

F.No. PZ/3/4/W/17-227
Government of India
Arcgaeological Survey of India
Office of The Dy. Suptdg. Archl. Chemist,
Patna Zone, Patna, 703 Lok Nayak Bhawan, Freser Road, Patna

DATE:12.10.2017

TENDER NOTICE

Sealed tenders on the basis of two bids systems i.e. technical and financial bids separately are invited on behalf of the President of India for engagement of contractor / agency for the supplying of manpower to work for **scientific treatment and preservation of exterior area of Parapet wall with corner dome and gate of Sher Shah Suri Tomb at Sasaram, Distt. Rohtash, (Bihar), Archaeological Survey of India, Patna Zone, Patna.** Technical bids shall be opened first and financial bids of the firms/agencies which qualify in this category shall be opened for the finalization of the firm / agency.

Category of Daily Wage Workers:

- a. Semi-skilled : 20 to 28 worker/ Day
- b. Un-skilled : 01 to 02 worker/ Day

Maximum duration of completion of work - 30 Days

Estimated Cost for the financial year 2017-18- **Rs 4,50,000/- (Rupees four lac fifty thousand only).**

The tender documents are available on the departmental website www.asipatnacircle.gov.in & www.asi.nic.in where these may be downloaded and submitted along with tender form cost of Rs. 500/- (Non refundable) drawn in favor of the Dy. Suptdg. Archl Chemist/ tender forms with terms & conditions can be collected from the office of the, Dy. Suptdg. Archl Chemist **Patna Zone, Patna** on payment of Rs.500/- (Rs. Five hundred only) (non-refundable tender fee) through Demand Draft, drawn in favor of the Dy. Suptdg. Archl Chemist and payable at Patna between 1000 Hrs. to 1600 Hrs. on all working days upto 27.10.2017 (1600 Hrs.). Application for issue of tender documents by post / fax will not be entertained.

Interested parties are requested to send their tender forms complete in all respects, along with documents and EMD of **Rs. 9000/- (Rupees nine thousand only)**, superscribing the Tender Enquiry No. and the name of the work on the envelope, to the Dy. Suptdg. Archl. Chemist, Archaeological Survey of India, **Patna Zone, Patna** by Registered/A.D. The tenders may also be dropped in the Tender Box kept at the office of the Dy. Suptdg. Archl. Chemist, **Patna Zone, Patna.**

Last date for receipt of Tender 30.10.2017 up to 14:00 Hrs

Tender will be opened on 30.10. 2017 at 15:30 Hrs

The parties who wish to be present at the time of opening of the tender may represent themselves or authorize their representative with an authority letter. The Dy.Suptdg. Archl. Chemist reserves the right to accept or reject any or all tenders without assigning any reason.

Dy. Suptdg. Archl. Chemist

Copy to:-

1. Web Manager www.asipatnacircle.gov.in & www.asi.nic.in with the request to upload the same.
2. Notice Board, office of the Dy. Suptdg. Archl. Chemist

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Sub: Supply of manpower for scientific treatment and Preservation of exterior Area of Parapet wall with corner dome and gate of Sher Shah Suri Tomb at Sasaram, Distt. Rohtash, (Bihar),

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GENERAL TERMS & CONDITIONS

1. Issue of tender form does not necessary mean that the tenderer is an eligible party.
2. The 'Tenderer' or Service Providers as used in the Tender documents, shall mean the one who has signed the Tender Form and format for Pre-qualifications bid submitted in response to our Tender Notice.
3. 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 a company, (c) authorized signatory of the firm.
4. Any tenderer giving tender in different names will be disqualified and his tender will be rejected.
5. The Tender Forms submitted by the tenderer shall contain all requisite information along with supporting documents.
6. The tenderer should have infrastructural facilities including manpower in case of Service Provider. The agency must have a local office at **Patna/Bihar** with a regular telephone at office and residence.
7. The tenderer shall give the official mailing address, phone and fax numbers to which all correspondences shall be made by the office of the Dy. Suptdg. Archl. Chemist. Also, if address is changed, the same shall have to be immediately intimated to the office of the Dy. Suptdg. Archl. Chemist.
8. The incomplete or conditional tenders would not be accepted and are liable to be rejected.
9. Bids received by the office of the Dy. Suptdg. Archl. Chemist after the given date and time, will not be considered.

