

**REQUEST FOR TENDERE PROPOSAL:-**

**FOR:- GENERAL (COMPLETE) SWEEPING AND CLEANING WORK AT BADSHAHI BAGH  
AT HALDIGHATI DISTT. RAJSAMAND, UNDER THE JURISDICTION OF  
ARCHAEOLOGICAL SURVEY OF INDIA, JODHPUR CIRCLE, JODHPUR (RAJASTHAN)**

**REFERENCE NO. :- Tender No-56/General\_Cleaning/2018-19**



**GOVERNMENT OF INDIA  
MINISTRY OF CULTURE  
ARCHAEOLOGICAL SURVEY OF INDIA  
JODHPUR CIRCLE, JODHPUR**

**Superintending Archaeologist  
Archaeological Survey of India  
Jodhpur Circle, Jodhpur**

## Section-1

### Table — A: Time and Work Frame

FOR: - GENERAL (COMPLETE) SWEEPING AND CLEANING WORK AT BADSHAHI BAGH AT HALDIGHATI DISTT.  
RAJSAMAND UNDER THE JURISDICTION OF ARCHAEOLOGICAL SURVEY OF INDIA, JODHPUR CIRCLE, JODHPUR  
(RAJASTHAN)

Manual bids shall not be accepted.

#### CRITICAL DATE SHEET

1.	Estimated Cost	Rs.1,53,000/-
2.	E.M.D.	Rs.3060/-
3.	Tender Fees	Rs.500/-
4.	Duration of Contract (Period)	W.e.f. 1.10.18 to 31.3.18
5.	Date of Issue of Tender	17.9.18
6.	Bid Document, Download / Sale Start Date	17.9.18
7.	Due date for submission of filled-in tender document. (Bid submission start Date)	17.9.18
8.	Bid Submission End Date	26.9.18 up to 15:00 hrs
9.	Last Date & time of submission of EMD & other Documents.	26.9.18 up to 15:00 hrs
10.	Date of opening of FINANCIAL bid of successor Bidder's	27.9.18 at 15:00 hrs
11.	Validity of Bid	120 days from the date of opening.

Superintending Archaeologist  
Archaeological Survey of India  
Jodhpur Circle, Jodhpur

## INSTRUCTIONS FOR BIDDERS:-

Dear Sir,

### **1. General Instructions:-**

- (I) S.A. , A.S.I. Jodhpur Circle, Jodhpur invites Online Bids on behalf of President of India in the prescribed form under the one (single) Bid system i.e. Financial Bid for :- **GENERAL (COMPLETE) SWEEPING AND CLEANING WORK BADSHAHI BAGH AT HALDIGHATI DISTT. RAJSAMAND UNDER THE JURISDICTION OF ARCHAEOLOGICAL SURVEY OF INDIA, JODHPUR CIRCLE, JODHPUR (RAJASTHAN)**
- (II) Each page of the tender document be signed & stamped .Any bid without any of the document not so signed is liable to be rejected at the discretion of client.
- (III) All bidders are hereby explicitly inform that conditional offer with deviations from the conditions of the contract .The bids not meeting the minimum eligibility criteria ,Technical bid not accompanied with EMD of require Amount form for any other requirement stipulated in the tender document are liable to be reject.
- (IV) While all efforts have been made to avoid errors in the drafting of the tender documents, the bidders are advised to check the same carefully. No claim on account of any errors detected in the tender documents shall be entertained
- (V) The requirement of quantity of work is tentative and may be increase or decrease at the sole discretion of the competent Authority of the client.

### **2. Guide Lines:-**

- (i) The system of e-tendering shall be adopted, comprising of the Financial Bid.  
**Document Download: Tender documents may be downloaded from CPPP website <https://eprocure.gov.in/eprocure/app>** as per the schedule as given in Critical Date Sheet Financial - Bid should, inter alia, indicate item-wise price/financial terms against the items mentioned in the Tender documents.
- (ii) **Bid Submission:** - Applicants/ intending or interested Bidders are invited to submit their online proposal after carefully read the Request for Proposal (RFP) by providing 'Financial Proposal'. 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.**
- (iii) **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.

### **3. Earnest Money Deposit:-**

- (i) The Hard Copy of original instruments in respect of cost of earnest money **and other documents** must be delivered to the Superintending Archaeologist, Archaeological Survey of India, Jodhpur Circle, Arid Forest Research Institute Campus New Pali Road, Jodhpur 342005 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 D.D. etc. against the submitted Bid. The Tender without E.M.D. **and other documents** will be rejected summarily. EMD is to be supplied by all bidders except those who are registered with centrally purchase organization, National small industries corporation (NSIC) or Ministry of culture.
- (ii) Bidders shall not be permitted to withdraw their offer or modify the terms & conditions thereof .In case the bidders fail to observe & comply with the stipulations made herein or back out offer quoting the rates, the aforesaid bid security shall be forfeited to the Government.
- (iii) No claim shall be lie against the Govt. /department in respect of erosion in the value or interest on the amount or EMD or security.
- (iv) The offer without EMD and tender cost fees will be rejected summarily. Tender inviting authority is the Superintending Archaeologist, Archaeological Survey of India, Jodhpur Circle, Jodhpur on behalf of the President of India.

