

## E-NOTICE INVITING TENDER

**NAME OF WORK : Annual Maintenance & Upkeep of Archeological Garden in the state of Meghalaya for the financial year 2019-20.**

**MANUAL BIDS SHALL NOT BE ACCEPTED,  
BIDS SHALL BE SUBMITTED ONLINE ONLY AT CPPP WEBSITE:**

**<https://eprocure.gov.in/eprocure/app>**

**REFERENCE NO.: F.No.2/2349-W/2019-20**



**प्रलकीर्तिमपावृणु**

**GOVERNMENT OF INDIA  
MINISTRY OF CULTURE  
ARCHAEOLOGICAL SURVEY OF INDIA  
HORTICULTURE DIVISION NO.- IV  
"PURATATVA BHAWAN" 3<sup>RD</sup> FLOOR  
SAMANTARAPUR, BHUBANESWAR  
PIN - 751002, ODISHA**

**SECTION-1**

**TABLE - A: TIME AND WORK FRAME**

Annual Maintenance and Upkeep of Archeological Garden in the state of Meghalaya for the financial year 2019-20.

**Manual bids shall not be accepted.**

**CRITICAL DATE SHEET**

	Name of work	Annual Maintenance and Upkeep of Archaeological Garden in the state of Meghalaya for the financial year 2019-20.
1.	Estimated Cost	<b>Rs.4,25,983.00</b>
2.	EMD (3% of estimated amount)	<b>Rs.12,779.00</b>
3.	Time of Completion	<b>12 months (from the date of agreement)</b> <i>Tender may be extended for 6(six) months or one year subject to satisfactory maintenance of garden work.</i>
4.	Date of Issue of Tender	<b>30/08/2019</b>
5.	Bid Document Download / Sale Start Date	<b>30/08/2019 at 18.55 P.M.</b>
6.	Start date for submission of filled in tender document.	<b>30/08/2019 at 18.55 P.M.</b>
7.	Bid Submission End Date	<b>18/09/2019 at 10.30 A.M.</b>
8.	Date of opening of Technical bid	<b>19/09/2019 at 11.00 A.M.</b>
9.	Validity of Bid	90 days from the date of opening
10.	Performance Security Deposit	5 % of work order value
11.	Date of pre-bid meeting	<b>11/09/2019 at 15.00 P.M.</b>

Dear Sir,

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 **Annual Maintenance and Upkeep of Archeological Garden in the state of Meghalaya for the financial year 2019-20.**

1. The system of e-tendering shall be adopted, comprising of Technical Bid and the Financial Bid.

**Document Download:** Tender documents may be downloaded from CPP 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.

## 2. 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 CPP 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.

## 3. Earnest Money Deposit:

The Hard Copy of original instruments in respect of cost of earnest money must be delivered to 'Deputy Superintending Horticulturist, Archaeological Survey of India, Horticulture Division No.-IV, Puratattva Bhawan, 3<sup>rd</sup> Floor, Samantarapur, Bhubaneswar – 751 002, Odisha' 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.12,779/- (Rupees twelve thousand, seven hundred and seventy-nine only)** in the form of Demand Draft drawn in the favour of 'Deputy Superintending Horticulturist, Archaeological Survey of India, Horticulture Division No.-IV, Bhubaneswar-2, Odisha' in the Deposit box before 6:00 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 EMD of tender are to be supplied by all the bidders except those who are registered with Central Purchase Organization, National Small Industries Corporation (NISC) &MSME.

Tender inviting authority is the Dy. Superintending Horticulturist, Archeological Survey of India, Horticulture Division No.- IV, Puratattva Bhawan, 3<sup>rd</sup> Floor, Samantarapur, Bhubaneswar – 751 002, Odisha on behalf of the president of India.

4. The successful tenderer will have to deposit performance security Deposit of 5% 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, Archeological Survey of India,

Horticulture Division No.- IV, Puratattva Bhawan, 3<sup>rd</sup> Floor, Samantarapur, Bhubaneswar – 751 002, Odisha covering the initial period or Demand Draft in favour of Dy. Superintending Horticulturist, Archeological Survey of India, Horticulture Division No.-IV, Bhubaneswar. The FDR will have to be accordingly renewed by the successful tenderer.