10. Tender without **Tender Fee and Earnest Money Deposit** will not be accepted and is liable to be rejected summarily.
11. Tenders not conforming to the requirements mentioned in the Tender Form will be rejected and no correspondence shall be entertained in this regard.
12. The forwarding letter should be signed along with tenders. Attested copies of the Registration number for the Firm, License No. under Contract Labor Act, Provident Fund Account No. allotted by the Provident Fund commissioner, ESI No., PAN No., allotted by the Income Tax Department and / or copy of the last Income Tax clearance certificate shall also be enclosed. The rate should be indicated separately in accordance with the provisions like Provident Fund Act and ESI, The Contractor shall have to produce documentary proof i.e. Ration Card / Telephone Bill / Electricity Bill / Income Tax certificate/ Aadhar Card in support of his identity.
13. It will not be binding to accept the tender in totality. It can be accepted in parts.
14. False information/documents provided for consideration would result in disqualification of the bidder.
15. Forwarding letter should clearly indicate the list of enclosures. Every paper of the tender should be signed by the Tenderer with seal of Agency/Firm.
16. Technical bids will be opened first. Those who qualify the technical bids, only their financial bids will be opened.
17. The Contractor / Agency / firms shall not sublet the work to other Contractor / Agency / Firm after the award of the work. The engagement of services is purely on contract basis.
18. All wages and allied benefits like E.P.F., ESIC, etc. are to be paid by the agency. Agency shall have to abide by Minimum wages Act as revised from time to time to the worker deployed by them.
19. The firms which do not meet minimum wages criteria will not be considered and they will be treated as ineligible.
20. The office of the Dy. Suptdg. Archl. Chemist will deduct Income Tax at source under section 194-C of the Income Tax Act, 1961 as applicable from the contractor.
21. The office of the Dy. Suptdg. Archl. Chemist 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 duties.
22. The Agency staff shall carry out duties as are entrusted to them by site in-charge of office of the Dy. Suptdg. Archl. Chemist from time to time.
23. Penalties: Lapses due to service provider will be viewed seriously and penalties will be imposed on the service provider.
 - a. In case of failure to commence the service on the stipulated time / date, the E.M.D. shall be forfeited.
 - b. In case of failure to carry out the work to the satisfaction of office of the Dy. Suptdg. Archl. Chemist 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.
24. **Earnest Money:** The tenderer will furnish along with the Tender Form, earnest money of **Rs. 9000/- (Rupees nine thousand only)**, in the form of DD/Pay Order only drawn in favour of office of the Dy. Suptdg. Archl. Chemist. The earnest money shall be refunded to the unsuccessful tendered (s) upon deposit of security money. Technical bids received without Earnest Money shall be rejected.
25. **Security Deposit:** The tenderer/Contractor shall deposit a security of **Rs 30,000/- (Rupees thirty thousand only)** as per rule FDR in favour of Dy. Suptdg. Archl. Chemist, Patna for the due performance of the contract. The Security is to be deposited within week of the date of award of contract.
26. **Contract Validity:** The contract shall be valid for a maximum period of 140 day including weekly off and holidays.

27. **Termination Clause:** The contract can be terminated by giving week prior notice.
28. Arbitration: Disputes, if any, shall be referred to the sole Arbitrator who may be appointed with the consent of the both parties in accordance with the provisions contained in Arbitration and Conciliation Act, 1996 and the rules there under and any statutory modifications for the time being in force shall be deemed to apply to the arbitration proceeding under this clause. The venue of the arbitration shall be Patna in India. The award will be binding upon the parties.
29. The Contractor / Agency/Firm will get verified day-to-day attendance by the site in-charge of office of the Dy. Suptdg. Archl. Chemist.
30. Rates of Administrative/Service charges should be quoted in percentage (%) only. Otherwise financial bids will not be accepted.
31. The office of the Dy. Suptdg. Archl. Chemist reserves the right to reject all or any tender without assigning any reason.
32. In the event of revision in minimum wages, taxes etc, revision of payment rates will be considered subject to production of satisfactory proof of the same and proof of the payment to the contract labourer by the contractor. No escalation in payment rates shall be admissible on any other grounds during the currency of the contract.
33. Declaration in the form of Affidavit confirming that the Contractor /Firm is not blacklisted by any Central /State /Public Sector Undertaking confirming that Contractor /Partner in the firm have not been prosecuted/ convicted for any criminal offence nor any matter/ case is pending for investigation/trial before any Civil Authority or in Court of Law.
34. Bank Account No. and Name of Banker's of the Contractor /Firm, IFSC/RTGS Code and MICR No. of the Bank.

