

**SECTION-1**  
**TABLE-A TIME AND WORK FRAME**

**FOR PROVIDING FOR UNSKILLED LABOUR WORKER  
SWEEPING/CLEANING /ATTENDANT WORK FOR CARRY  
DRINKING WATER FROM OUT SIDE OF MUSEUM UNDER  
ARCHAEOLOGICAL SURVEY OF INDIA, AGRA**

**MANUAL BIDS SHALL NOT BE ACCEPTED**

**CRITICAL DATA SHEET**

1.	Date of issue of tender	13/09/2018
2.	Bid document download/sale start date	14/09/2018
3.	Bid submission end date	24/09/2018 at 15:00
4.	Date of opening of Financial bid	25/09/2018 at 15:30
5.	Validity of bid	90 days from the date of opening

The Archaeological Survey of India invites Online Bids in the prescribed form under the Financial Bid for Unskilled Labour Under Archaeological Survey of India, of Agra Circle, Agra.

1. The system of e-tendering shall be adopted, as single Bid. **Tender 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. **Bid Submission:**

Applicants/ intending or interested Bidders are invited to submit their online proposal after carefully reading the Request for Proposal (RFP) by providing necessary document & submission of BOQ. Such proposals are to be submitted online within the stipulated date and time as mentioned in the bid Tender document **as given in CRITICAL DATE SHEET. Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>.**

Bid documents may be scanned with 100 dpi with black and white option which help in reducing size of the scanned document.

3. **Earnest Money Deposit:**

The Hard Copy of original instruments in respect of cost of earnest money must be delivered to the **SUPERINTENDING ARCHAEOLOGIST, ARCHAEOLOGICAL SURVEY OF INDIA, AGRA CIRCLE AGRA, 22 MALL ROAD, AGRA** on or before opening date/time as mentioned in critical date sheet.

The offer without EMD will be rejected summarily. EMD is to be supplied by all the bidders except those who are registered with Central Purchase Organization, National Small Industries Corporation (NSIC) or Ministry of Culture.

4. **The EMD be submitted separately as under:**

Tender inviting authority in the **SUPERINTENDING ARCHAEOLOGIST, ARCHAEOLOGICAL SURVEY OF INDIA, AGRA CIRCLE, AGRA**.

5. **Estimated Cost Of Tender: RS. 2,88,288 (RS. TWO LAC EIGHTY EIGHT THOUNDSAND TWO HUNDRED EIGHTY EIGHT ONLY).**

Address for communication, are as given below: -

**CONTACT DETAILS:**

<b>CONTACT PERSON</b>	<b>SUPERINTENDING ARCHAEOLOGIST</b>
<b>ADDRESS FOR COMMUNICATION</b>	<b>OFFICE OF SUPERINTENDING ARCHAEOLOGIST, ARCHAEOLOGICAL SURVEY OF INDIA, 22 THE MALL ROAD, AGRA CIRCLE, AGRA</b>
	<b>e-mail – <a href="mailto:circleagra.asi@gov.in">circleagra.asi@gov.in</a></b>
<b>Contact No-</b>	<b>0562-2227261</b>

**F. No. – TM 01/11/2018-2019/M**  
**Government of India**  
**Ministry of Culture**  
**Archaeological Survey of India**  
**Agra Circle, Agra**

The 22 Mall Road, Agra

**TENDER DOCUMENT**

FOR PROVIDING FOR UNSKILLED LABOUR WORKER SWEEPING/CLEANING /ATTENDANT WORK FOR CARRY DRINKING WATER FROM OUT SIDE OF MUSEUM UNDER ARCHAEOLOGICAL SURVEY OF INDIA, AGRA

Sl. No	Name of Monuments	Unit required per day	Total number of Various category labours required
1.	UNSKILLED WORKERS FOR SWEEPING/CLEANING/ATTENDANT WORK FOR CARRY DRINKING WATER FROM OUT SIDE OF MUSEUM.	04	624 Units
<b>Total</b>		<b>04</b>	<b>624 Units</b>

**Note:-**

- 1) The number of casual labours to be engaged is subject to increase or decrease as per the requirement of the Department.
- 2) The workers having experience in working at heritage/ Ancient sites/ Monuments as casual workers should be given preference.

