

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



REQUEST FOR TENDER PROPOSAL

Tender reference number: - **51/2019-20/Goa Circle/Old Goa**

Name of work: - **MW SRP to Church and Convent of St. Francis of Assisi at Old Goa
(Comprehensive Conservation work)**

RCP Approval no: **Sout/Goa/Old /4 Ch/98124**

Technical/Financial Approval number: **T-15/43/May/19/289645/CON**

CONTRACTOR/BIDDER TO NOTE	
1	Application for Tender (Format given in Page number 16-22), Should fill all column in Firms/Contractors Letter Head and upload the duly filled in format with all supportive documents in cpp portal. All Bidders are hereby explicitly informed that conditional offers or offers with deviations from the conditions of Contract, the bids not meeting the minimum eligibility criteria, Technical Bids not accompanied with EMD of requisite amount/format, failure in uploading supporting documents or any other requirements stipulated in the tender documents are liable to be rejected at the initial stage itself.
2	Should upload work experience details in the given prescribed format only
3	Should upload duly signed Auditor report in the given prescribed format
4	Should upload all pages 1 to 40 and signed documents as requested in page no 8&9 of Request for Tender Proposal
5	Proposals shall be treated as non-responsive and will liable to be summarily rejected, if the interested Bidder do not submit all supporting and requisite documents or do not furnish relevant details as per the prescribed format/requirements.

FOR OFFICE USE

The tender of M/s/ Shri _____ Tender Id number _____				
Was decrypted, downloaded and saved in folder no _____ ; D drive of ASAE computer at _____ hours on dated _____ as Procurement Officer/Admin/Creator in presence of (1) Shri. K.J.Lucka, ASAE, (2)Shri.Arun Prasad, Sr CA, (3) Shri.Jithendra Divekar Jr CA, & (4) Smt Nilasha Desai,Jr CA, as Evaluator/Bid Opener on dated _____ at _____ hours as assigned in the published NIT.				
EMD in the form Demand Draft in original received/dropped in the Tender box was opened and found DD amount of Rs. Vide DD number _____ dated _____ of _____ Bank.				
All other documents uploaded by the bidder were downloaded, saved and extracted in the same folder as per the details: Also copied all documents and saved in CD format also				
Sl no	Details of file down loaded	Bytes/KB	Number of pages	Remarks/Accepted for technical evaluation/ Rejected for not uploading document
1	1CriticalDateandTimeandWorkframe			
2	2TechnicalEligibilityRequirementFor Tendering			
3	3ApplicationForTender			
4	4NITClausesTenderSchedulePWD9 Tender			
5	5TermsAndConditionsOfContract InstructionsForOnlineBidSubmission			
6	6Drawings			
Dr.Ishar Alam Hashmi SA(I/C)		Shri. K.J.Lucka (ASAE)		Shri. Arun Prasad M (SrCA)
Shri.Jithendra Divekar (Jr CA)		Smt Nilasha Desai, (Jr CA)		

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NOTICE INVITING e- TENDER

The Superintending Archaeologist, **Archaeological Survey of India, Goa Circle**, on behalf of the President of India, invite open e-tender for item rate execution of work/supply of material for the work of **MW SRP to Church and Convent of St. Francis of Assisi at Old Goa (Comprehensive Conservation work)** from the Licenced Contractor/ Registered Contractors of CPWD/PWD/RAILWAY/MES/ASI. Estimated amount: Rs.66,05,750/- EMD: - Rs.1,32,120/-; Period of completion 210 days; last date of e- tender submission 14/10/2019. For more information visit: <https://eprocure.gov.in/eprocure/app> 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.

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 or www.eprocure.gov.in should be in bold letters and size should not be more than 8 font size.

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(MANUAL BID SHALL NOT BE ACCEPTED)

Table – A: Time and Work Frame

CIRCLE: GOA

Name of work: - MW SRP to Church and Convent of St. Francis of Assisi at Old Goa
(Comprehensive Conservation work)

CRITICAL DATE SHEET

1.	Date of issue of Tender	03/10/2019
2.	Bid Document Download/ Sale Start Date	03/10/2019 at 18.00 hrs
3.	Bid submission start date.	03/10/2019
4.	Bid submission End Date	21/10/2019 up to 10:00 hrs
5.	Date of opening of Technical bid	22/10/2019 at 11:00 hrs
6.	Date of opening of Financial bid	22/10/2019
7.	Validity of Bid/Date of Tender acceptance	90 days from the date of opening
8	Earnest Money Deposit(EMD)	Rs.1,32,120/- in favour of Superintending Archaeologist, ASI Goa (refundable)
9	DD hard copy (original) of Rs.1,32,120/- must be delivered in sealed cover and should either drop in the tender box or reach on or before 21/10/2019 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 & documents are to be submitted by all the bidders.	
10	Contract agreement to be executed	Within 15 days from the date of tender acceptance letter is issued
11	Site handed over	Within 15 days from the date of tender acceptance letter is issued
12	Date of submission of Performance Guarantee Certificate	Within 15 days from the date of tender acceptance letter/AOC is issued; 10% of Order value.(Penalty will be attracted as per CPWD contract clause for late submission)
13	Work completion period	Within 210 days from the date of site handed over

