



REQUEST FOR PROPOSAL

**FOR SUPPLY OF MANPOWER
(HIGHLY SKILLED, SEMI SKILLED, SKILLED AND UNSKILLED) to
High Commission of India, Male'
FOR THE CONSERVATION & PRESERVATION OF HUKURU MISKIY (FRIDAY
MOSQUE) at site address: Hukuru Miskiy, Reethigas Hingun, Malé (Maldives)**

REFERENCE NO. MAL/COM/230/08/2021/03

Dated:13.04.2023

**HIGH COMMISSION OF INDIA
MALE', MALDIVES**

Tender No. **MAL/COM/230/08/2021/03**



TENDER DOCUMENT

TENDER FOR SUPPLY OF MANPOWER (HIGHLY SKILLED, SEMI SKILLED, SKILLED AND UNSKILLED) to High Commission of India, Male' FOR THE CONSERVATION & PRESERVATION OF HUKURU MISKIY (FRIDAY MOSQUE) at site address: Hukuru Miskiy, Reethigas Hingun, Malé (Maldives)

BID SUBMISSION LAST DATE: 06.05.2023

Section-1

Table- A: Time and Work Frame

Supply of skilled, highly skilled, semi-skilled & un-skilled manpower for conservation and preservation of Hukuru Miskiy at Male', Maldives to High Commission of India, Malé (Maldives)

CRITICAL DATE SHEET

1	Date of Issue of Tender	13.04.2023
2	Bid Document Download / Sale Start date	13.04.2023
3	Date of Pre Bid Conference- For clarifying issues and doubts, if any, about specification of items and services projected in Bid document.	Bidders can send their queries on hoc.male@mea.gov.in before the last date of bid submission
4	Bid submission End Date	06.05.2023
5	Date of opening of Technical bid	08.05.2023 at 03 PM at High Commission of India, Male'
6	Date of informing qualified bidders for opening of financial bids	11.05.2023
7	Date of opening of financial bids	14.05.2023 at 03 PM at High Commission of India, Male' <i>Bidders may depute their representatives to be present at the time of opening of bids</i>
8	Declaration of awarding of work to successful bidders	18.05.2023 (Tentatively)
9	Validity of Bid	180 days from the last date of bid submission.

- 1 Sealed Tenders are invited by the High Commission of India, Male' Maldives on behalf of the President of India under two bid system i.e. Technical and Financial Bid from reputed, experience and financially sound Indian and Maldivian companies/firms/agencies for supply of Highly Skilled, Skilled, Semi-Skilled and Un-skilled Manpower for the conservation and preservation of Hukuru Miskiy at Male, Maldives. The manpower is for use of the Archaeological Survey of India, for the conservation and preservation of Hukuru Miskiy, Male' Maldives.
- 2 The system adopted for tendering will be **Two Bid System (simultaneous receipt of separate technical and financial bids)** with Technical Bid consisting of all technical details along with commercial terms and conditions; and **Financial Bid** indicating item-wise price per unit quantity mentioned in the tender document. Technical Bid should, *inter alia*, contain technical details of services and solutions as attached herewith to be provided along with documentary proofs. Financial bid should, *inter alia* indicate item-wise price and other commercial/financial terms against the Items mentioned in the Technical Bid on CIF basis.
- 3 The technical bid and the financial bid should be sealed by the bidder in separate covers duly super-scribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly super-scribed. The technical bids will be opened at the first instance and evaluated by a committee. At the second stage financial bids of only those technically acceptable offers would be opened after intimating them the date and time of opening the financial bid for further evaluation and ranking before awarding the work to successful bidder.
- 4 **Document Download:** Tender documents maybe downloaded from the website of High Commission of India, Male' (<https://hci.gov.in/male/?0208?td0>); Ministry of Art, Culture and Heritage, Maldives website (<https://heritage.gov.mv/>) as per the schedule given in CRITICAL DATE SHEET.
- 5 **Bid Submission:** Applicants/interested Bidders are invited to submit their proposal after carefully reading the tender document 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 to the High Commission of India, Male 'within the stipulated date and time as mentioned in the Bid document as given in CRITICAL DATE SHEET
- 6 **Estimated Cost of the Tender: \$ 246,317/- (\$ Two Lakh Forty Six Thousand and Three Hundred and Seventeen Only) (including all taxes)**
- 7 **Bid Security Declaration:** Every bidder must sign the Bid Security Declaration in the format attached at annexure I.
- 8 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 here in or backs out after quoting the rates, the bidders will be disqualified from bidding for any contract with High Commission of India, Male' for

