REQUEST FOR PROPOSAL

TENDER FOR RUNNING A CAFETERIA FOR PROVIDING REFRESHMENT FACILITIES TO THE VISITORS IN THE PREMISES OF GOL- GUMBAZ, VIJAYAPURA, UNDER THE JURISDICTION OF DHARWAD CIRCLE FOR A PERIOD OF ONE YEAR.

REFERENCE NO: F. No. D/7/2023/DHARWAD

सत्यमेव जयते

प्रत्नकीर्त्तिमपावृणु

GOVERNMENT OF INDIA
MINISTRY OF CULTURE
ARCHAEOLOGICAL SURVEY OF INDIA
DHARWAD CIRCLE, DHARWAD

अधीक्षण पुरातत्वविद्
Superintending Archaeologist
भारतीय पुरातत्व सर्वेक्षण
Archaeological Survey of India
धारवाड मंडल, धारवाड
Dharwad Circle, Dharwad

Table A: Time and Work Frame

TENDER FOR RUNNING A CAFETERIA FOR PROVIDING REFRESHMENT FACILITIES TO THE VISITORS IN THE PREMISES OF GOL-GUMBAZ, VIJAYAPURA

Manual bids shall not be accepted.

CRITICAL DATE SHEET

1.	Name Of Work:	TENDER FOR RUNNING A CAFETERIA FOR PROVIDING REFRESHMENT FACILITIES TO THE VISITORS IN THE PREMISES OF GOL-GUMBAZ, VIJAYAPURA , UNDER THE JURISDICTION OF DHARWAD CIRCLE FOR A PERIOD OF ONE YEAR.
2.	Tentative Cost of Work	Rs. 7,00,000.00
3.	EMD:	Rs. 17,500.00
4.	Probable time of completion	365 Days
5.	Date of issue of Tender	29.03.2023
6.	Bid Document Download / Sale Start Date	29.03.2023 at 17.00 hrs
7.	Date of Pre Bid Conference- For clarifying issues and doubts, if any, about specification of material and services projected in Bid document.	-NA-
8.	Start date for submission of filled in tender document.	29.03.2023 at 17.00 hrs
9.	Bid Submission End Date	12.04.2023 at 11.00 hrs
10.	Date of opening of Technical bid	13.04.2023 at 11.30 hrs
11.	Date of opening of financial Bid	After technical bid evaluation.
12.	Validity of Bid	90 Days

अधीक्षण पुरातत्वविद् 28/3
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Dharwad Circle, Dharwad

F.NO: D/7/2023/DHARWAD

Government of India
Ministry of Culture
Archaeological Survey of India
Dharwad Circle, Dharwad

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Dated: 28.03.2023

TENDER NOTICE

1. Online E-Tenders on behalf of the President of India is invited for Request for Proposal (RFP) from reputed firms/companies dealing with eateries, cafeteria and snack stalls to run cafeteria at location cited above in **Two Bid System** initially for a period **of one year from the date of award of work** which is further extendable, year wise, up to three years with mutual consent on the same terms, condition and rates after approval of DG, ASI.
2. Complete Tender Document can be downloaded from the website of CPPP & of this department (https://eprocure.gov.i/eprocure/app and www.asi.nic.in).
3. Interested Companies/ Firms/ Agencies may submit/ their online proposal complete in all respects within the stipulated date and time mentioned in the CRITICAL DATE SHEET. **Separate D.D. from any Nationalized Bank Only** as the Earnest Money Deposit (EMD) of **Rs. 17,500/-** in favour of **The Superintending Archaeologist, Archaeological Survey of India,** payable at **Old Goa** to be submitted on or before **13.04.2023** at 11**:30** hrs to the office of the Superintending Archaeologist, Archaeological Survey of India, Dharwad Circle, Behind Sahitya Bhavan, Near R N Shetty Stadium, Dharwad – 580008.
4. No tender shall be entertained after this deadline under any circumstances what so ever. The Technical Bid or tender will be opened on **13.04.2023** at **11:30** hrs in the presence of authorized representative of Bidders as may wish to be personally present.

