REQUEST FOR PROPOSAL

PROVIDING SKILLED/UNSKILLED CASUAL LABOUR FOR MAINTENANCE OF CIRCLE & SUB-CIRCLE OFFICES (O.W. /M.W.) UNDER JURISDICTION OF JODHPUR CIRCLE, JODHPUR (RAJASTHAN)

Tender No. 01/2020-21
REFERENCE NO. 04/55/JDH/Tender OW/2020-21

सत्यमेव जयते

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

PROVIDING SKILLED/UNSKILLED CASUAL LABOUR FOR MAINTENANCE OF CIRCLE & SUB-CIRCLE OFFICES (O.W. /M.W.) UNDER JURISDICTION OF JODHPUR CIRCLE, JODHPUR (RAJASTHAN)

Manual bids shall not be accepted.

CRITICAL DATE SHEET

1.	Publishing Date	05.06.2020	
2.	Document Download/Sale Start Date	05.06.2020	18:00 Hrs.
3.	Seek Clarification Start Date	05.06.2020	18:30 Hrs.
4.	Seek Clarification End Date	18.06.2020	18:00 Hrs.
5.	Pre Bid Meeting Date	18.06.2020	15:00 Hrs.
6.	Bid Submission Start Date	05.06.2020	18:00 Hrs.
7.	Bid Submission Closing Date	19.06.2020	15:00 Hrs.
8.	Bid Opening Date	22.06.2020	15:00 Hrs.
9.	Bid Validity Date	30 Days	-

Superintending Archaeologist
Archaeological Survey of India
Jodhpur Circle, Jodhpur

Dear Sir,

The Archaeological Survey of India invites Online Bids in the prescribed form under the Two Bid system (a) Technical Bid and (b) Financial Bid **PROVIDING SKILLED/UNSKILLED CASUAL LABOUR FOR MAINTENANCE OF CIRCLE & SUB-CIRCLE OFFICES (O.W. /M.W.) UNDER JURISDICTION OF JODHPUR CIRCLE, JODHPUR (RAJASTHAN)**

1. The system of e-tendering shall be adopted, comprising of Technical Bid and the Financial Bid.

   Document Download: Tender documents may be downloaded from CPPP site https://eprocure.gov.in/eprocure/app as per the schedule as given in CRITICAL DATE SHEET:

   Technical Bid should, inter alia, contain all technical details of services and solutions to be provided along with such documentary proofs. Financial - Bid should, inter alia, indicate item-wise price and other commercial/ financial terms against the items mentioned in the Technical Bid.

2. **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 should be scanned with 300 dpi or above with black and white option.

3. **The Tender Fee/EMD be submitted separately as *under:***

   (a). The Hard Copy of original instruments in respect of cost of Tender Fee/Earnest Money in the form of Demand Draft must be delivered to the **O/o the Superintending Archaeologist, Archaeological Survey of India, AFRI Campus, Krishi Upaj Mandi, New Pali Road, Jodhpur Circle, Jodhpur-342005** on or before the bid opening date/time as mentioned in critical date sheet. Tender shall likely to be liable for legal action for non-submission of original payment instrument like DD against the submitted Bid. The offer without Tender Fee/EMD will be rejected summarily. Tender Fee/EMD is to be supplied by all the bidders except those who are registered with Central Purchase Organization National Small Industries Corporation (NSIC) or as per applicable. The Tender Fee/earnest money should be in the form of Demand Draft in favour of **"Superintending Archaeologist, ASI, Jodhpur Circle".**

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Jodhpur Circle, Jodhpur

(b). The interested Companies/Firms/Agencies are required to submit two separate sealed envelopes super scribing, "Tender Fee for providing Casual Labour to ASI, Jodhpur Circle " & "EMD for providing Casual Labour to ASI, Jodhpur Circle". Both sealed envelopes should be kept in a third envelope super scribing **"PROVIDING SKILLED/UNSKILLED CASUAL LABOUR FOR MAINTENANCE OF CIRCLE & SUB-CIRCLE OFFICES (O.W. /M.W.) UNDER JURISDICTION OF JODHPUR CIRCLE, JODHPUR (RAJASTHAN)"**.

(c). The interested Companies/Firms/Agencies may deposit/submit the tender fee and earnest money deposit in the form of Demand Draft in the favor of S.A, ASI, Jodhpur Circle and the same may be delivered through any of the delivery mode (Speed Post/Courier etc) or drop it in the tender box kept at office of the S.A, ASI, Jodhpur Circle.

(d). Tender Fee: - Rs. 500/-

(e). EMD: - Rs. 30,990/-

(f). Estimated Cost Of. Tender: - Rs. 12,39,466/-(including GST & other charges).

