

No.F.4-1/2018-NMMA  
Government of India  
Archaeological Survey of India  
National Mission on Monuments & Antiquities

G.E. Building, Red Fort, Delhi-110006.  
Dated 21<sup>st</sup> May, 2018.


Subject: For providing English Stenographer (Graduate) and Data Entry Operator (Matriculate but not Graduate) to National Mission on Monuments and Antiquities (NMMA) at GE Building, Red Fort, Delhi-110006.

**CORRIGENDUM**

Ref. This Office Tender Notice of even number dated 7<sup>th</sup> May, 2018 on the subject mentioned above.

Following changes may be noted in the "Application for Technical Bid" (page 28):

**The words "50 DEO" in column 6 may be replaced with "10" and the words "Rs.50 lakh" in column 7 may be replaced with "Rs.20 lakh"**

  
(Dr. Urmila Sant)  
Jt. Director General  
(Archaeology)  
E-mail: dirnmm.asi@gmail.com  
Tel.No.23075351/23252603

**REQUEST FOR PROPOSAL**

**FOR PROVIDING ENGLISH STENOGRAPHER (GRADUATE) AND DATA ENTRY OPERATOR (MATRICULATE BUT NOT GRADUATE) TO NATIONAL MISSION ON MONUMENTS AND ANTIQUITIES (NMMA) AT GE BUILDING, RED FORT, DELHI-110006.**

**REFERENCE No.F.No 4-1/2018-NMMA**



**GOVERNMENT OF INDIA  
MINISTRY OF CULTURE  
ARCHAEOLOGICAL SURVEY OF INDIA  
NATIONAL MISSION ON MONUMENTS AND ANTIQUITIES**



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## SCHEDULE OF TENDER DOCUMENT

FOR PROVIDING ENGLISH STENOGRAPHER (GRADUATE) AND DATA ENTRY OPERATOR (MATRICULATE BUT NOT GRADUATE) TO NMMA, ARCHAEOLOGICAL SURVEY OF INDIA, AT GE BUILDING, RED FORT, DELHI-110006.

Manual bids shall not be accepted.

### CRITICAL DATE SHEET

1.	Date of issue of Tender	07.05.2018 from 1.00 P.M
2.	Bid document download / sale start date.	07.05.2018 from 1.30 P.M
3.	Due date for submission of filled-in tender document.	07.05.2018 from 3.00 P.M
4.	Bid submission end date.	28.05.2018 at 11 A.M
5.	Pre Bid Meeting with bidders to explain the scope of work	
6.	Date of opening of technical bid.	29.05.2018 at 11.10 A.M
7.	Verification of Documents	30.05.2018 at 3.00 P.M
8.	Financial Bids of Eligible Tenderers / to be intimated later	
9.	Estimated Cost	Rs.12.50 lakhs
10.	Validity of bid	120 days from the date of bid opening.



F.No.4-1/2018-NMMA  
Archaeological Survey of India  
National Mission on Monuments & Antiquities  
GE Building, Red Fort Complex, Red Fort, Delhi- 110006

Dated: 07.05.2018

**NOTICE INVITING TENDER**

**FOR PROVIDING ENGLISH STENOGRAPHER (GRADUATE) AND DATA ENTRY OPERATORS (MATRICULATE BUT NOT GRADUATE) TO NATIONAL MISSION ON MONUMENTS AND ANTIQUITIES (NMMA), ARCHAEOLOGICAL SURVEY OF INDIA, AT GE BUILDING, RED FORT, DELHI-110006.**

Approx. Cost: Rs.12.50 lakhs  
Contract period: one year

Online Tenders on behalf of the President of India are invited under Two Bid System i.e. Technical Bid and Financial Bid, from reputed, experienced and financially sound Companies/Firms/Agencies for Providing English Stenographer (Graduate) and Data Entry Operator (Matriculate But Not Graduate) To National Mission On Monuments And Antiquities (Nmma), Archaeological Survey of India, at GE Building, Red Fort, Delhi-110006.