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 Superintending Archaeologist, ASI, Dharwad Circle in this regard shall be final and binding on all parties in all circumstances.

Superintending Archaeologist
Archaeological Survey of India
for and on behalf of the President of India

Copy to:

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

GENERAL INSTRUCTIONS FOR BIDDERS :

1. Archaeological Survey of India, Dharwad Circle invites Online Bids in the prescribed form under the **Two Bid System** for RUNNNING A CAFETERIA FOR PROVIDING REFRESHMENT FACILITIES TO THE VISITORS IN THE PREMISES OF GOL-GUMBAZ AT VIJAYAPURA, UNDER THE JURISDICTION OF DHARWAD CIRCLE FOR A PERIOD OF ONE YEAR.

2. The system of e-tendering shall be adopted, comprising of Technical Bid and Financial Bid.
Document Download: Tender Documents can be downloaded from CPPP site: https://eprocure.gov.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 Request for proposal (RFP) by providing
(a) Technical Bid, and (b) Financial Bid, separately, clearly mentioning (i) 'Technical Proposal', and (ii) 'Financial Proposal' respectively. Such proposals are to be submitted online within the stipulated date and time as mentioned in the Bid document as given in CRITICAL DATE SHEET.
Bids shall be submitted online only at CPPP website:https://eprocure.gov.in/eprocure/app.
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 (2.5 % of the tender cost rounded off to next hundred/ fifty) must be delivered to the Superintending Archaeologist, Archaeological Survey of India, Dharwad Circle 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 DD of (**Nationalized Bank**) should be drawn in favour of **"The Superintending Archaeologist, Archaeological Survey of India"** payable at **Old Goa.**
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 or MSME.

Estimated Cost Of Tender: Rs.7,00,000/- (Rupees Seven Lakhs Only)

Earnest Money Deposit: Rs. 17,500/-(Rupees Seventeen Thousand and Five Hundred Only)

Performance Security Amount: 20% of the Amount quoted in the tender.

Address for tender inviting authority & as given below:-

Contact Details:

Contact Person	Superintending Archaeologist
Address for communication	O/o Superintending Archaeologist, Archaeological Survey of India, Dharwad Circle, Behind Kannada Sahitya Bhavan,Near R N Shetty Stadium,Dharwad-580008 Phone No.0836-2443678
	e-mail : circledha.asi@gmail.com :circledharwad.asi@gov.in

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F.NO: D/7/2023/DHARWAD

Government of India
Ministry of Culture
Archaeological Survey of India
Dharwad Circle, Dharwad
******

Dated:29.03.2023

TENDER DOCUMENT

1. **Name of work:** RUNNNING A CAFETERIA FOR PROVIDING REFRESHMENT FACILITIES TO THE VISITORS IN THE PREMISES OF GOL-GUMBAZ AT VIJAYAPURA, UNDER THE JURISDICTION OF DHARWAD CIRCLE FOR A PERIOD OF ONE YEAR.

Estimated Amount: Rs: 7,00,000.00 **E.M.D: Rs: 17,500.00**

Sl. No.	Description for the right	Location	Period of the Contract
01	RUNNNING A CAFETERIA FOR PROVIDING REFRESHMENT FACILITIES TO THE VISITORS IN THE PREMISES OF GOL-GUMBAZ AT VIJAYAPURA, UNDER THE JURISDICTION OF DHARWAD CIRCLE FOR A PERIOD OF ONE YEAR.	Gol-Gumbaz at Vijayapura	One Year

Preamble: Gol-Gumbaz, Vijayapura, is a Centrally Protected Monument located in Karnataka is managed by Dharwad Circle, Archaeological Survey of India under the Ministry of Culture. This Monument is visited by 1500-2000 (approx) visitors daily, including both Indian and Foreign tourists. The monument remains open from sunrise to sunset every day as per direction of Ministry of Culture. It is a major place of tourist interest in the country. Considering the footfall and location of the monument, visitors need to have a glass of water or a bottle of soft drink before or after visiting the monument. It has been decided by the ASI to open a Cafeteria, at a location most approachable to the visitors.