4. **Contact Details:-**

Contact Person	Superintending Archaeologist
Address for Communication	Superintending Archaeologist, Archaeological Survey of India, AFRI Campus, Krishi Upaj Mandi, New Pali Road, Jodhpur- 342005

Superintending Archaeologist
Archaeological Survey of India
Jodhpur Circle, Jodhpur

TENDER. NOTICE

1. On behalf of the President of India, e-tender is invited under **Two Bid System** i.e. Technical Bid and Financial Bid from reputed, experienced and financially sound Manpower Companies/Firms/Agencies **PROVIDING SKILLED/UNSKILLED CASUAL LABOUR FOR MAINTENANCE OF CIRCLE & SUB-CIRCLE OFFICES (O.W. /M.W.) UNDER JURISDICTION OF JODHPUR CIRCLE, JODHPUR (RAJASTHAN).**
2. Complete e-tender Document can be downloaded from the websites i.e. **www.asi.nic.in & https://eprocure.gov.in/eprocure/app & www.asijodhpurcircle.in**.

   Bids shall be submitted only online at CPPP website: https://eprocure.gov.in/eprocure/app.

3. Interested manpower providing Companies/Firms/Agencies may submit/deposit the Tender fee Rs. 500/- (Rupees five hundred only) and Earnest Money Rs. 30,990/- (Rupees thirty thousand nine hundred ninety only) in the form of demand draft on or before bid opening date/time as mentioned in critical date sheet **(i.e 22.06.2020 up to 15:00 Hrs.)** to the tender box in O/o Superintending Archaeologist, Archaeological Survey of India, AFRI Campus, Krishi Upaj Mandi, New Pali Road, Jodhpur-342005.
4. No e-tender shall be entertained after this deadline under any circumstances what so ever. The technical bid of tender will be opened on **dated 22.06.2020 at 15:00** in the presence of authorized representative of bidders as may wish to be personally present.

   The Competent Authority, ASI, Jodhpur Circle reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Competent Authority, ASI, Jodhpur Circle in this regard shall be final and binding on all parties in all circumstances.

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

Copy to:

1. Notice Board
2. Website of this Department

Superintending Archaeologist
Archaeological Survey of India
Jodhpur Circle, Jodhpur

SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR TENDERERS

1. No tender shall be entertained after the deadline under any circumstances what so ever.
2. The ASI reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Documents or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Superintending Archaeologist, Archaeological Survey of India, Jodhpur Circle, Jodhpur in this regard shall be final and binding on all parties in all circumstances.
3. The successful tender will have to deposit security deposit of 10% of order value in the form of Bank Guarantee of fixed deposit receipt (FDR) period nine month validity made in the name of the Company/Firm/ Agency/Contractor but by hypothecated to the Superintending Archaeologist, Archaeological Survey of India, Jodhpur Circle, Jodhpur.
4. Conditional bids shall not be considered and will be out rightly rejected in the very first instance.
5. The Superintending Archaeologist, Archaeological Survey of India, Jodhpur Circle, Jodhpur reserves the right to cancel any or all the bids without assigning any reason.
6. Contractor will be responsible for timely payment to the supplier/labour and statutory authorities and compliance of all statutory provision relating to minimum wages/specified contract amount etc. in respect of the person deployed by him in the work.
7. The Contractor shall also be liable for depositing all taxes levies, cess etc. on amount of work done/service rendered by him to the ASI to the concerned tax collection authorities from time as per extant rules and regulation on the matter.
8. The Contractor should quote the rate and amount in figure as well as in words. The amount for each item should be worked out and the total for all items should be given.
9. Whenever the rates quoted by the contractor in figure and in word tally but the amount is not worked out correctly, the rate quoted by the contractor will be taken as correct and not the amount.
10. The total cost of all items of each tender quoted by the bidders shall be worked out and the same i.e. total cost of each tender shall be compared for deciding the lowest bidder for acceptance of tender.
11. The rate quoted should including all taxes etc. ASI will not entertain any claim whatsoever in this regard.
12. In case contractor's signature on tender is fixed in an Indian Language the rate/amount/percentage above or below should also be written in the same language. In case of illiterate contractors the rates/percentages should be attested by a witness.
13. The discretion of acceptance of a tender will rest with the Circle/Branch/Office/Regional Director/Director General, ASI, who does

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not bind himself to accept the lowest tender and reserve to himself the authority to reject any or the entire tender received, without assigning any reason. Any tender, in whom any of the prescribed conditions are not fulfilled or are incomplete in any respect, is liable to rejected.

14. The contractor shall not be permitted to tender for works in the Archaeological Survey of India, Circle/Branch Office (Responsible for award and execution of contractors) in which his near relative is posted as an officer in any capacity.
15. The tender of the work shall not be witnessed by a contractor who himself has tendered for the same work.

Location and Variation in quantity of Labour:-

The bidder(s) are informed to go through the Annexure giving the details of quantity of manpower required and location. They are further informed that majority of the location are interior places spread all over the State of Rajasthan. They may search the Google map for the exact location and satisfy themselves with their capacity to deploy manpower at the locations.

The quantity may increase or decrease due to site condition, requirement or other administrative reason. In case of decrease in quantity, the successful bidder will be informed in writing to withdraw the prescribed quantity of manpower with immediate effect or as directed. The Superintending Archaeologist, ASI, Jodhpur Circle, Jodhpur will try to ensure advance information about the withdrawal. However, it is not binding as the notice for withdrawal may be issued with immediate effect.

