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3-	rdukrh fufonk [kyus dh frfk	%	18-09-2017] le; ikr% 10%80 cts
4-	dk Z dk LFy	%	dshz l jf{kr Lekjd jstHMLH y[kuA ds eq; }kj ij olgu ikdZ LFyA
5-	olgu ikdZ Bsls dh vof/k	%	fnulal 01-10-2017 ls 30-09-2018 rd
6-	olgu ikdZ le; kof/k	%	lwlz; ls lwlzr rd
7	olgu ikdZ dk 'Wd	%	1- cl % #-100@& i fr plj ?Wk 2- feuh cl % #- 80@& i fr plj ?Wk 3- dkj@t hi % #- 20@& i fr plj ?Wk 4- Ldwj@elWj l kbZdy % #- 10@& i fr plj ?Wk 5- l kbZdy % #- 05@& i fr plj ?Wk

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**Section-1**

**Table — A: Time and Work Frame**

**NAME OF WORK:** **AUCTION OF VEHICLE STAND AT MAIN GATE OF CENTRALLY PROTECTED MONUMENT RESIDENCY, LUCKNOW**

**Tender Reference No. : 10-12/351/17-18-M**

**CRITICAL DATE SHEET**

**Manual bids shall not be accepted.**

1.	Publishing Date	02.09.2017	9.30 A.M.
2.	Document Download / Sale Start Date	02.09.2017	9.30 A.M.
3.	Seek Clarification Start Date	02.09.2017	9.30 A.M.
4.	Seek Clarification End Date	06.09.2017	3.00 P.M.
5.	Pre Bid Meeting Date	11.09.2017	3.00 P.M.
6.	Bid Submission Start Date	02.09.2017	9.30 A.M.
7.	Bid Submission Closing Date	15.09.2017	4.00 P.M.
8.	Bid Opening Date	18.09.2017	10.30 A.M.

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 Qka u-a 0522&2745904] 2328220

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2-	/ljlgj jf' k	%	: i; s 5]500 ¼ i; s ik gtlj ik lS ek=1A
3-	rduldh fufonk [kyus dh frfk	%	18-09-2017] le; ikr% 10%80 cts
4-	dk Z dk LFy	%	dshz l jf{kr Lekjd jshML h y[kuA ds eq; }kj ij olgu ikdZ LFyA
5-	olgu ikdZ Bsls dh vof/k	%	fnulal 01-10-2017 ls 30-09-2018 rd
6-	olgu ikdZ le; kof/k	%	lwlz; ls lwlzr rd
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g0@&  
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**File No. 10-12/351/17-18-M**  
Government of India  
Archaeological Survey of India  
Office of Superintending Archaeologist, Lucknow Circle,  
Hall No. 1, 9<sup>th</sup> Floor, Kendriya Bhawan,  
Sector-H, Aliganj, Lucknow, Uttar Pradesh-226024  
Phone No./Fax : 0522-2328220,E-mail : circlelucknow.asi@gov.in

**TENDER DOCUMENTS**

**AUCTION OF VEHICLE STAND AT MAIN GATE OF CENTRALLY PROTECTED  
MONUMENT RESIDENCY, LUCKNOW**

1. **Minimum Auction Amount : Rs. 2,50,000/- (Rupees Two Lakhs Fifty Thousand ) only**
2. **Earnest Money: Rs. 5,500/-(Rupees Five Thousand) Only**
3. **Security Deposit : Rs. 25,000/- (Rupees Twenty Five thousand) Only**
4. **Date of Opening of Technical Bid : 18.09.2017 at 10.30 A.M.**
5. Time allowed for completion of work will be **365 days**. i.e. **01-10-2017 to 30-09-2018**
6. Place of Work: **Main Gate of centrally protected monument Residency, Lucknow**
7. Description of Rates:-

**Vehicle parking period : Sunrise to Sunset**

<b>Sl. No.</b>	<b>Type of Vehicle</b>	<b>Rate</b>
1	Bus	Rs. 100 Per 04 Hours
2	Mini Bus	Rs. 80 Per 04 Hours
3	Car/Jeep	Rs. 20 Per 04 Hours
4	Scooter/Motor Cycle	Rs. 10 Per 04 Hours
5	Bycycle	Rs. 05 Per 04 Hours

Sd/-  
Superintending Archaeologist

## **REQUIREMENT FOR TECHNICAL ELIGIBILITY**

The Contractors should fulfill the following **ELIGIBILITY** requirement and furnish self attested copies of documents with technical cover.

