

# **E-NOTICE INVITING TENDER**

**NAME OF WORK: Development of Garden at Lal Bunglow , Mandu, Dist.Dhar (M.P.) for the year 2017-18.**

**Reference No. 4/19/2017-18-HD-I-**



**GOVERNMENT OF INDIA**

**MINISTRY OF CULTURE**

**OFFICE OF THE DY. SUPTDG. HORTICULTURIST**

**ARCHAEOLOGICAL SURVEY OF INDIA**

**HORTICULTURE DIVISION NO.I**

**EASTERN GATE, TAJ MAHAL**

**AGRA-282001**

Dated: ..... ..

**E-NOTICE INVITING TENDER**

1. Online item rate tenders on behalf of the President of India are invited in two bids system for the following work at site from registered and eligible contractors of CPWD/PWD/MES/ Railways/ P & T & MSMED Department/ A.S.I. and other Govt./State Govt. Dept. having experience of Similar nature of works during last seven years for one work at least 80% of estimated tender amount, or two works each have value of 60% of estimated tender amount, or three works each have 40% of estimated tender amount from any Central / State/Semi Govt. Department for development /maintenance work with valid registration of GST, PAN, ESIW Corp. , E.P.F., income tax return for the last three years and specific to the nature of works as mentioned below :-

S.No.	Name of Work	Estimated Amount	E.M.D.	Last date & time for submission of Original EMD & other document in hard copy	Last date & Time for submission of Technical & Financial Bid.	Date & Time for Opening of Technical & Financial Bid
1	Development of Garden at Lal Bunglow , Mandu, Dist.Dhar (M.P.) for the year 2017-18.	728227	14565	26/03/2018 At 15 hrs.	26/03/2018 At 15 hrs.	27/03/2018 At 15.30 hrs.

2. Complete Tender Documents can be accessed from CPP Portal [www.asi.nic.in/](http://www.asi.nic.in/) [www.asihorticulture.com/](http://www.asihorticulture.com/) [www.eprocure.gov.in](http://www.eprocure.gov.in) .
3. No tender shall be entertained after this deadline under any circumstances whatsoever. The Technical/ Financial Bid of Tenders will be opened at **15.30 P.M. on 27.03.2018**
4. The Approving Authority 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 D.G., A.S.I. in this regard shall be final and binding on all.

**Dy. Superintending Horticulturist(I/c)**  
**Horticulture Division No.-I**  
**Taj Mahal, Agra**

## SECTION-1

### TABLE -A: TIME AND WORK FRAME

**Manual bids shall not be accepted**

#### CRITICAL DATE SHEET

1.	Name of work	<b>Development of Garden at Lal Bunglow, Mandu, Dist.Dhar (M.P.) for the year 2017-18.</b>
2.	Estimated Cost	Rs.728227/-
3.	Performance Guarantee	Rs.72823/-
4.	EMD	Rs.14565/-
5.	Time of Completion	<b>180 Days</b>
6.	Date of Issue of Tender	<b>06/03/2018</b>
7.	Bid Document Download	<b>06/03/2018</b>
8.	Date of Pre Bid Conference- For clarifying issues and doubts, if any, about specification of material and services projected in Bid document.	--
9.	Start date for submission of filled in tender document.	<b>06/03/2018</b>
10.	Last date & time for submission of Original EMD & other documents	<b>26/03 /2018 at 15.00 Hrs</b>
11.	Bid Submission End Date	<b>26/03 /2018 at 15.00 Hrs</b>
12.	Date of opening of Technical & Financial Bid	<b>27/03 /2018 at 15.30 Hrs</b>
13.	Date of meeting with Bidders post Technical Bid opening for presentation and Document Verification	--
14.	Validity of Bid	<b>90 Days</b> from the date of opening

## Conditions

1. The Archaeological Survey of India invites Online Bids in the prescribed form under the Two Bid System Technical Bid and Financial Bid for execution the work of **Development of Garden at Lal Bunglow , Mandu, Dist.Dhar (M.P.) for the year 2017-18.**
2. The system of e-tendering shall be adopted, comprising of Technical Bid and the Financial Bid.

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

Technical Bid should inter alia, contain all technical details of services and solutions to be provided along with such documentary proofs. Financial Bid should, inter alia, indicate percentage-wise rate 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 Tender (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 given in **CRITICAL DATE SHEET**.