Scope of Work: The canteen would only be providing packed food, packed soft drinks and packaged drinking water, tea/coffee through vending machine. No cooking would be allowed at the site. The area identified for running Cafeteria is marked in the layout plan **(Annexure-I)** and specification given below:

Location of the Canteen	Measurement in meters (approximately)
Covered area consisting of one room (Interior size)	4.90 m X 5.90 m
Total Area (Including area of open platform)	92.25 Sq. meter

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Dharwad Circle, Dharwad

SCOPE OF WORK AND TERMS AND CONDITIONS

1. The department will provide space as per **Annexure**-I. Power supply and water will be chargeable ,for which separate meters will have to be installed by the successful bidder and paying electricity and water charges by the first week of every month as per actual.
2. Electrical fixtures and fittings, plumbing jobs, furniture, refrigerators and civil works (No permanent alterations allowed) and recurring repairs may be undertaken by the successful bidder as per his convenience and at his own expenses, but, strictly as per approval of the ASI and under the supervision of Sub-Circle officer.
3. The successful bidder has to ensure the cleanliness in and around Cafeteria which is to be cleaned up on regular basis. All waste is to be disposed and taken out from the complex on daily basis by the successful bidder.
4. Garbage should be disposed without disturbing the eco system of the monument.
5. The successful bidder and his manpower will maintain a high standard of cleanliness in the Cafeteria. Smoking, chewing of Pan or Tobacco is strictly prohibited. The successful bidder shall keep adequate manpower **(No child labour is allowed)** for running the Cafeteria with appropriate training and experience, at his own expense, for the proper discharge of the responsibilities entrusted to him. Such persons shall be properly and neatly dressed in uniforms and well behaved. They should also be medically fit for employment in the Cafeteria.
6. The main purpose of the canteen/cafeteria is to provide permitted items like drinking water, refreshments, Lunch/packed eatable items, etc. to tourists visiting the centrally protected monuments at Gol-Gumbaz. **Sale of alcoholic beverage/ cigarette/pan masala/Government prohibited items, etc will not be permitted; Burning of Wood as fuel/using of gas for cooking is not permitted.**
7. The successful bidder should adhere to the provisions of the Provident Fund Act, ESI, Service Tax, the Minimum Wages Act and other such acts which are applicable. The successful bidder has to ensure the payment of all applicable taxes related to providing service and employing man power at Cafeteria apart from monthly license fee.
8. The timings, menu and cost of all items would be displayed at appropriate location. The packaged items should contain the MRP and Date of packing and Expiry and selling price of such packaged items should not exceed MRP. The price for (i) Standard tea (150 ml) in disposable cup of 170 ml capacity should be Rs.10 and (ii). Rs.20.00/MRP. for 1 Litre bottle/ 1000ml normal / chilled.
9. Overcharging will be treated as deviation from tender conditions and necessary actions will be taken as per terms and conditions.
10. The licensee name and address should be placed conspicuously for public by lessee. Board/hoarding/advertisement in any way is NOT permitted;
11. The bidder with relatives working for ASI who are responsible for award and execution of work contracts shall not be permitted to tender for the works in the ASI. He shall also intimate the name of persons who are working with him, in the capacity or are subsequently employed by him, who are near relatives to any Gazetted officers in ASI or in the Ministry of Culture. Otherwise he will be liable to be removed from the approved list of firm/ agency/ contractors/ company of this department. The bidder shall give the list of non gazette employees related to him.

