

**REQUEST FOR PROPOSAL**

**FOR PROVIDING UNSKILLED CASUAL LABOUR FOR THE WORK OF ANNUAL  
MAINTENANCE TO PROTECTED MONUMENTS UNDER JAGDALPUR SUB CIRCLE  
,JAGDALPUR-CHHATTISGARH**

**REFERENCE NO. F. No. :- D-33/May/21/7498455/NAP**



**प्रत्नकीर्तिमपावृणु**

**GOVERNMENT OF INDIA  
MINISTRY OF CULTURE  
ARCHAEOLOGICAL SURVEY OF INDIA  
RAIPUR CIRCLE  
RAIPUR**

**Section-1**

**Table — A: Time and Work Frame**

**NAME OF WORK: FOR PROVIDING UNSKILLED CASUAL LABOUR FOR THE WORK OF ANNUAL MAINTENANCE TO PROTECTED MONUMENTS UNDER JAGDALPUR SUB CIRCLE , JAGDALPUR-CHHATTISGARH**

**Tender Reference No. D-33/May/21/7498455/NAP**

**Manual bids shall not be accepted.**

**CRITICAL DATE SHEET**

1.	Publishing Date	22.05.2021	05:00 P.M.
2.	Document Download / Sale Start Date	22.05.2021	05:30 P.M.
3.	Seek Clarification Start Date	22.05.2021	05:30 P.M.
4.	Seek Clarification End Date	07.06.2021	03:00 P.M.
5.	Pre Bid Meeting Date	07.06.2021	11:30 A.M.
6.	Bid Submission Start Date	22.05.2021	05:30 P.M.
7.	Bid Submission Closing Date	08.06.2021	03:00 P.M.
8.	Bid Opening Date	09.06.2021	03:00 P.M.
9.	Bid Validity Date	One Year	

Sir,

1. The Archaeological Survey of India invites Online Bids in the prescribed form under the Two Bid system (a) Technical Bid and (b) Financial Bid for providing manpower of **casual labours (Unskilled)** for cleaning, watch & ward, sweeping, & other works as directed **under FOR PROVIDING UNSKILLED CASUAL LABOUR FOR THE WORK OF ANNUAL MAINTENANCE TO PROTECTED MONUMENTS UNDER JAGDALPUR SUB CIRCLE, JAGDALPUR -CHHATTISGARH**
  
2. The system of e-tendering shall be adopted, comprising Technical Bid and the Financial Bid. **Document Download: Tender documents may be downloaded from CPPP site <https://eprocuregov.in/eprocure/app> as per the schedule given in CRITICAL DATE SHEET.**  
Technical Bid should, inter alia, contain all technical details of services and solutions to be provided along with such documentary proofs. Financial Bid should, inter alia, indicate item-wise price and other commercial / financial terms against the items mentioned in the Technical Bid.
  
3. **Bid Submission:**  
Applicants/ intending or interested Bidders are invited to submit their online proposal after carefully reading the tender document by providing (a) Technical Bid, and (b) Financial Bid, separately, clearly mentioning (i) 'Technical Cover', and (ii) 'Financial Cover' 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>** Bid documents may be scanned with 100 dpi with black and white option which help in reducing size of the scanned document.
  
4. **Earnest Money Deposit:**  
The Hard Copy of original instruments in respect of earnest money must be delivered to the Superintending Archaeologist, Archaeological Survey of India, Raipur Circle, "Poorvayatan", 1<sup>st</sup> floor, Govind Sarang Commercial Complex, New Rajendra Nagar, Raipur-492001 on or before Bid opening date/ time as mentioned in critical date sheet. Tender shall be liable for legal action for non-submission of original payment instrument like FDR against the submitted Bid. 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 as per applicable. The earnest money should be in the form of FDR drawn in favour of the "SUPERINTENDING ARCHAEOLOGIST, ARCHAEOLOGICAL SURVEY OF INDIA" payable at Raipur of any nationalized bank.
  
5. **Tender Fee: -- NIL --**
  
6. **Estimated Cost of Tender :- Rs 3305376.00 (Rupees Thirty Three lacs Five Thousand Three hundred Seventy Six Only)**

Address for communication is as given below:

**Contact Details:**

<b>Contact Person</b>	Superintending Archaeologist
<b>Address for communication</b>	O/o The Superintending Archaeologist, Archaeological Survey of India, Raipur Circle, "Poorvayatan", 1 <sup>st</sup> floor, Govind Sarang Commercial Complex, New Rajendra Nagar, Raipur-492001