  
Superintending Archaeologist  
Archaeological Survey of India  
Jodhpur Circle, Jodhpur

4. **Bid Validity:** - The validity of the offer shall be 120 days from opening of the financial bid .The transfer or assignment of the Request of proposal is not permissible .the successful bidder shall not be entitled to transfer the benefits of the contract to any other bidder for execution of the works contract, without the previous express sanction or previous permission in writing of the approval authority. Work Order shall be for a period of seven months and the same may be extended depending upon satisfactory performance on yearly basis.

5. **The E.M.D. be submitted separately as under:-**

- (I) The EMD be submitted in the form of D.D. in favor of the Superintending Archaeologist, Archaeological Survey of India, Jodhpur Circle, Jodhpur.
- (II) Tender fee should be submitted separately in the form of DD of Rs.500/-
- (III) Estimate cost of Tender Of Rs.1,53,000/-

  
Superintending Archaeologist  
Archaeological Survey of India  
Jodhpur Circle, Jodhpur



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

Arid Forest Research Institute Campus,  
Krishi Upaj Mandi, New Pali Road, Jodhpur 342005  
Phone 0291- 2722090 (SA Direct), 2722091 (Gen)  
E-mail: circlejodhpur.asi@gov.in

**NOTICE INVITING TENDER:-**

On line E-tender On behalf of the President of India, are invited by S.A., A.S.I. Jodhpur Circle, Jodhpur by Single Bid System i.e. Financial Bid from approved/registered Contractors, In P.W.D, Rajasthan/C.P.W.D./M.E.S./Railway & P&T or working in A.S.I. for **GENERAL (COMPLETE) SWEEPING AND CLEANING WORK AT BADSHAHI BAGH AT HALDIGHATI DISTT. RAJSAMAND UNDER THE JURISDICTION OF ARCHAEOLOGICAL SURVEY OF INDIA, JODHPUR CIRCLE, JODHPUR (RAJASTHAN) for a period of 1.10.18 to 31.3.18 (six Months) from date of award of contract.** Complete Tender Document with terms & conditions can be downloaded from the website of this Department. **CPPP website <https://eprocure.gov.in/eprocure/app>**

Interested eligible contractors , Firms/ Agencies, may submit the tender documents complete in all respects along with the Earnest Money Deposit (E.M.D.) and other requisite documents on or before date & time as given in critical date sheet to the Superintending Archaeologist, Archaeological Survey of India, Jodhpur Circle, AFRI Campus, New Pali Road, Jodhpur 342 005.

No tender shall be entertained after this deadline under any circumstances what so ever. The Financial Bid of tenders will be opened as date & time given in critical date sheet in the presence of authorized representative of Bidders if any who will as may wish to present personally on the spot at that time.

The S.A., A.S.I. Jodhpur Circle, Jodhpur 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 S.A., A.S.I. Jodhpur Circle, Jodhpur in this regard shall be final and binding on all parties in all circumstances. In case of any corrigendum/addendum issued on the above advertisement it will be published on all website mentioned as above.

**Eligibility of Criteria:-**

- (i) The Firm/Agency should be registered with P.W.D, Rajasthan/C.P.W.D./M.E.S./Railway & P&T or working in A.S.I.
- (ii) The Firm/Agency should have G.S.T Registration.
- (iii) The Firm/Agency should have the last one year i.e. 2016-17 income tax returns.
- (iv) The Firm/Agency should have at least two year experience for sweeping & cleaning work or working in A.S.I. from last two years.

The tenderer must be attached the D.D. issued on or before last date of selling the tender form of Rs.500/-as cost of tender form (Non- refundable ) in favour of the Superintending Archaeologist, Archaeological Survey of India, payable at, Jodhpur.

The EMD should be in the form of D.D. in favour of the Superintending Archaeologist, Archaeological Survey of India, payable at Jodhpur, Should be necessarily kept in the sealed cover along with other documents along with tender detail mentioning on the envelope.

Tenderer who do not deposit EMD in favour of Superintending Archaeologist, Archaeological Survey of India, Jodhpur Circle, Jodhpur in prescribed form will be liable to be summarily rejected.

Superintending Archaeologist  
Archaeological Survey of India  
Jodhpur Circle, Jodhpur

Superintending Archaeologist  
Archaeological Survey of India,  
Jodhpur Circle, Jodhpur  
For and on behalf of the President of

Copy to: - Website of this Department

Should this tender be accepted I/We hereby do agree to abide to by and full fill 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 in Bank Demand Draft No.----& Date----- as earnest money. If I/We fail to commence the work to specified in the above memorandum or I/We fail to deposit the amount of security deposit specified of contract (ii) (a) in the above memorandum in accordance with the clause I of the said conditions of contract I/We agree that the said President of India or his successors in office shall without prejudice to any other right or remedy shall be at liberty to forfeit the earnest money absolutely. I/We further agree that the said President of India or his successor in office shall also be at liberty to cancel the acceptance of the tender if I/We fail to deposit security amount as aforesaid.