MAL/COM/230/08/2021/03
Government of India
Ministry of External Affairs
High Commission of India
Male', Maldives

Date 13.04.2023

TENDER NOTICE

- 1 Sealed Tenders from Indian and Maldivian bidders are invited by the High Commission of India, Male' on behalf of the President of India under **Two Bid System** i.e.; Technical Bid and Financial Bid from reputed, well experienced and financially sound vendors/suppliers/firms registered with the Indian/Maldivian Govt. for supply of Manpower to High Commission of India, Male'. The Manpower is for use by the Archaeological Survey of India for conservation and preservation of Hukuru Miskiy at Male', Maldives.
- 2 The Period of execution of work is within 120 days from the date of issue of Work order. If not completed in the given period penalty as per CLAUSE 2 of CPWD India. General conditions of contract for central PWD works will be applicable if no proper justification is given for extension. **Requisite manpower shall be provided within 7 days from the acceptance of the contract and as per site instructions of site engineer/In-charge.**
- 3 Complete Tender Document can be downloaded from the website of CPPP (<https://eprocure.gov.in/epublish/app>), website of High Commission of India, Male' (<https://hci.gov.in/male/>); and website/social media account of Ministry of Art, Culture and Heritage, Maldives.
- 4 Interested vendors/supplier may submit/deposit the tender documents complete in all respects within the stipulated date and time as mentioned in the tender documents **on or before 06.05.2023**
- 5 No tender shall be entertained after this deadline under any circumstances what so ever. The Technical Bid of tenders will be opened on 08.05.2023 **at 03.00 PM.**
- 6 The High Commission will inform the qualified bidders for opening of financial bids **on 11.05.2023**
- 7 At the second stage, financial bids of only those technically qualified bidders would be opened on **14.05.2023 at 03.00 PM** after intimating them the date and time of opening the financial bid for further evaluation and ranking before awarding the work order to successful bidder. Bidders may depute their representatives to be present at the time of opening of financial bids.
- 8 The High Commission of India 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 High Commission of India, Maldives in this regard shall be final and binding on all parties in all circumstances.



Head of Chancery
High Commission of India
For and on behalf of the President of India
Hermon N. Kujur
Head of Chancery
High Commission of India
Male' (Maldives)

a period of **two years** from the date of disqualification as may be notified by HCI, Male'

- 9 **Performance Bank Guarantee:** - Performance security @ 3% of contract amount in the form of Banker's Cheque/Bank Guarantee shall be deposited **within 30 days of award** of work. The performance guarantee shall remain valid for **60 days beyond all contractual obligations**. No interest will be paid on performance security.

10. **NAME AND ADDRESS OF THE AUTHORITY WHERE SEALED TENDERS ARE TO BE SENT:**

High Commission of India
Lot no. 11499, Goalhi 4, Hithigas Maagu
Hulhumalé Phase - I
Phone No: +960- 4004194 Email: hoc.male@mea.gov.in

11. **CONTACT PERSON FOR ANY QUERIES RELATED TO TENDER:**

Tender related clarification may be obtained from:

Head of Chancery

High Commission of India
Lot no. 11499, Goalhi 4, Hithigas Maagu
Hulhumalé Phase - I

Phone No: +960- 4004194 Email: hoc.male@mea.gov.in

9. Details of Manpower Requirement

Sl. No.	Manpower Category	Total Units	Remark
1.	Skilled Workers	500	Units may increase or decrease as per requirement at the site actually.
2.	Highly Skilled workers	200	
3.	Semi-Skilled Workers	1500	
4.	Unskilled Workers	3500	

Note: Rate and Amount to be filled in the uploaded BOQ.