File No. D-33/May/21/7498455/NAP  
Government of India  
Archaeological Survey of India  
O/o Superintending Archaeologist, Raipur Circle,  
Poorvayatan", 1<sup>st</sup> floor,  
Govind Sarang Commercial Complex  
Raipur, Chhattisgarh  
Phone No./Fax : 0771-4218483/84,  
E-mail : [circлераipur.asi@gov.in](mailto:circлераipur.asi@gov.in) : [circлераi.asi@gmail.com](mailto:circлераi.asi@gmail.com)

## **TENDER NOTICE**

1. On behalf of the President of India, e-tender is invited under **Two Bid System** i.e. Technical Bid and Financial Bid from reputed, experienced and financially sound Manpower Companies/ Firms/ Agencies **FOR PROVIDING UNSKILLED CASUAL LABOUR FOR THE WORK OF ANNUAL MAINTENANCE TO PROTECTED MONUMENTS UNDER JAGDALPUR SUB-CIRCLE, JAGDALPUR- CHHATTISGARH**

2. Complete e-tender document can be downloaded from the website of this Department i.e. [www.asi.nic.in](http://www.asi.nic.in) & <https://eprocuregov.in>.

3. Interested manpower providing Companies/ Firms/ Agencies may submit/ deposit the **Earnest Money Deposit** (EMD) Rs. 82634/- (Rupees Eighty Two thousand Six hundred and Thirty Four only) in form of FDR, and **affidavit/declaration (attested with notary)** on **08.06.2021 up to 3.00 P.M.** to the tender box in **O/o The Superintending Archaeologist, Archaeological Survey of India, Raipur Circle, "Poorvayatan", 1<sup>st</sup> floor, Govind Sarang Commercial Complex, New Rajendra Nagar, Raipur-492001**

4. No e-tender shall be entertained after this deadline under any circumstances what so ever. The Technical Bid of tenders will be opened on **09.06.2021 at 3.00 P.M.** in the presence of authorized representative of Bidders as may wish to be personally present.

This ASI 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 giving any notice or assigning any reason. The decision of the Competent Authority, Archaeological Survey of India in this regard shall be final and binding on all parties in all circumstances.

(Superintending Archaeologist)  
Archaeological Survey of India,  
Raipur Circle, Raipur  
For and on behalf of the President of India

Copy to:

1. Notice Board

2. Website of this Department i.e. [www.asi.nic.in](http://www.asi.nic.in) & <https://eprocuregov.in>

1. No tender shall be entertained after the deadline under any circumstances what so ever.
2. This ASI reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Documents or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Superintending Archaeologist, Archaeological Survey of India, Raipur Circle, Raipur in this regard shall be final and binding on all parties in all circumstances.
3. The Successful tender will have to deposit Security Deposit of 10% of order value in the form of Bank Guarantee of fixed Deposit Receipt (FDR) Period nine month validity made in the name of the Company/ Firm/ Agency/ Contractor but by hypothecated to the Superintending Archaeologist, Archaeological Survey of India, Raipur Circle, Raipur.
4. Conditional bids shall not be considered and will be out rightly rejected in the very first instance.
5. The Superintending Archaeologist, Archaeological Survey of India, Raipur Circle, Raipur reserves the right to cancel any or all the bids without assigning any reason.
6. Contractor will be responsible for timely payment to the supplier/labour and statutory authorities and compliance of all statutory provisions relating to minimum wages/specified contract amount etc. in respect of the person deployed by him in the work.
7. The Contractor shall also be liable for depositing all taxes levies, cess etc. on amount of work done/ service rendered by him to the ASI to the concerned tax collection authorities from time as per extant rules and regulations on the matter.
8. The contractor should quote the rate and amount in figure as well as in words. The amount for each item should be worked out and the total for all items should be given.
9. Whenever the rates quoted by the contractor in figures and in words tally but the amount is not worked out correctly, the rate quote by the contractor will be taken as correct and not the amount.
10. The total cost of all items of each tender quoted by the bidders shall be worked out and the same i.e. total cost of each tender shall be compared for deciding the lowest bidder for acceptance of tender.

11. The rate quoted should include all taxes etc. ASI will not entertain any claim whatsoever in this regard.
12. In case contractor's signature on tender is fixed in an India Language the rate/ amount/ Percentage above or below should also be written in the same language. In the case of illiterate contractors the rates/ percentages should be attested by a witness.
13. The discretion of acceptance of a tender, will rest with the Circle/ Branch/ Office/ Regional Director/ Director General , A.S.I. who does not bind himself to accept the lowest tender and reserve to himself the authority to reject any or all of the tenders received, without the assigning any reason , Any tender, in which any of the prescribed conditions are not fulfilled or are incomplete in any respect is liable to be rejected.
14. The Contractor shall not be permitted to tender for works in the Archaeological Survey of India, Circle/Branch Office (Responsible for award and execution of contracts) in which his near relative is posted as an officer in any capacity.
15. The tender of the work shall not be witnessed by a contractor or contractor who himself/themselves/has/have/ tendered or who may tender for the same work