Give Particulars & number

Signature & seal of the Contractor

Address with TIN No.


Signature of witness

Address:-

Dated:-

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

Dated: -

  
Superintending Archaeologist  
Archaeological Survey of India  
Jodhpur Circle, Jodhpur

Signature of the officer by whom  
Tender is accepted



धत्तकीतिमवाप्सु

भारत सरकार  
भारतीय पुरातत्व सर्वेक्षण  
जोधपुर मंडल, जोधपुर

शुष्क वन अनुसंधान संस्थान केम्पस,  
कृषि उपज मंडी, न्यू पाली रोड,  
जोधपुर-342005


ई- निविदा आमंत्रण सूचना

अधीक्षण पुरातत्वविद्, भारतीय पुरातत्व सर्वेक्षण, जोधपुर मण्डल, शुष्क वन अनुसंधान संस्थान केम्पस, कृषि उपज मंडी, न्यू पाली रोड जोधपुर (राजस्थान) भारत के राष्ट्रपति की ओर से निम्नलिखित कार्य हेतु प्रमाणित एवं उपर्युक्त श्रेणी में पंजीकृत एवं पात्र ठेकेदारों/पंजीकृत फर्म से आइटम दर के आधार पर केवल आनलाईन निविदायें <https://eprocure.gov.in/eprocure/app> पर आमंत्रित करते हैं। निम्नवर्णित कार्य की निविदायें आनलाईन दिनांक 26.09.18 को अपराह्न 3.00 बजे तक प्राप्त की जावेंगी, तथा दिनांक 27.09.18 को अपराह्न 3.00 बजे खोली जावेंगी।

निविदा क्र.स.	कार्य का नाम	अनुमानितलागत	समय सीमा	धरोहर राशि
56	केन्द्रीय संरक्षित स्मारक बादशाही बाग व हल्दीघाटी जिला राजसमन्द का वार्षिक मरम्मत की साफ सफाई इत्यादी का कार्य	153000/- (+ 12 प्रतिशत जीएसटी अतिरिक्त)	6 माह	3060/-

:-निविदा प्रपत्र की पात्रता के लिए मापदण्ड:-

1. ठेकेदार के.लो.नि.वि./स्थानीय लो.नि.वि./रेल्वे विभाग/एम.ई.एस./भारतीय पुरातत्व सर्वेक्षण, विभाग की सूची में रजिस्टर्ड होना चाहिए एवं फर्म स्वीकृत होनी चाहिए और वैध टीन. एवं पान. होने अनिवार्य है।
2. निविदा दाता को उपरोक्त विभागों में से किसी एक विभाग में इस निविदा के प्रकाशन की तिथि से पिछले 2 वर्ष का समान कार्य के सम्पादन का कार्य अनुभव होना चाहिए अथवा निविदा दाता को पिछले 2 वर्षों से इस विभाग में कार्यरत होना चाहिए। अनुभव से संबन्धित दस्तावेज एवं उपयुक्त श्रेणी में पंजीकरण पत्र एवं टीन. एवं पान. की सत्यापित प्रति संलग्न करना होगा अन्यथा निविदा प्रपत्र अमान्य होगा।
3. निविदा एवं आवश्यक शर्तें सूचनाएं भा.पु.स. की वेबसाइट <https://eprocure.gov.in/eprocure/app> Central Public Procurement Portal पर उपलब्ध है।
- 4- Last date and time of submission of Bid, Original EMD (in favour of Superintending Archaeologist, ASI, Jodhpur), copy of receipt for deposition of original EMD and other documents is date and time as mentioned in the Bid document as given in Critical Date Sheet. Date and time of opening of tender as mentioned in the Bid document as given in Critical Date Sheet.
5. कृपया टेन्डर फार्म भरने से पूर्व संलग्न नियम एवं शर्तें ध्यान पूर्वक पढ़ें।
6. निविदा दाता द्वारा पिछले दो वर्षों में प्रत्येक वर्ष में कम से कम पच्चीस लाख का उपरोक्त बिन्दु 2 में दिये गये अनुसार कार्य कराने का अनुभव होना चाहिए। (प्रमाण पत्र संलग्न करना होगा)
7. जिन ठेकेदारों/पंजीकृत फर्म की आवेदन पत्र के साथ धरोहर राशि अधीक्षण, पुरातत्वविद्, भारतीय पुरातत्व सर्वेक्षण, जोधपुर के पक्ष में जारी बैंक मॉग पत्र/एफ.डी.आर. के रूप में तथा अन्य चाहे गए डोक्यूमेंट्स दिनांक 26.09.18 तक नहीं भेजी जावेगी, उनकी निविदा अमान्य होगी।
8. निविदाकर्ता निविदा प्रपत्र के साथ रु. 500/- का डी0डी0 (जो कि निविदा प्रपत्र बिकने की अन्तिम तिथि या उससे पहले का हो) जो कि निविदा प्रपत्र का मूल्य है (वापसी योग्य नहीं) अधीक्षण पुरातत्वविद्, भारतीय पुरातत्व सर्वेक्षण, जोधपुर मण्डल, जोधपुर के पक्ष में होना चाहिए।