FOR PROVIDING FOR UNSKILLED LABOUR WORKER SWEEPING/CLEANING /ATTENDANT WORK FOR CARRY DRINKING WATER FROM OUT SIDE OF MUSEUM UNDER ARCHAEOLOGICAL SURVEY OF INDIA, AGRA

F. No. – TM 01/11/2018-2019/M  
GOVERNMENT OF INDIA  
Office of the Superintending Archaeologist  
Archaeological Survey of India  
Agra Circle, 22 Mall Road, Agra 282001

**NOTICE INVITING TENDER**

The Superintending Archaeologist, Archaeological Survey of India, Agra Circle, Agra invites e-tenders on behalf of the President of India, under the Financial Bid from reputed, experienced and financially sound Manpower Companies/ Firms/ Agencies for supply of manpower to execute at Taj Museum, Taj Mahal, Agra.

Complete Tender Documents can be downloaded from the website CPP Portal.

<b>ESTIMATED COST Rs. 2,88,288.00</b>	<b>EARNEST MONEY Rs. 7,207.00 (Only FDR form)</b>
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Interested Manpower providing Companies/Firm/Agencies may submit/ deposit the tender documents complete in all respects along with the Earnest Money Deposit in FDR Rs. **7,207.00/- (Rs. Seven Thousand Two Hundred Seven Only)** and other requisite documents on or before **24/09/2018**.

No tender shall be entertained after this deadline under any circumstances what so ever. The Bids of Tenders will be opened at **25/09/2018 at 15:30 Hrs** in the presence of authorised representative of Bidders as may wish to be personally present.

The Archaeological Survey of India reserves 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 given any notice or assigning any reason. The decision of the Archaeological Survey of India, in this regard shall be final and binding on all parties in all circumstances.

*Vaag*  
Superintending Archaeologist  
Archaeological Survey of India  
Agra Circle, Agra  
For and on behalf of the President of India.

## **SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR TENDERERS**

- 1- The Superintending Archaeologist, Archaeological Survey of India, 22 Mall Road, Agra – 282001 requires quotations from reputed, well established and financially sound deferent kind of labours provider companies/Firms/ Agencies for labours to its Tajmahal Agra .
- 2- The contract will be for a period of **270 days** from the date of award of contract. The period of contract may be extended or suspended depending upon satisfactory of the work.
- 3- The tenders have been invited under single bid system.
- 4- The interested Companies/Firm/ Agencies may uploaded the tender document complete in all respects along with the Earnest Money Deposit (EMD) for Rs. **7,207.00/- (Rs. Seven Thousand Two Hundred Seven Only)** in the form of FDR Pay Order drawn in the favour of The Superintending Archaeologist, Archaeological Survey of India, 22 Mall Road, Agra – 282001 failing which tender shall be rejected summarily.
- 5- The Earnest Money Deposit (EMD) of **Rs. 7,207.00/- (Rs. Seven Thousand Two Hundred Seven Only) is refundable.**
- 6- The successful tenderer will have to deposit Performance Security Deposit as per rule in the form of bank Guarantee of Fixed Deposit receipt (FDR) made in the name of the company/Firm/Agency but hypothecated to The Superintending Archaeologist, Archaeological Survey of India, 22 Mall Road, Agra – 282001.
- 7- The tendering Companies/Firms/ Agencies are required to enclose photocopies of the following documents along with the tender, failing which their bids shall be summarily/out-rightly rejected and will not be considered any further:-
  - (a) Registration certificate.
  - (b) Copy of IT return filed for the last two financial year 2015-2016 & 2016-2017.
  - (c) Copies of the EPF and ESI registration Certificates.
  - (d) Copies of the GST registration certificate.
  - (e) Proof of annual turnover of the firm for the last year ending on 31/03/2017.
  - (f) Declaration regarding black listing as per format attached.
  - (g) Acceptance Letter.
  - (h) One year experience for execution of work at Government organization/ heritage structure
- 10- Conditional bids shall not be considered and will be out rightly rejected in the very first instance.
- 11- All entries in the tender form should be legible and filled clearly.
- 12- Payment shall be made to the Contractor on the basis of the Attendance record of Labourers certified by the site in-charge / Conservation Assistant.
- 13- In case any of the above provisions are violated, the Company shall be liable to be blacklisted
- 14- The tender shall be opened at **25/09/2018 at 15:30 Hrs** at Office of The Superintending Archaeologist, Archaeological Survey of India, 22 Mall Road, Agra – 282001 in the presence of the authorized representatives of the Companies/Firms/Agencies, if any, who are present on the spot at that time.
- 15- The Archaeological Survey of India, reserves the right to cancel any or all the bids without assigning any reason.

