



Ministry of Culture
Government of India

THE ASIATIC SOCIETY

Founded in 1784

(An Institution of National Importance declared by an Act of Parliament)

&

(An Autonomous Organization under Ministry of Culture, Government of India)

1, Park Street, Kolkata – 700 016, Phone: 2229-0779 & 2249-7251

Website: www.asiaticsocietykolkata.org E-mail: [asiaticsociety-](mailto:asiaticsociety-ask@asiaticsocietykolkata.nic.in)

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Ref. No.: TASK/25-26/NIT/002

Date: 03.03.2026

NOTICE

Sub: Empanelment of Contractors for miscellaneous civil construction and/or repair and maintenance work in the Asiatic Society, Kolkata

The Asiatic Society, Kolkata is the oldest institution of learning in India. The Society was founded in 1784. It is an Institution of National Importance declared by an Act of Parliament in 1984 and also an Autonomous Organization functioning under the purview of Ministry of Culture, Government of India.

The Society intends to prepare a panel of reputed contractors, valid for three years (2026-27, 2027-28 & 2028-29) for carrying out miscellaneous civil construction and/or repair and maintenance work such as plumbing, carpentry, white washing and painting or any other repair and maintenance work, where the estimated value of each work is less than Rupees five lakh.

Interested and eligible contractors can download the application form for empanelment, along with the other relevant details, including terms and conditions of empanelment, from the website of The Asiatic Society, Kolkata. <https://www.asiaticsocietykolkata.org> and the e-Publishing portal of the Government of India <https://eprocure.gov.in/epublish/app>

The contractors applying for empanelment shall have to pay Rs 10,000/- [Rupees ten thousands] only as Registration Deposit [Non Refundable] in the form of Demand Draft in favour of The Asiatic Society, payable at Kolkata. MSME enlisted contractors [SSI/NSIC registered] are exempted from Payment of Registration Deposit on submission of valid supporting document along with the application

Interested contractors shall have to fill the application form in prescribed format and submit the duly filled application form complete in all respects along with required documents and Registration Deposit in a sealed envelope (super-scribing with "Application for empanelment of Contractors: Civil construction and/or repairing work" at the top of the envelop) to The Administrators, The Asiatic Society, 1 Park Street, Kolkata_700016 either by Speed post or by Courier only. The last date for submission of application is 25.03.2026 Application received after due date and time and which are incomplete in any respect, are liable to be rejected without any notice.

The society also reserves the right to reject any or all of the applications without assigning any reason thereof

S. Bagechi 03/03/2026
Administrative Officer
The Asiatic Society, Kolkata



Empanelment of Contractors for miscellaneous civil construction and/or repair and Maintenance work in The Asiatic Society, Kolkata

General Terms and Conditions of Empanelment

1. Scope of Work:

Miscellaneous civil construction and/or repair and maintenance work (such as civil works, reinforcement work, plumbing, carpentry, whitewashing and painting or any other repair and maintenance work) in different premises of the Asiatic Society, where the estimated value of each work is less than Rupees five lakh.

2. Validity:

The empanelment will remain in force for three years (2026-27, 2027-28 & 2028-29) subject to annual review year. If the works executed by the Contractors are found to be unsatisfactory or at any time it is found that the information provided for empanelment is false, the Society reserves the right to remove such contractor from the list of empanelled contractors.

3. Eligibility Criteria for empanelment:

- The contractor should have experience of carrying out civil construction and/ or repair and maintenance work in the Government Departments/ Statutory Bodies/ Central Autonomous Bodies/ PSUs during last three years ending 2022-23, 2023-24, 2024-25.
- The contractor should have executed two similar works of not less than Rs. 3.00 lakh or one similar work of not less than Rs 5.00 lakh in Government Departments/ Statutory bodies/Central Autonomous Bodies/PSUs during last three years ending 2022-23, 2023-24, 2024-25.
- The average annual turnover of the contractor during last **three** financial years ending 2022-23, 2023-24, and 2024-25 should not be less than **Rs 05.00 lakh only** from similar works. The contractor should also have earned some profit during the preceding three financial years
- The contractor should be registered with Income Tax and goods and Service tax authorities.
- The contractor should have an office in Kolkata / Kolkata UA.
- The contractor must have sufficient number of experienced personnel, technical know- how, equipments, instruments and other resources to complete the awarded work well in time and as per the specifications given by the Society.
- The contractor shall in no case sublet the work / contract or transfer the work / contract to any other agency or person in any manner or appoint sub contractor or care taker to render the services under the Contract. The contractor shall submit a declaration in this regard.
- The contractor shall submit a declaration stating that it is not / has not been black listed by Central/State Government/ any PSUs at any point of time.