Bids shall be submitted online only at CPPP 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:**

The Hard Copy of original instruments in respect of cost of earnest money and cost of tender must be delivered To **'Deputy Superintending Horticulturist, Archaeological Survey of India, Horticulture Division No.-I, Taj Mahal, Agra'** on or Bid opening date/time as mentioned in critical date sheet. Tenderer shall likely to be liable for legal action for non-submission of original payment instrument like DD against the submitted Bid.

The interested Companies/Firms/Agencies may deposit /submit the **Earnest Money Deposit (EMD) for Rs.14565/- (Rupees Fourteen thousand five hundred & sixty five only)** in the form of Demand Draft drawn in the favour of **'Deputy Superintending Horticulturist, Archaeological Survey of India, Horticulture Division No.-I, Taj mahal, Agra'** in the Deposit box before 15:00 PM or handed over to Dealing Assistant in the office on the last date of submission in the sealed envelope mentioning the Name of the Work.

**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 (NISC).**

Tender inviting authority is the **'Deputy Superintending Horticulturist (I/c), Archaeological Survey of India, Horticulture Division No.I, Taj Mahal, Agra' -282001** on behalf of the president of India.

5. Conditional bids shall not be considered and will be out rightly rejected in the very first instance.
6. All entries in the tender form should be eligible 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 initialed by the person authorized to sign the tender bids.

7. The successful tenderer will have to deposit performance security **Deposit of 10%** of order value in the form of Fixed Deposit Receipt (FDR) made in the name of the company/Firm/Agency by hypothecated to the **‘Deputy Superintending Horticulturist (I/c), Archaeological Survey of India, Horticulture Division No.I, Taj Mahal, Agra’ -282001** covering the initial period or Demand Draft in favour of **‘Deputy Superintending Horticulturist (I/c), Archaeological Survey of India, Horticulture Division No.I, Taj Mahal, Agra’ -282001**. The FDR will have to be accordingly renewed by the successful tenderer.
8. In case of any of the above provisions are violated, the agency shall be liable to be blacklisted from the Government of India.
9. **Description of items in the Tender:**

Item No.	Sub-Heads and Item No. of Work	Qty.	Rate	Per	Amount
1	Surface dressing of the ground including removing vegetation and in – equalities not exceeding 15 cm deep and disposal of rubbish , lead up to 50 m and lift up to 1.5 m. All kinds of soil	5292.00		Sqm.	
2	Digging of holes in ordinary soil and refilling the same with the excavated earth mixed with manure in the ratio of 2:1 by manure ( 2 Parts of stacked volume of earth after reduction by 20 % , : 01 part of stacked volume of earth after reduction by 8 % ) flooding with water , dressing including removal of rubbish and surplus earth if any with all leads and lifts (Cost of manure ,Sludge or extra good earth if needed to be paid for separately )	1478.00		No.	
3	Supplying and stacking of good earth at site including royalty and carriage all lead and lift ,octroi etc. ( good earth measured in stacks will be reduced by 20% for payment )	157.65		Cum.	
4	Supplying and stacking of decayed dung manure at site including royalty and carriage all lead and lift ,ocrtroi etc.( manure measured in stacks will be reduced by 8% for payment )	78.82		Cum.	
5	Removal of excavated stones, malba by mechanical transport including loading ,unloading & cartage etc. from the excavation site to dumping ground beyond nagar panchayat limit 5 km away from site	1030.28		Cum.	
6	Supplying of PVC pipe as per direction of site in charges :- 63 mm PVC Pipe Finolex /Jain/Tripati make ISI mark length per pipe 6 mtr.	30		pipe	
7	Excavating trenches of required width for pipes , cables ,etc including excavation for sockets , and dressing , ramming of bottoms , depth up to 1.5 m , including getting out the excavated soil , and then returning the soil as required , in layers not exceeding 20 cm in depth , including consolidating each deposited layer by ramming , watering , etc and disposing of surplus excavated soil as directed , with in a lead of 50 m : All kinds of soil Pipes, cables etc , not exceeding 80 mm dia.	366.00		Rmt.	
8	Supply of Shrub Plants of newly developed garden i.e. Poinsettia Poly bag size 5”X7” Height – 2’	80		No.	
9	Nerium oleander Poly bag size 5”X7” Height – 2’	100		No.	
10	Ixora spp. Poly bag size 5”X7” Height – 2’	80		No.	
11	Traverna montanacoronaria Dwarf Pb size 4”X6” Height – 1’	100		No.	
12	Jatropha Poly bag size 5”X7” Height – 2’	50		No.	
13	Murraya exotica Poly bag size 5”X7” Height – 2’	100		No.	
14	Acalypha macrophylla all color Poly bag size 5”X7” Height – 2’	100		No.	
15	Hamelia patens Poly bag size 5”X7” Height – 2’	80		No.	
16	Hibiscus rosa –sinensis (Single & Double) Poly bag size 5”X7” Height – 2’	100		No.	
17	Hibiscus Verigated Poly bag size 5”X7” Height – 2’	50		No.	
18	Tecoma Stains/ Gaudicaudi Poly bag size 5”X7” Height – 2’	100		No.	
19	Kinno Poly bag size 5”X7” Height – 2’	20		No.	