**TENDER DOCUMENT**

1. **Name of Work: FOR PROVIDING UNSKILLED CASUAL LABOUR FOR THE WORK OF ANNUAL MAINTENANCE TO PROTECTED MONUMENTS UNDER JAGDALPUR SUB-CIRCLE, JAGDALPUR- CHHATTISGARH**
2. **Estimated cost of work: Rs 3305376.00 (Rupees Thirty Three lacs Five Thousand Three hundred Seventy Six Only)**
3. **Earnest Money: Rs. 82634/- (Rupees Eighty Two thousand Six hundred And Thirty four only)**
4. **Date of Opening of Technical Bid: 09.06.2021 & 03:00 P.M**
5. **Place of Work: As mentioned below**
6. **Type of Work: Cleaning, watch & ward, sweeping and other works as directed/ assigned by the in-charge.**

**Manpower is required for maintenance till 31 March 2022 from the date of Award of Work Order**

Sl. No.	Name of the Work	Location	District	Required strength Per		
				Labour/ Day	Units/ Month (per Month)	Total Units (Till 31 march 2022)
<b>RAIPUR CIRCLE</b>						
<b>A</b>	<b>JAGDALPUR SUB CIRCLE</b>					
27	Annual maintenance to Ganesh Statue,	Barsoor	Dantewada	1	26	234
28	Annual maintenance to Mama-Bhanja Temple,	Barsoor	Dantewada	3	78	702
29	Annual maintenance to Old Danteswari Temple,	Barsoor	Dantewada	3	78	702
30	Annual maintenance to Chandraditya Temple,	Barsoor	Dantewada	2	52	468
31	Annual maintenance to Danteswari Temple,	Dantewada	Dantewada	3	78	702
32	Annual maintenance to Bhairamdev Temple,	Bhairamgarh	Bijapur	2	52	468
33	Annual maintenance to Megallithic Site,	Gammewada	Dantewada	1	26	234
34	Annual maintenance to Karli Mahadev Temple,	Samloor	Dantewada	1	26	234
35	Annual maintenance to Brick Mound,	Keshkal	Kondagaon	1	26	234
36	Annual maintenance to Kama Memorial,	Dhilmili	Bastar	1	26	234
37	Annual maintenance to Narayanpal Temple,	Narayanpal	Bastar	2	52	468

38	Annual maintenance to Mahadev Temple,	Bastar	Bastar	2	52	468
	<b>Total</b>			<b>22</b>	<b>572</b>	<b>5148</b>

*Note: The number and type of casual labours to be engaged is subject to increase or decrease as per the requirement of the department.*

Superintending Archaeologist



## **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 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: <http://eprocure.gov.in/eprocure/app->

### **REGISTRATION**

- 1) Bidders are required to enroll 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 number 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/ N Code/ 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.

### **Searching for Tender Documents**

- 1) There are various search options built in the CPP Portal, to facilities 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 while 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, 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 not 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 colored (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 field 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 24x7 Help Desk Number 0120-4200462 , 0120-4001002.

**TENDER FORM**  
**PART-A (TECHNICAL BID)**

**SUBJECT: FOR PROVIDING UNSKILLED CASUAL LABOUR FOR THE WORK OF ANNUAL MAINTENANCE TO PROTECTED MONUMENTS UNDER JAGDALPUR SUB-CIRCLE, JAGDALPUR- CHHATTISGARH**

(Note : Technical bid should be filled along with the self-attested photocopies of relevant documents)

**A. Profile of Company/ Firm/ Agency**

Sl.No	Particular	
1	Name of the Company/ Firm/ Agency (As given in the registration certificate)	
2	Registered Address	
3	Operating Address	
4	e-mail id. (This email id will be used for all correspondence from and with us. A delivered mail sent to this id should be taken as receipt by the bidding Company/ Firm/ Agency)	
5	Please specify as to whether the tenderer is sole proprietor/partnership firm.(Name, address, contact numbers and email id of the director/directors)	
6	Name of Authorised signatory (Supported by required documents )	
7	PAN number details (with supporting documents)	
8	GST number details (with supporting documents)	
9	EPF registration details (with supporting documents)	
1	ESI registration details (with supporting documents)	

**B. Eligibility Criteria**

Sl.No	Criteria	Supporting documents	Yes/No (Also fill the table below in this regard)
1	The Company /Firm /-Agency should have compulsorily deployed manpower in the last three years (For the period 2018-19, 2019-20 & 2020-21.) to Government or Public Sector Companies/Banks.	Copies of Work orders and matching Completion Certificates should be submitted. The work orders and completion certificates should clearly mention (Both in financial value and quantity of units or manpower deployed) the quantity of manpower supplied and amount of performance	
2	The Company /Firm /-Agency shall have at least three years' experience by successful manpower deployment to Government or Public Sector Companies/Banks. for the last three years i.e 2018-19, 2019-20 & 2020-21	Copies of turnover certificate issued by the Chartered Accountant of the firm-(Please do not attach Profit and loss accounts or balance sheet.).	