1. Complete Tender Documents can be accessed from CPP Portal <https://eprocure.gov.in/eprocure/app>.
2. The contract will be governed by the terms & conditions mentioned in the tender document and will be subject to quarterly performance Review. The contract may also be terminated before contract period, if performance is found to be unsatisfactory.
3. The Hard Copy of original instruments in respect of cost of earnest money must be delivered to the Joint Director General,(Archaeology), Archaeological Survey of India on or before Bid opening date/ time as mentioned in critical date sheet. Tenderer shall likely to be liable for legal action for non-submission of original payment instrument like DD etc. against the submitted Bid

The offer without EMD will be rejected 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. No tender shall be entertained after this deadline under any circumstances whatsoever. The Technical Bid of tenderers will be opened online at 11.10 AM on 29.05.2018 in the presence of authorized representative of Bidders as may wish to be personally present.



5. The work shall be awarded to L1 bidder.
6. The ASI (NMMA) 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 DG, ASI, in this regard shall be final and binding on all.

(Dr. Urmila Sant)  
Jt. Director General (Archaeology)

**Copy to:**

1. Notice Board
2. Website of ASI & MoC
3. All Ministries/Departments



F.No.4-1/2018-NMMA  
Archaeological Survey of India  
National Mission on Monuments & Antiquities  
GE Building, Red Fort Complex, Red Fort, Delhi- 110006

Dated: 07.05.2018

TENDER NOTICE

**FOR PROVIDING ENGLISH STENOGRAPHER (GRADUATE) AND DATA ENTRY OPERATOR (MATRICULATE BUT NOT GRADUATE) TO NATIONAL MISSION ON MONUMENTS AND ANTIQUITIES (NMMA), ARCHAEOLOGICAL SURVEY OF INDIA, AT GE BUILDING, RED FORT, DELHI 110006.**

1. Archaeological Survey of India invites Online Bids in the prescribed form under TWO BID SYSTEM i.e. Technical Bid and Financial Bid from reputed, experienced and financially sound Companies/Firms/Agencies for Providing English Stenographer (Graduate) and Data Entry Operator (Matriculate But not Graduate) To National Mission On Monuments and Antiquities (NMMA), Archaeological Survey of India, at GE Building, Red Fort, Delhi 110006.
2. The system of e-tendering shall be adopted, comprising of Technical Bid and the Financial Bid.

Document Download: Tender documents may be downloaded from CPP site <https://eprocure.gov.in/eprocure/app> as per the schedule as 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:**

Applications/ intending or interested Bidders are invited to submit their online proposal after carefully reading the Request for Proposal (RFP) by providing (a) Technical Bid, and (b) Financial Bid, separately, clearly mentioning (i) 'Technical Proposal', and (ii) 'Financial Proposal' respectively. Such proposals are to be submitted online within the stipulated date and time as mentioned in the Bid document **as given in CRITICAL DATE SHEET.**

**Bids shall be submitted online only at CPP website:**  
**<https://eprocure.gov.in/eprocure/app>**

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



**4. Earnest Money Deposit:**

The Hard copy of original instruments in respect of cost of Earnest Money of Rs.1.00 lakh only /- (Rupees lakh only) in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the commercial banks in an acceptable form, drawn in favour of PAO, ASI, HQ, New Delhi, must be delivered to the Joint Director General, NMMA, Archaeological Survey of India on or before Bid 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), Ministry of Small & Medium Enterprises or Ministry of Culture.

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

Tender inviting authority is the Jt. D.G.,(Museum and NMMA), Archaeological Survey of India (ASI), G.E. Building, Red Fort Complex, Delhi – 110006.

**6. Opening of Technical Bids**

The Technical Bids will be opened online on 29.05.2018 at 11.10 A.M in the Office of Jt. Director General (Museum & NMMA), Archaeological Survey of India, 24, Tilak Marg, New Delhi-110001. The tenderers or their authorized representatives may remain present at the time of opening of Technical Bid. In the first instance Technical Bids will be evaluated by the Tender Opening and Evaluation Committee constituted for the purpose by ASI. Financial Bids of technically qualified, eligible bidders only shall be opened online at the Office of Jt. Director General (NMMA), Archaeological Survey of India, 24, Tilak Marg, New Delhi, on a date, time which shall be informed to bidders who are found to be technically qualified.