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SCOPE OF WORK AND GENERAL TERMS AND CONDITIONS FOR TENDERERS

To provide the requisite manpower at site address Hukuru Miskiy, Reethingas Hingun, Male (Maldives) **in accordance with the minimum rate of wages as per Government of Maldives rules and regulations.**

1. Manpower requirement and their Experience criteria:

(a) Required Manpower:

Description	Structural Conservation Work			Chemical Preservation work	Total
	Carpenter	Mason	Unskilled		
Skilled Workers	400	100			500
Highly-Skilled workers	200				200
Semi-Skilled Workers	200	100		1200	1500
Unskilled Workers			3100	400	3500

***Units may increase or decrease as per requirement at the site actually.**

Total days for supply of above workers: Maximum 120 days (after awarding the work order)

Estimated requirement on per day basis:

Category	Requirement on each day
Skilled Workers:	Minimum1 – Maximum 6
Highly Skilled workers	Minimum1 – Maximum 4
Semi-Skilled Workers:	Minimum 05- Maximum 20
Unskilled Workers:	Minimum 7 – Maximum 20

Working hours: **8 hours per day, 6 days a week.**

The Contractor shall pay the minimum rate of wages as applicable in Labour Laws sphere under construction category of Republic of Maldives. All the workers should have medical insurance and insurance for work related injuries.

(b) Experience and age limit for the manpower to be deployed by the companies/firms/agencies

1) Skilled Manpower:

- i) Work at site for 8 hrs. He must have knowledge of English, Hindi is desirable.
- ii) Age. Limit 25-50 Years.
- iii) Must have valid work permit.
- iv) He must have capable of doing wood Carpentry, grouting, underpinning, mending, molding, nailing, stitching, cavity filling and preparation and applying

lime plaster/lime concrete, capable of stone dressing in size and shape with smooth finishing. He should have good knowledge and practice of 2yrs. of the said works in field, desirable if over the monument/heritage site.

- 2) Highly Skilled Manpower:
 - i) Work at site for 8 hrs. He must have knowledge of English, Hindi is desirable.
 - ii) Age. Limit 25-50 Years.
 - iii) Must have valid work permit.
 - iv) He must have capable of doing wood Carpentry, grouting, underpinning, mending, molding, nailing, stitching, cavity filling and preparation and applying lime plaster/lime concrete, Capable of stone dressing in size and shape with smooth finishing. He should have good knowledge and practice of 5yrs. of the said works in field, desirable if over the monument/heritage site.
- 3) Semi-Skilled manpower for structural conservation:
 - i) Work at site for 8 hrs. He must have knowledge of English, Hindi is desirable.
 - ii) Age. Limit for Semi-Skilled workers 25-50 Years.
 - iv) Must have valid work permit.
 - v) He must have capable of doing grouting, underpinning, mending, molding, nailing, stitching, cavity filling and preparation and applying lime plaster/lime concrete, knowledge of stone dressing in size and shape with smooth finishing, applying preservatives & anti-termites over wood. He should have good knowledge of the said works in field, desirable if over the monument/heritage site.
- 4) Semi-Skilled/Unskilled Manpower for Chemical preservation:
 - i) Work at site for 8 hrs. He must have knowledge of English, Hindi is desirable.
 - ii) Age. Limit for Semi-Skilled workers 25-50 Years.
 - iii) Age Limit for Un-Skilled workers 20-45 Years
 - iv) Must have valid work permit.
 - v) He must have understanding to work as instructed by the skilled/unskilled Workers or Archaeological officer as directed.
 - vi) He must have carried out Chemical treatment to coral stones, wood preservation, Biocide treatment, hydrophobic treatment, anti-termite treatment and assisting in modeling artistic work of stone and wood and should not have any allergy from any chemicals.
 - vii) He should have basic knowledge in the chemical preservation field.
 - viii) Semi-Skilled worker should be able to erect scaffolding; wood paintings work or work as directed by skilled worker.
- 5) Un-skilled Manpower for structural conservation work:
 - i) Work at site for 8 hrs. He must have knowledge of English, Hindi is desirable.
 - ii) Age Limit for Un-Skilled workers 20-45 Years

- iii) Must have valid work permit.
- iv) He must have understanding to work as instructed by the skilled/unskilled workers or Archaeological officer as directed and obedient.
- v) He must have knowledge of grouting, underpinning, mending, molding, nailing, stitching, cavity filling and preparation and applying lime plaster/lime concrete, knowledge of stone dressing in size and shape with smooth finishing. and should not have any allergy from any chemicals. He should have knowledge of the said works in field desirable at if over the monument/heritage site.