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**F.No.5/32/2019-20/
Government of India
Ministry of Culture
Archaeological Survey of India,
Goa Circle, Old Goa

Dated: 03/10/2019

TENDER DOCUMENT

**Name of Work: - MW SRP to Church and Convent of St. Francis of Assisi at Old Goa
(Comprehensive Conservation work)**

**Name of the Monument: MW SRP to Church and Convent of St. Francis of Assisi at Old Goa
(Comprehensive Conservation work)**

Sl. No	Category of work/ Supply of materials/work execution/job work/labour contract	Required Quantity	Place where the materials to supply/work execution/Labour supply	Period of Contract
1	Restoration of the wooden panel and paintings			
1a	Providing and erection and dismantling of tubular scaffolding in two lines along the two walls of the main altar including covering the scaffolding with the green net, loading, unloading, lifting, carrying, transportation charges, etc complete.	600 Sqm		210 Days
1b	Charges for removal of detached/decayed/deteriorated wooden panels and paintings on the walls at either sides of the main altar of Assisi church which are detaching from the wall due to termites, decayed wooden pegs and plywood support for the panel and paintings, rusted nails and aging, including carefully removing/dismantling, lifting with experienced workers handling conservation work by using chain pulleys, carrying, stacking at the ground level without any damages, etc complete. (under strict supervision)	390 Sqm		
1c	Charges for strengthening the detached/decayed/deteriorated wooden panels and paintings on the walls at either sides of the main altar of Assisi church by replacing the decayed wooden members of the carving panel with new one of same size architectural members wherever necessary, replacing the decayed wooden pegs and providing additional pegs of size: 0.30 x 0.12 x 0.12m embedded in CC, providing 2.20 mm thick teak wood on planks as a support for the panel and paintings with required adhesive and wooden nails, including applying two coats of wood preservative, SS nails of different sizes as per the requirement,	246 Sqm		

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	fitting, fixing, lifting, carrying materials, disposing the waste materials away from the site, etc complete. Wooden pegs well seasonal – 1949nos of 0.30 x 0.12 x 0.12, Teak wood for missing floral design – 25nos of 0.30x0.30x0.10, Teak wood for preparing moulding – 22nos of 0.15x0.10x-0.843 Cum, Teak wood beading – 22nos of 0.076x0.05 – 0.212 Cum, Teak wood planles of 20mm thick – 4.628 Cum, Teak wood patte for bottom moulding of size 0.20x0.10 – 0.576 Cum, Stainless steel of 20, 15, 10, 7.50, 5cm size, Wood preservation coat – two or more till achieve good finish necessary adhesive of approved brand. 246.00 Sqm			
2	Lime mortar plaster	0		
2a	Providing and erection and dismantling of tubular scaffolding for the including loading, unloading, lifting, carrying, transportation charges, etc complete.	1218 sqm		
2b	De-plastering the loose/dead plaster of the wall carefully including disposal of the waste, etc complete.	1605.55 sqm		
2c	Re-plastering in lime mortar (1:1:1)one lime, one sand, one surkhi of 40mm thick in two coats neat finishing for the wall surface including preparation of mortar, mixing, curing, etc complete.	1605.55 sqm		
3.	Repairs to the door	0		
3a	Providing and erection of tubular scaffolding for the repairs of the wooden door including loading, unloading, lifting, carrying, erecting and dismantling of the scaffolding, transportation charges, etc complete. of door behind main altar	2.62 sqm		
3b	Dismantling the door carefully to the ground level for preparing and mending work including polishing, etc complete.	3.85 sqm		
3c	Making and fixing temporary door during the repairing period of the existing door for safety and security of the monument made out of 15mm TK marine ply wood,with wooden frame etc complete.	3.85 sqm		
3d	Removing the old faded paint from the teak door shutter carefully without damaging the wood, etc complete.	3.85 Sqm		
3e	Repairing the door by carefully removing and replacing the damaged/decayed wooden portion with properly giving support and scaffolding with the new ones by using 1st class teak wood, MS patti, nuts and bolts, rivets as required and fixing the same including preparing the new mended wooden piece as per the original design, seasoned first class Teakwood of different size –	3.85 sqm		

