



प्रत्यकीर्तिमपावृणु

Government of India

Archaeological Survey of India

Office of Superintending Archaeologist, Shimla Circle, C.G.O.
Complex, III rd Floor, Longwood Shimla, Himachal Pradesh

F. No:- SC/4-3/50-AR-2026-27

Dated: 12-05-2026

NOTICE INVITING TENDERS

Online Tenders on behalf of the President of India are invited in two bids system (technical and financial) from experienced bidder registered with appropriate authority for **OUTSOURCE OF UNSKILLED MANPOWER FOR CLEANING OF TOILET BLOCKS, REMOVAL OF SNOW AND VEGETATION FROM CENTRALLY PROTECTED MONUMENTS / SITES UNDER THE JURISDICTION OF A.S.I. SHIMLA CIRCLE SHIMLA (H.P.)**

* **The quantity may increase or decrease as per requirement at the monument/Site.**

Complete Tender Documents can be downloaded from CPP Portal <https://eprocure.gov.in/eprocure/app>.

Tender Amount: **Rs. 63,85,629/-**

The Earnest Money Deposit of **Rs. 1,59,650/- (One Lac Fifty Nine Thousand Six Hundred Fifty Only)** in DD / FDR drawn from any Indian Nationalized Bank, pledged in favour of "Superintending Archaeologist, Archaeological Survey of India, Shimla Circle" and the original DD/FDR enclosed in sealed envelope super-scribed with the name of the work and senders details; addressed to the "Superintending Archaeologist, Archaeological Survey of India, Shimla Circle" should be submitted in this office before the bid opening date as mentioned under the Critical Date Sheet of this tender document.

[EMD payment option- A or B or C; please see the clause 4 under EMD of the Tender document]

No tender shall be entertained after the bid submission end date/time mentioned under the critical date sheet under any circumstances whatsoever.

The right to accept or reject any or all the tenders including lowest one without assigning any reasons thereof and the right to amend or withdraw any of the terms and conditions contained in the Tender Document is reserved with the Superintending Archaeologist, Archaeological Survey of India, Shimla Circle.

Copy to:

- Notice Board
- Website of ASI (HQ).


Superintending Archaeologist
Superintending Archaeologist
Archaeological Survey of India
Shimla Circle, Shimla (H.P.)



Section-1

Table -A: Time and Work Frame

Manual bids will not be accepted.

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

CRITICAL DATE SHEET

1.	Name of Work	OUTSOURCE OF UNSKILLED MANPOWER FOR CLEANING OF TOILET BLOCKS, REMOVAL OF SNOW AND VEGETATION FROM CENTRALLY PROTECTED MONUMENTS/SITES UNDER THE JURISDICTION OF A.S.I. SHIMLA CIRCLE SHIMLA (H.P.)
2.	Tender amount of work	Rs. 63,85,629/-
3.	Earnest Money Deposit (EMD)	Rs. 1,59,650/-
4.	Date of issue of Tender	12.05.2026 05.00 PM
5.	Bid Document Download / Sale Start Date	12.05.2026 05.00 PM
6.	Date of Pre Bid Conference- For clarifying issues and doubts, if any, about specification of material and services projected in Bid document.	15.05.2026 12.30 PM
7.	Start date for submission of filled in tender document.	12.05.2026 05.00 PM
8.	Bid Submission End Date	01.06.2026 11.00 AM
9.	Delivery of Demand Draft/FDR for EMD and tender fee	Original DD/FDR in sealed envelope as per instructions in the tender document, to be submitted in the O/o SA, ASI, Shimla circle before tender opening date.
10.	Date of opening of Technical bid	02.06.2026 11.30 AM
11.	Date of opening of financial Bid	After the opening of the Technical Bid
12.	Validity of Bid	120 Days
13.	Work completion period	Till 31 st March 2027



INSTRUCTIONS TO BIDDERS

1. General Instructions:

While all efforts have been made to avoid errors in the drafting of the tender documents, the Bidder is advised to check the same carefully. No claim on account of any errors detected in the tender documents shall be entertained.

1.1 Superintending Archaeologist, Archaeological Survey of India, Shimla Circle on behalf of President of India invites online bids in the prescribed form under the Two Bid System Technical Bid and Financial Bid for **OUTSOURCE OF UNSKILLED MANPOWER FOR CLEANING OF TOILET BLOCKS, REMOVAL OF SNOW AND VEGETATION FROM CENTRALLY PROTECTED MONUMENTS/SITES UNDER THE JURISDICTION OF A.S.I. SHIMLA CIRCLE SHIMLA (H.P.)**

1.2 Bidder should carefully read the tender document.

1.3 All bidders are hereby explicitly informed that conditional offers or offers with deviations from the conditions of the contract, the bids not meeting the minimum eligibility criteria, Technical bids not accompanied with EMD of requisite amount/format, or any other requirements, stipulated in the tender documents are liable to be rejected.