20	Lagerstroumia indica Poly bag size 5''X7'' Height – 2'	100		No.	
21	Thuja orientalis Poly bag size 5''X7'' Height – 2'	10		No.	
22	Motia (Bela) Poly bag size 5''X7'' Height – 2'	50		No.	
23	Kund Poly bag size 5''X7'' Height – 2'	100		No.	
24	Nyctanthus arbortris – tris Poly bag size 5''X7'' Height – 2'	50		No.	
25	Bauhinia purpurea (Kachnar) plant of height 150 -165 cm in bag of size 25 cm	50		No.	
26	Callistemon lanceolatus plant of height 150 -165 cm in bag of size 25 cm	10		No.	
27	Tabernaemontana divaricata (chandni double) Poly bage 5" x 7" Height 2-3'	148		No.	
	<b>TOTAL</b>				
	<b>G.Total =</b>				

Signature of Contractor with seal

Dy. Suptdg. Horticulturist (I/c)

10. Address for communication, are as given below: -

**Contact Details:**

<b>Contact Person</b>	<b>Sh. S.C.Meena, Dy. Sutpdg. Horticulturist(I/c)</b>
<b>Address for communication</b>	O/o Dy. Suptdg. Horticulturist, Archaeological Survey of India, Horticulture Division No. I, Eastern Gate, Taj Mahal, Agra-281001 e-mail:- <a href="mailto:horagr.asi@gmail.com">horagr.asi@gmail.com</a> e-mail:- <a href="mailto:horagr.asi@gov.in">horagr.asi@gov.in</a> <a href="http://www.asihorticulture.com">www.asihorticulture.com</a> Ph. 0562-2330257, 2230586. Fax:- 0562-2230495

**TECHNICAL ELIGIBILITY REQUIREMENT AND BID SHEET FOR THE TENDERING COMPANY/FIRM/AGENCY.**

The tendering firms/contractors should fulfill the following ELIGIBILITY requirement and furnish self-attested copies of documents with technical bid.

**Name of tendering Company/Firm/Agency:**

<b>Sl. No</b>	<b>REQUIREMENT</b>	<b>COPY OF RELEVANT DOCUMENT</b>	<b>ENCLOSED YES/NO</b>	<b>PAGE NO. OF BID DOCUMENT</b>
1	The Registered Office or one of the Branch Offices of the. Company/Firm/Agency should be mentioned.	Proof of Address		
2	The eligible contractor, who have <u>TAN and PAN No.</u> and are registered with CPWD/MES/Railway/ASI P&T, MESMED Department/ Local PWD or irrigation department having experience in the execution of work of similar nature.	Copies of Registration Certificates		
3	Registration certificate of GST.	Copies of Registration		
4	Copy of PAN card	Copy of PAN		
5	Income Tax Returns for last three years.	Copies of ITR		
6	The tenderer should have experience of successful completion of Similar nature of works during last seven years for one work at least 80% of estimated tender amount, or two works each have value of 60% of estimated tender amount, or three works each have 40% of estimated tender amount from any Central / State/Semi Govt. Department.	Completion certificate alongwith schedule of work		
7	Verified tender documents as declaration on letter head, other terms & conditions, tender acceptance letter with EMD etc.	Scan Copies		



# DECLARATION

*(on Letter Head)*

1. I.....Son/Daughter of Shri..... authorize signatory/proprietor/director 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 (3) Years as on date of opening of this Tender.
4. The information/ documents furnished along with the above application are true and authentic to the best of my knowledge and belief.
5. I/ we am/ are well aware of the fact that furnishing of any false information/ Fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law:

Signature of authorized person(s)

Date:

Full Name:

Place:

Seal:

## **EVALUATION CRITERIA:**

1. The bidder who fulfills Technical Eligibility Requirement mentioned under Technical Eligibility Requirement shall be declared technically qualified and financial bid will be opened only in respect only of technically qualified bidder shall be opened.
2. The bidder who quotes lowest rates for the work in financial bid will be declared L1.
3. In case of tie in lowest rate, the Company/Firm/Agency who has completed more work orders in last 3 years shall be declared L1. Copies of Order and completion certificate from employer shall be provided along with Technical Bid.
4. The work shall be awarded to L1 bidder.