### **A. Eligibility Criteria:-**

1. The Contractors registered in the list of C.P.W.D./ M.E.S./ P.W.D./ RAILWAYS.
2. The Contractor should have **2 years' working experience in the field of Vehicle parking contracts in government organisation** from the date of publication of this tender notice.

### **B. Document required for Technical cover:-**

1. Scanned copy of declaration letter.
2. Scanned copy of EMD and Tender fee
3. Scanned Copies of Registration Certificate
4. Scanned copy of GST Registration
5. Scanned copy of Permanent Account Number
6. Scanned copy of Identity Card/Aadhar card
7. Scanned copy of Domicile certificate issued by District Magistrate
8. Scanned copy of financial status certificate issued by District Magistrate.
9. Scanned copy of Character certificate issued by District Magistrate.

**DECLARATION**

*(on stamp paper of Rs100/-)*

1. I.....Son/Daughter of Shri.....signatory of the agency/ firm mentioned above, is competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
3. My agency has not been blacklisted/ debarred from participating in tender of any Ministry/ Department of Government of India and Government of India undertaking in the last Three (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:

Date:  
Place:

Signature of authorized person(s)  
Full Name:  
Seal:

## **EVALUATION CRITERIA**

1. The bidder who fulfils Technical Eligibility Requirement mentioned under Technical Eligibility Requirement shall be declared technically qualified and financial bid in respect of only technically qualified bidder shall be opened.
2. The bidder who quotes lowest rate per unit/ lowest of grand total for supply and execution of work in BOQ will be declared HI.
3. The work shall be awarded to the HI bidder.

Sir,

1. The Archaeological Survey of India invites Online Bids in the prescribed form under the Two Bid system Technical Bid and Financial Bid for **auction of vehicle stand at main gate of centrally protected monument Residency, Lucknow.**

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://eprocuregov.in/eprocure/app> as per the schedule as given in CRITICAL DATE SHEET.**

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

3. **Bid Submission:**

Applicants/ intending or interested Bidders are invited to submit their online proposal after carefully reading the tender document by providing (a) Technical Bid, and (b) Financial Bid, separately, clearly mentioning (i) 'Technical Cover', and (ii) 'Financial Cover' 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 help in reducing size of the scanned document.

4. **Earnest Money Deposit:**

The Hard Copy of original instruments in respect of cost of earnest money & tender fee must be delivered to the Superintending Archaeologist, Archaeological Survey of India, Lucknow Circle, Lucknow on or Bid opening date/ time as mentioned in critical date sheet. Tenderer shall be liable for legal action for non-submission of original payment instrument like DD, FDR etc, against the submitted Bid. The offer without EMD will be rejected summarily. The earnest money should be in the form of FDR/DD drawn in favour of the **“SUPERINTENDING ARCHAEOLOGIST, ARCHAEOLOGICAL SURVEY OF INDIA”** drawn in Lucknow only of Canara Bank or any scheduled bank guaranteed by the Reserve Bank of India.

5. **Tender Fee: Rs. 500/ (non-refundable)-** (Rs. Five Hundred Only) Demand Draft in the favour of **“SUPERINTENDING ARCHAEOLOGIST, ARCHAEOLOGICAL SURVEY OF INDIA”** drawn in Lucknow only of Canara Bank or any scheduled bank guaranteed by the Reserve Bank of India.