Note : If the published days happened to be holidays the tenders will be sold/ received and opened on the next working day at the same time.

Dy. Suptdg. Archl. Chemist

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TERMS AND CONDITION

Scientific treatment and preservation of exterior area of Parapet wall with corner dome and gate of Sher Shah Suri Tomb at Sasaram, Distt. Rohtash, (Bihar).

1. SCOPE OF WORK

- 1) The details of work is as follows:
 - a) Removal of dust and Dirt from the surface of the monument
 - b) Chemical cleaning by liq. Ammonia and Non- Ionic Liq. Detergent solution
 - c) Bleaching Powder Treatment.
 - d) Fungicidal Treatment
 - e) Hydrophobic Treatment.
 - f) Fetching of Water from nearby source
 - g) Watch and ward of Camp Store
 - h) Erection and dismantling of scaffolding
 - i) Loading and unloading of materials
 - j) Any other petty work assigned by the site officers.
 - k) winding and unwinding of work

2) GENERAL INSTRUCTIONS

1. The labourer supplied for the work have experience of doing similar kind of work in past will be preferred.
2. Normal duty hours of each person will be 8 hours excluding lunch break of one hour. The work will be start at 8.00 A.M. every day and will be closed at 5.00 PM the Contractor's personnel/workers shall not do any private work other than their normal duties.
3. Manpower required for execution of the entire work including transport shall be arranged by the contractor.
4. All the materials for scientific treatment and preservation of Sibsagar Temple such as consumables, Non Consumable items and Chemicals etc will be supplied by the office. Sufficient quantity of quality/branded materials will be utilized for treatment and will made be available at site to the contractor in advance by the office.
5. The utilization of Chemicals and other items for scientific treatment and preservation of monument will be under the strict Guidance of Site In-Charge.
6. The Contractor shall have no claim against the office of the Dy. Suptdg. Archl. Chemist in respect of any work which may be withdrawn.
7. The contractor shall maintain an Attendance Register of personnel. The above register of personnel will render services on all working days and any other day may be required, excluding holidays/ public holidays which are mandatory under labuor laws and it should be available for the checking and verification of higher authority.
8. The site in-charge of this office has rights to remove or get changed any personnel whom he considers unsuitable/unfit for the job being entrusted to him/her.
9. The contractor shall visit the site in question to know about the nature of work involved before quoting the rate in the Tender Form.

OTHER TERMS & CONDITIONS AND SPECIFICATION

1. The requisite manpower will have to be deployed by the agency immediately on award of contract.
2. The requirement of worker may increase or decrease as per need of work and availability of funds, hence no claim will be made by the contractor to the department.
3. The contractor/firm should ensure that the wages are paid to the worker fortnightly by ECS only.
4. Payment to the contractor will be made on fortnightly basis on submission of bills along with following:
 - a. Job Completion Certificate issued by Site in-charge
 - b. Attendance Sheet
 - c. Proof of Wage Disbursement (through Bank Account)
 - d. Documentary evidence of payment of EPF and ESI, Service Tax
5. The service provider will submit the bill in triplicate to this office for payment. The bills should be for reimbursement of the actual amount to the service rendered by the contractor. The payment will be made on pro-rata basis whatever the amount comes to after necessary deduction in terms of non-permissible absent of the manpower.
6. The Contractor should ensure that his workmen are granted Holidays/Leave with wages as per Act/Rules applicable to the Firm/Agency/Contractor.
7. If for any reason the personnel deployed by the service provider proceeds on absence, he/she should properly intimate the site in-charge before such absence. No wages will be paid for any absence. Moreover the service provider shall provide a substitute in case the absence exceeds 5 days of a labour.
8. The Service Provider shall be contactable at all times and message sent by email/Fax/Special Messenger from the office of the Dy. Suptdg. Archl. Chemist to the Service Provider shall be acknowledged immediately on receipt on the same day.
9. If any of the Terms and Condition is in violation of any of the provision of Rules/Acts in this regard, the provision in the relevant Act/Rules shall prevail.
10. The bidder will be bound by the details furnished by him/her to the office of the Dy. Suptdg. Archl. Chemist while submitting the tender or at subsequent stage. In case, any of such documents furnished by him/her/firm is found to be false at any stage, it would be deemed to be a breach of terms of contract making him/her/firm liable for legal action besides termination of contract.
11. The Office observing five days working in a week but the site work remains open for six days. The deployed casual labourer have to perform a duty on all the working days including Sunday and holidays except the days being observed closed days .
12. Any person deployed by the Agency if found misbehaving or guilty of misconduct on his part will be removed.
13. Contractor should employ only adult workers age of more than 18 years.
14. During the period of this contract, the agency shall provide uninterrupted service and perform their duties diligently and to the entire satisfaction of the office of the Dy. Suptdg. Archl. Chemist. The agency shall constantly keep in touch with the office of the Dy. Suptdg. Archl. Chemist regarding the service arrangement provided for work and abide by the instructions and directives issued by the office of the Dy. Suptdg. Archl. Chemist in this regard from time to time.