2. Terms and Conditions for Contractor to pay wages to deployed manpower:

- i) All the workers must have a valid work permit and it is solely the responsibility of contractor to renew the work permit before expiry.
- ii) **Contractor will provide the attendance of deployed manpower at site verified with Archaeological Officer in-charge at site with bill.**
- iii) On the basis of bills, contractor shall pay the wages to the contractor.
- iv) **Pay slip shall be provided to deployed manpower after labour payment and pay statement shall be submitted to the high commission of India, Maldives with the bill for his payment along with attendance of the deployed laborers certified by the ASI site officer in charge.**
- v) Contractor shall be capable to pay the wages as per tender document timely from his own resources in case of delay in payment due to unavoidable circumstances.
- vi) The deployed manpower may be the employee/contractual employee of the bidder firm.
- vii) The contractor shall be liable for any issues arising in relation to any payment of taxes, work insurance & shall deal with it taking responsibility of related procedures as per rules and regulations of Republic of Maldives/Republic of India.
- viii) **Requisite Manpower shall be provided within 7 days from the acceptance of the contract and as per instructions of site engineer.**

3. Terms and Conditions for Deployed Manpower

- i) The persons have to work for six days in a week (8 hrs. duty)
- ii) Deployed manpower shall be working as directed by the Archaeological Survey of India officers at site after proper discussion and understanding only. He shall be well fluent in discussion, good in manners.

4. The eligible registered contractors / registered firms are required to send the following documents along with the Technical Bid failing which their bids shall be summarily / out-rightly rejected and will not be considered any further.

- (a) Copy of the valid Registration Certificate with appropriate registration authority.
- (b) Copy of the GST registration with GST submitted certificates. (Last 3 quarters be attached i.e. April 2022- Jun 2022, July 2022- Sept 2022, and Oct 2022- Dec 2022.)

- (c) Copy of PAN Card in the name of Firm/ self-proprietorship etc., else duly notarized affidavit confirming ownership/ self-proprietorship to be provided for. **(not applicable for Maldivian)**
 - (d) Certificate from Statutory Auditor about the annual turnover of last three financial years (2019-20, 2020-21, 2021-22).
 - (e) Copies of IT returns filed for the last three financial years 2019-20, 2020-21, 2021-22 (A.Y. 2020-21, A.Y. 2021 -22, A.Y. 2022-23).
 - (f) The eligible registered contractors / registered firms should have similar nature of work experience i.e. execution or Manpower supply for stone/wooden heritage conservation works over the centrally protected monuments by ASI OR Indian state protected monument OR over Maldives government monuments (Work over stone structures and wooden structures both must. Bidder shall possess sound experience in wooden structural conservation work) Copies of work orders along with completion certificate should be enclosed. (Work order and work done/ work completion certificate to be added one after the other)
 - (g) Declaration regarding black listing and tender acceptance as per format attached.
(These have to be submitted in this sequence only i.e. a to g)
- 5. The rate for Unit manpower should be quoted in figures and words including all taxes and other charges as applicable.
 - 6. The eligible registered contractors / registered firms/their authorized representative will be permitted to attend at the time of tender opening.
 - 7. If the date of opening of the tender happens to be a holiday, the tender will be opened on the next working day.
 - 8. Right to accept or reject tender:
 - i) The right of acceptance of tender will rest with The High Commission of India, Male', Maldives
 - ii) The High Commission of India Maldives reserves the right to accept the whole or any part of the tender without assigning any reason and Tenderer shall be bound to perform the same at the rates quoted. All the tenders in whom any of the prescribed conditions are not fulfilled or are incomplete in any respect shall be liable to be rejected.
 - 9. Bidder may visit the working site prior to quote the rate in tender.
 - 10. Units of Manpower may increase or decrease as per requirement at the site actually
 - 11. The eligible registered contractor / registered firm has to bear with the non-availability of funds for the work and has to wait till fresh allotments are made. No interest payment for the delay in payment will be made. The quantum of work can be modified as per availability of the funds and need of the work. High Commission will not be held responsible for financial loss incurred by Contractor under any circumstances.
 - 12. The contractor should take utmost care and to see that no damage is caused to any part of the monument while execution of work.
 - 13. Conditional bids shall not be considered and will be rightly rejected in the very first instance.
 - 14. The High Commission of India, Maldives 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 High Commission of India in this regard shall be final and binding on all parties in all circumstances.
 - 15. Contractor will be responsible for timely payment to the supplier/labour and statutory authorities and compliance of all statutory provisions relating to minimum wages/specified contract amount etc. in respect of the person deployed by him in the work.