6. **Minimum Auction Amount: Rs. 2,50,000/- (Rupees Two Lakh Fifty Thousand only)**

Address for communication is as given below:

**Contact Details:**

<b>Contact Person</b>	Superintending Archaeologist
<b>Address for communication</b>	Office of the Superintending Archaeologist, Archaeological Survey of India, Lucknow Circle, Lucknow, 9 <sup>th</sup> Floor, Hall No.1, Kendriya Bhawan, Sector-H, Aliganj, Lucknow-226024, Uttar Pradesh



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- 4& o"Z 2017&18 ds fy, fufonk iz= dk eV; #-500@& ifr fufonk fu/hzjr gA fufonk iz= Hkjrl ijrB lozk ds oclbVwww.asi.nic.in vFok eprocure.gov.inij miyC/k gA fufonk iz= grq eV; #-500@&dk fMekM MQV ^v/hkk ijrBfon- Hkjrl ijrB lozk y[ku e.My] y[ku\* ds ule ls cuk gls ftls fufonk [kyus dh frfFk ls iwZ dk k; ea igpkuk vfuok Z gA rHh fufonk Lotdk Z gkA
- 5& forh fufonk ds lFk crl\$ /jlgj jf'k ds :i es #-5]000@&1/2 kp gt kj ek=1/2 ,QOM0vj0 ;k lIOM0vj0 tls v/hkk ijrBfon- Hkjrl ijrB lozk y[ku e.My] y[ku ds ule ls cuk k x;k gls ftls fufonk [kyus dh frfFk ls iwZ dk k; ea igpkuk vfuok Z gA vU Fk fufonkrk ds fufonk iz= ij foplj ugha fd;k tk xhA

- 6& ;fn mijDrudkj fufonk a iZrq ugha dh tkrh gS rls fufonk ij fopkj ugha fd;k tk xA
- 7& tks fufonk rduhdh : i ls vgZ gksa mgha dh foRr; fufonk dks [k;k tk xA
- 8& lQy fufonk dks fufonk Lohdr gus ij lqf'kr tejk'k ds : i ea v/hkk ijrBfon- Hjr; ijrB loZk y[kuÅ e.My] y[kuÅ ds ule ns #-25]000@¼Pph gtj ek=½ eW; ds ,Q-Mvj- tek djuk gk tks fufonk vof/k ijh gus ij mie.My iHjh ls vukifr iekki= iHr gus ds mijHr voDr fd;k tk xA
- 9& lQy fufonk nrk dks iZrfor dh x;h fufonk jf'k dh 50 ifr'kr /kujf'k fnul% 29&09&2017 rd MOMO ds : i ea tek fd;k tk xA ftlds mijHr gh dCtk yVj fn;k tk xA vo'Ek 50 ifr'kr dh /kujf'k fnul% 30&10&2017 rd v/hkk ijrBfon- Hjr; ijrB loZk y[kuÅ e.My] y[kuÅ ds ule MOMO ds : i ea tek djuk vfuokZ gA fuHjr vof/k ea /kujf'k tek ugha djus ij rDky iHo ls Bsk fujLr dj fn;k tk xA rEk tek dh x;h leLr /kujf'k tCr dj yh tk xA
- 10& ifdZ 'Wd olwh dh vufr fnul 01-10-2017 ls ;k dk ksk i= tjh djus dh frfk ls fnul 30-09-2018 rd ds fy, gh eK; gkh rEk ifdZ 'Wd olwh dh mijDr vof/k lekr gus ij fufonk dk dCtk @Bsk Lor% lekr gsk tk xA
- 11& nDr ifdZ LFky ds fy;s vkr dh tk jgh fufonk va grq fufonk iz= fnul 02-09-2017 ls 15-09-2017 rd Hjr; ijrB loZk ds oclbV www.asi.nic.in vFlok eprocure.gov.in ls iHr fd;s tk ldrs gA fufonk dks viuk iH dMz uCj rEk ekbz uCj lqi"V fufonk iz= ij vdr djuk vfuokZ gA
- 12& fufonk /kujf'k ij ykwleLr lfoZ VDI ,oa vU; dj tek djus dk nrjnk;R fufonk dk gkA
- 13& fufonk jk nh xbZ fufonk fdlh Hh 'krZ dk nYaku ;k fdlh vU; foon dh fLfr ea ifdZ Bsk Lohdr djus @vLohdr djus fujLr dju\$ /jgj jf'k tCr dju@Bsk nPp vQj ij ns ns dk vf/dkj v/hkk ijrBfon- Hjr; ijrB loZk y[kuÅ e.My] y[kuÅ ea fufgr gA v/hkk ijrBfon- dk fu.Ł vfre] loZk rEk ck; djh gk ftls fdlh Hh U;k;y; ea pulsh ns ls ioZ fufonk dh lHh 'krZ dk ikyu djus grq 'kiEk i= ns gq Hjr; ijrB loZk ds viyh; vf/dkj ds le{k iR; kosu iZrq djuk gk A ek0 U;k;y; y[kuÅ ifj{le gkA
- 14& Hjr; ijrB loZk jk izlf'kr pgnah ea dbZ deh vFlok of) grq fn;s x;s iHk i= ij dbZ fopkj ugha fd;k tk xA
- 15& ifyl foHk ;k ekuh U;k;y; ds vnsk jk fufonk {le ea fdlh izlj dk vfrde.k gVk fn;k tkrk gS ml dh {frifrZ ds fy, Hjr; ijrB loZk nrjnk;h ugha gkA ;g ifdzk vkin; nxl; dQZwvFlok ftyk izkl u jk yk; s x;s ifrcUk vFlok ;krk kr Q oLFk ifjorZ ds dlj.k ifdZ ch jgus ij ;fn fdlh izlj dh {fr gkh gS rls ml ds fy, Hjr; ijrB loZk nrjnk;h ugha gk v\$ fufonk jk ogu fd;k tk xA