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. In case of any of the above provisions are violated, the agency shall be liable to be blacklisted from the Government of India.

**8. Description of items in the Tender:**

Sl. No.	Sub-head and item of work	Quantity	Rate	Unit	Amount
1.	Complete maintenance of the entire intensive garden features having as per yard stick in the garden area i.e. lawn, trees, shrubs, hedge, flower beds, foliage, creepers etc. including hoeing, weeding, pruning, replacement of plants, gap filling, watering, mowing of lawn, grass cutting by lawn mower and brush cutter, removal of garden waste, applying insecticide, pesticide & fertilizers (whenever required), top dressing of lawn with good earth and manure and maintenance of other garden related works as directed by site-in-charge (cost of good earth, manure, fertilizer, insecticide, pesticide, will be provided by the contractor & lawn mower and brush cutter with fuel & other T&P material/articles shall be provided by the contractor) and as per direction of officer in-charge. a. U-Mathaw-Dur-Briew garden, Nartiang, Jaintia Hills, Meglahaya <b>Total garden area = 8450 sqm.</b> <b>Area for 12 months = 8450 sqm. X 12 = 101400 sqm.</b>	101400 sqm		sqm/ month	
2.	Supply of consumable materials as per details given in scope of works.				
				<b>TOTAL</b>	

Address for communication, are as given below: -

**Contact Details :**

<b>Contact Person</b>	Sh. Suresh Chand Meena, Dy. Superintending Horticulturist
<b>Address for communication</b>	Dy. Superintending Horticulturist, Archaeological Survey of India, Horticulture Division No.- IV, Puratattva Bhawan, 3 <sup>rd</sup> Floor, Samantarapur, Bhubaneswar – 751 002, Odisha, Tel. : 0674-2341761
<b>E-Mail Address</b>	horbhu.asi@gmail.com

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

**NAME OF WORK : Annual Maintenance and Upkeep of Archeological Garden in the state of Meghalaya for the year-2019-20.**

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>ELIGIBILITY CONDITION</b>	<b>COPIES OF RELEVANT DOCUMENT REQUIRED</b>	<b>ENCLOSED YES / NO</b>	<b>PAGE NO. OF BID DOCUMENT WHERE THE SAME IS UPLOADED</b>
1	The Registered Office or one of the Branch Offices of the Company / Firm / Agency / Vendor / Contractor should be mentioned.	Proof of Address		
2	The company / firm / agency / vendor / contractor should be registered with CPWD / MES / Indian Railway / ASI / State Govt. /PWD Dept. in Horticulture.	Copy of valid Registration Certificate		
3	Registration certificate of GST.	Copy of Registration		
4	Copy of PAN card	Copy of PAN Card		
5	Income Tax Returns for the last three year	Copies of ITR		
6	Average annual financial turnover during the last three financial years should be at least 30% of the estimated tender cost.	Copy of statement of turnover duly certified by CA		
7	Experience of having successfully completed works during last 05 (five) years of an amount of 40% of the estimated tender cost. The bidder has to submit copy of work order and completion certificate.	Copies of Work Orders and Work Completion Certificate		
8	EMD	Copy of EMD		

## **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.-IV, Bhubaneswar, Odisha.

"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 DG ASI 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.- IV, Bhubaneswar, Odisha 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 DG ASI, 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 New Delhi, 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**



F. No. : 2/2349-W/2019-20  
Government of India  
Ministry of Culture  
**Office of the Dy. Superintending Horticulturist**  
Archaeological Survey of India, Horticulture Division No.IV  
Puratattva Bhawan, 3<sup>rd</sup> Floor, Samantarapur  
Bhubaneswar – 751 002, Odisha

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/MES/ Indian Railway/A.S.I./State Govt./PWD Department in *Horticulture Category* & having experience of successfully completed similar nature of works.**

Sl. No.	Name of Work	Estimated Amount	EMD	Period of Maintenance	Bid Submission end date	Date of opening of Technical/ Financial bid
1.	Annual Maintenance and Upkeep of Archaeological Garden in the state of Meghalaya for the year 2019-20.	Rs. 4,25,983/-	Rs. 12,779/-	1 year from the date of order	18/09/2019 up to 10:30 Hrs	19/09/2019 at 11:00 Hrs

2. Complete Tender Documents can be accessed from CPP Portal

<https://eprocure.gov.in/eprocure/app>.