  
Superintending Archaeologist  
Archaeological Survey of India  
Jodhpur Circle, Jodhpur

## Item Rate Tender for Execution of Complete work

Price of Tender: - Rs. 500/- (by DD Non Refundable)

Name of work:- **GENERAL (COMPLETE) SWEEPING AND CLEANING WORK AT BADSHAHI BAGH AT HALDIGHATI DISTT. RAJSAMAND UNDER THE JURISDICTION OF ARCHAEOLOGICAL SURVEY OF INDIA, JODHPUR CIRCLE, JODHPUR (RAJASTHAN)**

I/We hereby invite tender for execution of work on behalf of the President of India described in the under mentioned memorandum according to the specifications within the time specified and at the dates specified therein subject to the conditions of the contract.

### MEMORANDUM

Name of Office	District/State	Period of the contract award	Last date of submission as given In Critical date Sheet
Superintending Archaeologist, Archaeological Survey of India, Jodhpur Circle, Arid Forest Research Institute Campus, Krishi Upaj Mandi, New Pali Road, Jodhpur 342005	Jodhpur Rajasthan	w.e.f 1.10.18 to 31.3.19 6 Months	Date of Opening as given In Critical date Sheet

Estimated Cost :- Rs. 1,53,000/- (12% GST Extra)

Earnest Money Rs. 3060/

Security Deposit :- Rs.15,300/-

Security deposit-As per terms and condition, payable immediately on the acceptance of the tender.

Contractor's Name:-

### READ TERMS AND CONDITIONS BEFORE FILLING UP THE SCHEDULE AND SIGN ON ALL PAGES

Item No.	Description and specification of items of work to be executed	Total Estimated quantities to be executed/period	Rate per unit per month of each item including all taxes but excluding GST		Unit	Amount in figures
			In figures	In words		
1	General (complete) cleaning/sweeping and up keeping of the Badshahi Bagh at Haldighati and its premises/complex and all pathways having all of area to be clean approximate 5000 sqm daily during 8.0 am to 5.00 PM with minimum two sweeper and one supervisor including sweeping and cleaning material for proper cleaning and maintenance of the monument neat and tidy condition.	Period 01-10-2018 to 31-03-2019 6 month.				

**Total Amount in Figures.**

**Total Amount in words.**

Note:-The total tendered cost for complete work should be quoted item rate for each item including all taxes and other charges as applicable. The same must be filled words and figures and signed by contractor/authorised signatory.

Signature of the contractor

*Superintending Archaeologist  
Archaeological Survey of India  
Jodhpur Circle, Jodhpur*

Superintending Archaeologist

*Superintending Archaeologist  
Archaeological Survey of India  
Jodhpur Circle, Jodhpur*



## SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR TENDERER

1. The Superintending Archaeologist, Archaeological Survey of India, Jodhpur Circle Jodhpur requires E-tender from reputed, well established and financially sound contractor/Firms/ Agencies for **GENERAL (COMPLETE) SWEEPING AND CLEANING WORK AT BADSHAHI BAGH AT HALDIGHATI DISTT. RAJSAMAND UNDER THE JURISDICTION OF ARCHAEOLOGICAL SURVEY OF INDIA, JODHPUR CIRCLE, JODHPUR (RAJASTHAN)**
2. The contract will be for a period of Six Months from the date of award of contract. The period of contract may further be extended for another three months up to 30.6.19 as per necessity. Depending upon satisfactory work. Unless it is curtailed or terminated by this office owing to deficiency in service or any other reason.
3. **Type of Job:-**
  - (i) Daily Sweeping/cleaning the interior & exterior portion of monuments & their surrounding complex, pathways & parking if any & Up keep the monument in(presentable condition) neat and tidy condition **Area mentioned in.**
  - (ii) Periodic cleaning of the monuments by removing vegetation growth from the Monuments, removal of collected Melba after day to day cleaning of the Monuments & cleaning of toilet.
  - (iii) Daily picking up the dry leaves, paper waste, plastic waste etc. in the periphery & disposal off the same properly.
4. Entire man power will report in the morning itself and shall carry out the work including cleaning of the Monuments as per the scope of work.
5. The interested Companies/ Firm/ Agencies may Deposit the Earnest Money (EMD) for Rs. 3060/- only in the form of D.D. drawn in favor of Superintending Archaeologist, Archaeological Survey of India, Jodhpur Circle, Jodhpur.
6. The Earnest Money Deposit (EMD) of Rs. 3060/- refundable (without interest) should necessarily be submitted to the Superintending Archaeologist, Archaeological Survey of India Jodhpur Circle, Jodhpur on or before the opening of tender date, kept in a sealed cover containing technical bid of the Agency, super scribing as E.M.D. for the work (Name of Work) for period six Months from the date of award of work order failing which the tender shall be rejected summarily.
7. 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 Superintending Archaeologist, Archaeological Survey of India, Jodhpur Circle, Jodhpur covering the initial period or Demand Draft in favor of Superintending Archaeologist, Archaeological Survey of India, Jodhpur Circle, Jodhpur. The FDR will have to be accordingly renewed by the successful tenderer. It will be refundable according to Govt. rules.
8. The tendering Companies/Firms/Agencies are required to enclosed 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 :-
  - (a) Registration certificate
  - (b) Copy of PAN/ GIR card
  - (c) Copy of IT return filed for the last two financial years.
  - (d) Copies of the Goods & Service Tax registration certificate
  - (e) Proof of annual turnover of the firm for the last 2 years ending on 31/03/2018 (certificate from statutory authority)
  - (f) Declaration regarding black listing as per format attached.