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	1.075Cum. All fixtures special size Tee Hinges – 8nos making old type tower bolt and fixture for pin, carefully fixing the same with all charges, etc complete.			
3f.	Polishing the teak wood door shutters in two or more coats of approved brand bona deck oil and polish including sandering, preparing the surface, all charges, etc complete.	3.85 sqm		
3g	Providing, preparing and fixing new teak wood panelled door shutter along with the frame/choukat of size: 4”x 2½” and paneled shutter with top, middle, bottom rails of size: 4” x 1½”, 3” x 1½” and panel of size: 20” x 12” x 1” respectively including necessary fixtures like steel hinges, steel handles, steel tower bolts, aldrop, MS holdfasts for the choukat/frame in CC, cost of all materials and labour charges, etc complete. Seasonal Teakwood door frame of size - 0.10x0.07, Teakwood shutter frame of size - 0.038x0.10, Teakwood shutter of size – 0.025 thickness with S.S hold fast, butt hinges 15cm, Tower bolt 20cm S.S Handle, Aldropete	11.96 sqm		
3h	Polishing the teak wood door shutters in two or more coats of approved brand Bona deck oil polish including sandering, preparing the surface, all charges, etc complete.	23.92 sqm		
4.	Repairs to the windows	0		
4a	Removing the decayed window shutter along with the frame including erection, dismantling of the scaffolding, lifting, carrying, stacking the same, etc complete.	31.49 sqm		
4b	Rectangular window preparing and fixing new window shutter along with the frame as per the enclosed drawing, by using matti wood for the frame (4”x3”) and teak wood for the window shutters (4” x 1½” and 2” x 1½”) with 5mm plain glass fixed with teak wood beading including preparing frames and shutters with glass and fixing in position the frame with required holdfasts on both sides embedded in CC 1:2:4 and shutters fixed with 6” hinges, handle and 8” tower bolts with necessary screws, nails, including cutting, moulding, lifting, carrying, fixing, seasoned matti wood frame 0.10x0.08cm – 0.051 Cum, Window Shutter frame – 0.010x0.038 – 0.0354 5mm plain glass, Teakwood beading – 15.30RM. All fixture Hold fast, butthings, Tower bolt, S.S Handle, hooks and eye etc complete.	31.49 sqm		
4c	Providing and applying enamel painting in two coats over a coat of primer including all charges, etc complete.	31.49 sqm		

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5	Repairs to the wooden railing and balusters	0		
5a	Providing and erection and dismantling of tubular scaffolding for the including loading, unloading, lifting, carrying, transportation charges, etc complete.	609.84 sqm		
5b	Replacing the decayed/deteriorated wooden hand rail and missing balusters in the church with the new ones by using teak wood including preparing mouldings/design as per existing railing and balusters and fixing the same as per the original with necessary adhesive, lifting, carrying working at a height of 12mtrs, etc complete. Teakwood hand railing-Top- 20x10cm – 0.49Cum, Balnster – Teakwood – 10x10cm – 0.144 Cum	50.80 sqm		
5c	Providing and applying enamel painting in two coats over a coat of primer including all charges, etc complete.	50.80 sqm		
6	Repairs to the wooden ramp	0		
6a	Repairs to the wooden plywood ramps by using marine plywood of 1” thick and giving support with matti wood beams and fixing the wooden balusters and tying with 20mm & a nylon rope, including cutting, fixing, fitting, lifting, placing in position, nailing, etc complete.	155.78 sqm		
6b	Providing and applying enamel painting in two coats over a coat of primer including all charges, etc complete.	311.58 Sqm		

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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 Registered Contractors/Companies in CPWD/ PWD/MES/Public works/ASI and experience in heritage conservation works under taking contractors as per the eligible criteria given in the NIT up to 10:00 hrs of 21/10/2019 and will be opened on 22/10/2019 at 11:00 hrs. **The eligible Contractors as per the clauses given in NIT may upload their tender documents online only at CPPP web site: <https://eprocure.gov.in/eprocure/app> up to 10:00 hrs of 21/10/2019 and technical bid will be opened on dated 22/10/2019 at 11:00 hrs**

Name of work: - **MW SRP to Church and Convent of St. Francis of Assisi at Old Goa (Comprehensive Conservation work)**

ESTIMATED COST Rs.66,05,750/-

EMD Rs.1,32,120/-

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 14/10/2019.

The tender document is also available on web site CPPP web site: <https://eprocure.gov.in>; www.asi.nic.in and www.asigoacircle.gov.in which may be downloaded and uploaded all duly filled in and signed documents in e procure portal along with the copy of DDs 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, 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.