16. The contractor shall also be liable for depositing all tax, levies, cess etc. on amount of work done/ supply of Manpower/service rendered by him to the High Commission of India, Male' to the concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
17. The total cost/ amount by the bidders shall be worked out for deciding the lowest bidder for acceptance of tender.
18. The quoted rate should include all applicable Govt. taxes, levies, cess etc. to be paid till the completion of work.
19. The discretion of acceptance of tender remains with the High Commission of India who does not bind himself to accept the lowest tender and reserve the right to reject any or all of the tenders received, without assigning any reason. A tender in whom any of the prescribed conditions are not fulfilled or are incomplete in any respect is liable to be rejected.
20. A contractor shall not be permitted to tender for works in the High Commission of India at Maldives if any of his near relative is posted as an officer in the High Commission of India, Male in any capacity.
21. Engineer of Gazetted rank or other Gazetted officer employed in Engineering or Administrative duties in an Engineering Department of the Government of India is not allowed to work as a contractor for a period of two years of his retirement from Government service without the prior permission of the Government of India as aforesaid before submission of the tender or engagement in the contractor's service.
22. The tender of the work shall not be witnessed by a contractor or contractors who himself/ themselves/has/have tendered or who may tender for the same work.
23. Action will be taken/Penalty may be charged on the works/supply for not completing the job within the stipulated time, as per the rules in force.
24. The Contractor/Company/Firm/Agency against whom if any judiciary/allegation/litigation is pending at any court, then said firm is not eligible to participate in the Tender process.

25. TECHNICAL BID

- a. All documents should be duly signed.
- b. Each page of Technical and Financial documents along with the supporting documents must be signed and stamped.
- c. Tenderer will not transfer, assign, pledge or sub-contract the work awarded/ to be awarded.
- d. Bidders shall maintain all statutory records required under the applicable law of Republic of Maldives/Government of India. They shall produce the same, on demand, to the concerned authority of this Department or any other authority under law. A compliance certificate in this regard will be needed along with the bills.
- e. The Bidders will be responsible or compliance of all statutory provisions relating to all minimum wages, Service Tax, Provident Fund, Employees Insurance etc. as per Republic of Maldives.
- f. Bidders will be responsible for compliance of all statutory provisions relating to Service tax, GST as per the Republic of Maldives/ Government of India as amended time to time

and certificate shall be provided to the agency by the concerned Department and same will be provided by the contractor to High Commission.

g. Conditional bids will not be considered and will be rejected in the first instance.

h. The Tenderer/bidders shall be responsible for faithful compliance of the terms and conditions as mentioned in the tender document.

i. **In case of any dispute on bid documents, the decision of High Commission of India, Male' will be final and binding.**

Documentary evidence is required to establish the eligibility requirement for the conditions mentioned in Technical Bid both by Indian and Maldivian Bidders.

26. **BID VALIDITY:** The bids shall be valid initially for a period of **180 days** from the last date of bid submission.

27. The authorized signatory of tender document will be deemed to have carefully read and understood the tender documents along with the terms & conditions and thereafter has filed the tender document for bid process.

28. The contractor shall keep the High Commission of India in Maldives indemnified against claims, if any, of the workman and all costs and expenses as may be incurred by the High Commission of India Maldives in connection with any claim that may be made by the workmen. The contractor shall also execute an indemnity bond in favour of the High Commission of India, Maldives, in the standard format in this regard.

29. Contractor must submit the bill for payment before the 10th of every month along with the proof of disbursement of payment in the bank account of each engaged labourer along with the Bank statement of disbursement compulsorily.

30. **LEGAL/Disputes & Differences:** Decision of The High Commission of India, Maldives shall be final and binding on all the bidders/tenderer. However, any dispute can be referred to an Arbitrator, and will be settled according to the **Government of India's Rules and Regulations and not according to Local Laws of the Maldives.**

LIABILITIES, CONTROL ETC. OF THE PERSONS DEPLOYED

1. High Commission of India, Maldives shall not be responsible for any damages, losses, claims, financial or Injury/accident to any person deployed by service providing agency in the course of their Performing the functions / duties, or for payment towards any compensation.

2. The contractor/Tenderer will be bound by the details furnished to the High Commission of India, Maldives 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.

3. The agency shall depute a coordinator who would be responsible for immediate interaction with the competent authority so that optimal services of the person deployed by the agency are availed without any disruption.