Similarly, in case of increase or readjustment of location within the quantity of this bid, reasonable time will be given to deploy additional quantity or readjusting within the location.

16. As this is a comprehensive tender for the whole state, the bidder (s) are informed to visit the office in Jodhpur and appraise themselves of the situation.

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Jodhpur Circle, Jodhpur

F.N0.04/55/JDH/Tender O.W./2020-21/
Government of India
Ministry of Culture
Archaeological Survey of India
Jodhpur Circle,Jodhpur

Superintending Archaeologist
Archaeological Survey of India
Jodhpur Circle, Jodhpur

Arid Forest Research Institute Campus, Krishi Upaj Mandi,
New Pali Road, Jodhpur 342005
Phone 0291- 2722090, 2722091
E-mail: circlejdh.asi@gmail.com/circlejodhpur.asi@gov.in

TENDER DOCUMENT

1. **Name of Work:** - PROVIDING SKILLED/UNSKILLED CASUAL LABOUR FOR MAINTENANCE OF CIRCLE & SUB-CIRCLE OFFICES (O.W. /M.W.) UNDER JURISDICTION OF JODHPUR CIRCLE, JODHPUR (RAJASTHAN).
2. **Estimated Cost of Work:** - 12,39,466/- (Rupees twelve lacs thirty nine thousand four hundred and sixty six only).
3. **Earnest Money:** - Rs. 30,990/- (Rupees thirty thousand nine hundred and ninety only).
4. **Tender Fee:** - 500/- (Five hundred only).
5. **Date of opening of Technical Bid: - 22.06.2020**
6. **Place work of Work:** - As mentioned below.
7. **Type of Work:** - Driver for driving Govt. Vehicle, Cleaning, Sweeping and other works as directed/assigned by the in-charge.
8. **Contract Period:** - 01.07.2020 to 31.03.2021 (Nine months).

Manpower is required w.e.f. 01.07.2020 to 31.03.2020 as the details mentioned below:-

S.No.	Name of work	Location/ District	No. of person (Skilled)	No. of Units (Skilled)	No. of person (Unskilled)	No. of Units (Unskilled)
A.	**O/o Superintending Archaeologist, ASI, Jodhpur Circle (Area "B")**					
1.	OW Maintenance of Circle office at Jodhpur, Distt. Jodhpur	Jodhpur, Distt. Jodhpur	01 no.	235 units	-	-
2.	OW Maintenance of Circle office at Jodhpur, Distt. Jodhpur	Jodhpur, Distt. Jodhpur	-	-	01 no.	235 units
B.	**O/o Sr. Conservation Assistant, Ajmer Sub-Circle, Ajmer (Area "B")**					
1.	OW up-gradation and maintenance of	Ajmer, Distt. Ajmer			01 no.	235 units

	CA office and inspection room at Ajmer, Distt. Ajmer.					
C.	**O/o Sr. Conservation Assistant, Chittaurgarh Sub-Circle, Chittaurgarh (Area "C")**					
1.	OW up-gradation and maintenance of CA office and inspection room at Chittaurgarh, Distt. Chittaurgarh.	Chittaurgarh, Distt. Chittaurgarh			02 no.	470 units
D.	**O/o Sr. Conservation Assistant, Udaipur Sub-Circle, Udaipur (Area "C")**					
1.	OW up-gradation and maintenance of CA office and inspection room at Udaipur, Distt. Udaipur.	Udaipur, Distt. Udaipur			02 no.	470 units
B.	**O/o Conservation Assistant, Jaisalmer Sub-Circle, Jaisalmer (Area "C")**					
1.	OW up-gradation and maintenance of CA office and inspection room at Jaisalmer, Distt. Jaisalmer	Jaisalmer, Distt. Jaisalmer	-	-	01 no.	235 units
	Grand Total (A+B+C)		**01 no.**	**235 units**	**07 nos.**	**1645**

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

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Jodhpur Circle, Jodhpur

PART-A (TECHNICAL BID)

Name of Work: PROVIDING SKILLED/UNSKILLED CASUAL LABOUR FOR MAINTENANCE OF CIRCLE & SUB-CIRCLES OFFICE (O.W. /M.W.) UNDER JURISDICTION OF JODHPUR CIRCLE, JODHPUR (RAJASTHAN)

(Technical bid should be filled along with the self-attested photocopies of relevant documents scanned with 300 dpi or above with black & white option)

A. Profile of Company/Firm/Agency/Contractors:

S.No.	Particulars	
1.	Name of Company/Firm/Agency/ (As given in the registration certificate)	
2.	Registered Address	
3.	Operating Address	
4.	E-mail id (This email id will be used for all correspondence from and with us. A delivered mail sent to this email id should be taken as receipt by the bidding company/firm/ agency)	
5.	Please specify as to whether the tenderer is sole proprietor/ partnership firm (Name, address, contact number and email id of the Director/Directors)	
6.	Name of Authorized Signatory (Supported by required documents)	
7.	PAN number detail (with supporting documents)	
8.	GST number detail (with supporting documents)	
9.	TAN number details (with supporting documents)	
10.	EPF registration details (with supporting documents)	
11.	ESI registration details (with supporting documents)	