**7. Performance Security Deposit (PSD)**

The successful tenderer will have to deposit Performance Security Deposit (PSD) irrespective of status of Company/Firm/Agency – equal to 10% of the value of the contract in the form of Bank Guarantee/Fixed Deposit Receipt (FDR)/Banker's Cheque/Demand Draft made in the name of the Agency and hypothecated to the PAO, ASI HQ, New Delhi, covering the entire period of the contract. The PSD should remain valid for a period of 60 days beyond the stipulated date for completion of the contract. In case, the contract is further extended beyond the initial period, a revised PSD 10% will have to be submitted for the contract value within two weeks of communication of decision in this regard to the Company/firm/Agency.

8. The ASI (NMMA) 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 DG, ASI, in this regard shall be final and binding on all.



9. Conditional bids shall not be considered and will be out rightly rejected.

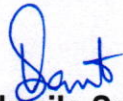
10. **Estimated Cost of Tender :**

The estimated cost of the tender is approximately Rs.12.50 lakhs  
(Rupees twelve lakhs and fifty thousand only).

Address for communication, is as given below:

Contact Details:

Contact Person	<b>Dr. Urmila Sant</b> <b>Jt. Director General (Museum &amp; NMMA)</b>
Address for communication	G.E. Building, Red Fort Complex, Delhi – 110006. Tel.No.011-23252603/6

  
**Dr. Urmila Sant**  
**Jt. Director General (Archaeology)**  
**E-mail: [dirnmm.asi@gmail.com](mailto:dirnmm.asi@gmail.com)**  
**Tel. No. 23252603**



## BACKGROUND

India is perhaps one of the largest repositories of tangible heritage in the world. A major part of this heritage is preserved in her monuments, sites and antiquities of varied nature. The range of such relics, from the past is indeed very vast and covers a long span of time i.e. prehistoric to colonial times. It has been recognized since long that documentation is critical to the management of heritage property and is also a vital tool against illicit trade of cultural objects. The necessity of documentation is therefore much more essential for a country like India which is enormously rich in cultural properties that are vulnerable to risks largely due to non protection. Establishment of National Mission on Monuments & Antiquities (NMMA) was obviously a very significant step in this direction.

### SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR TENDERERS

1. ASI (NMMA) G.E. Building, Red Fort, Delhi - 110006 requires quotations from reputed, well established and financially sound Manpower providing Companies /Firms / Agencies for providing English Stenographer (one), Data Entry Operators (three) to its office at G.E. Building, Red Fort, Delhi-110006.
2. The contract will be for a period of One year from the date of award of contract. The period of contract may be further extended for two more years depending upon satisfactory work on yearly basis, unless it is curtailed or terminated by this office owing to deficiency in service or any other reason.
3. ASI, NMMA has requirement for services of one English Stenographer(Graduate) and three Data Entry Operators (matriculate but not graduate) who have essential qualification of 10+2 and are well conversant with computers and essentially well trained in MS Word, MS Excel and MS Power Point. They should have the knowledge of English stenography and English typing. The requirement of English Stenographer and Data Entry Operators may vary i.e. it can increase or decrease.
4. Bio-data of Stenographer and DEOs shall be submitted before commencement of services. Service Provider shall ensure that no Police /Criminal case is there against Stenographer and DEO. The Service provider shall be fully responsible for their integrity.
5. The interested Companies/Firms/Agencies may deposit /submit the Earnest Money Deposit (EMD) for Rs.1.00 lakh in the form of Demand Draft /Pay Order drawn in the favour of PAO, ASI HQ Tilak Marg, New Delhi, at office of Jt. D.G. (Archaeology), NMMA, G.E. Building, Red Fort, Delhi-110006.