Non-compliance with any of the conditions mentioned in 3 above by the contractor will amount to non-eligibility for the empanelment.



4. Submission of application

- a) The application shall be submitted strictly in the prescribed format along with self attested supporting documents. The original documents are to be produced by the applicant on demand for verification.
- b) Satisfactory completion certificates for works done for different organizations should preferably be furnished along with the application.
- c) The application shall be clearly and legibly filled in and each page must be signed by the authorized signatory of the contractor and seal affixed.
- d) Overwriting should be avoided. Corrections, if any, should be made by neatly crossing out, initialing with date and rewriting and appending signature thereof.
- e) Application containing false and / or incomplete information will be summarily rejected.
- f) Late/delayed application will not be considered under any circumstances and the Society will not be responsible for any delay by Dept of Posts or Courier agency.

5. Other terms and conditions:

- a) The decision of the Society in selection of contractors for empanelment will be final and binding and no further correspondence will be entertained. Contractors empanelled will be informed by post and/ or e-mail.
- b) The empanelment of a contractor at the Society shall only entitle him to be considered for issue of tender document. It shall not confer any right on him either to be necessarily issued the tender documents or for award of work.
- c) Generally, the civil construction and/or repair and maintenance work at the Society having estimated value of Rs 5.00 lakh each will be awarded by calling competitive quotations / tenders from the empanelled contractors.
- d) Normally the work will be awarded to the contractor who will quote the overall lowest amount. In case, L-1 is more than one, the decision of the Society will be final. Further, the Society is not bound to accept the lowest bid,
- e) The work shall be carried out as per the specification provided by the Society. Where specifications are silent, the decision of the Competent Authority of the Society
- f) The contractor, will carry necessary tools, materials etc at his own cost. The contractor will borne the expenses towards transport, erection and maintenance of plat, all running expenses including fuel or power and ultimate removal of the plant and equipment and storage of materials and removal of rubbish and all other charges.
- g) The contractor shall be fully responsible for the safe custody of the material brought at site by him for doing the work and the Society will not be responsible whatever the reasons may be thereof
- h) The contractor will provide to the Asiatic Society, Kolkata a list of all personnel so engaged for the purpose with permanent and present address along with their latest photographs.
- i) The contract or shall be responsible for compliance of all statutory provisions relating to Minimum wages, Provident Fund, Workmen's Compensation, and Employees State Insurance etc. If applicable in respect of the persons engaged by it in the Asiatic Society, Kolkata for the purpose.
- j) The contractor shall be responsible for all acts of commission and omission on the part of the personnel engaged for the purpose. The Asiatic Society, Kolkata shall not be responsible in any manner, whatsoever, in matters of injury/death/health etc of the contractor's employees performing duties under the contract.



- k) The contractor shall be responsible for any damages done to the property of the Society by the personnel so engaged. The Asiatic Society, Kolkata will be free to recover it from any amount payable to the contractor.
- l) The Society may remove the name of any contractor from the list of empanelled contractors, if the contractor
- has failed to execute a contract or has executed it unsatisfactorily or
 - is proved to be responsible for defects / lapses in work; or
 - persistently violates any important conditions of the contract; or
 - does not start the work after the same is awarded to it or
 - submits bills for the incomplete works / for the works not carried out by them
or
 - Other similar reasons.
- m) All matters connected with this shall be governed by the Indian Law both substantive & procedural for the time being in force and all disputes are subject to the jurisdiction of Courts in Kolkata.

