



**Government of Maharashtra**  
**Directorate of Archaeology and Museums**

Fort George, St. George Hospital Complex, Chhatrapati Shivaji Terminus Area, Mumbai - 400 001

Telephone No:022-22623380/22623446

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**Tender Notice**

- a) Directorate of Archaeology & Museum, Maharashtra State, Mumbai (hereinafter referred to as Client) has issued this Notice Inviting Tender (hereinafter referred to as the Tender Document) for Selection of agency for Outsourcing of Manpower Services for Directorate of Archaeology & Museum, Maharashtra State, Mumbai
- b) This tender document has been prepared with intent to invite prospective applicants/bidders and to assist them in making their decision of whether or not to submit a bid. It is hereby clarified that this tender is not an agreement and the purpose of this tender is to provide the bidder(s) with the information to assist them in the formulation of their bids. This tender document does not purport to contain all the information bidders may require. This tender may not be appropriate for all persons or entities and it is not possible for the Client to consider the investment objectives, financial situation and particular needs of each bidder.
- c) Client has taken due care in preparation of information contained herein. However, this Information is not intended to be exhaustive. The interested bidders are required to make their own inquiries so that they do not solely rely on the information contained in this tender document in submitting their bids. This tender document includes statements, which reflect various assumptions and assessments arrived at by the Client in relation to the project. Such assumptions, assessments and statements do not purport to contain all the information that each bidder may require.
- d) This tender is not an agreement by or between the Client and the prospective bidders or any other person and the information contained in this document is provided on the basis that it is non-binding on the Client, any of its authorities or agencies, or any of their respective officers, employees, agents, or advisors. The Client makes no representation or warranty and shall incur no liability under any law as to the accuracy, reliability or completeness of the information contained in the tender document. Each bidder is advised to consider this document as per his understanding and capacity. The bidders are also advised to do appropriate examination, enquiry and scrutiny of all aspects mentioned in this document before bidding. The bidders are also requested to go through this tender document in detail and bring to notice of the Client, any kind of error, misprint, inaccuracies, or omission in the document. The Client reserves the right not to proceed with the project, to alter the timetable reflected in this document, or to change the process or procedure to be applied. It also reserves the right to decline to discuss the project further with any party submitting a bid.

- e) No reimbursement of cost of any type will be paid to persons or entities submitting a bid. The bidder shall bear all costs arising from, associated with or relating to the preparation and submission of its bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Client or any other costs incurred in connection with or relating to its bid.
- f) This issue of tender does not imply that the Client is bound to select and technically qualify bidder to appoint the selected bidder, as the case may be, for the project and it reserves the right to reject all or any of the bids without assigning any reasons whatsoever.
- g) The Client may, in its absolute discretion but without being under any obligation to do so, update or amend the information contained in this tender document before bid submission deadline.
- h) The Client, its employees and advisors make no representation or warranty and shall have no liability (for any cost, damage, loss or expense which may arise from or is incurred or suffered on account of anything contained in this tender document otherwise, including but not limited to the accuracy, adequacy, correctness, completeness or reliability of the tender document and any assessment, assumption, statement or information contained therein or deemed to be part of this document or arising in any way with eligibility of bidder for participation in the bidding process) towards any Applicant or bidder or a third person, under any law, statute, rule, regulation or tort law, principles of restitution or unjust enrichment or otherwise.
- i) The Client also accepts no liability of any nature whether resulting from negligence or otherwise caused arising from reliance of any bidder upon the statement contained in this tender document.
- J) Interested bidders, after careful review of all the clauses of this 'Notice Inviting Bid', are encouraged to send their suggestions in writing to the Client. Such suggestions, after a review, may be incorporated into this tender document as a corrigendum, which shall be uploaded onto the e-tendering website <https://mahatenders.gov.in>
- k) All eligible bidders need to be registered on the following portal to generate login credentials and to download the bid documents for online bid preparation/decryption etc. <https://mahatenders.gov.in>

### **Invitation of Bid**

The Client invites online bids through e-Tender portal (<https://mahatenders.gov.in>) from eligible bidder for Outsourcing of Manpower Services for Directorate of Archaeology & Museums, Maharashtra State, Mumbai. The bidders are advised to study this tender document and visit site before submitting their bids in response to this Notice Inviting Tender. The submission of a bid in response to this tender shall be deemed to have been done after careful study and examination of this document and the actual site survey with full understanding of its terms, conditions and implications.