## **FORCE MAJEURE**

Force majeure clause will mean and be limited to the following in the execution of the contract/purchase order placed by Horticulture Division No.-I, Agra.

"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 D.G. A.S.I. as to whether the deliveries have been so resumed or not, shall be final and conclusive, provided further that if the performance in whole or part or any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 30 days, either party may at its option terminate the contract".

## **ARBITRATION**

Horticulture Division No.-I, Agra 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 D.G. A.S.I, 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 Agra, India.

## **APPLICABLE LAW**

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

Contractor's Signature & Seal

## OTHER TERMS & CONDITIONS

**Note: The eligible approved / registered contractors with CPWD/PWD/IRRIGATION/MES/ Govt. Deptt./ Archaeological Survey of India who have valid GST, PAN, Last three years Income Tax Return and Experience Certificate in Central & State Government.**

1. Earnest Money should be deposited in this office in the form of DD (nationalized Bank) (issued after publishing of NIT) pleaded in favour of Dy. Suptdg. Horticulturist, A.S.I., Agra along with the other documents upto **26.03.2018 at 15.00 PM**. Date and time of opening of tender **27.03.2018 at 15.30PM**. The bid without EMD will be rejected summarily.
2. The contractor / supplier will be permitted to attend at the time of tender opening.
3. The tender documents are available on website [www.asi.nic.in/](http://www.asi.nic.in/) [www.asihorticulture.com /](http://www.asihorticulture.com/) [www.eprocure.gov.in](http://www.eprocure.gov.in) Which may be [eprocure.gov.in](http://www.eprocure.gov.in) down loaded and submitted online on [https:// eprocure.gov.in/eprocure/app](https://eprocure.gov.in/eprocure/app) **26.03.2018 at 15.00 PM**.
4. If the date of opening of the tender happens to be a holiday the tenders will be opened on the next working day.
5. Contractor should have visit the working site prior to rate tender
6. T&P articles will be managed by contractor.
7. Before execution of work contractor must sign the agreement in this office.
8. The material pertaining to this work should be checked by the competent officer/ authority or his representative.
9. The work shall be carried out by the contractor/ firm strictly and in accordance with CPWD /A.S.I specifications as amended from time to time.
10. The rates given for the works should be inclusive of all taxes & other charges, leads and lifts etc. Nothing extra shall be paid over the rates quoted by the contractor/ firm.
11. In case the material is not as per specifications, the same shall be replaced by the contractor/ firm. The Department shall not be responsible for any theft or loss. If required, Department/ Govt. can remove the material at the risk and cost of the contractor / firm.
12. No payment shall be made to the contractor / firm if the materials are damaged due to natural calamities before measurement.
13. Good earth should be agricultural soil and should be sandy loam in texture. The soil sample will be collected for testing after every 300 cum. The samples of good earth required for testing, shall be supplied free of cost by the contractor / firm. Conveyance, packing etc. of sample shall be borne by the contractor / firm. The soil sample shall be tested only in the Govt. soil – testing laboratory. The cost of soil testing free will also be borne by contractor / firm.
14. The material supplied at the site of work should be stacked properly and the Department shall not be responsible for any loss before measurement.
15. The competent authority reserves the right to accept or reject any or all the tenders without assigning any reason.
16. Water charges @ 1% will be recovered from the contractor's bill.
17. The tender must accompany the Earnest money of **Rs. 14565/-** in the form of **bank draft** of nationalized bank in favour of Dy. Suptdg. Horticulturist, A.S.I., H.D-1, Agra. Cheque /NSC will not be accepted. Earnest money will be refundable after successful completion of work.
18. It shall be the responsibility of the contractor / firm to ensure that no damage is caused to Govt. property at the site by his/ their vehicle or labour party. Cost of such damages, if any, will be assessed at the discretion of the Dy. Suptdg. Horticulturist(I/c) and the same will have to be made good by the contractor / firm.
19. The tender submitted on behalf of a firm shall be signed by all the partners of the firm or by a partner who is duly authorized on behalf of the firm to enter into contract. Otherwise the tender is liable to be rejected.
20. The contractors / firm shall not sublet any portion of contract. Failing which the undersigned shall serve a notice, rescinding the contract, where upon the Earnest Money and Security Money shall be forfeited.
21. Time shall be considered as the essence of the Contract. The entire work must be completed within **Six month** from the date of award letter. Failing which the remaining work can be reallocated to another contractor / firm at the risk and cost of the contractor / firm with due notice to the contractor / firm.
22. The agreement can be closed at any time due to technical reasons or financial complications. In these circumstances no claim shall be made. Dept./ Govt. shall not pay any compensation on this account.
23. The running payment will be made as per rules of A.S.I.
24. The Competent Authority reserves the right to increase or decrease 30% of the quantity of material/work at any time during the execution of work and before completion of work according to the requirement of the site and no claim whatsoever on this account shall be entertained.
25. All gold, silver, oil and other materials or any antiques and other similar things, which may be found, in or upon the site shall be the property of the Archaeological Survey of India. Contractor / firm shall deliver the same to such persons as the Department may from time to time appoint to receive the same.
26. Error / omission if any shall be rectifiable with no claim.
27. No claim whatsoever on account of fluctuations in prices will be entertained.
28. The contractor / firm shall not be entitled to any compensation whatsoever on account of any delay or default in the supply of materials mentioned in the schedule.
29. The contractor shall arrange to his own expenses for clear drinking water, housing, medical facilities necessary for the welfare of the labours employed at his work.
30. Any material left on the site of work after one month from the date of completion of the work shall become the property of the Govt. and no payment shall be made for it.
31. The Department reserve the option to take away any item of the work or part thereof any time during the currency of the contract and reallocate it to another agency with due notice to the contractor / firm without liability or compensation.
32. The Earnest Money and Security Money 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.
33. Stacked volume measured will be reduced by 8% as voids for payment of dung-manure and 20 % towards supply of good earth.
34. The Good Earth / Cow Dung Manure shall be stacked at site in stacks not less than 50 cm high and volume not less than 3.0 Cum.
35. Labour not to be engaged below 18 year and above 60 years. No child labour should be engaged for work.
36. No heavy machines like J.C.B. etc. will be used for excavation.
37. The trenched field should be well levelled as per direction of site incharge level before grassing of the trenched ground.
38. Over all rates shall be considered for approval of tender.