1.4 **The bidders shall ensure to upload clear and readable documents. The Illegible documents uploaded will be summarily rejected and will not be considered for scrutiny.**

2. Guidelines:

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

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

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

3. Bid Submission:

Applicants/ intending or interested Bidders are invited to submit their online proposal after carefully reading the Notice Inviting Tenders (NIT) 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 per **CRITICAL DATE SHEET**.

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

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



4. Earnest Money Deposit:

- 4.1 The hard copy of original instrument in respect of Earnest Money Deposit (EMD) must be delivered to the Superintending Archaeologist, Archaeological Survey of India, Shimla Circle on or before Bid opening date/time as mentioned in Critical Date Sheet, Tenderer shall be liable for legal action for non-submission of original payment instruction like DD etc. against the submitted bid. The offer without EMD will be rejected summarily. EMD is to be supplied by all the bidders except those who are registered with Central Purchase Organization, National Small Industries Corporation (NSIC) or Ministry of Culture.
- 4.2 **Mode of EMD payment for the Technical bid is Demand Draft/FDR in original instrument only.**
- 4.3 Mode of EMD submission for the Technical bid has three options: A or B.
- 4.4 **Option A: Demand Draft for Rs. 1,59,650/- (One Lac Ffty Nine Thousand Six Hundred Fifty Only)** in favour of "Superintending Archaeologist, Archaeological Survey of India, Shimla Circle, payable at Shimla in the sealed cover should reach in the office of the Superintending Archaeologist, Archaeological Survey of India, Shimla Circle, before technical bid opening date and time as prescribed in the tender. Tender is liable for rejection for non-submission / non-receipt of Original DD for the EMD. The offer without EMD will be similarly rejected. Authority is not responsible for the postal / courier delay in receiving the DD within the due date & time. DD for EMD is valid only if it is drawn during the NIT notice period. **DD for EMD of all unsuccessful bidders will be returned after opening the technical bid. The approved bidder's DD for EMD will be returned on receipt of security deposit.**
OR
- 4.5 **Option B:** Copy of the certificates of the Contractors/ Companies/ Firms/ Agencies/ Units registered under Single Point Registration Scheme of NSIC are only (All MSEs having registration as per the provision of the Policy i.e. registration with District Industries Centre (DIC) or Khadi and Village Industries Commission (KVIC) or Khadi and Village industries Board (KVIB) or Coir Board or National Small Industries Limited (NSIC) or Directorate of Handicrafts and Handlooms or Udyog Aadhar Memorandum or any other body specified by Ministry of MSME) eligible for exemption from payment of Earnest Money Deposit under "Public Procurement Policy for Micro & Small Enterprises order 2012" As notified by the Government of India Ministry of Micro Small & Medium Enterprises, New Delhi vide Gazette Notification dated 26.03.2012. The Contractors/ Companies/ Firms/ Agencies/ Units those who is registered in MSME with Central Purchase Organization, National Small Industries Corporation (NSIC) or Ministry of Culture are exempted from paying EMD cost. But they should attach all copies of the MSME certificate, NSIC Registration certificate & Government Purchase Enlistment Registration details.
- 4.6 **Option C:** The Contractors/ Companies/ Firms/ Agencies/ Units those who are willing to avail the EMD exemption, should submit Bid Security Declaration (**Annexure - I**) in their company's letter head.

Bidders shall not be permitted to withdraw their offer or modify the terms and conditions thereof. In case the bidder fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid bid security shall be forfeited to the Government.

The offer without EMD will be rejected summarily. No claim shall lie against the Government Department in respect of erosion in the value or interest on the amount of Earnest money deposit or security deposit.