4. The contractor shall be solely responsible for the redresses of grievances/ resolution of disputes relating to person deployed. The High Commission shall in no way be responsible for settlement of such issued whatever.
5. The Contracting agency shall ensure that the individual manpower deployed at site under the control of the High Commission of India, Male (Maldives) to the technical specifications of age, education and skill qualifications prescribed in the tender document.
6. The contracting company shall provide Bio-data of each person deployed by him in format prescribed by the office.
7. The contractor shall issue the letter of deployment to every deployed by him in format prescribed by this office.
8. The contracting company, firm/agency shall furnish the following documents in respect of the individual deployed by them in this office in the given time limit.
 - (a) List of the persons deployed monthly
 - (b) Bio-data with antecedent's details
 - (c) Identity card issued by the contractor bearing photographs (within 8 days)
 - (d) Identity proof and residential proof (at the time of deployment)
09. In case the person deployed by the contractor commits any act of omission/commission that amount to misconduct/indiscipline/incompetence the contractor shall be liable to take appropriate disciplinary action against such person, including their removal from site of work.
10. The contractor shall replace immediately any of its personnel found unacceptable to this office because of security risk, incompetence, conflict of interest, improper conduct etc. upon receiving a notice from this office.
11. In case person deployed is absent on a particular day or comes late/leaves early, one-day wage shall be deducted.
12. The person deployed by the service providing agency shall not have any claim or be entitled to, perk and other facilities admissible to ad-hoc, regular, confirmed employees of this office during the occurrence or after expiry of the contract.
13. In case of termination of this contract on its expiry or otherwise, the person deployed by the service providing agency will not be entitled to and will have no claim for any absorption nor for any absorption in the regular/any other capacity in the office.
14. The labour engaged must fulfill all conditions required under contract Labour Act
15. No accommodation/Transportation to reach the site will be provided by the High Commission.
16. No claims on account of fluctuation in prices will be entertained.
17. The contractor/firm/ agency shall not be entitled for any compensation whatsoever on account of any delay or default in the finalization and acceptance of work.
18. No advance will be paid for the commencement of work.

FORCE MAJEURE

Force majeure clause will mean and be limited to the following in the execution of the contract/purchase order placed by High Commission of India, Maldives:- "If at any time,

during the continuance of 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, act 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 such events is given by either party shall be reason of such event be entitle to terminate this contract nor shall either party have any claim for damage 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 High Commission of India, Male' as to whether the deliveries have been so resumed or not, shall be final or 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 to terminate the contract."

APPLICABLE LAW

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

PERIOD OF CONTRACT / TERMINATION

The contract shall be valid initially for the period of 120 days from date of award of work order. This contract may further be renewed further on the same terms and conditions as mentioned in the tender document provided that the requirement of manpower persist or may be curtailed/terminated at any time before the normal tenure owing to deficiency in service or substandard quality of manpower deployed by the selected company/firm/agency. Either party can terminate the contract at any time by giving three months' prior notice in writing. **Authority to extend contract solely lies with the High Commission.**

In case of breach of any of terms and conditions of the Contract by the Contractor, the Competent Authority shall have the right to cancel the Contract without assigning any reason thereof, and nothing will be payable by the High Commission of India and in that event and the security deposit in the form of performance Bank Guarantee shall be forfeited. The agreement shall be come to an end either on completion of the contract or shall be terminated due to breach of contractual obligations.

MODE OF PAYMENT

R.A. bill and final bill will be paid according to the allotted time for execution of work as per work order. Contractor may raise the bills on monthly basis to avoid hardship to field working staff away from home; **However, contractor will be responsible for timely payment of labours and all tax payments irrespective of payment by this office.**

Liquidated Damage: In case of delay in providing the manpower, by the stipulated date, the supplier shall liable to pay delayed charges @ 0.5% of the value of contract order for each week of delay subject to maximum penalty of 10% of the order value.

TECHNICAL ELIGIBILITY EVALUATION CRITERIA:

Turnover:

1. Average Annual financial turnover for the past 3 years FY (2019-20 ,2020-21, 2021-22) should be at least 30% of the estimated cost.

2. Experience of having successfully completed similar works i.e. execution or Manpower supply for stone/wooden heritage conservation works over the centrally protected monuments by ASI OR Indian state protected monument OR over Maldives government monuments with similar nature of work. (Work over stone structures and wooden structures both must. Bidder shall possess sound experience in wooden structural conservation work) during last 7 years ending last day of month previous to the one in which applications are invited should be either of the following: -

- a) Three similar completed works costing not less than the amount equal to 40% of the estimated cost.
- b) Two similar completed works costing not less than the amount equal to 50% of the estimated cost.
- c) One similar completed works costing not less than the amount equal to 80% of the estimated cost.