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B. Eligibility Criteria:

S.No.	Criteria	Supporting Documents	Yes/No (Also fill the table below in this regard)
1.	The Company/Firm/Agency should have compulsorily deployed manpower in the last three year (For the period 2017-18, 2018-19 & 2019-20) to Government or Public Sector Companies/Bank etc.	Copies of work order and matching completion certificate should be submitted. The work orders/certificates should clearly mention (Both in financial value and quantity of unit/manpower deployed) the quantity of manpower supplied and quality of performance	
2.	The Company/Firm/Agency shall have average financial turnover of not less than 30% of the estimated cost of this tender, ~~for all~~ for all of the last three year (i.e. 2017-18, 2018-19 & 2019-20)	Certificate from Statutory Auditor of the firm (Pls do not attach balance sheet) (If 2019-20 is not audited, 2016-17 will be taken into consideration)	
3.	The Company/Firms/Agency should have experience of having successfully deployed manpower in the last three years (Both in financial value and quantity of units/ manpower deployed) ending last day of month, previous to the month of floating of this tender in the light of the following: (a) Three similar completed deployment of manpower each costing not less than (both the financial value and quantity of units/ manpower deployed) equal to 40% of the estimated cost/quantity. (b) OR: Two Similar completed deployment of	Copies of Work orders and matching completion certificate should be submitted. The work orders/certificates should clearly mention, both financial value and quantity of units/manpower deployed and the quality of performance.	

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	manpower each costing not less than (both the financial value and quantity of units/ manpower deployed) equal to 60% of the estimated cost/quantity. (c) OR: One similar completed deployment of manpower costing not less than (both the financial value and quantity of units /manpower deployed) equal to 80% of the estimated cost/quantity.		
4.	The manpower Company/ Firm/Agency should be registered with the appropriate registration authority.	Registration certificate of the Company/Firm/Agency should be submitted	
5.	Labour license from the Labour Commissioner for specific number required for the contract under Contract Manpower (Regulation & Abolition) Act, 1970	Copy of the valid Labour license from the appropriate authority should be submitted	
6.	The Branch office/Authorized representative's office of the manpower Company/ Firm/ Agency should either be located in Rajasthan or neighboring state of Rajasthan	Separate Declaration on companies letter head for having Branch/Field office/ Authorized representative in Rajasthan and neighboring state of Rajasthan must be submitted by the Company/ Firm/ Agency	
7.	The Company/Firm/Agency should be registered with the income tax and service/GST department.	Copy of the registration certificate from the appropriate authorities should be submitted	
8.	The Company/Firm/Agency should be registered in Employees Provident Fund (EPF) and Employees State Insurance (ESI).	Copy of the registration certificate from the appropriate authorities should be submitted	

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9.	Income tax return for the last three years (2017-18, 2018-19 & 2019-20)	Copy of the Pan Card and IT return for the all these years should be provided (if 2019-20 is not audited, IT return for the year 2016-17 will be taken into consideration)	

C. Details of Experience (Document Enclosed):

S.No.	Year	Govt. or Public Sector Companies/Bank etc.	Work order Reference	Quantity Executed	Total Value Executed
1.	2017-18				
2.	2018-19				
3.	2019-20				

D. Turnover (Document Enclosed):

S.No.	Year	Turnover
1.	**2017-18**	
2.	**2018-19**	
3.	**2019-20**	

E. List of Documents attached (Add rows. Please enumerate all the documents):

S.No.	Criteria	Details of the documents

I have carefully read and understood all the terms and condition of the tender and undertake to abide by them:

My agency has NOT been blacklisted/debarred from participating in tender of any Ministry/Department of Government of India and Government of India undertaking in the last three (3) year as on date of opening of this tender.

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

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Archaeological Survey of India
Jodhpur Circle, Jodhpur

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

Place		
Date		
		Signature of the Authorized signatory

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Jodhpur Circle, Jodhpur

PART-A (Financial Bid)

Name of Work: PROVIDING SKILLED/UNSKILLED CASUAL LABOUR FOR MAINTENANCE OF CIRCLE & SUB-CIRCLE OFFICES (O.W. /M.W.) UNDER JURISDICTION OF JODHPUR CIRCLE, JODHPUR (RAJASTHAN).