अधीक्षण पुरातत्वविद् 2.8.23
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Dharwad Circle, Dharwad

12. The bidder exempted from payment of EMD/ PGC/ SD in individual cases should upload proof of record with tender documents and an attested copy of the certificates form concerned organizations should produce original when ever called upon to do so.
13. The successful bidder shall, at his cost, maintain adequate stocks of all items, arrangements of service etc. and adhere to the standard practices. While stocking the materials successful bidder to ensure that the visitors' movement is not disturbed.
14. Security of licensed premises, equipment, fittings and fixtures, furniture, etc. is the responsibility of the successful bidder.
15. Any officer authorized by Superintending Archaeologist, Dharwad Circle and Vijayapura East Sub-Circle In-charge would reserve the right to check on cleanliness and upkeep of premises and quality of provisions and quality of the items.
16. No accommodation will be provided to the workers of successful bidder.
17. The bidder is at liberty to attend the tender opening himself or authorize only one representative. Their representative attending the opening of the tender on behalf of the bidder shall bring with him a letter of authority from the bidder and proof of identification.
18. The highest bidder has to deposit the full amount quoted in bid in the form of DD as applicable, in favour of "**The Superintending Archaeologist, Archaeological Survey of India**" payable at **Old Goa** within 15 days from acceptance of Approval letter, failing which the approved tender will be rejected and deposit forfeited. The highest bidder will not hold this office responsible for any loss or gain. The successful bidder shall be required to furnish 20 % Performance Security Deposit of the quoted value within 15 days after receipt of Award if Contract/Letter in form of Demand Draft from a nationalized bank only, in favour of Superintending Archaeologist, ASI, Payable at old Goa.
19. The Technical cum Financial Bids will be opened by a committee on **13.04.2023 at 11.30hrs.** in the office of the Superintending Archaeologist, Archaeological Survey of India, Dharwad. The Technical cum Financial Bids will be evaluated as per details at **Annexure-II& III** by an evaluation committee and the bids found to be responsive, eligible and qualified only would be considered for evaluation.
20. The physical possession of the site (as per **Annexure**-I) would be given within two days on receipt of acceptance letter, Performance security deposit and the quoted value in full amount. The successful bidder has to carry out all the electrical, civil/plumbing jobs, as per approval of the ASI to ensure operation of canteen maximum within one week after taking possession of the site.
21. **EMD 2.5 % of Tender Amount** to be deposited in the form of DD (Nationalized Bank only) pledged in favour of '**The Superintending Archaeologist, Archaeological Survey of India**' payable at **Old Goa**. **EMD** of all the bidders except successful bidder would be returned as per the establish procedure.
22. This Department will NOT be responsible for any damages, losses, claims, financial or injury/accident to any person deployed by service providing agency in the course of their performing the functions / duties, or for payment towards any compensation.
23. Vendor will be responsible for timely payment to the supplied manpower and statutory authorities and compliance of all statutory provisions relating to minimum wages/ deposit of EPF/ESI, depositing all taxes, levies, cess, etc. from time to time as per extent rules and regulations on the matter.
24. Government of India/Archaeological Survey of India shall provide only the premises for operating/maintaining the catering service. It shall be the sole responsibilities of the lessee

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to remit any local taxes/to obtain permission/trade licence (i) from the local, (ii) Authorities from FSSAI Authority/department (iv) to follow the FOOD SAFETY AND STANDARD ACT 2006, as F B O (v) to dispose wastage/garbage, correctly prescribed by the local department, etc. Lessee shall abide by the rules and regulation of the local department. Quality of the food stuff should be authenticated by the Food inspector; Electricity/water charges will be borne by the lessee.

25. The Lease agreement will be cancelled with immediate effect, in case of any violation of any of the terms and conditions and the highest bidder will not have any right to claim further. Leasing of catering service/refreshments etc. is a provisional licence, and cannot be claimed as a matter of right in future. ASI can cancel the agreement at any time with one month notice, and the amount deposited will be forfeited to government if any violation/breach of clauses noticed. In such eventuality, the lessee would hand over the premises in neat and tidy condition after removing all equipment/utensils. Lessee should obey and follow the instructions/directions issued from time to time by the Superintending Archaeologist, Archaeological survey of India, Dharwad Circle
26. The caterer shall not employ any worker whose track record is not good. He should not have involved in any crime/offence/police case.
27. The highest bidder will engage staff over the age of 18 years in accordance with law.
28. Local taxes/GST/Service tax/Labour Cess/Education Cess etc. are applicable as per government norms and IT shall be deducted as per rule at source.
29. **Each page of the tender documents including NIT must be stamped and signed**. All the bidders are hereby explicitly informed that the conditional bids or bids with deviations from the conditions of the contract, not meeting the minimum criteria, technical bids not accompanied with EMD of requisite amount or any other requirements, stipulated in the tender documents are liable to be rejected. **DD for the EMD is valid only if it is drawn during the NIT notice period.**
30. **Minimum Cost of Work: Rs. 7,00,000 /- (RUPEES SEVEN LAKHS ONLY).**