3	The Company /Firm /-Agency shall have average financial turnover of not less than 30% of the estimated cost of this tender, for all of the last 3 years,(i.e. 2018-19, 2019-20 & 2020-21)	(If 2019-20 is not audited, 2016-17 will be taken into consideration)	
4	<p>The Company /Firm /-Agency should have experience of having successfully deployed manpower to Government or Public Sector Companies/Bank in the last seven years. (Both in financial value and quantity of units/manpower deployed) ending last day of month, previous to the month of floating of this tender in the light of the following :</p> <p>(a) Three similar completed deployment of manpower each costing not less than (i) the financial value equal to 40% of the estimated cost and (ii) The quantity of manpower deployed on a single day equal to 40% of the estimated Nos of Manpower</p> <p style="text-align: center;"><b>OR</b></p> <p>(b) Two similar completed deployment of manpower each costing not less than (i) the financial value equal to 60% of the estimated cost and (ii) The quantity of manpower deployed on a single day equal to 60% of the estimated Nos of Manpower</p> <p style="text-align: center;"><b>OR</b></p> <p>(c) One similar complete deployment of manpower costing not less than (i) the financial value equal to 80% of the estimated cost and (ii) The quantity of manpower deployed on a single day equal to 80% of the estimated Nos of Manpower.</p> <p>(Note: Quantity of deployment of manpower taken a single day</p>	<p>Copies of Work orders and matching Completion Certificates should be submitted.</p> <p>The work orders and completion certificates should clearly mention (Both in financial value and quantity of units or manpower deployed) the quantity of manpower supplied and amount of performance</p>	
5	The manpower Company /Firm /Agency shall have been registered with the appropriate registration authority.	Registration certificate of the Company/Firm/Agency should be submitted.	
6	Labour license from the Labour Commissioner for specific number required for the contract under Contract Manpower (Regulation & Abolition) Act, 1970	Copy of the valid Labour license from the appropriate authority should be submitted.	
7	The Branch Office/Authorised representative's office of the manpower Company /Firm/ Agency should be located in Raipur, Raipur or Jagdalpur, once the tender is awarded.	The agency should have a field office/Authorised representative in Raipur, Raipur or Jagdalpur.	

8	The Company/Firm/Agency shall have been registered with the Income Tax and Service/GST Tax Department	Copy of the registration certificate from the appropriate authorities should be submitted.	
9	The Company/Firm/Agency shall have been registered for Employees Provident Fund and Employees State Insurance Act	Copy of the registration certificate from the appropriate authorities, should be submitted.	
10	Income tax returns for the last three years (For the period 2018-19, 2019-20 & 2020-21)	Copy of the PAN Card and IT returns for all these years should be provided. (if 2020-21 is not audited, 2017-18 will be taken into consideration)	

**C. Details of Experience (Document enclosed)**

Sl.No	Year	Government or Public Sector Companies/ Banks etc	Work Order Reference	Quantity Executed	Total value executed
1	2018-19				
2	2019-20				
3	2020-21				

**D. Turnover (Document enclosed)**

Sl.No	Year	Turnover
1	2018-19	
2	2019-20	
3	2020-21	

**E. List of Documents attached (Add rows. Pl enumerate all the documents)**

Sl.No	Criteria	Details of the document

**NOTE: The bidder must note that they should have carried out and completed similar works in their own name as principal contractor and not in any other name as per MOU signed with other parties.**  
I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them:

My agency has NOT been blacklisted/ debarred from participating in tender of 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.