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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. 0832-2285302; 0832-2285871 E mail : circlegoa.asi@gmail.com; e-mail circlegoa.asi@gov.in
<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>

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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 authority	Copy of registration certificate/enlistment certificate showing the financial limit		Contractors who are enlisted in various departments with financial limit Annexure-1
2.	<p>Work experience:- Copy of the conservation work order and completion certificate/ clients certificate of having successfully completed similar conservation works during last seven years (2012 to August 2019) regarding performance of contractor issued by the authority showing the work value & duration of contract with:</p> <p>a). Three similar conservation completed works in one particular financial year costing each not less than the amount equal to 40 % of the estimated cost; OR</p> <p>b). Two similar conservation completed works in one particular financial year costing each not less than the amount equal to 50 % of the estimated cost; OR</p> <p>c). One similar conservation completed works costing not less than the amount equal to 80% of the estimated cost</p>	Copy of work completion certificate issued by the authority stating amount of value of work executed and duration of contract		Please attach clients work completion certificate with work order regarding performance of contractor

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3.	Application for Tender (all executed works to be recorded) as per attached format in NIT	Please see the NIT documents , fill it, sign it and upload		
4.	Proof of GST Registration	Copy of the Registration certificate		----- pages as annexure-2
5.	Copy of Pan card	Copy of pan number card		
6.	Copy of Statutory Auditor for 2016-17; 2017-18;& 2018-19 Financial year. Annual turnover should be at least 30 % of the estimated amount as per the attached format.	Certificate from statutory Auditor with documentary proof		
7.	Copies of Income Tax Returns of last three years also to be attached			
8.	Proof of DD towards EMD	Scanned copy of DD		
9.	Scanned copy of full Tender documents, signed with seal (pages)	Signed full NIT document		

Contractors signature with seal

DOCUMENTS TO BE ATTACHED/UPLOADED WITH TENDER

Name of Work: - MW SRP to Church and Convent of St. Francis of Assisi at Old Goa (Comprehensive Conservation work)

Place of Work: - Church and Convent of St. Francis of Assisi at Old Goa

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	
2.	Copy of the GST Registration certificate	
3.	Copy of PAN Card	
4.	Application for Tender (all executed works to be recorded) as per attached format in NIT	
5.	Work experience:- Copy of the conservation work order and completion certificate/ clients certificate of having successfully completed similar conservation works during last seven years (2012 to August 2019) regarding performance of contractor issued by the authority showing the work value of & duration of contract with: a). Three similar conservation completed works any one of the particular financial year costing each not less than the amount equal to 40 % of the estimated cost; OR b). Two similar conservation completed works any one of the particular financial year costing each not less than the amount equal to 50 % of the estimated cost; OR c). One similar conservation completed works costing not less than the amount equal to 80% of the estimated cost	
6.	Copy of Statutory Auditor for 2016-17;2017-18;&2018-19 Financial year. Annual turnover should be at least 30 % of the estimated amount as per the attached format	
7.	Copies of Income Tax Returns of last three financial year to be attached	
8.	Scanned Copy of Demand Draft for EMD	
9.	Scanned copy of Tender schedules and drawings duly signed	

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SCOPE OF WORK AND GENERAL INSTRUCTION FOR TENDERERS

1. SCOPE

1. 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** for the work of **MW SRP to Church and Convent of St. Francis of Assisi at Old Goa (Comprehensive Conservation work)**

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 in favour of *Superintending Archaeologist, Archaeological Survey of India, Goa Circle, Old Goa, payable at Old Goa and should be deposited in the form of Demand Draft of Nationalized bank only.* This 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 and rejection for non-submission of original payment instrument like DD etc. against the submitted Bid. The sealed envelope super scribing **“Tender for the work MW SRP to Church and Convent of St. Francis of Assisi at Old Goa (Comprehensive Conservation work) Due date – 22/10/2019.**
2. The tender offer without EMD will be rejected similarly. EMD is to be supplied by all the bidders.

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5. GENERAL

1. Tender of the work shall be completed within 210 days. The time allowed for carrying out the work as entered in the tender for 210 days shall be reckoned from the 15 days after the date of issue of acceptance letter.
2. **Estimated Cost Of Tender: Rs.66,05,750/-** (Rupees Sixty Six Lakh Five Thousand Seven Hundred and Fifty only).
3. The Tax at source (TDS), GST and Labour Cess or any other taxes issued by the government 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-sixty years) will be engaged for work.
6. 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.
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 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.
9. 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.
10. 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 actuals.
11. TDS, GST & Labour cess will be deducted from the respective bills as per applicable by this office.