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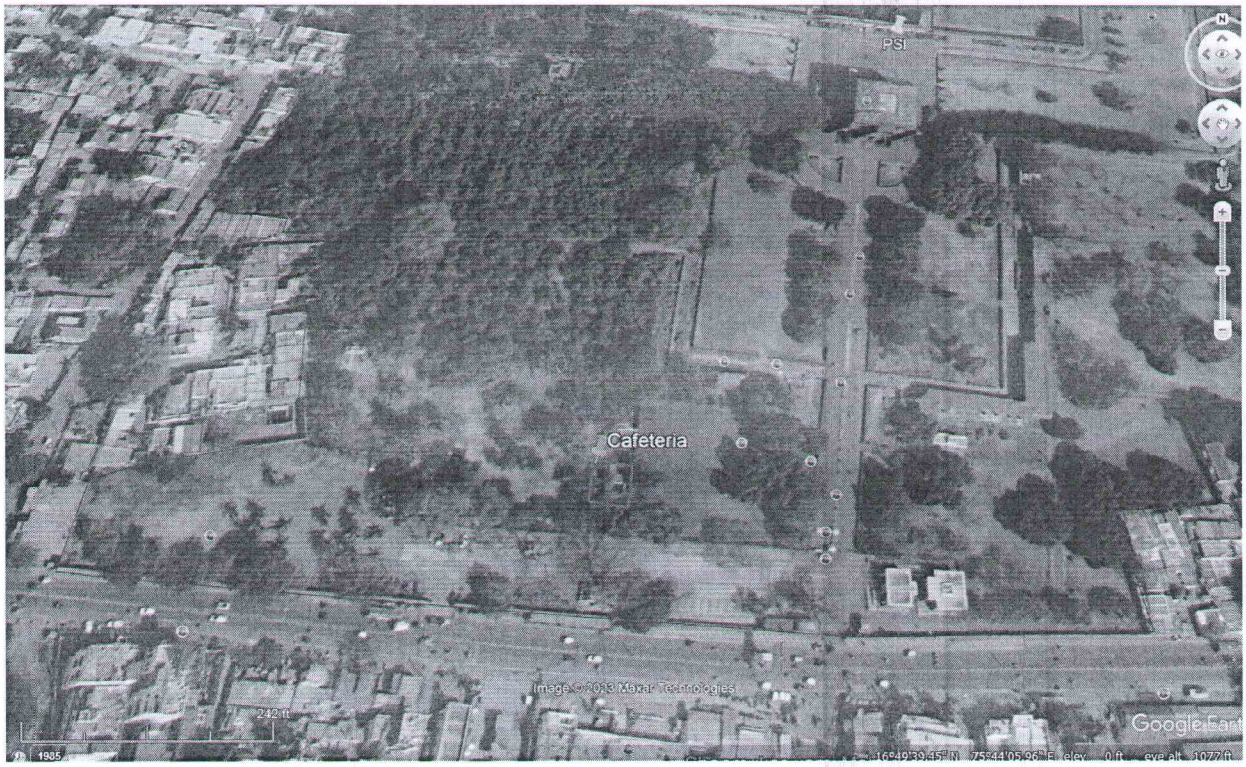