- 16& Hjr h ijr R lozkk }jk fu/Wjr plgnah LFy ea gh fu/Wjr njla ds vuqj ifdz 'kd ol yh dk vf/kdj fufonkrk ds gsk rFk LFy ij ol yh djus grq fufonkrk }jk fu; Dr dfeZla ds ulys ja dh rFk vkleuh ja dh 'WZ ,oa iwZ fooj.k lR, fir QWk vloklh irk pfj= iekki= miyC/k djuk gsk rFk ifjp; i=] dfeZl ds xys ea iguuk vfuok Z gskA
- 17& ifdz LFy ij [Mg ghs okys olgula dh ljj{k dh nV l} olgu [Mg ghs ls iwZ xgu tW djus dh Q oFk fufonkrk ds vius Q; ij djuk gskA
- 18& ifdz LFy dk dkZky lwh; lslwZr rd gh iHoh gsk A bl vof/k ds iwZ ;k cm ea lFcfUkr LFy ij fdlh izlj dk dCtk ;k mi; vošk ekuk tk, xk A bl lpuk ds Hh lpuk iV ij fy[luk gskA
- 19& ifdz LFy ds fufonkrk ds fy, ;g vlo';d gsk fd og Hjr h ijr R lozkk }jk fu/Wjr fufu ik i ds vuqj diu lo;a ds Q; ij Niok, xk rFk iR, d diu ij Vldu uEj] fufonk LFy dh lhek fufonkrk dk ule@irk@Qku uEj] ifdz dh njla dk Li"V mYs{k djskA fufonkrk }jk dsy Hjr h ijr R lozkk }jk fu/Wjr plgnah LFy ea gh ifdz 'kd ol y fd;k tk, xk A Vldu izk djus ls iwZ mdk lR, ki u Hjr h ijr R lozkk ds mi e.My dk, y; ls djuk gsk ftl ij mi e.My ds l}kk lgd ls ulps ds Lrj ds vf/kdj edepjh ds gLrk{kj ugh gks A bu lHh diula dk blnt Hjr h ijr R lozkk ds jftLVj ea ntZ djkdj lR, kiudrk dh elgj yxokuk vfuok Z gsk A lR, ki u ds mijkr diu izk ea yk, s tk, xk fcuk lR, ki u ds diu izk djrs gq idM, t kus ij de ls de #-10]000@& dk vFZ n.M ns gskA