Signature of Contractor

Dy. Suptdg. Horticulturist (I/c)

## **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 enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “Online bidder Enrollment” 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 III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. SifyNCode/ EMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a Bidder. Please note that the Bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured login by entering their user ID/ password and the password of the DSC / e-Token.

### **SEARCHING FOR TENDER DOCUMENTS**

#### Declaration

- 1) There are various 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 / email in case there is any corrigendum issued to the tender document.
- 3) The Bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification or 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, Annual reports, Auditor Certificates etc.) has been provided to the Bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a Bid, and need not be uploaded again and again. This will lead to a reduction in the time required for Bid submission process.

## **SUBMISSION OF BIDS**

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the Bid in time i.e. on or before the Bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The Bidder has to digitally sign and upload the required bid documents on by one as indicated in the tender document.
- 3) Bidder has to select the payment option as ‘offline’ to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) **Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of Bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the date entered during Bid submission time. Otherwise the uploaded bid will be rejected.**
- 5) Bidders are requested to not 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) cell 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 keys. Overall, the submitted documents are 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 document becomes 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 24 x 7 CPP Portal Helpdesk Mobile Number - +91 8826246593, Tel: The 24 x 7 Help Desk Number 0120-4200462, 0120- 4001002.

## TENDER ACCEPTANCE LETTER

(To be given on Company Letter Head)

Date: .....

To

The Deputy Superintending Horticulturist (I/c)  
Archaeological Survey of India,  
Horticulture Division No.-I,  
Eastern Gate, Taj Mahal,  
Agra-282001

**Sub. Acceptance of Terms & Conditions of Tender.**

Tender Reference No. ....

Name of Tender / Work: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Dear Sir,

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/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).
3. 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.
4. The corrigendum(s) issued from time to time by your department / organization too has also been taken into consideration, while submitting this acceptance letter.
5. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
6. I / We do hereby declare that our Firm has not been blacklisted / debarred by any Govt. Department / Public sector undertaking.
7. 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.
8. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief.
9. 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:

Yours Faithfully,

(Signature of the Bidder, with Official Seal)