## **ELIGIBILITY CERTIFICATES FOR THE BIDDERS**

The bidders should fulfil the following Eligibility requirement and furnish self-attested copies of documents with the bid -

1. The agency should be registered under ASI/CPWD or any Central Government Department
2. One year experience for execution of work at Government organization/ heritage structure
3. The Company / Firm/ Agency/ Contractor should be registered with CGST and SGST (Uttar Pradesh).
4. The Company/ Firm/ Agency/ Contractor should be registered with appropriate authorities for Employees Provident Fund and Employees State Insurance Act
5. Copy of IT return filed for the last two financial years (2015-2016 & 2016-2017)
6. Declaration regarding black listing as per format attached
7. Acceptance Letter

**AUTHORISED SIGNATORY**

## APPLICATION FOR TENDER

1.	Name of Tendering Company/ Firm/ Agency (Attach certificate of registration)	
2.	Name of Proprietor/Director of Company/ Firm/ Agency:	
3.	Full address of the agency:	Telephone No: Fax No. E-Mail Address:
4.	PAN/GIR No. (Attach attested copy)	
5.	GST registration number, (Attach attested copy)	
6.	E.P.F. Registration Number, (Attach copy)	
7.	E.S.I. Registration Number, (Attach copy) If the space provided is insufficient, a separate sheet may be attachment)	
8.	Additional information, if Any (Attach separate sheet, if required)	
	Date: Place:	Signature of authorized person Name: Seal:

## DECLARATION

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 conditions of the tender and undertake to abide by them:
3. My agency has not been blacklisted/ debarred from participating in tender by any Ministry Department of Government of India and Government of India undertaking in the last Three (3) Years as on date of opening of this Tender.
4. The information/ documents 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:

Date:  
Place:

Signature of authorized person  
Full Name:  
Seal:



## DESIRED DOCUMENT SUBMISSION BY THE COMPANY/ FIRM/ AGENCY/ CONTRACTOR (AS PER ELEGIBILITY CRITERIA)

Name of tendering Company/ Firm/ Agency/ Contractor: -----

SL. NO.	REQUIREMENT	COPY OF RELEVANT DOCUMENT	YES/NO	PAGE NO.
1.	The agency should be registered under ASI/CPWD or any Central Government department.	Copy of Registration	YES/NO	
2.	One year experience for supply of labour.	Copy of work order	YES/NO	
3.	The Company / Firm/ Agency/ Contractor should be registered with CGST & SGST (Uttar Pradesh).	Copy of Registration Certificate/ Number	YES/NO	
4.	The Company/ Firm/ Agency/ Contractor should be registered with appropriate authorities for Employees Provident Fund and Employees State Insurance Act.	Copy of Registration Certificate/ Number	YES/NO	
5.	Acceptance Letter.	Copy of Acceptance Letter.	YES/NO	
6.	Copy of IT return filed for the last two financial years (2015-2016 & 2016-2017).	Copy of Enclose	YES/NO	
7.	EMD (in FDR form) in favour of S.A. Agra Circle, Agra	Copy of Enclose	YES/NO	
8.	Tender Fee(in DD form) in favour of S.A. Agra Circle, Agra	Copy of Enclose	YES/NO	
9.	Declaration regarding black listing as per format attached (undertaking)	Copy of Enclose	YES/NO	