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- 20& ifdZ LFy ds dkZly ¼ w; ls lwr½ ds mjkr Hjrh ijr lozk }jk vk ltr fdlh v; vk tu ij ifdZ 'yd olw djus dk vf/kdj fufonkrk ds gkA
- 21& fufonk dh vof/k ea 'll u@v; foHx }jk yxs x;s dj 'yd vln dh vnkxh dk nrjnk; R fufonkrk dk gkA
- 22& fufonk ml le; rd lohr ugha le>h tkxh tc fd Hjrh ijr lozk ds l{le if/kdj }jk lohr u ns nh tk A
- 23& ifdZ LFy ij 4x2-5 fQV dk lpu iv~ ftl ij fufonkrk dk ule o irh LFy dh pgnah ,oa nj dh lph vdr gS fufonkrk }jk yxok k tkxk ftldh nsj{k o ljk dk nrjnk; R fufonkrk dk gk ,oa {fr gS ij ifrZ fufonkrk gh djsA ifdZ LFy dk izk fuHjr olgu ifdZ ls fHu fdlh v; izlj ls ugha fd;k tkxk A
- 24& Ukky; vFok tufgr ea Hjrh ijr lozk@ll u }jk vnsk ds vrxZ fufonk lekr gS dh n'k ea fufonkrk fcuk fdlh vkfr ds Hfe ds [kyh djds dCtk rRky Hjrh ijr lozk ds ll nsk A ,h n'k ea fufonkrk dh 'kk le; dh vufrd /ujf'k fcuk C;k ds dl pd }jk okil dj nh tkxh fdrq fufonk ds nku ;fn dn vof/k dh dVsh tufgr ea v'; drudj Hjrh ijr lozk@ll u vFok ekuh, Ukky; ds vnska ds vrxZ dh trh gS rls bl {frZ dk nrjnk; R Hjrh ijr lozk ij ugha gk v; u gh fufonkrk }jk bl grq dbZ nok izr fd;k tkxk A
- 25& fufonkrk v; olgu loeh ds clp nlu fdlh izlj ds foon ,oa olgu dh {frZ dk nk; R fufonkrk dk gkA fufonkrk rFk ml ds deZj }jk ifdZ {s ea fdlh ls Hh vHz O; ogj ugha fd;k tkxk olgu v; ml ea j[ls fdlh vFok yxh fdlh ,ljt ds [ks vFok {rxZr gS ij ml dh {frZ dk nk; R fufonkrk dk gkA
- 26& fufonkrk }jk ifdZ LFy ij diu ml Qdr ds nsk vfuokZ gk ftlls ifdZ 'yd dh olw dh tuh gS A fcuk diu ds dbZ Hh olgu ifdZ LFy ij [Mk ugha fd;k tkxk A
- 27& e0 ll n] e0 fo/k d] dHz o jk; ljdj ds ea.k.k e0 U lefZelOU; k/kk.k.f fonskh nlok la ds vf/kdj] fodyk ,oa Hjrh ijr lozk ds vf/kdj]edeZj ds olgu ifdZ 'yd ls eDr gS vFZ buls fufonkrk dbZ /ujf'k ugha olw djsA fodyktula ds olgu ifdZ grq ifdZ LFy ij lo;a ds Q; ij fufonkrk }jk cMZ yxdj LFu ljj{r j[kuk vfuokZ gkA
- 28& ;fn ifdZ LFy dk dCtk laf/r fufonkrk ds fn;s tus ds i'pr fdlh izlj dk dbZ foon nlu gk gS vFok fdlh i{kj }jk nlu fd;k tkr gS rls ml n'k ea fufonkrk }jk fyf[r iR,osu v/h{k ijr fon- Hjrh ijr lozk y[ku e.My ds dk; ; ea izr djuk gkA ,s izj. ha ij fu.kZ djus dk vf/kdj Hjrh ijr lozk ds l{le if/kdj dk gk tS vfe gk A