9. All entries in the tender form should be legible and filled is 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 correction if any in the Technical Bid Application must be initialed by the person authorized to sign the tender bids.
10. Payment shall be made to the Contractor by furnishing the bill after obtaining from the sub circle in charge.
11. Payment shall be made to the Contractor by obtaining a performance certificate from the sub circle in charge.
12. The Financial Bid of tenders shall be opened on 27.9.18 at 3.00PM at office of the Superintending Archaeologist, Archaeological Survey of India, Jodhpur Circle, Jodhpur in the presence of the authorized representative of the Companies/ Firms/ Agencies, if any, who are present on the spot at that time.
13. Bidder shall not be permitted to withdraw their offer or modify the terms & conditions thereof In case the bidder fails to observe and comply with the stipulations made herein or back out after quoting the rate, the aforesaid bid security shall be forfeited to the Govt.
14. No claim shall be lie against the Govt. /Deptt. In respect of erosion in the value or interest on the amount of E.M.D. or S.D.
15. The quantity is tentative and may increase or decrease as per requirement at the sole discretion of the S.A., .A.S.I Jodhpur Circle, Jodhpur.
16. The contract is alive, subject to availability of funds. If funds are exhausted the tender can be terminated after serving one month notice.
17. 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.
18. Sweeper daily with uniform including supply of required materials and equipments as specified by the department for the year 2017-18.
19. Conditional bids shall not be considered and will be out rightly rejected in the very first instance.
20. In case of any of the above provisions are violated, the Company shall be liable to be blacklisted from the Government of India.
21. The Superintending Archaeologist, Archaeological Survey of India, Jodhpur Circle, Jodhpur reserves the right to cancel any or all the bids without assigning any reason.

  
Superintending Archaeologist  
Archaeological Survey of India  
Jodhpur Circle, Jodhpur

## REQUIREMENT FOR TECHNICAL ELIGIBILITY CRITERIA

### (Eligibility Certificates to be enclosed by THE Firm/agency/Contractor)

The following shall be the minimum eligibility criteria for selection of bidders technically

The tendering Contractor, Firm/Agency should fulfil the following Eligibility requirement and furnish self attested copies of the documents with technical bid.

Name of Tendering Contractor/firm/agency: -----

Sl. No.	Requirement	Copy Of Relevant Document	Enclosed Yes/No	Page No. Of Bid Document
1.	<b>REGISTRATION:-</b> Proof of The firm/Agency should have registration with ASI/CPWD and any central Government department for Sweeping & Cleaning works.	Copy enclosed	YES/NO	
2.	The Company/Firm/Agency/Contractor should be registered with GST.	Copy of Registration Certificate/ Number	YES/NO	
3.	<b>CLEARANCE:-</b> The bidders should also have clearance from income tax Deptt. Income Tax Return for 2016-2017 (assessment year 2017-2018).	Copy of ITR(relevant proof in support shall be submitted)	YES/NO	
4.	EMD (in FDR form) in favour of S.A. Jodhpur Circle, Jodhpur	Copy enclosed	YES/NO	
5.	Tender Fee(in DD form) in favour of S.A. Jodhpur Circle ,Jodhpur, Acceptance Letter	Copy enclosed	YES/NO	
6.	PAN card	Copy of PAN CARD		
7.	The Annual Turn Over of the Firm should not be less than Rupees 50.lakhs in last 2 consecutive years i.e., 2016- 17 and 2017-18 financial years. (Income tax return for)	Certificate from Statutory Auditor		
8.	Acceptance Letter	On letter head	YES/NO	
9.	Declaration regarding black listed as per format attached on stamp paper			

Whether the firm has been black listed by any Govt. deptt. Or any criminal case registered with the firm or its owner (give details)

Note: - Attested Copy Of The Documents For Supporting The Minimum Eligibility Criteria Should Be Attached.

TURNOVER: - In proof of having fully adhered to the minimum eligibility criteria attested copy of the turnover certificate from statutory auditor shall be acceptable.

Date:-

*Superintending Archaeologist  
Archaeological Survey of India  
Jodhpur Circle, Jodhpur*

Signature of authorized Person

**DECLARATION :- (On letter Head)**

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 undertaking in the last Two (2) 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...