6. The crucial dates relating to "Tender for Providing English Stenographer and Data Entry Operators are cited as under:

Last date and time for submission of Quotation (Technical & Financial, in separate sealed	28.05.2018 at 11.00 A.M
Date and time for opening of Technical Bids	29.05.2018 at 11.10 A.M
Date and time for opening of Financial Bids	Shall be indicated separately

7. The Hard copy of original instruments in respect of cost of Earnest Money of Rs.1.00 lakh only /- (Rupees lakh only) in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the commercial banks in an acceptable form, drawn in favour of PAO, ASI, HQ, New Delhi, must be delivered to the Joint Director General, NMMA, Archaeological Survey of India on or before Bid opening date/time as mentioned in critical date sheet. The offer without EMD will be rejected summarily.

8. The successful tenderer will have to deposit Performance Security Deposit of 10 % of order value in the form of Bank Guarantee or Fixed Deposit Receipt (FDR) made in the name of the Company/Firm/Agency but hypothecated to the PAO, Office of DG, ASI, New Delhi covering the initial period or Demand Draft in favour of PAO, office of DG, ASI, New Delhi. The FDR will have to be accordingly renewed by the successful tenderer.

9. The tendering Companies /Firms/Agencies are required to enclose photocopies of the following documents along with the Technical Bid, failing which their bids shall be summarily/out-rightly rejected and will not be considered any further:-

- Registration certificate.
- Copy of PAN/GIR card.
- Copy of IT return filed for the last three financial years.
- Copies of the EPF and ESI Registration certificates.
- Copies of the GST registration certificate.
- Copy of registration with labour Department.
- Proof of annual turnover of the firm for the last 3years ending on 31/03/2018
- Declaration regarding black listing as per format attached.



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. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the Financial Bid Form. In such cases, the tender shall be summarily rejected. However, corrections, if any, in the Technical Bid Application must be initialed by the person authorized to sign the tender bids.

12. Payment shall be made by Service Provider to Stenographer and DEOs by 7th of every month through Electronic Transfer without waiting for the bill of the past month to be cleared.

13. Payment shall be made to the Contractor on monthly basis based on i) Completion Certificate ii) Attendance Record of Stenographer and DEOs.
14. No placement charges shall be collected by the firm from the prospective candidates.
15. In case of any of the above provisions are violated, the Company shall be liable to be blacklisted from the Government of India.
16. The Technical Bid of tenders shall be opened at 11:10 A.M. on 29.05.2018 in the Office of Jt. DG (Archaeology), ASI, 24, Tilak Marg, New Delhi-110001 in the presence of the authorized representatives of the Companies/Firms/Agencies, if any, who are present on the spot at that time.
17. The DG ASI reserves the right to cancel any or all the bids without assigning any reason.



## Terms and conditions of contract

### General

1. The contract may be extended, on the same terms and conditions for a further period of two years on yearly basis of satisfactory performance.
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 office, 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. NMMA reserves 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.
5. All the personnel for Stenographer (English) and DEOs deployed in this Office will be paid their wages on monthly basis by the Company/Firm/Agency through individual bank accounts and documentary evidence will be submitted to NMMA, ASI before the end of each month. NMMA, ASI shall verify the actual payment of statutory payments periodically and if not satisfied shall withhold the payments due to the service provider, in besides other legal action.
6. Whenever minimum wage is revised by the Government of NCT of Delhi, 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 contracting agency shall ensure that the individual manpower deployed is physically fit to discharge duties of Stenographer and DEOs.
8. The contracting Company/Firm/Agency shall furnish the following documents in respect of the individual Stenographer and Data Entry Operator who will be deployed by it in this Department before the commencement of work.
  - a. List of persons deployed;
  - b. Bio-data of the persons.
  - c. Attested copy of matriculation certificate containing date of birth;
  - d. Character certificate from two Group "A"/Class-I officers of the Central/State Government;