- 29& olgu dh ifdZ] LFy dh plsmh ds vuqj gkh vS dkZ vnsk ea vdr gkA ftls HjrH ijrD loZkk }jk lldr fd;k tkxk vS mlh ds vUj olgu [M djus gkA
- 30& Loldr fufonk o'Z ds nSku tufgr ea 'll u] izll u vFok HjrH ijrD loZkk ds fu.Z }jk vof/k ls iwZ lekr dh tkrh gS rls fufonkrk dls lekufrd /kujf'k ea NW nh tkxhA
- 31& fufonkrk }jk ifdZ LFy dls fu/kr vof/k ds cp ea NM+ nas ij tek /kujf'k fdlh Hh fLfr ea okil ugha dh tkxh A
- 32& ifdZ LFy ij lQy fufonkrk }jk fdlh izlj dk LFbzvLFbz fuelZk ugha djkk tkxk vS u gh ifdZ plsmh ea fdlh Hh izlj dh nqlu br kn yxokzyxkZ tkxh vS u gh ck] VWj vfn ls ?j dj vFok vU izlj ls vfrd.k fd;k tkxk ,k djus ij fufonkrk ds fo: ) dkZlgh dh tkxh rFk Bsk fujLr dj fn;k tkxhA
- 33& olgu ifdZ {s- ea 'jik@'hys inkFk dk ykk tkuk vFok lsu iwZ% ifrcfU'k gkA n'yaaku dh fLfr ea fufonkrk ds fo: ) dljZkZ dh tkxh A
- 34& fufonkrk }jk nijDr fdlh Hh 'krZ dk n'yaaku djus dh n'lk ea HjrH ijrD loZkk dls ;g vf/ldj gkA fd og fcuk fdlh ulSVI ds fufonk fujLr dj n rFk fufonkrk }jk tek /kujf'k tCr dj ya

Dæ la 01 ls 34 rd nijDr 'krZ dls i<ej le> fy;k rFk vuikyus gA

fufonkrk ds gLrk

## **INSTRUCTIONS FOR ONLINE BID SUBMISSION**

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

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

### **REGISTRATION**

1. Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocureoov.in/eprocure/app>) by clicking on the link "Online Bidder Enrolment" on the CPP Portal which is free of charge.
2. As part of the enrolment process, the Bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
4. Upon enrolment, the Bidders will be required to register their valid Digital Signature Certificate (Class 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**

1. There are various search options built in the CPP Portal, to facilitate Bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the Bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
2. Once the Bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the Bidders through SMS / 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 one 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 data entered during Bid submission time. Otherwise the uploaded bid will be rejected.
5. Bidders are requested to note that they should necessarily submit their financial Bids in the format provided and no other format is acceptable. If the price Bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the Bidders. Bidders are required to download the BOQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the Bidder). No other cells should be changed. Once the details have been completed, the Bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the Bidder, the Bid will be rejected.
6. The server time (which is displayed on the Bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the Bids by the Bidders, opening of Bids etc. The Bidders should follow this time during Bid submission.
7. All the documents being submitted by the Bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of Bid opening. The confidentiality of the Bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any Bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/Bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized Bid openers.
8. The uploaded tender documents become readable only after the tender opening by the authorized Bid openers.
9. Upon the successful and timely submission of Bids (i.e. after Clicking "Freeze Bid

Submission" in the portal), the portal will give a successful Bid submission message & a Bid summary will be displayed with the Bid no. and the date & time of submission of the Bid with all other relevant details.

10. The Bid summary has to be printed and kept as an acknowledgement of the submission of the Bid. This acknowledgement may be used as an entry pass for any Bid opening meetings.

### **ASSISTANCE TO BIDDERS**

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
2. Any queries relating to the process of online Bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk 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 Superintending Archaeologist,  
Archaeological Survey of India,  
Lucknow Circle, Lucknow

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

**Tender Reference No: 10-12/351/17-18-M**

**NAME OF AUCTION / WORK: AUCTION OF VEHICLE STAND AT MAIN GATE OF  
CENTRALLY PROTECTED MONUMENT RESIDENCY,  
LUCKNOW**

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 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.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)