1. The successful tenderer will have to deposit Performance Security Deposit of 5% of order value in the form of DD / FDR from a nationalised bank only made in favour of Superintending Archaeologist, Archaeological Survey of India, Shimla Circle. The security deposit shall be liable to be forfeited if terms and conditions of the contract or work order are not honoured. The security deposit, unless forfeited shall be refunded on receipt of certificate from the site in charge to the effect that the work is completed satisfactorily.
2. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the Financial Bid Form. In such cases, the tender shall be summarily rejected. However, corrections, if any, in the Technical Bid Application must be initialled by the person authorized to sign the tender bids.
3. In case of any of the above provisions are violated, the Company shall be liable to be blacklisted.
4. The Approval Authority reserves the right to cancel any or all the bids without assigning any reason.
- 5 Description in the Tender: The manpower shall be provided at different monuments/sites as mentioned below:-

Sl. No.	Name of Monuments	Approx. units required (Unskilled manpower for removal of snow / Vegetation from monuments/site)	Approx. units required (Unskilled manpower for cleaning of Toilet block)	Remarks
	Sub Circle Kangra, District Kangra (H.P.)			
1	Ruined fort Kangra, District Kangra (H.P.)	630 Units	1296 Units	1) Units may increase or decrease at different monuments / sites as per requirement. 2) The period of contract shall be extended for a period one to two months as per requirement with approval of competent authority
2	Kotla Fort, District Kangra (H.P.)	180 Units	315 Units	
3	Rock Cut Temple, Masroor, District Kangra (H.P.)	180 units	630 Units	
4	Katoch Palace, Tira Sujampur District Hamirpur (H.P.)	180 units	315 Units	
5	Shiva Temple Bajjnath, District Kangra (H.P.)	--	630 Units	
6	Bhim Ka Tila Chaitru, District Kangra (H.P.)	--	315 Units	
7	Ruined fort Nurpur, District Kangra (H.P.)	280 Units	--	
	Sub Circle Chamba, District Chamba (H.P.)			
1	Laxmi Narayan Temple, Chamba District Chamba (H.P.)	--	315 Units	
2	Mani Mahesh Temple, Bharmour Chamba (H.P.)	180 units	--	
3	Nar Singh Temple, Bharmour Chamba (H.P.)	180 Units	--	
	Sub Circle Shimla, District Shimla (H.P.)			
1	Vice Regal Lodge (R.P.Niwas) Shimla, District Shimla (H.P.)	--	315 Units	
	Sub Circle Mandi, District Mandi (H.P.)			
1	Trilokinath Temple Mandi, Distt. Mandi (H.P.)	--	315 Units	
2	Hidimba Devi Temple Manali, Distt. Kullu (H.P.)	60 units	630 Units	
3	Buddhist Monastery Tabo Distt Lahaul & Spiti (H.P.)	200 units	315 Units	
4	Mirkula Devi Temple, Udaipur Distt. Lahaul & Spiti (H.P.)	150 Units	--	
	Total Units	2220 Units	5391 Units	

- As per actual requirement at the particular monument/Site

Note: To be quoted in BOQ only (All figures in Indian National Rupees)

Note: GST and other taxes will be paid as per the Act/Rule/Govt. Order passed from time to time

Address for communication, are as given below:

Note: The units of unskilled manpower may increase or decrease as per requirement at the monument/site.

Contact Person	Address
Superintending Archaeologist	O/o the Superintending Archaeologist, Archaeological Survey of India, Shimla Circle, C.G.O. Complex, III rd Floor, Longwood Shimla, Himachal Pradesh Phone No: 0177-2651184 E-mail :- circleshi.asi@gov.in, circleshi.asi@gmail.com
Conservation Assistant	<ol style="list-style-type: none"> 1. Office of the Conservation Assistant, Archaeological Survey of India, Kangra Fort, District Kangra, Himachal Pradesh 2. Office of the Conservation Assistant, Archaeological Survey of India, Chamba Sub Circle, Chamba Himachal Pradesh 3. Office of the Sr. Conservation Assistant, Archaeological Survey of India, Shimla Sub Circle, Shimla, Himachal Pradesh 4. Office of the Conservation Assistant, Archaeological Survey of India, Mandi Sub Circle, Mandi, Himachal Pradesh

Terms and conditions

Name of work: OUTSOURCE OF UNSKILLED MANPOWER FOR CLEANING OF TOILET BLOCKS, REMOVAL OF SNOW AND VEGETATION FROM CENTRALLY PROTECTED MONUMENTS/SITES UNDER THE JURISDICTION OF A.S.I. SHIMLA CIRCLE SHIMLA (H.P.)