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(Must be filled in Firms/Contractors letter head and upload)

APPLICATION FOR TENDER*

***All information should fill and UPLOAD WITH ALL SUPPORTIVE DOCUMENTS as a proof of information sought in Tender Application for Technical Evaluation. Non-compliance of the instruction will lead to disqualify the NIT application as an 'incomplete NIT application' and reject the NIT at the initial stage of Technical Evaluation.**

Sl. No	Tender criteria/ Description of Documents (To attach/upload in CPP Portal for Technical Evaluation)	
1	For Contractor Name of Licensee as per registration certificate. (Attached as Annexure...1	
1a	Enlisted by which department/Licencing issuing Authority and their full address	
1b	Company/Contractor's Registration certificate/Licence number	
1c	Class & Category	
1d	Licence/Enlisted is valid up to	
1e	Address Phone number Mobile number Email id	
2	Registration certificate of Establishment- for Labour Licence Attached as Annexure...2 or not	
2a	Registration number	
2b	Name of the establishment	
2c	Nature of the Business (services/commercial)	
2d	Validity period : from..... to	
3	Copy of the GST Registration certificate Attached as Annexure...3 or not	
3a	GST Registration Number	

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4	Copy of PAN Card Attached as Annexure..4 or not	
a	Pan card Number	
5	IT filed for last three financial year attached or not	
a	2016-17 Annexure...5	
b	2017-18 Annexure...6	
c	2018-19 Annexure...7	
6	Signed Copy of Statutory Auditor for 2016-17; 2017-18; & 2018-19 (Final/Provisional) Attached as Annexure...8 or Not	
a	Address of Statutory Auditor/ Chartered Account	
b	Membership NO of ICAI	
c	Financial Turn over 2016-17	
d	Financial Turn over 2017-18	
e	Financial Turn over 2018-19	
7	Self- declaration certificate Attached as Annexure... 9	
8	Acceptance letter Attached as Annexure...10	
9	Copy of Demand Draft for EMD Attached as annexure...12	
a	DD Amount, Number & Date	
b	Bank & Branch	
<p>10. Furnish details of the major similar Conservation/ Heritage contracts/ASI work executed/supply handled by the tendering Company/ Firms /Agency during the last seven years (2012-13 to August 2019) in the following format: Work experience of Firms/contractors will be taken into account for Technical evaluation from the following table. Given statement should be supported the work order with work experience certificate issued by the department where the firm/contractor was awarded with work. Mere Work order copy will not be considered as a work contract. Please see the eligible criteria requirement. So don't upload the work order value below than the eligibility criteria as specified.</p>		

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SL NO	Name& address of the Department for the work was done & agreement number	Date of commencement	Date of completion		Reason for delay & compensation levied if any	Tendered amount	Gross amount of the completed work/ Net amount received
			stipulated	Actual			
10. A 2012-13,14-15,15-16 Attach work completion certificate as Annexure..10,11,12 etc.							
						TOTAL	

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SL NO	Name & address of the Department for the work was done & agreement number	Date of commencement	Date of completion		Reason for delay & compensation levied if any	Tendered amount	Gross amount of the completed work Net amount received
			stipulated	Actual			
10. C 2018-19 Attach work completion certificate as Annexure...15,16, etc.							

Contractors signature with seal

					TOTAL		

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. The information/documents furnished along with the above application are true and authentic to best of my knowledge and belief. 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.

Signature of authorized person

Date:

Name:

Place:

Seal:

Contractors signature with seal

12. List of Enclosures

(company/contractors letter head)

Sl no	Contents	Pages	Enclosures
1.	Copy of Contractors registration/licence and its financial limit, class etc.		Encl:1
2.	Copy of Registration certificate of establishment registered office address, proofing nature of business, validity etc.		
3.	Copy of PAN		
4.	Copy of GST registration		
5.	Copy of Auditor/Chartered Accountant certificate for last three year		
6.	Declaration certificate		
7.	Tender Acceptance		
8.	Signed copy of NIT published by ASI		
9.	Copy of IT filed in 2016-17		
10.	Copy of IT filed in 2017-18		
11.	Copy of IT filed in 2018-19		
12.	Copy of Balance sheet 2016-17		
13.	Copy of Balance sheet 2016-17		
14.	Copy of Balance sheet 2016-17		
15.	Copy of work completion certificate with work order issued by the department proofing department, value of contract, period 2012-13 OR		
16.	Copy of work completion certificate with work order issued by the department proofing department, value of contract, period 2013-14 OR		
17.	Copy of work completion certificate with work order issued by the department proofing department, value of contract, period 2014-15 OR		
18.	Copy of work completion certificate with work order issued by the department proofing department, value of contract, period 2015-16 OR		
19.	Copy of work completion certificate with work order issued by the department proofing department, value of contract, period 2016-17 OR		
20.	Copy of work completion certificate with work order issued by the department proofing department, value of contract, period 2017-18 OR		
21.	Copy of work completion certificate issued with work order by the department proofing department, value of contract, period 2018-19 up to August 2019		
22.	Copy of Demand draft for cost of drawing		
23.	Copy of the demand draft for EMD		