Dy. Suptdg. Archl. Chemist

**TECHNICAL BID
TENDER FORM**

Sub: Supply of manpower for scientific treatment and Preservation of exterior Area of Parapet wall with corner dome and gate of Sher Shah Suri Tomb at Sasaram, Distt. Rohtash, (Bihar).

Category of Daily Wage Workers:

a. Semi-skilled : 20 to 28 worker/ Day

b. Un-skilled : 01 to 02 worker/ Day

Maximum duration of completion of work - 30 Days

1. Undertaking by the bidder (as per copy enclosed) Cost of tender.....

a) Date of issue of DD/PO.....

b) Name of the issuing authority.....

*2. Name, complete address of the Firm/Agency and Telephone No., Fax No., with Agency profile if any.....

*3 (a) Permanent address with valid proof (Ration Card, Telephone bill, etc.)
.....
.....

*4 Registration number of the Firm / Agency under Labour Act.....
(Self attested copy of relevant document/certificate to be attached)

*5 Name, Designation, Address and Telephone Number of authorized person of Firm / Agency to deal with.....

*6. Please specify as to whether a.....
tenderer is a sole Proprietor /
partnership firm Name, address b.....
and Telephone No. of Director/
partners should be specified

*7. Service Tax No:.....
(Self attested copy of relevant document/certificate to be attached)

- *8. PAN of Income Tax Department and clearance certificate
(Self attested copy of relevant document/certificate to be attached)
- *9. EPF Reg. No. and authority with whom Registered
(Self attested copy of relevant document/certificate to be attached)
- *10. ESI Reg. No.....
(Self attested copy of relevant document/certificate to be attached)
- *11. Experience in Govt. organization during along with a certificate of satisfactory performance from the concerned department.
(Self attested copy of relevant document/certificate to be attached)
- *12. A notarized affidavit on a stamp paper of appropriate value to this effect that the company has not been blacklisted or their business dealings with the Government / Ministries/Department have not been banned
- *13. Details of Earnest Money Deposited:
 - a) Amount :.....
 - b) Bank Draft / Pay order :.....
 - c) Date of issue of BD/PO :.....
 - d) Name of the issuing authority :.....

** ATTACH COPIES OF SUPPORTING DOCUMENTS*

Place_____

Signature_____

Date_____

Name_____

Seal

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FINANCIAL BID**TENDER FORM**

Sub: Supply of manpower for Scientific Treatment and Preservation of exterior area of Parapet wall with corner dome and gate of Sher Shah Suri Tomb at Sasaram, Distt. Rohtash, (Bihar).

Category of Daily Wage Workers:

a. Semi-skilled : 20 to 28 worker/ Day

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Maximum duration of completion of work - 30 Days

Sl. No.	Item Description	Semi-Skilled	Unskilled
1	Minimum Wages per worker Per day as per order of Chief Labour Commissioner (Central)		
2	EPF @ 13.61 % on S.No.1 (or as applicable)		
3	ESI @ 4.75 % on S.No.1 (or as applicable)		
4	Service Charges/Agency Profit/Overhead (should be quoted in percentage(%) on S.No.1 with amount)		
5.	Total (1+2+3+4)		
6	Service Tax @ 15% on S.No.5		

1 The Bidder should note that all kind of charges /profit required by the Company/Agency for providing the manpower is to be included in the Service charges and that no other hidden charges are to be claimed/recovered on any other account.

2 Amount should be quoted both in figures as well as in words.

Signature_____

Date_____

Name_____

Seal

BY THE BIDDER

DECLARATION

I _____ son / Daughter / Wife 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: The information / documents furnished along with the above application are true authentic to the 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_____

Name_____

Designation_____

Address:_____

Phone No.:_____