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

1. Manpower for maintenance of toilets block should be made available by the successful bidders for uninterrupted maintenance of toilet block as per requirement of monument / site as communicated by the concern site in-charge.
2. **The requirements of manpower for the work (Cleaning of Toilet block, removal of vegetation and snow) may increase or decrease at the sole discretion of competent Authority of ASI.**
3. The tenders will be opened at the prescribed time and date.
4. **The bidder should be registered with appropriate authority of Government.**
5. The labour engaged must fulfil all conditions required under contract Labour Act.
6. The successful bidder shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under the contract.
7. In the event of the specified date(s) on all matters of the tender is (are) government holidays(s) and or declared a holiday(s), actions on matters of the tender in question will be taken on the next working day(s) correspondingly.
8. **The bid documents submitted by the bidder shall contain all relevant requisite information along with legible supporting documents.**
9. The bidder shall give their official postal address and phone number and e-mail id to which all correspondences shall be made by this office / site office.
10. Bid documents received by ASI, Shimla Circle after the given date and time will not be considered.
11. **The nature of works will be of the following type :**
 - (i) **Maintenance of inside & outside of Toilet block, as per direction of site in-charge.**
 - (ii) **Cleaning of water closet, washbasin, floor area, and wall tiles, doors, windows, & sweeping cleaning of pathways, premise & roof of the toilet block.**
 - (iii) **Removal of vegetation, snow, silt and cleaning of rain water drains of the monuments/sties and their premises from time to time as per directions of the site in-charge.**
12. No accommodation / transportation to reach the site will be provided by ASI.
13. The successful bidder will be identified on the basis of scrutiny of documents made by the technical evaluation committee after opening the bids.
14. **The ASI also reserves its rights to forfeit the EMD, in case the offer is accepted and later not honoured by the bidder.**
15. 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, or if the bidder fails to abide by the terms and conditions during any stage of the tender.
16. Payment to the firm / bidder / agency, including refund of security amount, if any will be as per prevailing government rules.
17. This office reserves right to terminate the contract after giving notice to the contracting agency in case of breach of terms of the contract.



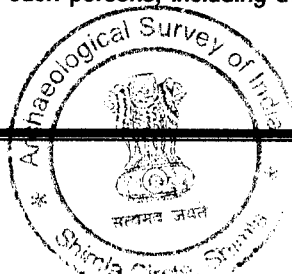
18. Tenders which do not fulfil any of the above conditions or is incomplete in any respect are summarily liable for rejection.
19. Canvassing in connection with the tenders is strictly prohibited and tenderer who indulge in canvassing will be liable for rejection.
20. **The rates given for the works should be inclusive of all taxes, leads and lifts etc. Nothing extra shall be paid over the rates quoted by the contractor / firm.**
21. The contractor / firm to ensure that no damage is caused to the monument by his/their vehicle or labour/party, the cost of such damages, if any should be rectified with no claim.
22. No claim whatsoever on account of fluctuations in prices will be entertained.
23. The contractor/firm/ Agency shall not be entitled to any compassion whatsoever on account of any delay or default in the finalisation and acceptance of work.
24. The successful bidder / contractor / firm of the tender has to sign agreement for execution of the work with ASI, Shimla circle.
25. 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/firm.
26. **The bidder has to inspect the site and assess the volume of work before bidding for the project. No claims whatsoever will be entertained at any later stage in this regard.**
27. The entire work of maintenance of toilets block, removal of snow, silt and vegetation must be completed within in consultation with site in-charge, failing which the work can be re-allotted to another contractor / firm at the risk and cost of the contractor with due notice to the contractor.
28. In the event of the tender being submitted by a firm, it must be signed separately by each member thereof, in the event of absence of any partner, it must be signed on his behalf by a person holding a Power-of-Attorney, authorizing him to do some such power of Attorney to be produced with the tender and it must disclose that the firm is duly registered under the India Partnership Act.
29. Receipt for payments made to a firm, must also be signed by the several partners, except where the contractors are described in their tender as a firm, in which case the receipts must be signed in the name of the firm by one of the partners, or by some other person having authority to give effectual receipt for the firm.
30. The ASI or officer inviting tenders shall have the right of rejecting all or any of the tenders, and will not be bound to accept the lowest tender.
31. Tax clearance should be clearly supported with income tax return issued by concerned TAX office.
32. **No advance will be paid for the commencement of the work.**
33. The agency shall ensure that the individual manpower deployed is in between the age of 18 years to 60 years and physically fit.
34. The firm/agency/contractor will ensure that no chemicals / materials/tools/methods shall be used by the labours for treatment without the consultation and information of site in charge, failing which the undersigned shall serve a notice, rescinding the contract, whereupon the Earnest Money Deposit shall be forfeited.
35. The tenderer shall be required to maintain all statutory labour registers and also the particulars of each labour detail such as name, permanent address, photograph, bank account number, wages/ EPF/ ESI payment etc details with proof, and daily attendance/leave report in the format in consultation with the site in-charge.