Contractors signature with seal

(Auditor/ Chartered Accountant Letter head)

CERTIFICATE OF CHARTERED ACCOUNTANT/STATUTORY AUDITOR

Certified that following is the turnover on civil work/outsourcing work/conservation total turn over

Works of the individual / firm/ company

(M/s.....) as per returns filed with Income Tax for the past three years.

Name and Registered address of individual/firm/company:

SL NO	Description	Financial year		
		2016-17	2017-18	2018-19
1	Annual Turnover			
2	Net Worth			
3	Current Assets			
4	Current Liabilities			
5	Total Revenues			
6	Profit Before Taxes			
7	Profit After Taxes			

Note: Copies of Balance sheet to be attached

(Signature)

Name

For the Chartered Accountant

Membership NO of ICAI

Date and Seal

Contractors signature with seal

DECLARATION

(company/contractors letter head)

1. I -----Son/ Daughter of Shri -----signatory of the Agency/firm mentioned above, is competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and condition of the tender and undertake to abide by them.
3. My agency 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.
4. The information/ document furnished along with the above application are true and authentic to the best of my knowledge and belief.
5. I/ We am/ are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
6. The agency/contractor will ensure that it is complying with all statutory liabilities relating to taxes, payment of minimum wages and other statutory liabilities.
7. 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.
8. I /We give the rights to the competent authority of the Superintending Archaeologist, Archaeological Survey of India, Goa Circle, Goa to forfeit the Earnest Money/Security money deposit by me/us in case of breach of conditions of Contract.

Signature of authorized person(s)

Date:
Place:

Full Name:
Seal:

Contractors signature with seal

TENDER ACCEPTANCE LETTER

(To be given on Company Letter Head)

Date:

TO,

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 can 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,

(Signature of the Bidder, with Official Seal)

Contractors signature with seal

NOTICE INVITING TENDER

1. 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 heritage conservation work for the work of **MW SRP to Church and Convent of St. Francis of Assisi at Old Goa (Comprehensive Conservation work) . Under the estimated cost of Rs.66,05,750/- (Rupees Sixty Six Lakh Five Thousand Seven Hundred and Fifty only).**
2. 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 would 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 03/10/2019 to 21/10/2019.
4. The site of the work is available or the site for the work shall be made/ available in parts.
5. The tenderer must attach a DD/bankers cheque (issued on or before last date of selling the tender form) Rs.1,32,120.00 as EMD in favour of Superintending Archaeologist, ASI, Goa Circle, Goa. while tendering.
6. The time allowed for supply of materials/execution of work will be 210 days which will be reckoned with in fifteen days from the date of issue of work order/ site handing over to commence the work.
7. The contractor should quote in figures as well as in words the rate and amount tendered by them.
8. Issue of tender form will be stopped one day before the date fixed for opening the tenders.
9. Interested Companies/ Firms/ Agencies/Contractors/Suppliers specialised in heritage conservation works may submit/ deposit the Earnest Money Deposit (EMD) Rs.1,32,120.00 in the form of DD/Bankers Cheque and other requisite documents on or before **21/10/2019, 10:00 hrs** to the tender box at O/o the Superintending Archaeologist, Archaeological Survey of India, Goa Circle, Old Goa, Goa-403 402.
10. No tender shall be entertained after this deadline under any circumstances whatsoever. The Technical Bid of tenders will be opened on **22/10/2019, 11:00 hrs** 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.
11. 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.
12. 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 contract period plus one hundred twenty days. The FDR/PG will have to be accordingly renewed by the successful tenderer.
13. The contractor should take utmost care and to see that no damage is caused to any part of the monument while execution of work.

Contractors signature with seal

- 14 Conditional bids shall not be considered and will be rightly rejected in the very first instance.
- 15 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.
- 16 The Technical Bid of tenders shall be opened on **22/10/2019, 11:00** hrs 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.
- 17 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.
- 18 Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable to rejection.
- 19 All the rates including all taxes shall be quoted on the proper form of the tender alone.
- 20 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.
- 21 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.
- 22 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.
- 23 The tender of works shall remain open for acceptance for a period of 90 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.
- 24 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.
- 25 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 as L 1. Copies of order clients certificate and Completion certificate from the contractor shall be provided along with Bid
- 26 The e-tender tenders have been invited under two bid system i.e. Technical Bid and Financial bid.
- 27 The work shall be awarded to the L 1 bidder.