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

I/we 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:

Place		
Date		
		Signature of the Authorised signatory

## **PART-B (FINANCIAL BID)**

### **SUBJECT: FOR PROVIDING UNSKILLED CASUAL LABOUR FOR THE WORK OF ANNUAL MAINTENANCE TO PROTECTED MONUMENTS UNDER JAGDALPUR SUB-CIRCLE, JAGDALPUR- CHHATTISGARH**

Name of tendering Company/ Firm/ Agency:

1. Minimum Wages shall be paid in accordance for Casual Labours (Unskilled) as notified by Chief Labour Commissioner Govt. of India vide notification No. 1/20(3)/2020-LS-II dated 23/04/2021 for Central Govt. Department in Chhattisgarh.
2. For the purpose of comparison of rates in the Financial Bid, the rates notified by Chief Labour Commissioner Govt. of India vide notification No. 1/20(3)/2020-LS-II dated 23/04/2021 However actual amount payable to the Bidder shall not be less than Central Labour and Employment. Where the State Minimum Wages for Unskilled category are higher than the rates notified under Central Minimum Wages, the higher rates shall be protected and treated as minimum rate of wages.
3. Description of labourers-

<b>Categories</b>		<b>Approx. Quantity of Labourers</b>	<b>Requirement / Day</b>
Unskilled Labours (as per requirement)		Un-skilled Labour: 22 Units: Nos. 5148	As per requirement of the site
<b>Sl. No.</b>	<b>Item Description &amp; Categories of labourers</b>	<b>Minimum Wages per worker per day (Unskilled) Area C</b>	
1.	Minimum daily wages per worker per day	431.00	
2.	Prevailing Minimum daily wages per worker per day as on date (to be filled by the contractor)		
3.	EPF (On Sl. No. 2) @13.00%		
4.	ESI (On Sl. No. 2) @3.25%		
5.	Service Charges/ Agency Profit (On Sl. No. 2) @.....%		
6.	Total of S. No. 2+ 3+4+5		
7.	GST. If applicable to ASI, @18% of S. No. 6		
8.	Effective rate per lab/day Total S. No. 6+7		

**Note:** The bidder should note that all kind of charges/profit required by the company/ Agency for providing manpower is to be included in the Service charges at Sl. No. 5 and that no other hidden charges are to be claimed/ recovered on any other account. The agency will ensure that it is complying with all statutory liabilities relating to taxes, payment of minimum wages and other statutory liabilities.

**Date:**

**Signature of authorized person**

**Place:**

**Full Name & Seal**



## **TENDER ACCEPTANCE LETTER**

(To be given on Contractor Letter Head)

To,

**Date:**

Superintending Archaeologist,  
Archaeological Survey of India,  
Raipur Circle, Raipur.

Sub: Acceptance of Terms & Conditions of Tender.

Name of Tender / Work:- **FOR PROVIDING UNSKILLED CASUAL LABOUR FOR THE WORK OF ANNUAL MAINTENANCE TO PROTECTED MONUMENTS UNDER JAGDALPUR SUB-CIRCLE, JAGDALPUR- CHHATTISGARH**

Dear Sir,

1. I/We have downloaded/Obtained 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 website(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 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)

## 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 understand 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 of 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 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 toward prosecution under appropriate law.

Signature of authorized person(s)

Date:

Full Name:

Place:

Seal:

**Name of the Firm:**

**Name of work: FOR PROVIDING UNSKILLED CASUAL LABOUR FOR THE WORK OF ANNUAL MAINTENANCE TO PROTECTED MONUMENTS UNDER JAGDALPUR SUB-CIRCLE, JAGDALPUR- CHHATTISGARH**

**UNDERTAKING OF THE BIDDER IN THE BID/TENDER**

Should this tender be accepted. I/We (authorized representatives(s) of the bidder(s) include do hereby agree to abide by. and fulfill all the terms and conditions as annexed in the terms and conditions'' portion of the tender, so far as applicable.

In default thereof we assure to pay to the President of India, or his successor in office, the sum of money, that stands due/unpaid and also allow the president of India. Or his successor in office, to forfeit the previously deposited amounts by our concern, as per the terms and conditions of the said tender.

If I/We fail to commence the work as specified in the above memorandum , or if I/We fail deposit the amount of security deposit as specified in the memorandum in accordance with the said conditions of contract. I/We agree that the said President, or his successor in office, shall without prejudice to any other right or remedy be at liberty to forfeit the earnest money absolutely otherwise the said earnest money shall be retained by the towards such security deposit.

If I/we fail to deposit security amount as aforesaid, I/we further agree that the sad President, or his successor in office, shall also be at liberty to cancel the acceptance of the offer of tender submitted by us.

In such eventuality (ies), the bidder will not be allowed to seek clarification in the matter

A sum of Rs.....(Rupees.....) is.

Forwarded herewith as earnest money in form of FDR/DD and or other mode of payment as asked by ASI in the tender.

Particulars' of the bidder

Signature of authorized person and stamp

Signature of Tendered (d)

Address with TIN/GST No.