- e. Identity Cards bearing photograph.
9. 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.
  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. The person deployed by the manpower Agency shall have to mandatorily log-in his/her attendance on Aadhaar-Enabled Biometric Attendance System (AEBAS) .
  12. Aadhaar enrolment is a mandatory condition. In case, person deployed is absent on a particular day or comes late/leaves early on three occasions, one-day wage shall be deducted.
  13. The agency shall depute a coordinator who would be responsible for immediate interaction with NMMA so that optimal services of the persons deployed by the agency could be availed without any disruption.
  14. 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.
  15. 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).
  16. The Service-providing Agency shall be solely responsible for the redressal of grievances/resolution of disputes relating to person deployed.
  17. 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.
  18. The tendering agency shall maintain all statutory registers under the applicable law. The agency shall produce the same, on demand, to the concerned authority of this Department or any other authority under law. A compliance certificate in this regard will be submitted alongwith the bills every month.



19. The tendering agency will be responsible for compliance of all statutory provisions relating to minimum wages, Service tax, Provident Fund and Employees State Insurance etc.
20. 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.
21. The manpower supplied under this Contract shall possess the qualification as mentioned in the tender.
22. Conditional bids shall not be considered and will be rejected in the first instance.
23. 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.
24. 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.
25. 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 NMMA. The circumstances for change will be submitted in writing to ASI for approval in the first.
26. All assigned manpower will wear Identity Card provided by NMMA, ASI while performing all duties at the arranged place of work.
27. The contracting Company/Firm/Agency shall not indulge in malpractices like charging of registration or consultation fee from the manpower deployed in NMMA under the contract. Any such malpractice shall render the contracting Company/Firm/Agency liable for termination of contract.
28. The tenderer will be bound by the details furnished to the NMMA, 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.



29. DG, ASI reserves right to terminate the contract during the period of contract after giving a month notice to the agency.
30. In case, the person employed by the successful Company/Firm/Agency commits any act/omission that amounts to misconduct/indiscipline/incompetence, the successful Company/Firm/Agency will be liable to take appropriate disciplinary action against such persons, including their removal from the site of work required by the NMMA, ASI.
31. The tendering Company/Firm/Agency shall replace immediately any of its personnel who are found unacceptable to the NMMA, ASI because of security risks, incompetence, conflict of interest, improper conduct etc. upon receiving a notice from the NMMA, ASI.
32. Vendor shall be required to maintain daily attendance/leave report in the format as prescribed by NMMA, ASI. If a deployed resource is on leave then the vendor shall provide a suitable substitute.
33. The agency shall depute a coordinator who would be responsible for immediate interaction with the competent authority so that optimal services of the persons deployed by the agency are availed without any disruption.
34. 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 NMMA, ASI. The NMMA, ASI will have no liability in this regard.
35. The Service providing agency shall be solely responsible for the redressal of grievances/resolution of disputes relating to person deployed. The NMMA, ASI, shall, in no way be responsible for settlement of such issued whatsoever.
36. The NMMA, ASI, shall not be responsible for any damages, losses, claims, financial or other injury to any person deployed by service providing agency in the course of their performing the functions/duties, or for payment of any compensation towards this.



## **LEGAL**

37. Vendor will be responsible for timely payment to the supplied manpower and statutory authorities and compliance of all statutory provisions relating to minimum wages/specified contract amount etc. in respect of the person deployed by it in the NMMA, 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.
38. The tendering agency shall also be liable for depositing all taxes, levies, cess etc. on amount of service rendered by it to the NMMA, ASI to the concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
39. The provisions of The Information Technology Act (IT Act) as amended from time to time will be applicable to the vendor and the assigned employees to NMMA, ASI.

## **40. FORCE MAJEURE**

Force majeure clause will mean and be limited to the following in the execution of the contract/purchase order placed by NMMA, 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 (hereinafter 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 party may at its option terminate the contract".