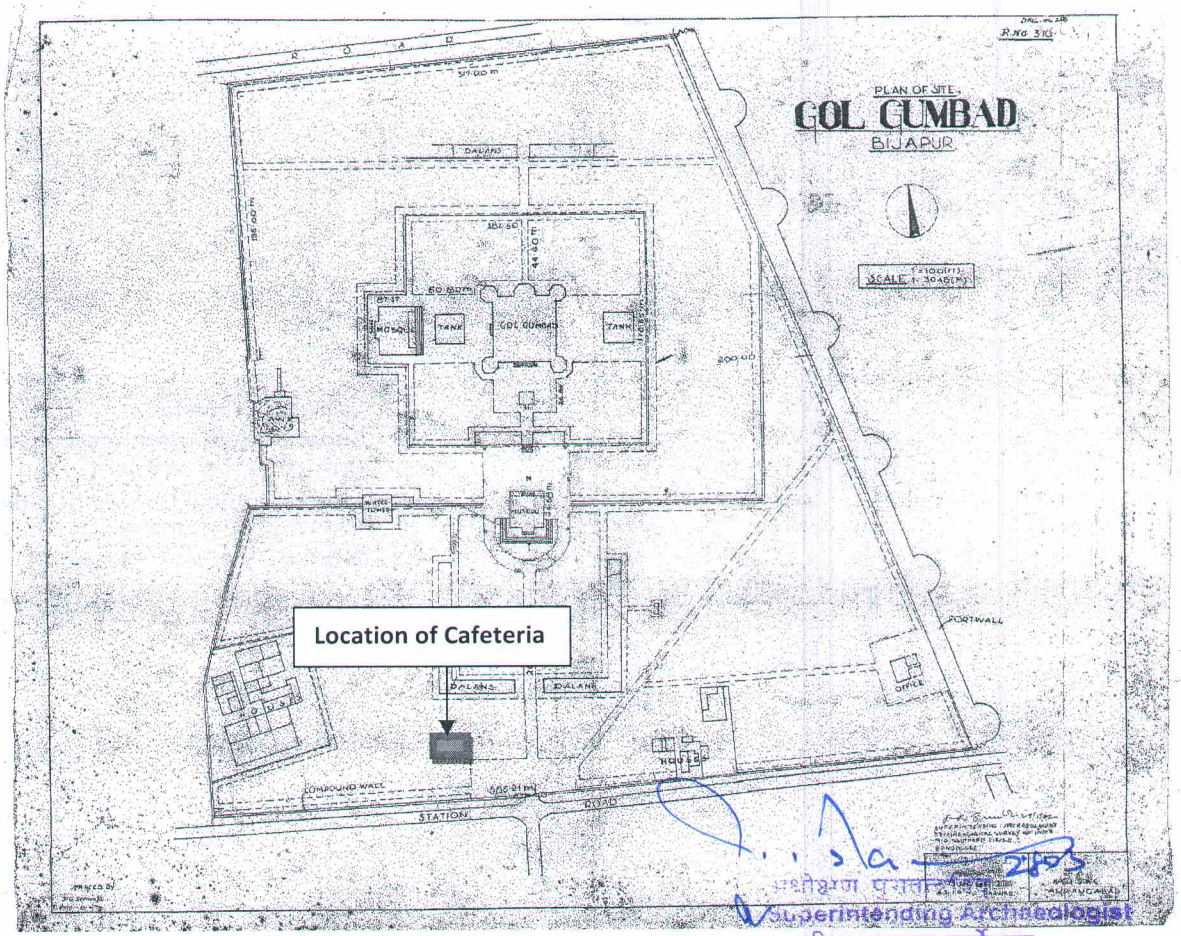
Dharwad Circle, Dharwad