Contractors signature with seal

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.1,32,120. (Rupees One Lakh Thirty Two Thousand One Hundred and Twenty only) is herewith attached/forwarded in DD vide numberDated..... 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 theof.....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.

Contractors signature with seal

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

P.W.D. -9 (Tender)

**Name of work: MW SRP to Church and Convent of St. Francis of Assisi at Old Goa
(Comprehensive Conservation work)**

Date of Tender opening: 22/10/2019

Tender no: 51/2019-20

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.1,32,120/- Made up as under Rs.1,32,120/- Estimated cost of Rs.66,05,750/-
- (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
AS THE SCHEDULE OF QUANTITY ANNEXURE-1 ATTACHED SAMPLE-NOT FOR FILLING- ONLINE FINANCIAL BID ONLY							

Rates are valid for a period up to 31.03.2020; Site may be inspected before quoting the rates; all the materials to be used for works should be got verified /approved before taking up the works; 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

Contractors signature with seal

SCHEDULE OF QUANTITY AND WORK

Schedule to accompany the tender for the work of MW SRP to Church and Convent of St. Francis of Assisi at Old Goa (Comprehensive Conservation work) (Sample of BOQ and contractors are requested NOT to quote any rate here under)

ANNEXURE-1

Sl no	Description of work	QTY	Rate per unit Inclusive of all demand		Unit	Total Amount
			(In fig)	(in words)		
1	2	3	4	5	6	7
1	Restoration of the wooden panel and paintings					
1a	Providing and erection and dismantling of tubular scaffolding in two lines along the two walls of the main altar including covering the scaffolding with the green net, loading, unloading, lifting, carrying, transportation charges, etc complete.	600 Sqm		Not to Quote any rate here. Please quote in BOQ Financial bid.		
1b	Charges for removal of detached/decayed/deteriorated wooden panels and paintings on the walls at either sides of the main altar of Assisi church which are detaching from the wall due to termites, decayed wooden pegs and plywood support for the panel and paintings, rusted nails and aging, including carefully removing/dismantling, lifting with experienced workers handling conservation work by using chain pulleys, carrying, stacking at the ground level without any damages, etc complete. (under strict supervision)	390 Sqm				
1c	Charges for strengthening the detached/decayed/deteriorated wooden panels and paintings on the walls at either sides of the main altar of Assisi church by replacing the decayed wooden members of the carving panel with new one of same size architectural members wherever necessary, replacing the decayed wooden pegs and providing additional	246 Sqm				

Contractors signature with seal

	pegs of size: 0.30 x 0.12 x 0.12m embedded in CC, providing 2.20 mm thick teak wood on planks as a support for the panel and paintings with required adhesive and wooden nails, including applying two coats of wood preservative, SS nails of different sizes as per the requirement, fitting, fixing, lifting, carrying materials, disposing the waste materials away from the site, etc complete. Wooden pegs well seasonal – 1949nos of 0.30 x 0.12 x 0.12, Teak wood for missing floral design – 25nos of 0.30x0.30x0.10, Teak wood for preparing moulding – 22nos of 0.15x0.10x-0.843 Cum, Teak wood beading – 22nos of 0.076x0.05 – 0.212 Cum, Teak wood planles of 20mm thick – 4.628 Cum, Teak wood patte for bottom moulding of size 0.20x0.10 – 0.576 Cum, Stainless steel of 20, 15, 10, 7.50, 5cm size, Wood preservation coat – two or more till achieve good finish necessary adhesive of approved brand. 246.00 Sqm					
2	Lime mortar plaster	0				
2a	Providing and erection and dismantling of tubular scaffolding for the including loading, unloading, lifting, carrying, transportation charges, etc complete.	1218 sqm				
2b	De-plastering the loose/dead plaster of the wall carefully including disposal of the waste, etc complete.	1605.5 5 sqm				
2c	Re-plastering in lime mortar (1:1:1)one lime, one sand, one surkhi of 40mm thick in two coats neat finishing for the wall surface including preparation of mortar, mixing, curing, etc complete.	1605.5 5 sqm				
3.	Repairs to the door	0				
3a	Providing and erection of tubular scaffolding for	2.62				