  
Superintending Archaeologist  
Archaeological Survey of India  
Jodhpur Circle, Jodhpur

**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 **mentioned** will be declared L1.
3. In case of tie in lowest rate, the Company/Firm/Agency who has completed more work order in last 2 year In Government offices (central/sate) 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 the L1 bidder.

  
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Jodhpur Circle, Jodhpur

## Terms & Condition Of the Contract


### (A) General Instruction:-

1. The eligible approved/registered contractors with C.P.W.D./P.W.D./P&T/Railway/M.E.S./Archaeological Survey of India who have valid TIN & PAN and at least two years experience in A.S.I. or in sweeping, cleaning work in above any above deptt.
2. The tender documents are available on website: - [www.asi.nic.in](http://www.asi.nic.in) [www.asijodhpurcircle.in](http://www.asijodhpurcircle.in) Central public Procurement portal. which may be down loaded and submitted online on <https://eprocure.gov.in/eprocure/app> up to as per the schedule as given in CRITICAL DATE SHEET:
3. **Earnest Money (Unless exempted) should be submitted** in this office in the form of D.D. (Nationalized Bank) (issued after published of NIT) drawn in favour of Superintending Archaeologist, Archaeological Survey of India, Jodhpur circle, Jodhpur along with the other requisite documents which is to be in a sealed cover super scribed tender for (Name of work) and addressed to Superintending Archaeologist, Archaeological Survey Of India, Jodhpur Circle, Jodhpur up to as per the schedule as given in CRITICAL DATE SHEET: Date and time of opening of tender as per the schedule as given in CRITICAL DATE SHEET: The bid without E.M.D. will be rejected summarily.
4. The tendered must be attached a D.D. (Issued on or before last date of selling the tender form ) of Rs. 500/- as the cost of tender form (Non refundable) in favour of Superintending Archaeologist, Archaeological Survey of India, Jodhpur circle, Jodhpur.
5. The earnest money will not be refunded if the bidder provides wrong information about its agency/firm and or if the bidder attempts to influence the bid by deeds which are not acceptable to the ASI, and/ or if the bidder fails to abide by the terms and conditions during any stage of the tender.
6. Tenders received without Tender Fee and Earnest Money Deposit will be rejected summarily.
7. Contractors exempted from payment of earnest money and Security Deposit in individual cases should be attached with the tender an attested copy of competent authority letter exempting them from the payment of earnest money and security deposited should produced original whenever called upon to do so.
8. An agreement will be signed with the successful bidder at the time of submission of required security amount @ 10%. Of the contract value within one week of opening the tender. Otherwise the EMD amount will be forfeited
9. If the date of opening of the tender happens to be a holiday the tenders will be opened on the next working day.
10. Contractor should have visit the working site prior to rate tendering as well as have to furnish certificate thereof in written along with the tender.
11. The tender of works shall remain open for acceptance for a period of **ninety** days from the date of opening of tenders. If any tender withdraws his tender before the said period or make any modifications in the terms and conditions of the tender, which are not acceptable to the department. Then the Government shall forfeit 100% of the said earnest money absolutely.
12. The earnest Money and security Deposit of the successful contractor/firm will be forfeited, if he fails to comply with any of the conditions of the contract and work shall be carried out at risk and cost of the contractor/fir 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.
13. The contract can be terminate by giving prior notice, if the contractor neglects or fails to carry out the contracted work due to negligence in the performance of the work and ASI reserves the right to terminate the contract and forfeit the security amount as well as engage another service provider to carry out the work at the cost and risk of agency.
14. The quantity of work can be decreased or increased as per the availability of funds and site requirement need of work. Hence no claim will be made by the contractor to the department.
15. The contract is alive, subject to availability of funds. If funds are exhausted the tender can be terminated at any time after serving one month notice.
16. Lapses in providing the service will be viewed seriously & penalties will be imposed on the service provider. The quantum of penalties will be decided in Individual cases & decision of the authority shall be final & binding.

17. The contractor/agency have to initiate tie service as instructed by the authority in work order. In case of failure to commence service on stipulated date & time the agreement will be cancelled & EMD will be forfeited.
18. The undersigned reserves the right to terminate the tender at any time without assigning any reasons.
19. Tenders not conforming to the requirements mentioned in the tender form will be rejected and no correspondence shall be entertained in this regard
20. Incomplete or Conditional bids shall not be considered and will be out rightly rejected in the first instance
21. In case any of the above provision is violated the company shall be liable to be blacklisted from the Government of India.
22. Signed & stamped on each page of the tender document
23. Any other condition or instruction in consonance with terms and conditions of the tender laid down by the S.A., ASI Jodhpur Circle, Jodhpur or the authorized representative in the interest of better maintenance shall be strictly adhered to by Contractor.
24. I have carefully read and understood the terms & conditions of the tender and undertake to abide by them.
25. Canvassing in connection with tenders is strictly prohibited and the tender submitted by the contractors who resort to canvassing is liable to be rejected.