Annexure-I





Superintending Archaeologist
Archaeological Survey of India
Dharwad Circle, Dharwad

ANNEXURE - II

Details of the Firm/ Company

1.	Name of Company/ Firm	
2.	Name of the authorized signatory	
3.	Position of the authorized signatory in the company/ firm	
4.	Full Address of Registered office Telephone No. FAX No. E-Mail ID	
5.	Full address of operating Branch Office at Dharwad/ Karnataka, if any	
6.	Whether each page of RFP and its **Annexure** have been signed and stamped by the authorized signatory	

(Signature of authorized Signatory)

For and on behalf of M/s_____

Date:
Place:

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ANNEXURE - III

TECHNICAL ELIGIBILITY REQUIREMENT FOR THE TENDERING COMPANY/ FIRM/ AGENCY

The tendering manpower company/ Firm/ Agency should fulfil the following ELIGIBILITY requirement and furnish self-attested copies of documents with technical bid.

Sl. No.	REQUIREMENT	COPY OF RELEVANT DOCUMENT	ENCLOSED YES/NO	PAGE NO. OF BID DOCUMENT
1.	The Company / Firm / Agency should be registered with the appropriate registration authority. (CPWD/ PWD of State Govt./ Railways/ MES/ Public Works/Port and Inland Water Transport Department/Department of Archaeology Museum and Heritage Registered under company Act/ Panchayat/ Municipal Corporation or any other Government body etc).	Copy of Registration Certificate		
2.	The Company/ Firm/ Agency should be registered with GST Department.	Copy of Registration Certificate/ Number		
3.	The Company/ Firm/ Agency should be registered with labour department.	Copy of Registration Certificate/ Number		
4.	Copy of PAN card	Copy of PAN		
5.	Income Tax return for the last three financial Income Tax Returns for the last three financial years to be attached **assessment year 2020-21 for the financial year 2019-20, assessment year 2021-22 for the financial year 2020-21 and assessment year 2022-23 for the financial year 2021-22.**	Copies of ITRs		
6.	Experience of having successfully completed similar works during last 7 years ending last day of month previous to the one in which applications are invited should be either of the following:- i) Three similar completed works costing not less than the amount equal to 40% of the estimated cost. Or ii) Two similar completed works costing not less than the amount equal to 50% of the estimated cost. Or iii) One similar completed works costing not less than the amount equal to 80% of the estimated cost.	Copy of work order and completion Certificate		

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7.	EMD	EMD/ EMD exemption certificate		
8.	Food License No. (FSSAI).	Copy of Registration Certificate/ Number		
9.	Certificate from Food Department/concerned centre (FSSAI) or state Govt. Department authorizing to run Cafeteria/canteen (if any mandatory as per prevailing act & rules).			
10.	ID Proof of authorized signatory			
11.	The Average Annual Financial Turnover during the last three years ending 31st March of the previous Financial Year should be at least 30% of the estimate cost.	Copies of certificate issued by the Chartered Accountant along with **UDIN** issued by the Competent Authority to the firm for Financial Year 2019-20, 2020-21 and 2021-22. If 2021-22 is not audited 2018-19 will be taken into consideration.		

- Minimum three years experience to run Cafeteria/ Canteen/ Snacks counter in Government/ Semi-Government/ Public sector undertaking. Experience to run Cafeteria/ Canteen/ Snacks Counter, etc. in Heritage buildings will be preferred. Self certified copies of agreement/ work order received in the last three financial years and work completion/continuation certificate shall be enclosed. The said agreement must be in the name of the bidder.

(Signature of authorized Signatory)

For and on behalf of M/s_____

Date:
Place:

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Dharwad Circle, Dharwad

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: _____
   _____
   _____
   _____

   Telephone No:
   Fax No. :
   E-mail Address:

4. Full Address of Operating Branch: _____
   _____
   _____
   _____

   Telephone No:
   Fax No. :
   E-mail Address:

5. (a) Banker Of Company / Firm/ Agency _____
   (Full Address)
   (Attach certified Copy of statement of _____
   A/C for the last three Years)
   (b)Telephone Number of Banker _____

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

7. GST Registration, _____
   if any (Attach attested copy)

8. Financial turnover of the tendering Company/ Firm/ Agency for the last three Financial Years with documentary proof thereof. (Attach separate sheet if space provided is insufficient):

Financial Year	Annual Turn Over Amount (Rs. Lakhs)	Remarks, if any
2019-20		
2020-21		
2021-22		

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9. 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)

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

Signature of authorized person

Date:

Name:

Place:

Seal:

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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 (3) Years as on date of opening of this Tender.