Signature of witness (Name/ Father's name and address)

(Pl. attach attested copy of a photos ID Proof)

Mob No.:

Dated the:

.....OFFICE OF  
THE SUPERINTENDING ARCHAEOLOGIST, ARCHAEOLOGICAL SURVEY OF INDIA, RAIPUR  
CIRCLE, RAIPUR.

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

Signature of the officer by whom the tender is accepted.

If not accepted, the reason thereof:

## **EVALUATION CRITERIA**

1. The bidder who fulfills 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 effective rate per labour/Day mentioned in Para 8 of application for financial bid will be declared LI.
3. In case of tie in lowest rate, the Company/ Firm/ Agency/ who has completed More work orders in last 3 year for providing man power in Ministries/ Government offices (central/state) Government organizations shall be declared LI Copies of orders and completion certificates from employer shall be provided along with Technical Bid.
4. The work shall be awarded to the L1 bidder.

### **Notes:**

1. In cases where the bidder has submitted “Nil” administrative 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(I)/2014-PPD dated 28<sup>th</sup> January , 2014
2. The payment shall be made based on attendances duty certified by concerned site-in-charges.

## **TERMS AND CONDITIONS**

**Name of work: FOR PROVIDING UNSKILLED CASUAL LABOUR FOR THE WORK OF ANNUAL MAINTENANCE TO PROTECTED MONUMENTS UNDER JAGDALPUR SUB-CIRCLE, JAGDALPUR- CHHATTISGARH**

The offer will be subject to the following terms and conditions:

1. **Companies/Firms/Agencies having experience in working at heritage/Ancient sites/Monuments should be given preference.**
2. **The Archaeological survey of India has requirement for services of casual labour who are experienced with above said works The manpower providing agency shall give preference to those casual labours who have already worked with ASI if they approach for work and Comply with the direction of any Court order in this respect**
3. **The Details of the Unskilled Casual Labours who approach Honourable CAT can be obtained from the Raipur Circle Office, Raipur**
4. Manpower/Labourers for various works should be made available as and when required. The Manpower shall be able to perform various works as well as field duties at heritage sites.
5. Tender rates will be valid for the one year from the date of award of contract with enhancement of rate & wages from time to time for central government department in Chhattisgarh as per notification of chief labour commissioner, Government of India. The period of contract may further be extend for one year depending upon satisfactory work.
6. The ASI **Jagdalpur Sub-Circle, Raipur** of initially requires about 22 personnel for various works and duties (Under Unskilled category). The requirements of manpower is tentative and may increase or decrease at the sole discretion of the S.A., A.S.I. **Raipur Circle, Raipur** will pay for these personnel according to the Minimum Wages shall be paid in accordance for Casual Labours (Unskilled) as notified by Chief Labour Commissioner Govt. of India vide notification No No. 1/20(3)/2020-LS-II dated 23/04/2021 for Central Govt. Department in Chhattisgarh.
7. All the personnel for Manpower (Unskilled Casual Labours) 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 payment due to the service provider, besides other legal action.
8. 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 extant rules and regulations on the matter.
9. The service providing agency shall be provided the casual Laboure (unskilled) at concern monuments/ sites as per requirement at site incharge.
10. This e-tender is given by this of Archaeological Survey of India (May be abbreviated as ASI) on official website [www.asi.nic.in](http://www.asi.nic.in) and CPPP Portal [eprocure.go.in/](http://eprocure.go.in/) eprocure app.
11. The Tender form can be downloaded from the website [www.asi.nic.in](http://www.asi.nic.in) and CPPP portal [eprocure.gov.in/](http://eprocure.gov.in/) eprocure app.
12. In the event of the specified dates(s) on all matters of the tender is (are) government holiday(s) and or declared a holiday(s) , actions on matters of the tender in question will be taken on the next working day(s) correspondingly.