Name of tendering Company/Firm/Agency:

1. Minimum Wages shall be paid in accordance for Casual Labour (Skilled/Unskilled) notified by Chief Labour Commissioner Govt. of India vide notification no. 1/VDA(3)/2020-LS-II dated 08.05.2020 for Central Govt. Department in Rajasthan.
2. For the purpose of comparison of rates in the Financial Bid, can be compared with the rates notified Chief Labour Commissioner Govt. of India vide notification no. 1/VDA(3)/2020-LS-II dated 08.05.2020. However, actual amount payable to the Bidder shall not be less than Central Labour and Employment. Where the State Minimum Wages for Skilled/Unskilled category are higher than the rates notified under Central Minimum Wages, the higher rates shall be protected and treated as minimum rate of wages.
3. Description of Labourers:-

Categories	Approx. Quantity of Labours	Requirement/Days
Skilled Casual Labour	01 no. (235 units)	As detail given in Tender Document
Unskilled Casual Labours	07 nos. (1645 units)	

S.No.	Item Description & Categories of Labours	Minimum Wages per worker per day		
		Skilled Area "B"	Unskilled Area "B"	Unskilled Area "C"
1.	Minimum daily wages per worker per day	695/-	525/-	420/-
2.	Prevailing Minimum daily wages per worker per day as on date (to be filled by the contractor)			
3.	EPF (on S.no.1)@ 13%			
4.	ESI (on S.no.1)@ 3.25%			
5.	Service Charge/Agency profit on (S.no.1) @.....%			
6.	Total of (S.no. 2+3+4+5)			
7.	GST if applicable to ASI @ 18% of S.no. 6			
8.	Effective rates per lab./day Total of (S.no. 6 + 7)			

Note: - The Bidder should note that all kind of charges/profit required by the Company/Firm/Agency for providing manpower is to be included in the Service charges at S.no. 05 and that no other hidden charges are to be claimed/recovered on any other account. The Company/Firm/Agency will ensure to complying with all statutory liabilities relating to taxes, timely payment of minimum wages and other statutory laibilites.

Date:
Seal:

Signature of authorized person
Full Name & Place:

Superintending Archaeologist
Archaeological Survey of India
Jodhpur Circle, Jodhpur

TENDER ACCEPTANCE LETTER

(To be given on Company Letter Head)

To
Superintending Archaeologist
Archaeological Survey of India
Jodhpur Circle, Jodhpur

Sub: Acceptance of Terms & Conditions of Tender-reg

Name of Work: - **PROVIDING SKILLED/UNSKILLED CASUAL LABOUR FOR MAINTENANCE OF CIRCLE & SUB-CIRCLE OFFICES (O.W. /M.W.) UNDER JURISDICTION OF JODHPUR CIRCLE, JODHPUR (RAJASTHAN).**

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.

5. I/We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

6. 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)

DECLARATION

1. I,_____Son/Daughter of Shri_____ signatory of the company/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 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:

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

Name of Work: PROVIDING SKILLED/UNSKILLED CASUAL LABOUR FOR MAINTENANCE OF CIRCLE & SUB-CIRCLE OFFICES (O.W. /M.W.) UNDER JURISDICTION OF JODHPUR CIRCLE, JODHPUR (RAJASTHAN).

UNDERTAKING OF THE BIDDER IN THE BID/TENDER

This tender be accepted. I/we (authorized representative(s) of the bidder(s) include do hereby agree to abide by and fulfill all the terms and condition as annexed in the term and condition portion of the tender, so far as applicable.

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

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

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

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

A Sum of Rs.....(Rupees.....) is forwarded herewith as earnest money in form of DD and or other mode of payment as asked by the ASI in the tender.

Particulars of the bidder:

Signature of authorized person stamp:

Signature of Tendered (d)

Address with TIN/GST no.:

Signature of witness (Name/Father's name and Address):
(Pls. attach attested copy of a photo ID Proof):
Mobile no.:
Dated the:

The Superintending Archaeologist, Archaeological Survey of India, Jodhpur Circle, Jodhpur.
The above tender is hereby accepted by me on the behalf of the president of India.

Signature of the office by whom the tender is accepted

If not accepted, the reason thereof:

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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 per labour/day in Financial Application/BOQ for financial bid will be declared L1.
3. In case of tie in lowest rate, the Company/Firm/Agency who has completed more work order in last 3 year for providing minimum in Ministries/ Government offices (central/state)/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.

Notes:

1. In cases where the bidder has submitted "NIL' service Charges the bid shall be treated as unresponsive and will not be considered in terms of the provisions of Ministry of Finance, Department of Expenditure OM NO. 29(1)/2014-PPD dated 28th January, 2014.

2. The payment shall be made an on monthly basis based on attendances duly certified by concerned In-charges of the site.