Contractors signature with seal

.	the repairs of the wooden door including loading, unloading, lifting, carrying, erecting and dismantling of the scaffolding, transportation charges, etc complete. of door behind main altar	sqm				
3b	Dismantling the door carefully to the ground level for preparing and mending work including polishing, etc complete.	3.85 sqm				
3c	Making and fixing temporary door during the repairing period of the existing door for safety and security of the monument made out of 15mm TK marine ply wood,with wooden frame etc complete.	3.85 sqm				
3d	Removing the old faded paint from the teak door shutter carefully without damaging the wood, etc complete.	3.85 Sqm				
3e	Repairing the door by carefully removing and replacing the damaged/decayed wooden portion with properly giving support and scaffolding with the new ones by using 1st class teak wood, MS patti, nuts and bolts, rivets as required and fixing the same including preparing the new mended wooden piece as per the original design, seasoned first class Teakwood of different size – 1.075Cum. All fixtures special size Tee Hinges – 8nos making old type tower bolt and fixture for pin, carefully fixing the same with all charges, etc complete.	3.85 sqm				
3f.	Polishing the teak wood door shutters in two or more coats of approved brand bona deck oil and polish including sandering, preparing the surface, all charges, etc complete.	3.85 sqm				
3g	Providing, preparing and fixing new teak wood panelled door shutter along with the frame/choukat of size: 4"x 2½" and paneled shutter with top, middle, bottom rails of size: 4" x 1½", 3" x 1½" and panel of size: 20" x 12" x 1" respectively including necessary fixtures like	11.96 sqm				

Contractors signature with seal

	steel hinges, steel handles, steel tower bolts, aldrop, MS holdfasts for the choukat/frame in CC, cost of all materials and labour charges, etc complete. Seasonal Teakwood door frame of size - 0.10x0.07, Teakwood shutter frame of size - 0.038x0.10, Teakwood shutter of size – 0.025 thickness with S.S hold fast, butt hinges 15cm, Tower bolt 20cm S.S Handle, Aldropete					
3h	Polishing the teak wood door shutters in two or more coats of approved brand Bona deck oil polish including sandering, preparing the surface, all charges, etc complete.	23.92 sqm				
4.	Repairs to the windows	0				
4a	Removing the decayed window shutter along with the frame including erection, dismantling of the scaffolding, lifting, carrying, stacking the same, etc complete.	31.49 sqm				
4b	Rectangular window preparing and fixing new window shutter along with the frame as per the enclosed drawing, by using matti wood for the frame (4"x3") and teak wood for the window shutters (4" x 1½" and 2" x 1½") with 5mm plain glass fixed with teak wood beading including preparing frames and shutters with glass and fixing in position the frame with required holdfasts on both sides embedded in CC 1:2:4 and shutters fixed with 6" hinges, handle and 8" tower bolts with necessary screws, nails, including cutting, moulding, lifting, carrying, fixing, seasoned matti wood frame 0.10x0.08cm – 0.051 Cum, Window Shutter frame – 0.010x0.038 – 0.0354 5mm plain glass, Teakwood beading – 15.30RM. All fixture Hold fast, butthings, Tower bolt, S.S Handle, hooks and eye etc complete.	31.49 sqm				
4c	Providing and applying enamel painting in two	31.49				

Contractors signature with seal

	coats over a coat of primer including all charges, etc complete.	sqm				
5	Repairs to the wooden railing and balusters	0				
5a	Providing and erection and dismantling of tubular scaffolding for the including loading, unloading, lifting, carrying, transportation charges, etc complete.	609.84 sqm				
5b	Replacing the decayed/deteriorated wooden hand rail and missing balusters in the church with the new ones by using teak wood including preparing mouldings/design as per existing railing and balusters and fixing the same as per the original with necessary adhesive, lifting, carrying working at a height of 12mtrs, etc complete. Teakwood hand railing-Top- 20x10cm – 0.49Cum, Balnster – Teakwood – 10x10cm – 0.144 Cum	50.80 sqm				
5c	Providing and applying enamel painting in two coats over a coat of primer including all charges, etc complete.	50.80 sqm				
6	Repairs to the wooden ramp	0				
6a	Repairs to the wooden plywood ramps by using marine plywood of 1” thick and giving support with matti wood beams and fixing the wooden balusters and tying with 20mm & a nylon rope, including cutting, fixing, fitting, lifting, placing in position, nailing, etc complete.	155.78 sqm				
6b	Providing and applying enamel painting in two coats over a coat of primer including all charges, etc complete.	311.58 Sqm				
					Total	NIL

Dated Signature of Contractor along with seal

Contractors signature with 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 shall be declared as 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.

Contractors signature with seal

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

1. 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.
2. 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.
3. 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
4. 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.

Contractors signature with seal

5. 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.
6. 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.
7. The contractor 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

1. 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.
2. 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.
3. 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

Contractors signature with seal

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.

Contractors signature with seal

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 be 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 Digital 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.

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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.

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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.

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