13. The “Tenderer and/or Party and or Maintenance Contractor or service providers as used in The Tender documents shall mean the one who has signed the Tender form and format for Pre-qualification bid submitted in response to our Tender Notice.
14. The individual signing the tender or other documents in connection with the tender must Certify his/ her signature as (a) sole proprietor of the firm or constituted attorney of such sole proprietor (b) Constituted attorney of the firm, if it is company (c) authorized signatory of the firm.
15. Any tenderer giving tender in different names will be disqualified and his tender will be rejected.
16. The Tender Forms submitted by the tender shall contain all requisite information along with supporting documents.
17. The tender should be as established Agency/ Firm dealing with the categories of work published in the Tender Notice or having infrastructural facilities including manpower in case of Service Provider. The agency may have a local office at Raipur or nearby Sub-Circle with a regular telephone at office and residence.
18. The tenderer shall give the official mailing address and phone number to which all correspondences shall be made by this office/ site office. Also if address is changed , the same shall leave to be immediately intimated to ASI.
19. Bids documents received by ASI after the given date and time, will not be considered.
20. A FDR having its minimum period of nine months, as **Earnest Money** of a value as prescribed in the tender notice (Rs. 82634/-) pledged to the Superintending Archaeologist, ASI, Raipur Circle, Raipur. Should reach this office on or before **08.06.2021 at 3.00 PM** , The same will be refunded as per government rules.
21. Tender without Earnest Money Deposit will not be accepted and is liable to be rejected summarily.
22. Tender not conforming to the requirements mentioned in the Tender Form will be rejected and no correspondence shall be entertained in this regard.
23. **Bid Submission**: Applicants/ intending or interested Bidders are invited to submit their online proposal after carefully reading the Request for proposal (RPP) 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 portal/website: <https://eprocure.gov.in> and eprocure app. Bid documents may be scanned with 100 dpi with black and white option which help in reducing size of the scanned document. The tender form and other uploaded documents should be filled by typing or has to be hand written, as per given instructions, in ink clearly legible. Alterations and illegible attested by the Tenderer , shall disqualify the tender. The tender form should be signed by the Tenderer him/her self. Self-attested copies of the Registration number for the Firm. licence No. under Contract labor Act. Provident Fund Account No. allotted by the provident Fund commissioner GST No. ESI No. PAN No. allotted by the income tax Department and/ or copy of the last income Tax clearance certificate, Satisfactory performance Certificate issued by the concerned agency (s) organizations where such type of works/ Jobs have been performed by the contractor earlier shall also be enclosed. The rate should be indicated Contractor shall have to produce

documentary proof i.e. Ration Card/ Telephone Bill/ Electricity Bill/ income tax Certificate/ Aadhar card in support of his identify. Forwarding letter should clearly indicate the list of enclosures.

24. The tender should take care in bidding that :
- i) The contractor should ensure that the engaged labour should not be below 18 years and Above 60 years. Their normal working hours will be as per duty sift with one hour lunchbreak. The working time of labours may vary as per requirement at site.
  - ii) The workers will be engaged for the following type of jobs.
    - a) Cleaning of Monument.
    - b) Watch and ward duty.
    - c) Upkeep of monument / site.
    - d) Any other work assigned by the site-in-charge
  - iii) The quantity of work can be decreased or increased as per the availability of funds and need of work hence no claim will be made by the contractor to the department.
  - iv) The work should be executed as per the directions of the site-in-charge.
  - v) No accommodation/transportation to reach site will be provided by ASI.
25. The tender should take care that the rate and amount should be written in the BOQ and Tender document in such a way that interpolation is not possible. No column should be left blank which would otherwise make the tender for rejection.
26. It will be binding to accept the tender in totally, It can be accepted in parts.
27. False information/ documents provided for consideration would result in disqualification of the bidder if noticed.
28. Technical bids will be opened first. Those who qualify the technical bids and financial bids will be opened.
29. All wages and allied benefits like P.F., Bonus, ESIC, etc. to be paid by the agency. The agency shall remain liable to the authorities concerned for compliance of the provision in this regard and will be liable for any contravention thereof. Agency shall have to abide by Minimum wages Act as revised from time to time for the member of staff deployed by them. In case the minimum wages is raised by the Government Authorities after submission of the tender, the payment of difference in the minimum wages will be considered by the ASI.
30. The firms which do not meet minimum wages criteria will not be considered and they will be treated as ineligible. The company/Firm who will be awarded contract. Shall ensure that the wages are paid to the workers directly to their respective bank accounts (Fortnightly) by way of ECS/NEFT or any approved means of bank transfer and have to provide the proof of same to the department at the time of furnishing the bills failing which no payment will be made and their services are liable to be terminated.
31. Payment will be made to the contractor by furnishing the bill after obtaining a certification from the concerned site-in-charge. The contractor shall submit proof of having deposited the amount of contribution claimed by them on account of EPF and ESI towards the persons deployed by him. Failing whom no payment will be made TDS will be deducted under section 194-C of the Income Tax Act. 1961 as applicable from the contractor.
32. The Contractor/ Agency / Firm shall not subject the work to other Contractor / Agency / Firm after the award of the work. The engagement of services is purely on contract basis.

The manpower deployed by the contractor / agency / firm shall be employees of the Agency for all intents and purposes.