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Terms and Condition

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

1. Manpower/Labourers for various works should be made available as and when required. The manpower shall be able to perform various works at site.
2. The ASI, Jodhpur Circle, Jodhpur of initially required about 1880 units (08 nos.) for various works and duties (Under Skilled/Unskilled category). The requirements of manpower are tentative and may be increase or decrease at the sole discretion of the S.A, ASI, Jodhpur Circle. Jodhpur will pay for these personnel according to the Minimum Wages shall be paid in accordance for Casual Labours (Skilled/Unskilled) as notified by the Chief Labour Commissioner, Govt. of India vide notification no. 1/VDA(3)/2020-LS-AA dated 08.05.2020 for Central Govt. Department in Rajasthan.
3. All the personnel for Manpower (Skilled/Unskilled) in this Department will be paid their wages on monthly basis by the Company/Firm/Agency through individual bank account and documentary evidence will be submitted to ASI before the end of each month. ASI shall verify the actual payment statutory payments periodically and if not satisfied shall withhold the payment due to the service provider, beside other legal action.
4. The tendering agency shall also be liable for depositing all taxes, collection authorities from time to time as per extant rules and regulation on the matter.
5. The service providing agency shall be provided the casual labours (Skilled/Unskilled) at concern site as per requirement.
6. This e-tender is given by the Archaeological Survey of India (may b abbreviated as ASI) on official website www.asi.nic.in and www.asijodhpurcircle.in and on CPPP Portal eprocure.gov.in/eprocure/app. The tender form can be downloaded from above mentioned websites.
7. In the event of the specified dates(s) on all matter of the tender is (are) government holidays(s) and or declared a holiday(s), action on matter of the tender in question will be taken on the next working day(s) correspondingly.
8. The Tender and/or Party and or Maintenance Contractor or Service Provider as used in the tender documents shall mean the one who has signed the tender form and format for pre-qualification bid submitted in response to our Tender Notice.
9. The individual signing the tender or other documents in connection with the tender must certify his/her signature as
   (a) Sole proprietor of the firm or constituted attorney of such sole proprietor.
   (b) Constituted attorney of the firm, if it is company (c) authorized signatory of the firm.
10. Any tenderer giving tender in different name will be disqualified and his tender will be rejected.

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11. The tender forms submitted by the tender shall contain all requisite information along with supporting documents.
12. The tender should be as established Company/Firm/Agency dealing with the categories of work published in the tender notice or having infrastructural facilities including manpower in case of service provider. The Company/Firm/Agency may have a local office/representative at Rajasthan or neighboring state of Rajasthan with whom our In-Charge of site can be contact with a regular telephone/email at office and residence.
13. The Tenderer shall give the official mailing address and phone number along with detail of contact person to which all correspondence/ communication shall be made by this office/site In-Charge. Also if address/Contact person is changed, the same shall leave to be immediately intimated to ASI.
14. Bid documents received by ASI after the given date and time, will not be considered.
15. The Tender Fee/Earnest money of a value as prescribed in the tender notice pledged to the Superintending Archaeologist, ASI, Jodhpur Circle (or S.A, ASI, Jodhpur Circle) should reach to this office on or before the last date and time as mentioned in tender notice/document.
16. Tender without Tender/Earnest Money Deposit will not be accepted and is liable to be rejected except those who are availing exemption under Central Purchase Organization, National Small Industries Corporation (NSIC), Micro, Small & Medium Enterprises (MSMEs) as define in the MSE procurement policy issued by Department of Micro, Small & Medium Enterprises (MSME). Exemption availing declaration on company/firm/ agency letter head must be submitted.
17. Tender not conforming to the requirements mentioned in the tender form will be rejected and no correspondence shall be entertained in this regard.
18. Bid Submission: Applicants/intending or interested bidders are invited to submit their online proposal after carefully reading the request of proposal (RPP) by providing
    (a) 'Technical Bid' and (b) 'Financial Bid', separately, clearly mentioning (i) 'Technical Proposal' and (ii) 'Financial Proposal' respectively. Such proposals are to be submitted online within the stipulated date and time as mentioned in the Bid Documents.

CRITICAL DATE SHEET

Bids shall be submitted online only at CPPP Portal website https://eprocure.gov.in and eprocure app. Bid documents may be scanned with 300 dpi or more with black & white option. The tender form and other uploaded documents/annexure should be filled by typing or has to be hand written clearly legible. Alterations and illegible attested by the tenderer will be disqualify. The tender form should be signed by the Tenderer himself/herself. Forwarding letter should clearly indicate the list of enclosure like: Contractor have to produce

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documentary proof i.e. Ration Card/Telephone Bill/Electricity Bill/Income tax certificate/Aadhar Card in support of his identity. Self attested copies of the Registration number of the Firm, License no. under contract labor Act, Provident Fund Account no. allotted by provident fund commissioner, GST no., ESI no., PAN no. allotted by the income tax department, copy of the last income tax clearance certificate, certificates of satisfactory performance along with the matching work order issued by the concerned agency (s), organizations where such type of work/jobs have been performed by the Company/Firm/Agency earlier and other documents mentioned in tender documents shall also be enclosed.

19. The Company/Firm/Agency should take care in bidding that:

(i) The contractor should ensure that the engaged labour should not be below 18 years and not above 60 years. Their normal working hours will be as per duty shift with one hour lunch break. The working time of labours may be varying as per the requirement at site.

(ii) The worker will be engaged for the following type of jobs:

(a) Driver for driving the Govt. Vehicle.

(b) Cleaning/Sweeping of the office, toilet and surrounding premises.

(c) Watch and Ward Duty.

(d) General upkeep of the office, attending the officials, transfers the files from one section to another or official, fueling of cooler etc.

(e) Any other work assigned by the site in-charge.

(iii) The quantity of work can be increase or decrease as per the availability of funds and need of work hence no claim will be made by the contractor to the department.