## **41. ARBITRATION**

NMMA, ASI and the selected vendor shall make every effort to resolve amicably, by direct negotiation, any disagreement or dispute arising between them under or in connection with the work order. If any dispute arises between parties on aspects not



covered by this agreement, or the construction or operation thereof, or the right, duties or liabilities under these except as to any matters the decision of which is specially provided for by the general or the special conditions, such dispute shall be referred to the arbitrator as appointed by DG ASI and the award of the arbitration, as the case may be, shall be final and binding on both the parties. The arbitrator with the consent of parties may modify the time frame for making and publishing the awards. Such arbitration shall be governed in all respects by the provision of the Indian Arbitration Act, 1996 or later and the rules thereunder and any statutory modification or re-enactment, thereof. The arbitration proceeding shall be held in New Delhi, India.

#### **42. APPLICABLE LAW**

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

#### **Bidding Process**

Online Tenders on behalf of the President of India are invited under Two Bid System i.e. Technical Bid and Financial Bid, from reputed, experienced and financially sound Companies/Firms/Agencies for Providing English stenographer (graduate) and Data Entry Operator (matriculate but not graduate) to National Mission on Monuments and Antiquities (NMMA), Archaeological Survey of India, at GE Building, Red Fort, Delhi-110006

#### **Technical Bids**

It should contain the following:

1. Earnest Money Deposit (EMD) as per NIT
2. Application for Tender (duly filled in and signed & stamped) as per Performa.
3. Declaration for un-conditional acceptance of tender conditions and black listing as per Performa.
4. Tendering Companies/Firms/Agencies are required to enclose photocopies of the following documents (duly self-attested) along with the Technical Bid, (as per Performa ) failing which their bids shall be summarily rejected and will not be considered any further.
  - a. Registration Certificate
  - b. Copies of Registration Certificates w.r.t. registration with GST.
  - c. Copy of PAN/GIR card
  - d. Copies of the IT returns filed for the last three financial years i.e. 2014-15 to 2015-16, 2016-17.



- e. Copy of the Certificate from Statutory Auditor w.r.t. Annual Turnover of the company for the last three financial years i.e. 2014-15 to 2016-17.
- f. Copy of the terms & conditions in Tender Document with each page duly signed by the authorized signatory of the agency in token of their acceptance.
- g. An undertaking (self certificate) that the bidder hasn't been blacklisted by a Central/State Government/institution and there has been no litigation with any government department shall be submitted. Any dispute/Incomplete Projects (failed) details be submitted with reasons thereof.
- h. The bidders shall submit copies of relevant documents to support their eligibility in the Technical Bid. The copies of these documents shall be duly attested by the bidder(s) by himself/themselves with signature and stamp.

### **Financial Bids**

#### **a. It should contain the following:**

It should, inter alia, indicate item-wise price and other commercial/financial terms against the items mentioned in the Technical Bid.

#### **b. Last date of Submission of online Bids: 28.05.2018 at 11.00 AM**

#### **c. OPENING OF BIDS**

The Technical Bids will be opened (online) on 29.05.2018 at 11.10A.M. at the Office of Jt. Director General, NMMA, Archaeological Survey of India, 24, Tilak Marg, New Delhi-110001, in the presence of tenderers or/and their representatives, who are present on the spot at that time.

"Financial Bid" of those bidders who are declared eligible in the technical bid will be opened (online) at the Office of Jt. Director General, NMMA, ASI, 24, Tilak Marg, New Delhi-110001. The date and time of opening of financial bid will be intimated in due course to the qualified bidders.

#### **d. VALIDITY OF BIDS**

The Bids should be valid for 120 days from the date of opening of tenders. ASI reserves the right to accept/reject any or all the tenders in part or full. Bidders/intending bidders shall not have any claim on ASI.