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

5. I/we are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

6. I/ We will ensure compliance with all statuary liabilities relating payment of taxes, minimum wages/ deposit of EPF/ESI, depositing all taxes, levies, cess etc. from time to time as per extent rules and regulations on the matter, and statuary liabilities for damages, losses, claims, financial or on Injury/accident to person deployed by service providing agency in the course of their Performing the functions / duties, and for payment towards any compensation, for timely payment to supplied manpower and statutory authorities and compliance of all statutory provisions relating to this tender.

Signature of authorized person(s)

Date: **Full Name:**

Place: **Seal:**

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ANNEXURE - II

APPLICATION FOR FINANCIAL BID

1. Name of tendering Company/ Firm/ Agency:_____
2. Details of Earnest Money Deposit:_____D.D/P.O. No. & Date: Drawn on Bank:

Estimated Amount : Rs. 7,00,000 /-
EMD : Rs. 17,500/-
Performance Security Amount: 20% of the amount quoted in the tender.

Sl. No.	Description for the right	Bid Amount(Inclusive of every demand like GST/ TDS/ Labour Cess/ Educational Cess etc. complete if any) (in Rs.)	Bid amount in words (Inclusive of every demand like GST/ TDS/ Labour Cess/ Educational Cess etc. complete if any)
01.	FOR RUNNING A CAFETERIA FOR PROVIDING REFRESHMENT FACILITIES TO THE VISITORS IN THE PREMISES OF GOL-GUMBAZ, VIJAYAPURA, A CENTRALLY PROTECTED MONUMENT, UNDER DHARWAD CIRCLE		

In case tender is accepted, I/We hereby agree to abide by and fulfil all the terms and provisions of the said conditions annexed hereto so far as applicable, and/or in default thereof to forfeit and pay to the President of India or his successor in office the sum of money mentioned in the said conditions. A sum of Rs._____ is herewith forwarded by Demand Draft as EMD Deposit. If I/We fail to exercise the tender rights specified in the above Memorandum in accordance with the terms and conditions of the contract I/ We agree that the said President or his successors in office shall without prejudice to any other right or remedy, shall be retained by him towards such security deposit. I/We further agree that the said President or his successors in office shall also be at liberty to cancel the acceptance of the tender if I/We fail to deposit security amount to aforesaid.

Please furnish below the details of the demand draft:

Name of the Bank & Place	DD No. & date	Amount in Rs.

अधीक्षण पुरातत्वविद्
Superintending Archaeologist
भारतीय पुरातत्व सर्वेक्षण
Archaeological Survey of India
धारवाड मंडल, धारवाड
Dharwad Circle, Dharwad

Date: Signature of authorized person
Seal: Full Name & Place:

EVALUATION CRITERIA

1. The bidder who fulfils 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 highest rate as per mentioned in Para 8 (ii) of Application for financial bid will be declared H1.

3. In case of tie in highest rate, the Company/ Firm/ Agency who has completed more work order value in last 3 years for the same work in Ministries/Central government Offices/Organisations shall be declared H1. Copies of order and Completion certificate from employer shall be provided along with Technical Bid.

4. The work shall be awarded to the H1 bidder.

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Dharwad Circle, Dharwad

Instructions for Online Bid Submission

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

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

REGISTRATION

1) Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URL: https://eprocure.gov.in/eprocure/app) by clicking on the link **"Online Bidder Enrolment"** on the CPP Portal which is free of charge.

2) As part of the enrolment process, the Bidders will be required to choose a unique username and assign a password for their accounts.

3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.

4) Upon enrolment, the Bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / 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 facilitate Bidders to search active tender by several parameters. These parameters could include Tender ID, 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.

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PREPARATION OF BIDS

1) Bidder should take into account any corrigendum published on the tender document before submitting their Bids.

2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the Bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents – including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the Bid.

3) Bidder, in advance, should get ready the Bid documents to be submitted as indicated in the tender document/ schedule and generally, they can be in PDF/ XLS/ RAR/ DWF/ JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned 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.

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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 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 summery 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.

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Dharwad Circle, Dharwad

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 download / 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 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 wit*hout 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,

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(Signature of the Bidder, with Official Seal)