36. The archaeological sites are non-smoking /non-plastic area and the manpower supplier must be strictly complaint with such requirements.
37. The site is a national monument and its ambience must be maintained without any damage
38. **The agency / firm / Contractor has to bear with the abrupt repeal of funds / delay in allocation of funds by the government and has to wait till fresh allotments are made. No interest payment for the delay in payment will be made by Archaeological Survey of India, Shimla circle.**
39. The contractor shall cover its personnel for personal accident and death whilst performing the duty and the client shall own no liability and obligation in this regard.
40. The contractor shall issue identity cards / identification documents to all its employees who will be instructed to produce the same on demand.
41. The tenderer will be bound by the details furnished by him/her to this office, while submitting the tender or at subsequent stage. In case, any document furnished by him/her is found to be false at any stage, it would be deemed to be a breach of terms of Contract making him/her liable for legal action besides termination of contract.
42. **Payment will be made to the contractor's bill after obtaining a certificate from the concerned site in-charge regarding the monthly bank payment statements of the workers with bill with in 1st week of the month. TDS income / TDS under GST etc will be deducted from the contractor's bill as per extant rule of Government.**
43. **Contractor shall not withheld payment of worker for the preceding months and shall make payment of workers on time.**
44. The contractor and his workers shall abide the provisions of AMASR Act 1958 and rules thereof at the monument/site.
45. In case any of the above provisions are violated, the company shall be liable to be blacklisted by the Government of India.
46. Whenever minimum wage is revised by the Government, the rate in the contract and the consequential statutory payments shall automatically get revised as per norms keeping the Contractor's Service Charge unchanged.
47. Illegible documents and documents / certificates / documents with expired validity date uploaded in response to this tender will not be considered and would disqualify for technical evaluation.

LIABILITIES, CONTROL ETC.,

1. The contracting agency shall ensure that the individual manpower deployed is physically fit to discharge duties assigned by the Site In-charge.
2. The successful bidder before the commencement of work shall furnish the following documents to the concern site in-charge of the monument / site.
 - a. List of workers being deployed at the monument/site.
 - b. Copies of Identity Cards of workers bearing photograph.
3. In case the persons employed by the successful bidders commits any act omission / Commission which amounts to misconduct /indiscipline/incompetence, the successful Company/Firm/Agency will be liable to take appropriate disciplinary/legal action against such persons, including their removal from site of work, if required by the Department.



4. The bidder shall replace immediately any of its personnel who are found unacceptable to this Department because of security risks, incompetence, conflict of interest, improper conduct etc., on instructions of this Department.
5. It will be the responsibility of the service providing agency to meet transportation, food, medical and any other requirements in respect of the persons deployed by it (agency).
6. The Service-providing agency shall be solely responsible to redress the grievances / resolution of disputes relating to person deployed.
7. The responsibility of the labour deployed will solely be with the contractor & 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. The tendering agency will be responsible for compliance of all statutory provisions relating to minimum wages, Service tax, Provident Fund and Employees State Insurance etc.
9. The contract or shall commence maintenance work of toilet block immediately after issue of work order and its acceptance. Delay in commencement of work after 07 days would result in forfeiture of the EMD.
10. The bidder will be bound by the details furnished to the Shimla Circle while submitting the tender or at subsequent stage. In case, any of such documents furnished is found to be false at any stage, it would be deemed to be a breach of terms of Contract, making it liable for legal action besides termination of contract and forfeiture of Performance Security.
11. Approval Authority reserves right to terminate the contract during the period of contract after giving a notice to the agency.
12. The successful bidder shall be responsible for following all protocols / guidelines of Government authority (State/central) issued while engaging the workers at the monument / site.

LEGAL

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

FORCE MAJEURE

Force majeure clause will mean and be limited to the following in the execution of the contract / purchase order placed by Shimla Circle:

"If at any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract shall be prevented or delayed by reason of any war, hostility, acts of public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of God (hereinafter referred to 'events') provided, notice of the happening of any such event is given by either party shall be reason of such event be entitled to terminate this contract nor shall either party have any claim for damages against the order in respect of such non-performance or delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such event has come to an end or ceased to exist, and the decision of the DG ASI as to whether the deliveries have been so resumed or not, shall be final and conclusive, provided further that if the performance in whole or part of 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".

ARBITRATION

Shimla Circle and the selected vendor shall make every effort to resolve amicably, by direct negotiation, any disagreement or dispute arising between them under or in connection with the work order. If any dispute arises between parties on aspects not covered by this agreement, or the construction or operation thereof, or the right, duties or liabilities under these except as to any matters the decision of which is specially provided for by the general or the special conditions, such dispute shall be referred to the arbitrator as appointed by DG ASI and the award of the arbitration, as the case may be, shall be final and binding on both the parties. The arbitrator with the consent of parties may modify the time frame for making and publishing the awards. Such arbitration shall be governed in all respects by the provision of the Indian Arbitration Act, 1996 or later and the rules there under and any statutory modification or re-enactment, thereof. The arbitration proceeding shall be held in Shimla Circle, Shimla, India.