3. The bidder who fulfills Technical Eligibility Requirement mentioned under Technical Eligibility Requirement shall be declared technically qualified.

4. Financial bid in respect of only technically qualified bidders shall be opened.

5. The bidder who quotes lowest amount in financial bid will be declared L1.

6. In case of tie in lower rate, the bidder who has completed more work order of maximum value of similar nature of work shall be declared L1. Copies of Completion certificate along with the work order have to be provided with the technical bid.

Note:

1. **Copies of both work/supply orders and completion certificates should be send to High Commission of India, Male' with the other tender papers. Only work/supply orders or only completion certificates will not be considered. The work/supply orders related to similar nature of completed works along with completion certificates from the concerned authorizes will only be considered.**
2. **In cases where the bidder has submitted "NIL EXPERIENCE IN THE LINE" the bid shall be treated as unresponsive and will not be considered in terms of the provisions of Ministry of Finance, Department of Expenditure OM NO. 29(1)/2014-PPD dated 28* January, 2014.**
3. **The payment shall be made on satisfactory certificate given by the site engineer and check measured by Gazetted Officer of Archaeological Survey of India.**

TECHNICAL ELIGIBILITY REQUIREMENT FOR THE TENDERING CONTRACTORS

(Technical Bid)

The tendering eligible registered contractors / registered firms should fulfill the following ELIGIBILITY requirement and furnish the same with self-attested copies of documents with technical bid. (Mandatory Fill page number properly and attach work order and completion certificate in sequence.

Sl.No	Requirement	Copy of Relevant Document	En-closed Yes/No	Page No. of Bid Document
1.	Eligible contractors / firms should be registered with the appropriate registration authority	Copy of Valid Registration Certificate.		
2.	Eligible Contractors / Firms should be registered with GST Department	Copy of registration certificate with GST submitted certificates. (Last 3 quarters to be attached)		
3.	Valid Certificate of Importer-Exporter Code (IEC) issued by competent authority	Copy of Certificate of Importer-Exporter Code (IEC)		
4.	PAN Card in the name of Contractor/Firm (Not Applicable for Maldivian)	Copy of PAN Card in the name of Firm / self-proprietorship etc., else duly notarized affidavit confirming ownership/ self-proprietorship to be provided for		
5.	Turnover Criteria	Certificate from Statutory Auditor(FY 2019-20, 2020-21, 2021-22)		
6.	IT returns for the last three financial years	Copies of IT returns (AY 2020-21, 2021-22, 2022-23)		
7.	The bidder shall furnish a Bid Security Declaration to the effect that if the bid is withdrawn or modified during period of validity or if after being awarded the contract the bidder fails to sign the contract, or to submit a performance security before deadline specified in the request for bid document, the bidder will be suspended for a period specified in the tender document.	Declaration as per annexure I		
8.	Tender acceptance letter	tender acceptance letter signed copy		
9.	Declaration regarding black listing as per format attached.	Declaration in enclosed format Signed copies of declaration		

9.	Tenderers/Company/ Firm/ Agency should have completed the work as per criteria given during last 07 years and out of which the value of work should be. a Three similar completed works costing not less than 40% of estimated cost. or b Two similar completed work costing not less than the 50% of estimated cost. or c One similar completed work costing not less than the 80% of estimated cost.	Copy of work order and completion certificate		
10.	Request for proposal	All pages of the tender document signed & stamped		

Signature of authorized person(s)

Date:

Full Name:

Place:

Official Seal:

Technical Bid must include following documents duly filled in with supporting documents

APPLICATION FOR TENDER

1	Name of Tendering Company/Firm/Agency	
2	Name of proprietor/Director of Company/Firm/Agency)	
3	Full Address of Regd. Office:	
	Telephone/Mobile No.	
	Fax No.	
	E-mail Address	
4	Full Address of local Branch office	
	Telephone/Mobile No.	
	Fax No.	
	E-mail Address	
5	Banker of Company/Firm/Agency (full Address)	
	a Telephone Number of Banker	
6	GST Registration Number/TIN number, if any (Attach attested copy)	