Date:  
Seal:

Signature of authorized person  
Full Name & Place:

## APPLICATION FINANCIAL BID (FOR PROVIDING LABORERS)

1. Name of tendering company/ Firm/Agency.
2. Details of Earnest Money Deposit Rs.----- only) FDR No & Date and Drawn on Bank etc.-----
3. For the purpose of comparison of rates in the financial bid, rates to be quoted in accordance with the Minimum Wages Act, 1948 notified by the Chief Labour Commissioner, Govt. of India vide notification No.K-27/(MW-RATEs)/2017-B-IV dated 04/05/2017 as applicable on the date of issue of this tender in Uttar Pradesh for workers (Skilled & Unskilled). Copy of the notification may be enclosed.
4. The rates which is not in accordance of Minimum Wages Act 1948 notified by the Chief Labour Commissioner, Govt. of India vide notification No.K-27/(MW-RATEs)/2017-B-IV dated 04/05/2017 as applicable on the date of issue of this tender in Uttar Pradesh for Laburars for deferent kind mention above will not be accepted and financial bid shall not be considered.  
Further, actual amount payable to the bidder shall not be less than Central minimum wages as per rules applicable in the respective states/city as per Ministry of Labour and Employment. Where the Central minimum wages for Skilled, & Unskilled category are lower than the rates Notified under State Govt. minimum wages, the higher rates shall be protected and treated as minimum rate of wages. For the purpose of evaluation of financial bid, the Bidders shall be required to submit copy of the latest notification of minimum wages for Skilled & Unskilled category as Notified by the Chief Labour Commissioner, Govt. of India based on which rates, the financial bid is to be quoted.
5. The agency will ensure that it is complying with all statutory liabilities relating to taxes payment of minimum wages and other statutory liabilities.
6. Break up of rate.

Categories	Approx. units of Laboures	Requirement of worker per day
Unskilled workers for sweeping/cleaning/attendant work for carry drinking water from out side of museum.	624 Units	04

Sl. No.	Component of Rate for laboures	Minimum wages per
		Unskilled Labour
1.	Daily Wages Rate including existing Dearness Allowance (in accordance with Minimum wage Act, 1948) for worker	
2.	Employee Provident Fund @% of 13.16% of (i) above (if applicable)	
3.	Employee State Insurance @% of 4.75% of (i) above (if applicable)	
4.	Contractors Service Charge-----% of (i) above in INR	
5.	Total 1+2+3+4 above	
6.	GST @ 12 % of 5 above or as applicable to ASI.	
7.	Total rate per person per day (column5+6)	
8.	Total amount	624 Units
9.	Total amount (Unskilled labour)	

**SIGNATURE OF AUTHORIZED PERSON  
FULL NAME & PLACE**

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ARCHAEOLOGICAL SURVEY OF INDIA, AGRA

Sl. No	State/Name of monuments	No. of worker
	Taj Museum, Tajmahal, Agra	
1.	UNSKILLED WORKERS FOR SWEEPING/CLEANING/ATTENDANT WORK FOR CARRY DRINKING WATER FROM OUT SIDE OF MUSEUM.	624 Units
	<b>Total</b>	<b>624 Units</b>

### EVALUATION CRITERIA

1- The eligible bidder who quotes lowest rate per person per day mentioned in para 7 of application for financial bid will be declared L1.

2- The work shall be awarded to the L1 bidder.

**Notes-**

1- In cases where the bidder has submitted NIL service Charges the bid Shall be treated as unresponsive and will not be considered in terms of the provisions of Ministry of Finance, Department of Expenditure OM No-29 (1) 2014-PPD dated 28<sup>th</sup> January, 2014.