**(B) TERMS AND CONDITIONS :-**

1. The contractor, whose tender is accepted, (*unless* exempted) will be required to be furnish a security deposit 10 % of order value Fixed Deposit Receipt (F.D.R.) made in the name of the Company/Firm/Agency/Contractor but by hypothecated/pledged in favour of the Superintending Archaeologist, Archaeological Survey of India, Jodhpur Circle, Jodhpur drawn on scheduled bank. On the due date fulfilment of his contract.
2. The contractor shall also be liable for depositing all taxes. Levies, cess etc on amount of work done/supply of materials/service rendered by him to the A.S.I. to the concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
3. All entries in the tender form should be legible and filled is clearly. 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 initialled by the person authorized to sign the tender bids.
4. All corrections/over writings in case of rate/amount etc. should be duly attested with signature of the contractor/ authorised signatory.
5. The contractor should quote the rate and amount in figure as well as in words. The amount for each item should be worked out and the total for all items should be given.
6. The rate of each item for complete work should be quoted in figures and words against the item put to tender including all taxes and other charges as applicable.
7. Rates quoted by the contractor in item rate tender in figures and words shall be accurately filled in so that there is no discrepancy in the rates written in figures and words.
8. Whenever the rates quoted by the contractor in figures and in words tally but the amount is not worked out correctly, the rate quoted by the contractor will be taken as correct and not the amount.
9. The total cost of all items of tender quoted by the bidders shall be worked out for deciding the lowest bidder for acceptance of tender.
10. The criteria for approval of the lowest tender are over all lowest one against the total cost of the tender amount of all tenders.
11. The tender should be signed by the contractor/authorized signatory in case of a firm. All tenders should have the signature of a witness. The seal of the contractor/firm should be fixed below the signature.
12. In case contractor's signature on tender is fixed in an Indian language, the rate/amount should also be written in the same language. In the case of illiterate contractors the rates should be attested by a witness.


 Superintending Archaeologist  
 Archaeological Survey of India  
 Jodhpur Circle, Jodhpur

13. The discretion of acceptance of a tender. Will rest with circle/Branch/Office Regional/Director/Director General, A.S.I. who does not bind himself to accept the lowest tender and reserve to himself the authority to reject any or all of the tenders received, without the assigning any reason. Any tender, in which any of the prescribed conditions are not fulfilled or are incomplete in any respect is liable to be rejected & reserve the right for accepting the whole or any part of the tender & tenderer shall be bound to perform the same at the rates quoted by him.
14. The (undersigned) ASI reserves the all right to amend or withdraw any of the terms and conditions contained in the Tender Documents or to reject (cancel) or accept any or all (Bids) tenders or those which have incomplete information without giving any notice or assigning any reason whatsoever. And is not bound to reward the work to the lowest bidder .A.S.I. takes no responsibility for the delay loss or non receipt of any submission or letter sent by post within the prescribed time period. The decision of the Superintending Archaeologist, Archaeological Survey of India, Jodhpur Circle., Jodhpur in this regard shall be final and binding on all parties in all circumstances.
15. Approval authority reserves rights 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 or any other reason.
16. The Contractor shall not be permitted to tender for works in the ASI (responsible for award and Sweeping & Cleaning of the contracts) in which his near relative is posted as an officer in any capacity between the grades of Superintending Engineer and Assistant (both inclusive). He shall also intimate the names of persons who are working with him in capacity or are subsequently employed by him and who are near relatives to any Gazetted officer in ASI or in the Ministry of Tourism and Culture by the contractor should render him liable to be removed from the approved list of contractors of this Department.
17. The tenderer shall have to submit a declaration stating that he/she is not a relative of any serving employee of office of the Jodhpur Circle being a partner in the tendered company.
18. No engineer of Gazetted rank or other Gazetted officer employed in Engineering or Administrative duties in an Engineering Department of the Government of India is allowed to work as a contractor for a period of two years of his retirement from Government service, without the prior permission of the Government of India as aforesaid before submission of the tender or engagement in the contractor's service.
19. The tender of the work shall not be witnessed by a contractor or contractors who himself/themselves/has/have tendered or who may tender for the same work. Failure to observe this condition would render of the contractors tendering as well as witnessing the tender liable to summary rejection.
20. On the issue of the work order, the contractor will execute the work. If he fails to do so within the stipulated time or he withdraws afterwards, his E.M.D. will be forfeited in full. No enhancement of rates for any reason will be permitted after opening of the tender.
21. The contractor must produce income-tax clearance certificate in revised form as notified under Ministry of Finance O.M No. 67/30/69/ITAE dated 2<sup>nd</sup> July, 1970, and other relevant documents before the tender can be downloaded by him. If he downloads the same from website, he should enclose them with the other document. If he found to be ineligible, his tender will be rejected.
22. The contractor shall comply with the provisions of the Apprentices Act, 1961, and the rates and orders issued there under from time to time. If he fails to do so, his failure will be a breach of the contract and the Circle/Branch officer may in his discretion cancel the contract. The contractor shall also be liable for any pecuniary liability arising on account of any violation by him of the provisions of the Act.
23. Tender document consisting of the detailed plans, complete specifications, the schedule of quantities of the various classes of work to be done, and the set of conditions of contract to be complied with by the person whose tenders may be accepted.