APPLICABLE LAW

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



PART A-TECHNICAL ELIGIBILITY REQUIREMENT FOR THE TENDERING COMPANY/FIRM/ AGENCY

The following shall be the minimum technical eligibility criteria for selection of the bidders. The tendering company/Firm/Agency shall furnish the stamped and self attested copies of document with technical bid.

Sl. No.	REQUIRMENT	COPY OF RELEVANT DOCUMENT TO BE UPOADED	ENCLOSED YES/NO	PAGE NO. OF BID DOCUMENT
1	The company/Firm/Agency should be registered with appropriate registration authority (It may be registered with CPWD/PWD of State Govt/ Railways/ MES/ Registered under Companies Act, 2013 etc.)	Copy of valid Registration Certificate to be uploaded		
2	The company//Firm/Agency should be registered with labour department, EPFO, and ESIC	Support with Self attested copy of i) Registration certificate of central or state government labour department ii) EPFO registration number of the company iii) ESIC registration number of the company		
3	Copy of EMD (the original DD should reach this office on tender submission end date	Scan copy of EMD		
4	Income Tax Return of last three years. Financial year 2023-24 (Assessment year 2024-25) Financial year 2024-25 (Assessment year 2025-26) Financial year 2025-26 (Assessment year 2026-27) If income tax return of financial year 2025-26 is not filed due to any reason indicate the same and ITR for the financial year 2022-23 will be considered	Support with relevant copies of the Income Tax Return for Financial year 2022-23, 2023-24, 2024-25		
5	Affidavit of non blacklisting of firm of date not older than six months from date of bid submission end date as mentioned in the critical date sheet of this tender document	Submit latest original affidavit paper not older than Six months on the date of tender submission end date.		
7	Experience: Experience of having successfully completed similar nature of work like supply of manpower to Archaeological Survey of India / State Archaeology during last seven years (2017 to 2024) and should fulfil either of the following : i) Three similar completed works costing not less than the amount equal to 40% of the Tender cost or ii) Two similar completed works costing not less than the amount equal to 50% of the Tender cost or iii) One similar completed works costing not less than the amount equal to 80% of the Tender cost Note: i) On-going work orders will not be considered ii) work order without matching completion certificate will not be considered	The bidders to ensure that only copies of work order and matching completion certificate is uploaded.		
8	PAN card :	Copy of PAN		
9	GST Registration Number of firm:	Copy of GST Registration Number		
10	Financial Turnover: Financial year 2023-24 Financial year 2024-25 Financial year 2025-26 If Financial year 2025-26 is not available for Financial year 2022-23 will be considered The average financial turnover during the last three years ending 31 st March of the previous financial year should be at least 30 % of the estimated cost.	Enclose financial turnover certificate from Statutory Auditor		



Sl. No.	Details of contractor/ Firm/ Agency's documents (To be filled by the bidder and uploaded on cpp Portal)	
1.	Contractor/ Firm/ Agency	
	a) Name of Licensee as per the registration certificate	
	b) Firm Registration issuing Authority	
	c) Firm's Registration Number	
	d) License Validity	Valid from _____ up to _____
	e) Address of Contractor/Firm/ Agency Phone Number & Mobile Number E-mail Id	
5.	GST Registration Number	
6.	PAN Number	
7.	a) MSME Registration Number	
	b) Validity	Valid from _____ up to _____
	c) Type of service registered for	
8.	a) NSIC Registration Number	
	b) Validity	Valid from _____ up to _____
9.	Demand Draft / FDR Number and Date for EMD	EMD :

Financial Year	Annual Turnover Amount (Rs. In Lakhs)	Remarks (if any)
2023-24		
2024-25		
2025-26		

Financial turnover of the tendering company/ Firm/Agency with documentary proof (attach certificate from Statutory Auditor)
* If Turnover of Financial year 2024-25 is not available, turnover of Financial year 2022-23 will be considered
Give details of the major similar contract handled by the tendering company/firm/ Agency

Sl.No.	Details of client along with address, mobile/ telephone	Amount Value of contract (Rs. In lakh)	Duration of contract	
			From	To
1.				
2.				
3.				
4.				

If space provided is insufficient separate sheet may be attached.