2- The payment shall be made on the basis of the attendance duly certified by concerned Conservation Assistant/site incharge. The payment shall be made on monthly basis based on attendance duly certified by concerned Conservation Assistant/site incharge.

## **TERMS AND CONDITIONS OF CONTRACT GENERAL**

1. The contract may be extended/ suspended, on the basis on performance of the work.
2. The contracting Company/ Firm/ Agency shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract.
3. 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.
4. ASI reserves right to terminate the contract during initial period also after giving three day's notice to the contracting agency in case of breach of terms of contract.
5. All the personnel for worker 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 The Superintending Archaeologist, Archaeological Survey of India, 22 Mall Road, Agra – 282001 before the end of each month. The Superintending Archaeologist, Archaeological Survey of India, 22 Mall Road, Agra – 282001 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.
6. Whenever minimum wage is revised by the Labour commissioner (Central), the rate in the contract and the consequential statutory payments shall automatically get revised keeping the contractors Service Charge unchanged.

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

7. The contacting agency shall ensure that the individual manpower deployed is physically fit to discharge duties of worker.
8. The contracting company/ Firm/ Agency shall furnish the following documents in respect of the individual workers who will be deployed by it in this Department before the commencement of work.
  - a. List of persons deployed.
  - b. Identity Cards bearing photograph.
9. In case the person employed by the successful company/ Firm/ 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.
10. The tendering Company/ Firm/ Agency shall replace immediately any of its personnel who are found unacceptable to this Department because of security risks, incompetence, conflict of interest, improper conduct etc. On instructions of this department.
11. Vendor shall be required to maintain daily attendance/ leave report in the format as prescribed by ASI.
12. The agency shall depute a coordinator who would be responsible for immediate interaction with ASI so that optimal service of the persons deployed by the agency could be availed without any disruption.
13. 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.
14. It will be the responsibility of the service providing agency to meet transportation, food, medical and any other requirements in respect of the persons deployed by it (agency).
15. This Department shall not be responsible for any damages, losses, claims, financial or injury to any other person deployed by service providing agency in the course of their performing the functions/ duties, or for payment towards any compensation.
16. The tendering agency shall maintain all statutory registers under the application 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 regards will be submitted along with the bills every month.
17. The tendering agency will be responsible for compliance of all statutory provisions relating to minimum wages, GST, provident Fund and Employees State Insurance etc.
18. The Tax at Source (TDS) shall be deducted as per the provisions of the Income Tax Department, as amended from time to time and a certificate to this effect shall be provided to the agency by this Department.
19. The manpower supplied under this contract shall possess the experience and skill as mentioned in the tender.
20. Conditional bids shall not be considered and will be rejected in the first instance.
21. The Contract shall commence within 10 days of date of receipt of acceptance of the work order or within 15 days from the date of issue of work order whichever is earlier, by the Company/ Firm/ Agency.

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22. In case the Company/ Firm/ Agency is asked to provide a substitute and it fails to do so within 3 (three) days, then a penalty equal to 10% of the daily remuneration of the worker will be imposed on the agency, besides deduction of daily remuneration.
23. The contracting Company/ Firm/ Agency shall not be allowed to transfer, assign, pledge or subcontract 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.
24. The contracting Company/ Firm/ Agency shall not indulge in malpractice like charging of registration or consolation fee from the worker deployed in ASI under the contract. Any such malpractice shall render the contracting Company/ Firm/ Agency liable for termination of contract.
25. The tenderer 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 false 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.
26. Authority reserves right to terminate the contract during the period of contract after giving a month notice to the agency.
27. Vendor shall be required to maintain daily attendance in the format as prescribed by ASI. If a deployed resource is absent then the vendor shall provide a suitable substitute.
28. The agency shall depute a coordinator who would be responsible for immediate interaction with the competent authority so that optimal service of the persons deployed by the agency are availed without any disruption.
29. It will be the responsibility of the vendor to meet transportation, medical and any other requirements in respect of the persons deployed by it in the ASI. The ASI will have no liability in this regard.
30. The Service providing agency shall be solely responsible for the redressal of grievances/ resolution of disputes relating to person deployed. The ASI shall, in no way be responsible for settlement of such issues whatsoever.
31. The labour units which may increase or decrease may be supplied as per the requirement of the work and the demand placed by the Conservation Assistant/ Incharge.