(iv) The work should be executed as per the direction of the site in-charge.

(v) No accommodation/transportation to reach site will be provided by the ASI.

20. The Company/Firm/Agency should care that the rate and amount should be written in the BOQ and tender document in such a way that interpolation is not possible. No column should be left blank which would otherwise make the tender for rejection.

21. It will not be binding for the tenderer to accept the tender submitted by the contractor, in totality, it can be accepted in parts.

22. False information/documents provided for consideration would result in disqualification of the bidder if notified.

23. Technical bids will be opened first. The financial bids will be opened of only those bidders who qualify under technical bids. Those who get disqualified in the technical bids, their financial bids will not be opened.

24. All wages and allied benefits like EPF, ESI, Bonus etc. shall be paid by the agency. The agency shall remain liable to all the government authorities concerned for compliance of the provision in this regard and will be liable for any contravention thereof. Agency shall have to abide by minimum wages act as revised from time to time in respect of the member of staff deployed by them. In case the minimum wages is raised by the

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Government Authority during contract period or after submission of the tender, the payment of difference in the minimum wages will be considered by the ASI.

25. The firms which do not meet minimum wages criteria will not be considered and they will be treated as ineligible. The company/firm/agency who will be awarded contract shall ensure that the wages are paid to the workers directly into their respective bank accounts (fortnightly) by way of ECS/NEFT or any approved means of bank transfer. The contractor will have to provide the proof (Bank statement complete with the name and account number of the labour) to department at the time of furnishing the bills, failing which no payment will be made and their service are liable to be terminated.
26. Payment will be made to the contractor after obtaining an attendance/certificate from the concerned site in-charge. The contractor shall submit proof of having deposit the amount of contribution claimed by them on account of EPF and ESI towards the persons deployed by him. Failing whom no payment will be made. TDS will be deducted under section 194-C of the Income Tax Act, 1961 as applicable from the contractor.
27. The Company/Firm/Agency shall not sub-contract the work to other Contractors/Firms/Agencies after award of the work. The engagement of service is purely on contract basis. The manpower deployed by the Company/Firm/Agency shall be employees of the Agency for all intents and purpose.
28. ASI shall have the right to ask for removal/replacement of any person of agency, one who is not found to be suitable and orderly in the discharge of his/her duty.
29. The agency staff shall carry out duties as are entrusted to them by the ASI from time to time under the supervision of site in-charge. The Contractor should maintain wages register and produce the same as and when required by the concern authorities. The contractor will be fully responsible for all kinds of litigations/claims, if any arising through the labours engaged by them.
30. In case of any mishap/accidents that may occur during the discharges of duties by the labours the compensation liability will solely rest with the contractor and no compensation will be paid by the ASI department.
31. Tender rates will be valid for the current financial year. Tender rates will be valid for the one year along with enhancement of rate & wages from time to time for Central Government Department in Rajasthan as per notification of Chief Labour Commissioner, Govt. of India.
32. Bid will be submitted as per two bid system i.e. Technical and Financial Bid.
33. Lapse due to service provider will be viewed seriously and penalties will be imposed on the service provider. Quantum of penalty will be in individual case and decision of the competent authority shall be final and

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binding. In case of failure to commence the service on the stipulated time/date, the security deposit will be forfeited. In case of failure to carry out the service to the satisfaction of ASI as per the term & condition they will be free to get service done by any other agency at the cost and risk of the service provider.

34. The TenderFee/EMD in the form of instrument for the bid should reach to this office on or before time/date mentioned in tender documents.
35. The ASI reserve the right to reject any of all offer, including those received late and or those who have incomplete information(s) without assigning any reason whatsoever.
36. **The successful bidder will be identified on the basis of observation made by the ASI after opening the bids. The Successful Company/Firm/Agency has to submit 10% of estimated amount as security deposit before award of tender in form of FDR in the favor the Superintending Archaeologist, Archaeological Survey of India, Jodhpur Circle.**
37. The ASI shall be under no obligation to accept the lowest bid received in response to this tender enquiry.
38. The ASI reserves its right to forfeit the EMD, in case the offer is accepted and later not honored by the bidder.
39. The earnest money will not be refunded if the bidder provides wrong information about its company/firm/agency 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 condition during any stage of the tender.
40. Payment to the company/firm/agency, including refund of security amount, if any will be as per prevailing government rules.
41. Payment shall be made to the contractor on the bases on (i) Performance certificate (ii) Attendance Record of Casual Labour.
42. No placement charges shall be collected by the firm from the prospective candidates.
43. Conditional bid shall not be considered and will out rightly be rejected in the very first instance.
44. All the labours deployed in this department will be paid their wages on monthly basis by the company/firm/agency through individual bank accounts and EPF, ESI & GST into respective organization and documentary evidence will be submitted to ASI, Jodhpur Circle before the end of each month for reimbursement.
45. The contracting Company/Firm/Agency shall furnish the following documents in respect of the individual casual labour who will be deployed to this department before the commencement of work: (a) Aadhar Card (b) List of Person Deployed (c) Identity card bearing photograph and address proof (d) Bank Account Detailed or any other details of the deployed labour.