Date:
Place:

Signature of Authorised Person

Seal



TENDER FORM
PART B (APPLICATION FOR FINANCIAL BID)

1. Name of the tendering Company/Firm/Agency _____
(Attach copy of registration)
2. Name of Proprietor/ Director of company / Firm/ Agency _____
3. Details of Earnest Money Deposited : _____
4. **The rates to be quoted in accordance with Minimum wages Act of Central or of concern district issued by concern Labour department / district authority whichever is higher will be protected as per the extant government rule.**
5. The agency will ensure that it is complying with all statutory liabilities relating to taxes, payment of minimum wages and other statutory liabilities.
6. Description of works:

Sl. No.	Name of Monuments	Approx. units required (Unskilled manpower for removal of snow / Vegetation from monuments/site)	Approx. units required (Unskilled manpower for cleaning of Toilet block)	Remarks
Sub Circle Kangra, District Kangra (H.P.)				3) Units may increase or decrease at different monuments / sites as per requirement.
1	Ruined fort Kangra, District Kangra (H.P.)	630 Units	1296 Units	
2	Kotla Fort, District Kangra (H.P.)	180 Units	315 Units	
3	Rock Cut Temple, Masroor, District Kangra (H.P.)	180 units	630 Units	
4	Katoch Palace, Tira Sujanpur District Hamirpur (H.P.)	180 units	315 Units	
5	Shiva Temple Baijnath, District Kangra (H.P.)	--	630 Units	
6	Bhim Ka Tila Chaitru, District Kangra (H.P.)	--	315 Units	
7	Ruined fort Nurpur, District Kangra (H.P.)	280 Units	--	4) The period of contract shall be extended for a period one to two months as per requirement with approval of competent authority
Sub Circle Chamba, District Chamba (H.P.)				
1	Laxmi Narayan Temple, Chamba District Chamba (H.P.)	--	315 Units	
2	Mani Mahesh Temple, Bharmour Chamba (H.P.)	180 units	--	
3	Nar Singh Temple, Bharmour Chamba (H.P.)	180 Units	--	
Sub Circle Shimla, District Shimla (H.P.)				
1	Vice Regal Lodge (R.P.Niwas) Shimla, District Shimla (H.P.)	--	315 Units	
Sub Circle Mandi, District Mandi (H.P.)				
1	Trilokinath Temple Mandi, Distt. Mandi (H.P.)	--	315 Units	
2	Hidimba Devi Temple Manali, Distt. Kullu (H.P.)	60 units	630 Units	
3	Buddhist Monastery Tabo Distt Lahaul & Spiti (H.P.)	200 units	315 Units	
4	Mirkula Devi Temple, Udaipur Distt. Lahaul & Spiti (H.P.)	150 Units	--	
Total Units		2220 Units	5391 Units	

Components of labour rate:

S. No.	Component of Rate Unskilled labour	Amount
i)	Daily wage rate including existing allowance (in accordance with the Minimum Wages Act 1948)	
iii)	Employees provident fund @ 13.00 % of (i) (if applicable)	
iii)	Employees State Insurance @ 3.25 % of (i) (if applicable)	
iv)	Contractor service charge% of (i) above	
v)	Total i +ii+iii+ iv above	
vi)	Service Tax of% (v) above or as applicable	
vii)	Total of (v + vi) above	
viii)	Total rate rate per unit per day	

a. As per actual requirement at a particular monument/Site

Note: Rates to be quoted in BOQ only (All figures in Indian National Rupees)

Note: GST and other taxes will be paid as per the Act/Rule/Govt. Order passed from time to time

EVALUATION CRITERIA:

1. The bidder who fulfils 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 rates for the work mentioned above of Application for financial bid will be declared L1.
3. In case of tie among L1 vendors, the bidder who has completed more work order for supply of manpower for conservation in a single work order will be declared L 1 .
4. The work shall be awarded to L1 bidder.

Notes:

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

Date:
Place

Signature of authorized person
Full Name:
Seal of company



Instructions for Online Bid Submission

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

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

REGISTRATION

- 1) Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Online Bidder Enrolment" on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the Bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the Bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify/ N Code / E Mudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a Bidder. Please note that the Bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate Bidders to search active 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, 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 fee if applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of Bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during Bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial Bids in the format provided and no other format is acceptable. If the price Bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the Bidders. Bidders are required to download the BOQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the Bidder). No other cells should be changed. Once the details have been completed, the Bidder should save it and submit it online, without changing the file name. If the BOQ file is found to be modified by the Bidder, the Bid will be rejected.
- 6) The server time (which is displayed on the Bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the Bids by the Bidders, opening of Bids etc. The Bidders should follow this time during Bid submission.
- 7) All the documents being submitted by the Bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of Bid opening. The confidentiality of the Bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any Bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/Bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized Bid openers.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized Bid openers.
- 9) Upon the successful and timely submission of Bids (I.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful Bid submission message & a Bid summary will be displayed with the Bid no. and the date & time of submission of the Bid with all other relevant details.
- 10) The Bid summary has to be printed and kept as an acknowledgement of the submission of the Bid. This acknowledgement may be used as an entry pass for any Bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online Bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk Tel: The 24 x 7 Help Desk Number 0120-4200462, 0120-4001002.