3. No tender shall be entertained after this deadline under any circumstances whatsoever. The Technical Bid of tenders will be opened at 11:00 a.m. on 19/09/2019.
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 DG, ASI in this regard shall be final and binding on all.

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**Dy. Superintending Horticulturist**  
**Horticulture Division No.-IV, BBSR-2**

## **Terms & Conditions for the Maintenance of Garden Work**

1. The Contractor should not Engaged labour below the age of 18 years and above 60 years and must have experience of garden work.
2. The lawns, beds, shrubbery and newly planted plant should be cleaned & watered properly & kept free from weeds. Training / trimming of plants, shrubbery and hedges should be attended regularly and seasonal flower seedlings will be planted and maintained, as per the direction of the site in-charge.
3. Garden garbage/ waste materials which occur during maintenance of garden works should be thrown outside the garden / in compost pit as directed by the site in-charge of the garden.
4. If any damage of the garden/ plants by stray cattle and unauthorized wood cutters for which contractor will be held responsible and penalty will impose.
5. Contractor has no right to make any amendment in the existing landscaping of the garden and also contractor/firm should not sublet any portion of contract.
6. The contractor will have to make necessary arrangements for clean drinking water, housing, medical facilities and other necessary welfare measures for the laborers engaged for the work at his own expense.
7. The work can be decreased or increased as per availability of fund and need of work, hence no claim will be made by the contractor to the dept.
8. The running payment will be made as per the rules of Archaeological Survey of India.
9. If any litigation arises though labour commissioner & other court etc. on account of litigation through labours engaged by him, the contractor will be fully responsible of all kind of litigation and claim arises out any litigation, he will be responsible for payment of such claims.
10. The contractor shall abide by the minimum wages revised from time to time.
11. The contractor has to maintain wages register and produce the same as and when required by the competent authorities.
12. The contractor has to furnish the valid labour license from the Licensing Authority of Labour Department if applicable and shall have to comply to all the related labour act and released statutory regulations as applicable.
13. The department will not be held responsible for any incident occurred with laborers engaged by the contractor for work and no compensation will be paid by the department for the same.
14. The earnest money/security deposit of successful contractor/ firm will be forfeited to the President of India if he fails to comply with any of the condition of the contract and work will be carried out at risk and cost of the contractor / firm.
15. The instructions of Garden in-charge to be carried out promptly by the contractor. In case of any differences of the opinion/ interpretation of specifications, term & conditions, the matter is to be referred to the Divisional Head for his decision which shall be final and binding.
16. The total amount of all items in the tender will be considered for approval by the competent authority.
17. The rates quoted by the contractor should be inclusive of taxes, leads and lifts etc. nothing extra shall be paid over the rates quoted by the Contractors/Firms
18. Error/Omission if any shall be rectifiable with no claim.
19. Tender rates are valid for one year after award of work.
20. (I) Contractor should be registered in Employee State Insurance Welfare Corporation, Govt. of India in light of the Welfare of Labour Engaged by him for execution of work.  
(II) Contractor should be registered in E.P.F. Organization, Govt. of India in light of Welfare of Labour Engaged by him for execution of work.
21. Undersigned reserves the right to terminate the tender at any time after serving one month's notice.