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**APPLICATION FOR EMPANELMENT AS CIVIL CONTRACTOR
IN THE ASIATIC SOCIETY KOLKATA**

1. **Name of the Contractor** :
2. **Legal Status of the Contractor** :
(e.g., Company, Partnership Firm, Sole proprietorship etc)
[Enclose copy of Documentary evidence]
3. **Name designation of the Authorized Person** :
4. **Address for Communication with Tel No & e-mail** :
5. **Permanent Account Number [PAN]** :
(Enclose copy of PAN Card]
6. **GST Number** :
[Enclose copy of GST Certificate]
7. **Financial Turnover & profit of the Contractor during last Three(03) Financial Years**
[Enclose Audited Balance Sheet and Profit & Loss Account for the three years/Income Tax Return /Certificate to this effect from a Chartered Accountant]

Financial Year	Turnover [Rs in lakhs]	Profit [Rs in Lakhs]
2022-2023		
2023-2024		
2024-2025		

8. **List of Government Departments /Statutory Bodies/Central Autonomous Bodies/PSUs where the contractor has executed the civil construction/repair and maintenance work during last three years.**
[Enclose copies of Work Order and Work Completion Certificate].

To be filled in Annexure 1

9. **Does the contractor have an office in Kolkata/Kolkata UA** : Yes/No
[Enclose copy of Documentary evidence]

10. **Details of Registration Deposit** :

DD No	Date	Name of Bank & branch	Amount(Rs)
			Rs10,000/-



[In case of MSME enlisted bidders, enclose copy of documentary evidence]

11. Declaration :

I,..... Son / Daughter /Wife of Shri
..... Proprietor/Partner/Director, authorized signatory of the contractor
mentioned above, is competent to sign this declaration and execute this application;
I have carefully read and understood all the terms and conditions mentioned in the application form and undertake to
abide by them;

The information / documents furnished along with the above application are true and authentic to the best of my
knowledge and belief. I am well aware of the fact that furnishing of any false information/ fabricated document
would lead to rejection of my application at any stage besides liabilities towards prosecution under appropriate
law.

Date:

Signature of the authorized person with seal

Place:

*****The authorized person is required to put his/her signature on each page of the application.*****



(To be given on Contractor's Letter Head)

Date:

The Administrator,
The Asiatic Society, Kolkata
1, Park Street Kolkata-700016

Sir,

Sub: Empanelment of Contractors for miscellaneous civil construction and/or repair and maintenance work in the Asiatic Society, Kolkata

Ref No: _____

I.....Son / Daughter / Wife of Shri
..... Proprietor/Partner/Director, authorized signatory of the
_____ (name of the contractor), is competent to sign this declaration;

2. I have carefully read and understood all the terms and conditions mentioned in the application form and undertake to able by them;
3. I agree that the decision of the Asiatic Society in selection of civil contractors for the empanelment will be final and binding on me;
4. I agree that this empanelment shall not bind the Asiatic Society to give any priority or preference in the issue of any tenders / enquiries and placements of work orders and this empanelment shall be used for Limited Tender Enquiry only;
5. I agree to furnish Security Deposit separately as may be required by the condition of tenders to be issued by the Asiatic Society from time to time.
6. I declare that neither the agency nor I shall sublet the work/contract or transfer the work/contract to any other agency or person in any manner or appoint sub-contractor or care taker to render the services under the Contract;
7. I declare that neither the agency nor myself is / has been black listed by Central/State Government/ any PSUs at any point of time;
8. The information/ documents furnished along with the application are true and authentic to the best of my knowledge and belief. I have no objection to the Asiatic society, Kolkata verifying any or all the information furnished in this application with the concerned authorities, if necessary. I /we, am/are aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my application at any stage besides liabilities towards prosecution under appropriate law.

Yours faithfully
(Signature of the authorized person with seal)

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CHECK LIST FOR SUBMISSION OF APPLICATION

A. Registration Deposit

- Demand Draft of Rs 10,000/- [Rupees ten thousand] only drawn in favour of The Asiatic Society, payable at Kolkata.
- MSME enlisted bidders [SSI/NSIC registered] is not required to submit Demand Draft of Rs 10,000/-. They should submit self attested copies of documentary evidence.

B. Application in prescribed format, duly filled along with the following :

- Self attested copy of Certificate of Registration/Partnership Deed etc.
- Self attested copy of address proof
- Self attested copy of PAN Card
- Self attested copy of GST Certificate.
- Audited Balance Sheet and Profit & Loss Account for last three years/Income Tax Return/ Certificate of Turnover and Profit issued by a Chartered Accountant.
- Self attested copies of **Work Order and Work Completion Certificate** relating to the *civil* work executed during last seven years.
- A declaration on the letterhead of the contractor.