DECLARATION

- 1 I/We, _____ Son/ Daughter of Mr. _____ signatory of the agency/ firm mentioned above, is competent to sign this declaration and execute this tender document:
- 2 I/We have carefully read and understood all the terms and conditions of the tender and undertake to abide by them:
- 3 My/Our agency has not been blacklisted/ debarred from participating in tender of any Ministry/ Department of Government of India/Maldives and Government of India/Maldives 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 If any information or document submitted is found to be false/ incorrect, High Commission of India, Male' may cancel my/our Tender and take any action as deemed fit including termination of the contract, forfeiture of all dues including performance bank guarantee and blacklisting of my/our firm and all partners of the firm etc.

Signature of authorized person(s)

Date:

Full Name:

Place:

Seal:

Financial Bid Must Only Include following details duly filled-in (All the other documents should be in the technical bid envelope including Annexure I & II)

Financial details including all taxes, transportation of Manpower, insurance, etc. to be furnished by the bidders for supply of skilled, semi-skilled & un-skilled manpower to High Commission of India, Male' Maldives: -

Specifications:

Sl.no.	Description	Quantity (Units)	Wages per day per unit payable to worker (including work insurance etc.) (USD)	Firm /Agency service charges(%)	GST (%) and other taxes etc.	Total Amount Per day per unit (USD)	Total (USD)
1.	Skilled Workers	500					
2.	Highly Skilled Workers	200					
3.	Semi-Skilled Workers	1500					
4.	Unskilled Workers	3500					
Grand Total							

Signature of authorized person(s)

Date:

Full Name:

Place:

Official Seal:

CONDITIONS

- 1 The supply of manpower should be carried out in consultation with the Archaeological Survey of India officers at the Hukuru Miskiy site, Camp: Male, Maldives.
- 2 The supply of manpower should be commenced immediately basing on the direction of the Archaeological Survey of India officers at the Hukuru Miskiy site, Camp: Male, Maldives. and must be completed within stipulated time (**120 days**) from the date of receipt of his commencement order.
- 3 No compromise will be accepted in respect of decrease of labour.
- 4 The number of manpower may be increased or decreased at the option/requirement of the site from time to time.
- 5 All the worker must have a valid work permit and it is solely the responsibility of contractor to renew the work permit before expiry.
- 6 The contractor shall be liable for any issues arising in relation to any payment of taxes.
- 7 Requisite manpower shall be provided within 7 days from the acceptance of the contract or as per instruction of site Engineer.
- 8 All the legal documents, transportation, taxes, accommodation etc. for labours/workers will be managed by the contractor completely.
- 9 All the workers should have medical insurance and insurance for work related injuries.
- 10 **Highly-Skilled, Semi-skilled & Skilled labours should have the requisite knowledge & experience as mentioned in tender document. Contractor will be responsible for any miss-happening.**
- 11 Approving authority reserves the right to reject any or all the work order without assigning any reason.



Head of Chancery
High Commission of India, Male'

Hermon N. Kujur
Head of Chancery
High Commission of India
Male' (Maldives)

Bid-Security Declaration

To,
Head of Chancery,
High Commission of India, Male'
H. Athireege Aage, Ameer Ahmed Magu,
Malé, Maldives

Reference: Tender No. _____ dated _____

I/We hereby accept that I/We may be disqualified from bidding for any contract with High Commission of India (HCI), Male' for a period of **two years** from the date of disqualification as may be notified by HCI, Male' (without prejudice to HCI's rights to claim damages or any other legal recourse) if,

- 1) I am /we are in a breach of any of the obligations under the bid conditions,
- 2) I/We have withdrawn or unilaterally modified/amended/revised, my/our Bid during the bid validity period specified in the form of Bid or extended period, if any.
- 3) On acceptance of our bid by HCI, Male', I/we failed to execute the agreement or failed to sign the contract, or to submit a performance security before deadline specified in the request for bid document.

Signature of authorized person(s)

Date:

Full Name:

Place:

Seal:

(Note: In case of a Joint Venture, the Bid Security Declaration must be in the name of all partners to the Joint Venture that submits the bid).

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

Date:

To,

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender / Work: - _____

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

As per your advertisement, given in the above mentioned website(s).

2. I/ We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein

3. The corrigendum(s) issued from time to time by your department/ organization to have also been taken into consideration, while submitting this acceptance letter.

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

5. I/ We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)