract to any other agency without the prior written consent of ASI. The circumstances for change will be submitted in writing to ASI for approval in the first.
- xvii. All assigned manpower will wear Identity card provided by ASI while performing all duties at the arranged place of work.
- xviii. The contracting Company/Firm/Agency shall not indulge in malpractices like charging of registration or consultation fee from the manpower deployed in ASI under the contract. Any such malpractice shall render the contracting Company/Firm/Agency liable for termination of contract.
- xix. The tender will be bound by the details furnished to the ASI while submitting the tender or at subsequent stage. In case, any of such documents furnished is found to be falls at any stage, it would be deemed to be a breach of terms of contract, making it liable for legal action besides termination of contract and forfeiture of Performance Security.
- xx. Authority reserves right to terminate the contract during the period of contract after giving a month notice to a agency.
- xxi. Vender shall be required to maintain daily attendance/ leave report in the format as prescribed by ASI. If a deployed source is on leave than the vender shall provide a suitable substitute.
- xxii. The agency shall depute a coordinator who would be responsible for immediate interaction with the competent authority so that optimal services of the person deployed by the agency are availed without any disruption.
- xxiii. It will be the responsibility of the vendor to meet transportation, medical and any other requirements in respect of the person deployed by it in the ASI will have no liability in this regard.
- xxiv. The service providing agency shall be solely responsible for the redresses of grievances/ resolution of disputes relating to person deployed. The ASI shall, in no way be responsible for settlement of such issued whatever.

### **3. LEGAL**

- i. Vendor will be responsible for timely payment to the supplied manpower and statutory authorities and compliance of all statutory provisions relating to minimum wages/ specified contract amount etc. in respect of the person deployed by it in the ASI. The agency has to submit copy of deposit of EPF/ESI with concerned authority every month as an evidence of payment in accounts of person deployed.
- ii. The tendering agency shall also be liable for depositing all taxes, levies, cess etc. on amount of service rendered by it to the ASI to the concerned tax collection authorities from time to time as per extent rules and regulations on the matter.
- iii. The provision of The Information Technology Act (IT Act) as amended from time to time will be applicable to the vendor and the assigned employees to ASI.

### **4. FORCE MAJEURE**

1. Force majeure clause will mean and be limited to the following in the execution of the contract/purchase order placed by ASI:-

“ If at any time, during the continuance of 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 such events is given by either party shall be reason of such event be entitle to terminate this contract nor hall either party have any claim for damage against the order in respect of such non – performance or delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such event has come to an end or ceased to exist, and the decision of the DG ASI as to whether the deliveries have been so resumed or not, shall be final or 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.”

### **5. ARBITRATION**

1. ASI and the selected vendor shall make every effort to resolve amicably, by direct negotiation, any disagreement or dispute arising between them under or in connection with the work order. If any dispute arises between parties on aspects not covered by this agreement, or the construction or operation thereof, or the right, duties or liabilities under these except as to any matters the decision of which is specially provided for by the general or the special conditions such dispute shall be referred to the arbitrator as appointed by DG ASI and the award of arbitration, as the case may be, shall be final and binding on both the parties. The arbitrator with the consent of parties may modify the time frame for making and publishing the awards. Such arbitration shall be governed in all respects by the provision of the Indian Arbitration Act, 1996 or later and the rules thereunder and any statutory modification or re-enactment, thereof. The arbitration proceeding shall be held in New Delhi, India.

### **6. APPLICABLE LAW**

1. The work order will be governed by the laws and procedures established by the Govt. Of India, within the frame work of applicable legislation and enactment made from time to time concerning such commercial dealings/ processing.

## **Instruction 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 CCP Portal, prepare their bid in accordance with the requirements and submitting their Bids online on the CCP Portal.

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

### **REGISTRATION**

- 1) Bidders are required to enrol on the e Procurement module of the Central Public Procurement Portal (URL: <http://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 CCP Portal.
- 4) Upon enrolment, the Bidders will be required to register their valid Digitals Signature Certificate (Class II or Class III Certificate with signing key usage) issued by any Certifying Authority recognised by CCA India (e.g. Sify / NCode / 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.

### **SERCHING FOR TENDER DOCUMENTS**

- 1) There are various search options built in the CCP Portal, to facilitate Bidders to search active tenders by several parameters. These parameters could include Tender ID, Organisation Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the Bidders may combine a number of search parameter’s such as Organisation 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 documents.
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 time i.e. on or before the Bid submission time. Bidder will be responsible for any delay 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 “office” 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 upload 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 file name. 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 Bidder's 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 PKL 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 authorised 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 Bid (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 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.

Any queries relating to the process of online Bid submission or queries relating to CPP Portal in general may be directed to the 24 X 7 CPP Portal Helpdesk Mobile Number - + 91 8826246593 Tel : 24 X 7 Help Desk Number 0120-4200462, 0120-4001002.

**TENDER ACCEPTANCE LETTER**  
**(To be given on Company/Contractor Letter Head)**

Date:

TO,

The Superintending Archaeologist,  
Archaeological Survey of India  
Goa Circle, Old Goa, Church Complex, Goa

Sub: Acceptance of Terms & Conditions of Tenders.

Tender Reference No: \_\_\_\_\_

Name of Tender /Work: .....

Dear Sir,

1. I / We have downloaded /obtained the tender document 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 web site(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 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 in the event that the information is found to be incorrect / untrue or found violated, then your department /organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Dated Signature of the Bidder, with Official Seal)