**e. Eligibility Criteria/Technical Requirement for the Bidder for "Technical Bid"**

- a. The company/firm/agency should be registered with appropriate Govt authorities (Copy of Registration Certificate).
- b. The bidders must be agencies/firms/companies with an average annual turnover of at least Rs.20 lakhs (Rupees twenty lakhs) during the last 3 years (2014-15 to 2016-17), Copies of turnover certificate of last three financial years, duly certified by Statutory Auditor shall be submitted with technical bid document.
- c. The bidder should be registered with the GST Department and have a valid GST No./PAN/TIN.
- d. An undertaking (self certificate) that the bidder hasn't been blacklisted by a Central/State Government/institution and there has been no litigation with any government department shall be submitted. Any dispute/Incomplete Projects (failed) details be submitted with reasons thereof.
- e. The bidders shall submit copies of relevant documents to support their eligibility in the Technical Bid. The copies of these documents shall be duly attested by the bidder(s) by himself/themselves with signature and stamp.
- f. The Agency/Firm should have minimum one year's experience and expertise in executing Documentation of Built Heritage & Sites – copies of work orders/completion certificates to be attached.

**Evaluation Criteria for Technical Bid**

- I. From the time the Bids are opened (online) to the time the Contract is awarded, the Firms should not contact any ASI personal on any matter related to its Technical and /or Financial Proposal. Any effort by the firm to influence the examination, evaluation, ranking of Bids, and recommendation for award of Contract may result in the rejection of firm's Bid.
- II. ASI will constitute a Tender Evaluation Committee (TEC) which will carry out the entire evaluation process.
- III. TEC while evaluating the Technical Bids shall have no access to the Financial Bids until the Technical evaluation is concluded and the competent authority accepts the recommendations of TEC.
- IV. The TEC shall evaluate the Technical Bids on the basis of their responsiveness to the Terms and Conditions of Tender and by applying the evaluation criteria, sub-criteria specified in the Data Sheet. In the first stage of evaluation, a Bid shall be rejected if it is found deficient as per the requirement indicated in the Data Sheet for responsiveness of the Bid. Only responsive bids shall be further taken up for evaluation. Evaluation of technical Bids will start first and at this stage the financial bids will remain unopened.



- V. Financial Bids of only those firms who are technically qualified shall be downloaded/ opened in the presence of the Firm's representatives who choose to attend.
- VI. The TEC will conduct evaluation of Financial Bids and assign score in accordance with evaluation methodology indicated in Data Sheet. The bidder who quotes lowest rate per document (template) of application for financial bid will be declared L1. In case of tie in lowest rate, the Company/Firm/Agency who has more turnover found during the last three years shall be declared L1.
- VII. The work shall be awarded to L1 bidder.



### **Instructions for Online Bid Submission**

The Bidders are required to submit soft copies of their Bids (Technical & Financial) 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



- 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.



### **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 Regd. Office:

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Telephone No:

Fax No:

E-Mail Address:

4. Full address of Operating Branch:

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Telephone No:

Fax No:

E-Mail Address:

5. (a) Banker of Company/Firm/Agency  
(Full Address)

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(b) Telephone Number of Banker

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6. PAN/GIR No.  
(Attach attested copy)

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7. GST registration, ----- (Attach attested copy)

8.. Financial turnover of the tendering company/Firm/Agency for the last three Financial Years with documentary proof thereof. (Attach Certificate from Statutory Auditor):

Financial Year	Annual Turn over Amount (Rs. Lakhs)	Remarks, if any
2014-15		
2015-16		
2016-17		



7. Give details of the major similar contracts handled by the tendering Company/Firm/Agency during the last three years in the following format:

Sl. No	Details of client along address, telephone and FAX numbers	Amount value of Contract (Rs. in Lakhs)	Duration of Contract	
			From	To
1.				
2.				
3.				

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

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

Signature of authorized person

Date:

Name:

Place:

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 of any Ministry/Department of Government of India and Government of India undertaking in the last Three 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:

Signature of authorized person(s)

Date:

Full Name:

Place:

Seal:



**APPLICATION FOR TECHNICAL BID for providing  
Stenographer (English) and Data Entry Operators.**

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

Sl. No.	REQUIREMENT	COPY OF RELEVANT DOCUMENT	YES/ NO	PAGE NO.
1	The Registered Office or one of the Branch Offices of the Company/Firm/Agency should be located either in Delhi/New Delhi or NCR region of Delhi.	Proof of Address		
2	The manpower Company/Firm/Agency should be registered with the appropriate registration authority.	Copy of Registration Certificate		
3	1.The Company/Firm/Agency should have at least three years' experience in providing manpower to reputed Private Companies/Public Sector Companies/Banks and Government Department. 2. Out of above three years experience atleast one year experience is essential in Ministries/Government offices/ Government organizations	1.Copy of work orders.  2.Copy of work order.		
4	The Company/Firm/Agency should be registered with GST, PF, ESI, Labour Department	Copy of Registration Certificate/Number		
5	Copy of PAN card	Copy of PAN		
6	The Company/ Firm/ Agency should have completed 3 orders of manpower supply during last three years and out of which at least one work order for providing minimum 50 DEO in Ministries/ Government offices/ Government organizations.	Copy of Work Order and Completion Certificate.		
7	The Annual Turn Over of the company should not be less than Rupees 50 lakh in last 3 consecutive years i.e. 2014-15,2015-16 and 2016-17.	Certificate from Statutory Auditor		

Date:

Signature of authorized person

Seal:  
Place

Full Name &



**Application for Financial Bid for  
providing Stenographer(English) and Data Entry Operators**

1. Name of tendering Company/Firm/Agency:-----
2. Details of Earnest Money Deposit: ..... D.D/P.O. No. &Date:  
Drawn on Bank:
3. Rates are to be quoted in accordance with the Minimum Wages Act, 1948 as applicable on the date of issue of this tender in the NCT of Delhi for DEO ( matriculate but not graduate ) and Stenographer (Graduate) Copy of notification may be enclosed.
4. The rates which is not in accordance of Minimum Wages Act, 1948 as applicable on the date of issue of this tender in the NCT of Delhi for English Stenographer (Graduate) and DEO (matriculate but not graduate) will not be accepted and financial bid shall not be considered.
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 for (1) English Stenographer (Graduate)

Sl. No.	Component of Rate	Amount in Rs. per person/ per day.
i.	Daily Wage Rate including existing Dearness Allowance (in accordance with Minimum Wage Act, 1948) for English Stenographer (Graduate).	
ii.	Employees Provident Fund@13.16 %of(i) above (if applicable)	
iii.	Employees State Insurance@4.75 %of(i) above (if applicable)	
iv	Contractors Service Charge ..... % of i above	
v	Total of i+ii+iii+iv above	
vi.	GST @18 %of v above or as applicable	
vii.	Total of v+vii above	
viii	Total rate per person per month ( 26X vii above )	



(2) Data Entry Operator (matriculate but not graduate)

Sl. No.	Component of Rate	Amount in Rs. per person/ per day.
i.	Daily Wage Rate including existing Dearness Allowance (in accordance with Minimum Wage Act, 1948) for DEO ( matriculate but not graduate )	
ii.	Employees Provident Fund @ 13.16 % of (i) above (if applicable)	
iii.	Employees State Insurance @ 4.75 % of (i) above (if applicable)	
iv	Contractors Service Charge ..... % of i above.	
v	Total of i+ii+iii+iv above	
vi.	GST @ 18 % of v above or as applicable	
vii.	Total of v+vii above	
viii	Total rate per person per month ( 26X vii above )	

Date:  
authorized person

Signature of

Seal:

Full Name & Place:



## 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 rate per person per month mentioned in para 7 (viii) of Application for financial bid will be declared L1.
3. In case of tie in lowest rate , the Company/Firm/Agency who has completed more work order in last 3 years for providing minimum 10 DEOs in Ministries/Government offices/ Government organizations shall be declared L1 . Copies of Order and completion certificate from employer shall be provided along with Technical Bid.
4. The work shall be awarded to 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 conclusion of the calendar month only on the basis of no. of working days for which duty has been performed by each Stenographer and DEO.



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

Date:

To,

\_\_\_\_\_  
\_\_\_\_\_

Sub: Acceptance of Terms & Conditions of Tender.

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

Name of Tender / Work: -

\_\_\_\_\_  
\_\_\_\_\_

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)