**(C) Other Special Condition:-**

1. The tenderer will be bound by the details furnished to the Jodhpur Circle, Jodhpur while submitting the tender or at subsequent stage. In case, any of such documents 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 it liable him /her for legal action besides termination of contract and forfeiture of performance security.



2. The contracting company/Firm/Agency shall not indulge in malpractices like charging of registration or consultation fee from the manpower deployed in Jodhpur Circle under the contract. Any such malpractice shall render the contracting company/agency/Firm liable for termination of contract.
3. 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.
4. 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 superintending archaeologist, Jodhpur Circle, Jodhpur. The circumstances for change will be submitted in writing to ASI for approval in the first. To the any other Agency in any circumstances.

**(D)Contractor's liabilities & control of the person Deployed:-**

1. The work should be executed as per the directions of the site in charge.
2. The contractor will insure that the monument & their complex ,area are daily maintained neat & clean in a presentable condition and shall constant cleaning / sweeping of the monument /complex etc.
3. That the Government/ASI shall have the right to carry out day-to-day inspection of maintenance, cleaning of the monument. Work pertaining to the monument by the official and staff of ASI who shall have the right to inspect at any time.
4. The agency shall ensure that the persons deployed on the work wear a uniform & Identity card everyday while on work, including supply of required materials and equipments as specified by the department.
5. The labour should obey the instructions of the site in-charge. In case of misbehaviour or non performance poor quality of work by any labour engaged in the work, his engagement will be removed (discontinued) from the job and agency shall replaced immediately.
6. ASI shall have the right to ask for removal / replacement of any person of Agency. Who is not found to be suitable and orderly in the discharge of his/her duty or because of security risks, incompetence, conflict of interest, improper conducts etc.
7. 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.
8. 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 Jodhpur Circle.
9. In case of any mishaps/accidents occurred during the discharge of duties by tie labourers, the compensation liability will be solely rest with the contractor and no compensation will be paid by the department.
10. The service-providing agency shall be solely responsible for the redressed of grievances/resolution of disputes relating to person deployed.
11. To enable the contractor to provide the service, the ASI shall ensure that their staffs are available to provide such service.
12. The selected agency shall immediately provide a suitable substitute in the event of any person absenting from duty on any day or on leave or leaving the job due to personal reasons
13. The contractor shall exercise adequate supervision to reasonably ensure proper performance of the Monument in accordance with schedule of requirements.
14. The Service Provider shall be contactable at all times and message sent by email/Special Messenger from the Superintending Archaeologist, Archaeological Survey of India, Jodhpur Circle, Jodhpur to the Service provider shall be acknowledged immediately on receipt on the same day.
15. The agency shall depute a coordinator who would be responsible for immediate interaction with A.S.I so that optimal services of the persons deployed by the agency could be availed without any disruption. Name & address should be furnished to this office along with tender.
16. On acceptance of the tender, the name of the accredited representative(s) of the contractor who would be responsible for taking instructions from the Engineer in charge shall be communicated to the Engineer in charge.
17. Adequate supervision shall be provided to ensure correct performance of the services in accordance with the prevailing requirements.

18. The supervisor will keep a watch on the deployed staff. And the supervisor will keep taking round of the monument premises to ensure that strict cleanliness is maintained.

**Termination Clause:-**

1. The contract can be terminated by giving three months prior notice by the tenderer and one month's notice by the Jodhpur Circle, Jodhpur. Notwithstanding that if the tenderer neglects or fails to carry out the contracted work due to negligence in the performance of the contract, the Jodhpur circle, Jodhpur shall have the right to terminate the contract forthwith and forfeit the entire security amount as well as engage another supplier/service provider to carry out the work/service at the cost and risk of agency.
2. S.A.,ASI Jodhpur circle ,Jodhpur reserves right to terminate the contract during initial period also after giving three day's notice to the contracting agency in case of breach of terms of contract.

  
Superintending Archaeologist  
Archaeological Survey of India  
Jodhpur Circle, Jodhpur


### 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 enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "**Online Bidder Enrolment**" on the CPP Portal which is free of charge.
2. As part of the enrolment process, the Bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile 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.


  
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### 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.

  
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### 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 colored (unprotected) cells with their respective financial quotes and other details (such as name of the Bidder). No other cells should be changed. Once the details have been completed, the Bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.
6. The server time (which is displayed on the bidder' 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 person until the time of bid opening. The confidentiality of the bids is maintained using the secured socket layer 128 bit encryption technology. Data storage encryption of sensitive field is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after 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 and a bid summary will be displayed with the bid no. and the date and 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 +918826246593 Tel The 24x7 Helpdesk Number 0120-4200462, 4001002.

**TENDER ACCEPTANCE LETTER:-**

(To be given on Contractor Letter Head)

To,

Date:-

Superintending Archaeologist  
Archaeological Survey of India  
Jodhpur Circle, Jodhpur

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

  
Superintending Archaeologist  
Archaeological Survey of India  
Jodhpur Circle, Jodhpur

(Signature of the Bidder, with Official Seal)