#### **Legal**

32. Vendor will be responsible for timely payment to the supplied worker and statutory authorities and compliance of all statutory provision 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 authorities every month as an evidence of payment in the accounts of persons deployed.
33. The tendering agency shall also be liable to 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 extant rules and regulations on the matter.

#### **FORCE MAJEURE**

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 this 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, acts, 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 any such event is given by either party shall be reason of such event be entitled to terminate this contract nor shall either party have any claim for damages 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 and 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 may at its option terminate the contract".

#### **34. ARBITRATION**

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 ASI and the award of the arbitration, as the case may be, shall be final and binding on both the parties. The arbitration 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 there under and any statutory modification or re-enactment, thereof. The arbitration proceeding shall be held in New Delhi, India.

#### **35. APPLICABLE LAW**

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

## **INSTRUCTIONS FOR ONLINE BID SUBMISSION**

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

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

### **REGISTRATION**

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

### **SEARCHING FOR TENDER DOCUMENTS**

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

### **PREPARATION OF BIDS**

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their Bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the Bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the Bid.
- 3) Bidder, in advance, should get ready the Bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every Bid, a provision of uploading such standard documents (e.g. PAN card copy, 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 Bid in time i.e. on or before the Bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The Bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of Bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during Bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial Bids in the format provided and no other format is acceptable. If the price Bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the Bidders. Bidders are required to download the BOQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the Bidder). No other cells should be changed. Once the details have been completed, the Bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the Bidder, the Bid will be rejected.
- 6) The server time (which is displayed on the Bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the Bids by the Bidders, opening of Bids etc. The Bidders should follow this time during Bid submission.
- 7) All the documents being submitted by the Bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of Bid opening. The confidentiality of the Bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any Bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/Bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized Bid openers.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized Bid openers.
- 9) Upon the successful and timely submission of Bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful Bid submission message & a Bid summary will be displayed with the Bid no. and the date & time of submission of the Bid with all other relevant details.
- 10) The Bid summary has to be printed and kept as an acknowledgement of the submission of the Bid. This acknowledgement may be used as an entry pass for any Bid opening meetings.

### **ASSISTANCE TO BIDDERS**

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

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

DATE:

To,  
The Superintending Archaeologist  
Archaeological Survey of India,  
22, Mall Road, Agra Circle, Agra.

SUB: ACCEPTANCE OF TERMS & CONDITIONS OF TENDER.

**TENDER REFERENCE NO: TM 01/11/2018-2019/M (PIN 282001)**

NAME OF TENDER / WORK: UNSKILLED LABOUR WORKER SWEEPING/CLEANING /ATTENDANT WORK FOR CARRY DRINKING WATER FROM OUT SIDE OF MUSEUM UNDER ARCHAEOLOGICAL SURVEY OF INDIA, AGRA.

Dear Sir,

I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: for the work of **UNSKILLED LABOUR WORKER SWEEPING/CLEANING /ATTENDANT WORK FOR CARRY DRINKING WATER FROM OUT SIDE OF MUSEUM UNDER ARCHAEOLOGICAL SURVEY OF INDIA, AGRA.**

1. As per your advertisement, given in the above mentioned website(s).
2. I/ We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. 01 to 15 (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 our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

**(Signature of the Bidder, with Official Seal)**

FOR PROVIDING FOR UNSKILLED LABOUR WORKER SWEEPING/CLEANING /ATTENDANT WORK FOR CARRY DRINKING WATER FROM OUT SIDE OF MUSEUM UNDER ARCHAEOLOGICAL SURVEY OF INDIA, AGRA