- a. The complete tender document has been published on <https://mahatenders.gov.in> The downloaded bid document shall be considered valid for participation in the electronic bidding process subject to the submission of required tender/bidding document fee and EMD.
- b. The bidders who wish to participate in this bidding process must register on- <https://mahatenders.gov.in>
- c. A Two (2) envelope selection procedure shall be adopted.

- d. The bidder's (authorized signatory) shall submit their offer online in electronic formats for Technical and Financial bids. The tender document fees and Earnest Money Deposit (EMD) should be submitted online as per the details provided in the bid document.
- e. The Client will not be responsible for any delay or error in online submission due to any reason. For this, bidders are requested to upload the complete required bid documents well in advance so as to avoid issues like slow speed, or any other unforeseen problems. For queries related to bid submission, the bidders may contact the helpdesk given on <https://mahatenders.gov.in>
- f. The bidders are also advised to refer "Bidders Manual Kit available on <https://mahatenders.gov.in> for further details regarding the e-tendering process.

### Key Events and Dates

Sr No	Information	Details
1	Date & Time for Commencement of Downloading Tender Document	Date: 19/05/2025
2	Tender Reference Number	01
3	Last date & Time for sending requests for clarifications	Date: 27/05/2025 Time: 14:00 Hrs
4	Pre-bid meeting date and Place	Date: 28/05/2025 Time:14:00 Hrs Place: Directorate of Archaeology & Museums
5	Last Date (deadline) & Time for submission of bids	Date:02/06/2025 Time:14:00 Hrs
6	Date and Time for Opening of Technical Bids	Date:03/06/2025 Time: 14:00 Hrs
7	Date and Time for Opening of Financial Bids	Will be published on <a href="https://mahatenders.gov.in">https://mahatenders.gov.in</a>

**Note:** Bidders are requested to frequently visit <https://mahatenders.gov.in> to see any change in scheduled dates and for any other changes made in the bidding document through corrigendum, MOM of pre-bid meeting etc. If there is any difference between date mentioned in tender document and date mentioned on <https://mahatenders.gov.in> in such case date mentioned on <https://mahatenders.gov.in>

### Other Important Information related to Bid

<b>Sr No</b>	<b>Information</b>	<b>Details</b>
<b>1</b>	Tender Fee	Rs.5000/- (Rupees Five thousand only) to be paid online on the e-tendering portal at the time of submission of the tender. Exemption applicable as per GoM regulations
<b>2</b>	Earnest Money Deposit (EMD) (to be paid online)	Rs.3,00,000/- (Rupees Three lakhs only) to be paid online on the e-tendering portal at the time of submission of the tender. Exemption applicable as per GoM regulations.
<b>3</b>	Bid Validity Period	180 days from the date of opening of the technical bid
<b>4</b>	Last date for furnishing Performance Security in the form of Bank Guarantee or Demand Draft by the successful bidder	Within 10 days from the date of award of contract notification. The Performance Security shall be valid for 30 days after the completion of contract period.
<b>5</b>	Last date for signing the contract	As intimated in notification of award of contract by the Tender Inviting Authority
<b>6</b>	Tender Price	Approximate 3,15,26,270/- (Rupees Three Crore Fifteen Lakh Twenty Six thousand Two hundred Seventy) Per annum (Including all Taxes)

Sd/-  
Director,  
Directorate of Archaeology &  
Museums  
Maharashtra State, Mumbai