(To be given on Company/ Firm/Agency Letter Head)

PROFORMA FOR BID SECURITY

Whereas I/We (Name of the agency) have submitted bids for (Name of the work)
vide tender reference No.....

I/We hereby submit following declaration in lieu of submitting Earnest Money Deposit.

1. That I/We have availed the benefit of wavier of EMD while submitting our offer against the subject tender and no EMD being deposited for the said tender.
2. If after opening of tender, I/We withdraw or modify my/our bid during the period of validity of tender (including extended validity of tender) specified in the tender documents,
3. If, after the award of the work, I/We fail to sign the contract, or to submit performance guarantee before the deadline defined in the tender documents, or I/We commit any breach of tender conditions/contract which attracts penal actions of forfeiture of EMD.

I/We shall be suspended for one year and shall not be eligible to bid for Archaeological Survey of India tenders from date of issue of suspension order.

Signature and Seal of the Authorized Signatory of the Bidder

Name of the Authorized Signatory:

Company Name:



(To be given on Company/ Firm/Agency Letter Head)

DECLARATION

1. I, _____ Son/Daughter of Shri -----signatory of the agency/firm mentioned above, is competent to sign this declaration and execute this tender document:
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them:
3. My agency has not been blacklisted/debarred from participating in tender of any Ministry/Department of Government of India and Government of India undertaking in the last three Years as on date of opening of this Tender.
4. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief.
5. I/we am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
6. I/We have actually seen the site and are fully adhere with the quality and quantity of work to be executed.
7. I hereby further declare that my/our bid is unconditional in any manner or whatsoever in nature.

Signature of authorized person(s)

Date:

Full Name:

Place:

Seal:



(To be given on Company/ Firm/Agency Letter Head)**UNDERTAKING**

Should this tender be accepted I/We hereby do agree to abide to by and fulfil all the terms and provisional 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 Rsis herewith forwarded in Bank Demand Draft/FDR as earnest money. If I/We fail to commence the work as specified in the tender document or if I/ we fail to deposit the amount of security deposit specified in the tender document in accordance with the said conditions of contract I/we agree that the said President or his successors in office shall without prejudice to any other right or remedy be at liberty to forfeit the earnest money absolutely. I/we further agree that the said President 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.

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

Give particulars & number

Signature of Tenderer

Address with GST No.

Signature of Witness

Name

Address

Dated



(To be given on Company/ Firm/Agency Letter Head)

TENDER ACCEPTANCE LETTER

To,

The Superintending Archaeologist
Archaeological Survey of India
Shimla Circle

Sub: Acceptance of Terms & Conditions of Tender.

Name of Tender / Work: **OUTSOURCE OF UNSKILLED MANPOWER FOR CLEANING OF TOILET BLOCKS, REMOVAL OF SNOW AND VEGETATION FROM CENTRALLY PROTECTED MONUMENTS / SITES UNDER THE JURISDICTION OF A.S.I. SHIMLA CIRCLE SHIMLA (H.P.)**

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), 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 has 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.

6. I/ We do hereby declare that I/We have visited the proposed working Sites/Monuments.

Yours Faithfully,

Place:

Date :

(Signature of the Bidder, with Official Seal)



CHECK LIST TO UPLOAD DOCUMENTS

1. Proof in support of Firm's registration with appropriate authority
2. Scan copy of DD for EMD
3. Clearance of GST and Income Tax from appropriate authority.
4. Experience (Work order and matching Completion certificate)
5. Copy of GST Registration Number of firm / company
6. PAN Card of firm / company
7. Certificate of financial turnover as per instructions in this tender document from Statutory Authority
10. Affidavit on stamp paper regarding non Black list of the firm
- 11. Proforma for Bid security as ANNEXURE-I on company'/ firm/ agency's' letter head**
- 12. Declaration as ANNEXURE-II on company'/ firm/ agency's' letter head**
- 13. Undertaking as ANNEXURE-III on company'/ firm/ agency's' letter head**
- 14. Tender Acceptance as ANNEXURE-IV on company'/ firm/ agency's' letter head**
15. Details of contractor/ firm/ Agency's documents in prescribed format and attested copies thereof as per tender documents
16. Any other supporting document.