33. ASI shall have the right to ask for removal / replacement of any person of Agency. Who is not found to be suitable and orderly in the discharge of his/her duty.
34. The agency staff shall carry out duties as are entrusted to them by ASI from time to time under the supervision of site-in-charge. The contractor should maintain wages register and produce the same as and when required by the concerned authorities. The contractor will be fully responsible for all kinds of litigations/claims if any. Arises through labourers engaged by them.
35. In case of any mishaps/accidents occurred during the discharges of duties by the labours the compensation liability will solely rest with the contractor and no compensation will be paid by the department.
36. Bids will be submitted as per two bid system i.e. technical bid & financial bid.
37. Penalties lapses due to service provider will be viewed seriously and penalties will be imposed on the service provider. Quantum of penalty will be in individual cases and decision of the competent authority shall be final and binding. In case of failure to commence the service on the stipulated time/date, the E.M.D. shall be forfeited. In case of failure to carry out the service to the satisfaction of ASI as per the terms & conditions they will be free to get service done by any other agency at the cost and risk of the service provider.

Envelope for submission of EMD should be addressed to Superintending Archaeologist, Archaeological Survey of India, Raipur Circle, "Poorvayatan", 1<sup>st</sup> floor, Govind Sarang Commercial Complex, New Rajendra Nagar, Raipur, C.G.-492001. Superscripting Name of work: Providing unskilled labour for the work Annual maintenance to protected monuments of Raipur sub-circle, Raipur.

38. The EMD and cost of tender paper in the form of instrument for the bid should reach this office on or before 03:00 P.M. on dated 08.06.2021
39. The Technical bids will be opened on at 03:00 P.M. on dated 09.06.2021
40. The ASI reserves the right to reject any or all offers, including those received late and or those which have incomplete information(s) without assigning any reason whatsoever.
41. The successful bidder will be identified on the basis of observation made by the ASI after opening the bids, Successful bidder has to submit 10% of estimated amount as security deposit immediately.
42. The ASI shall be under no obligation to accept the lowest bid received in response to this tender enquiry.
43. The ASI also reserves its rights to forfeit the EMD, In case the offer is accepted, and later not honored by the bidder.
44. The earnest money will not be refunded if the bidder provides wrong information about its agency/firm and , or if the bidder attempts to influence the bid by deeds which are not acceptable to the ASI, and/ or if the bidder fails to abide by the terms and conditions during any stage of the tender.
45. Payment to the firm/ bidder agency, including refund of security amount, if any will be as per prevailing government rules.
46. Payment shall be made to the Contractor on based on (i) Performance Certificate (ii) Attendance Record of Casual labour.
47. No placement charges shall be collected by the firm from the prospective candidates.



48. Conditional bids shall not be considered and will be out rightly rejected in the very first instance.
49. All the labourers 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.
50. The contracting Company/Firm/Agency shall furnish the following documents in respect of the individual casual labour who will be deployed by it in this Department before the commencement of work: (a) List of persons deployed (b) Identify Cards bearing photograph and address proof.
51. The contracting agency shall ensure that the individual manpower deployed is physically to discharge duties of casual labours.
52. In case the persons 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. The tendering Company/Firm/ Agency shall replace immediately any of its personnel who are found unacceptable to this Department because of incompetence, conflict of interest improper conduct etc. on instruction of this.
52. It will be the responsible of the service providing agency to meet transportation accommodation, food, medical any other requirements in respect of the persons deployed by it.
53. The Service providing agency shall be solely responsible for the redressal of grievances/resolution of disputes relating to person deployed.
54. The Tax at source (TDS) shall be deducted as per the provision 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.
55. Authority reserves right to terminate the contract during the period of contract after giving a month notice to the agency.
56. **Resolution of Disputes:** All disagreements, disputes, differences that may arise between the ASI and the bidder and which cannot be resolved through manual negotiations. Shall be referred to an Arbitrator appointed in accordance with the provision of relevant Indian or International law as the case may be. The venue of the proceedings and arbitration shall be Raipur (C.G.), India.
57. **Jurisdiction:** The obligations and liabilities arising out of this contract shall be construed in accordance with the laws of Union of India. The courts in Raipur (C.G.), India shall have the exclusive jurisdiction to try all or any of the disputes.
58. **Notice:** Any notice given by one party to the pursuant to this contract/ order shall be sent to the other party in writing or by cable telex, FAX or e-mail and confirmed in writing if possible to the other party's address specified in the contract.
59. **Force Majeure:** Force major 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, epidemises, 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 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 party may at its option terminate the contract''

60. In case any of the above provision are violated the company shall be liable to be blacklisted from the Government of India.
61. The Superintending Archaeologist, Archaeological survey of India, Raipur circle, Raipur reserve right to terminate the contract during initial period also after giving three days notice to the contracting agency in case of breach of terms of contract.
62. In case the persons 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.

Superintending Archaeologist  
Archaeological Survey of India  
Raipur Circle, Raipur

**Accepted**

**(Signature of Contractor)**

**Seal:**