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46. The contracting agency shall ensure that the individual manpower deployed is physically and manually fit to discharge duties of causal labour.
47. In case the person employed by the successful Company/Firm/Agency commits any act of omission/commission which amounts to misconduct/ indiscipline incompetence, the successful Company/Firm/Agency will be liable to take appropriate disciplinary/legal action against such person, including their removal from site of work, if required by the department. The tendering company/firm/agency shall replace immediately any of its personnel who are found unacceptable to this department because of incompetence, conflict of interest improper conduct etc. instruction of this.
48. It will be the responsibility of the service providing agency to meet transportation accommodation, food, medical any other requirements in respect of the person deployed by it.
49. The service provider agency shall be solely responsible for the redressal of grievance/resolution of disputes relating to person deployed.
50. The tax deducted at source (TDS) shall be deducted as per the provision of the Income Tax Department, as amended from time to time and a certificate to this effect shall be provided to the agency by this department.
51. Authority reserves right to terminate the contract during the period of contract after giving a month notice to the agency.
52. **Resolution of Disputes:** All disagreements, disputes, differences that may arise between the ASI and the bidder and which cannot be resolved through mutual negotiation shall be referred to an Arbitrator appointed in accordance with the provision of relevant Indian or International Law as the case may be. The venue of the proceeding and arbitration shall be Jodhpur (Rajasthan), India.
53. **Jurisdiction:** The obligations and liabilities arising out of this contract shall be constructed in accordance with law of Union of India. The courts in Rajasthan shall have the exclusive jurisdiction to try all or any of the disputes.
54. **Notice:** Any notice given by one party to the pursuant to this contract/order shall be sent to the other party in writing or by cable telex, FAX or e-mail and confirmed in writing if possible to the other party's address specified in the contract.

Force Majeure: Force major clause will mean and be limited to the following in the execution of the contract/purchase order placed by ASI "If at any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract shall be prevented or delayed by reason of any war, hostility, acts of public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of God (here in after referred to 'events') provided, notice of the happening of any such event is given by either party shall be reason of such event be entitled to terminate this contract nor shall either party have any claim for damages against the order in respect of such non-performance or delay in performance, and

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deliveries under the contract shall be resumed as soon as practicable after such event has come to an end or ceased to exist, and the decision of the SA ASI as to whether the deliveries have been so resumed or not, shall be final and conclusive, provided further that if the performance in whole or part or any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 30 days, either party may at its option terminate the contract".

55. **In case any of the provision mentioned in terms and condition of this tender are violated, the company/firm/agency shall be liable to be blacklisted from the Government of India and the security deposit (FDR) will also be forfeited.**
56. The Superintending Archaeologist, Archaeological Survey of India, Jodhpur Circle, Jodhpur reserve the right to terminate the contractor during initial period also after giving three day notice to the contracting agency in case of breach of terms and condition of the contract. The Security Deposit (FDR) will also be forfeited.
57. Location and variation in quantity of Labour:
    The bidder(s) are informed to go through the annexure giving the details of quantity of manpower required and location. The locations are spread over the state of Rajasthan. They may search the Google map for the exact location and satisfy themselves with their capability to deploy manpower at the locations.
    The quantity may be increase or decrease due to site condition, requirement or other administrative reason. In case of decrease in quantity, the successful bidder will be informed in writing to withdrawn the prescribed quantity of manpower with immediate effect or as directed. The Superintending Archaeologist, ASI, Jodhpur Circle will try to ensure advance information about the withdrawal. However, it is not binding as the notice for withdrawal may be issued with immediate effect.
    Similarly, in case of increase or readjustment of location within the quantity of this bid, reasonable time will be given to deploy additional quantity or readjusting within the location.
58. As this is a comprehensive tender for one or more district of Rajasthan, the bidder(s) are informed to visit the ASI, Jodhur Circle, Jodhpur and apprise themselves of the situation.

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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.dov.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 I NCode I EMudhra etc.), with their profile.

5) Only one valid DSC should be registered by a Bidder. Please note that the Bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.

6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

1) There are various search options built in the CPP Portal, to facilitate Bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the Bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.

2) Once the Bidders have selected the tenders they are interested in, they may download the required documents I 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 / email 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, physically sent, should tally with the details available in the scanned copy and the data entered online 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 file name, if the BOQ file is found to be modified by the Bidder, the bid will be rejected.

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6) The server time (which is displayed on the Bidder's dashboard) will be considered as the standard time for referencing the deadlines for submission of the Bids by the Bidders opening of Bid 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 Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further, this key is subjected to asymmetric encryption using buyer/bid opener's public keys. Overall the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

9) Upon the successful and timely submission of bids (i.e. after clicking Freeze Bid submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date 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. The acknowledgement may be used as an entry pass for any bid opening meetings.

11) The Bidders should ensure that the documents scanned/uploaded must be clear.

ASSITANCE 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 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: 24X7 Help Desk Number 0120-4200462, 0120-4001002.

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