22. The contractor shall cover its personnel for personal accident and death whilst performing the duty and client shall own no liability and obligation in this regard.
23. The contractor shall exercise adequate supervision to reasonably ensure proper performance of Manpower Services in Accordance with Schedule of Requirements.
24. The Contractor shall issue identity cards/identification documents to all its employees and same display the laborer on duty.
25. The personnel of the Contractor shall not be the employees of the department and they shall not claim any salary or allowances, compensation, damages or anything arising out of their employment/duty under this Contractor. The Contractor shall make them known about this position in writing before deployment under this agreement.
26. The Contractor shall also provide at its own cost all benefits statutory or otherwise to its employees and the Department shall not have any liability whatsoever on this account. The Contractor shall also abide by and comply with the Labour laws, Workmen Compensation Act, EPF Laws, ESIC Laws, Income tax laws and Minimum Wages Laws, Contractor Labour (Regulations & Abolition Act) or any other law in force.
27. The Contractor shall cover all its personnel under the relevant laws of EPF, Labour, ESIC etc. Proof of the same should be submitted by the Contractor quarterly.
28. The Contractor shall submit a copy of wages sheet showing monthly wages paid to its personnel.
29. The personnel engaged by the Contractor shall be dressed in neat and clean uniform (including proper name badges).
30. Contractor shall deal with and settle the matters related with unions and shall make sure that no labour disputes/ problems are referred to client. It shall totally indemnify client in this regard. Contractor should at all times indemnify client against all claims, damages or compensation under the provisions of payment of wages Act, 1936; Minimum wages Act, 1948; Employer's Liability Act, 1938; the workmen compensation Act, 1923; Industrial Disputes Act, 1947; Maternity Benefit Act, 1961; Odisha shops and Essential Act or any modification thereof or any other law relating thereto and rules made hereunder from time to time. Client will not own any responsibility in this regard.
31. Contractors have to uploaded a valid registration certificate in horticulture category in CPWD/MES/Railway/ASI/State Govt. along with the registration certificate of NSIC /MSME which shall be valid only for exemption of EMD.
32. The successful tenderer will have to deposit performance security Deposit of 5% of order value in the form of Fixed Deposit Receipt (FDR) even if the contractor is registered with NSIC/MSME is compulsory made & pledge to Deputy Superintending Horticulturist, Archeological Survey of India, Horticulture Division No.-IV, Bhubaneswar, Odisha, covering the initial period or Demand Draft in favor of Dy. Superintending Horticulturist, Archeological Survey of India, Horticulture Division No.-IV, Bhubaneswar, Odisha. The FDR will have to be accordingly renewed by the successful tenderer.
33. The running bill of payment will be made to the contractor after every two months on the availability of budget with Dy.S.H. office by furnishing the bill after obtaining a certificate from the concerned site in-charge.
34. A logbook of fuel & lubricant consumption for operating of lawn mower & brush cutter has to be maintained by the site in-charge. Accordingly a certificate should be given site in-charge on bill for payment. Fuel & lubricant will be brought in certain capacity of container by the contractor which will be verified / measured by site in-charge before use.
35. Material which to be used by the contractor for maintenance of garden will be physically verified by site in-charge before using in the garden.
36. The contractor have to follow the payment of wages of unskilled/skilled labour against work allotted as per revised (increased or decreased) issued by chief labour commissioner of Govt. of India time to time will be on automatic mode.

37. The contractor must engage labour in garden @ 1 man for 4047 sqm. As per yard stick (unskilled labour) for doing the garden work.
38. The contract may be extended on the same terms and conditions for a further period as per requirement of the Dept. on satisfactory performance.
39. The contractor shall not be allowed to sublet the work.
40. All the labours deployed for garden work in the Dept. will be paid their wages on monthly basis by the firm/agency through NEFT/RTGS in their individual bank accounts and documentary evidence shall be submitted to the undersigned after payment of wages of each month. The undersigned or his representative shall verify the actual payment of statutory payments and if not satisfied the undersigned reserves the right to withhold the payments.
41. The contracting agency shall ensure that the labours deployed are physically fit to discharge their duties.
42. In case the agency is asked to provide a substitute and it fails to do so within 2 days, then penalty equal to 10% of the daily remuneration of the worker will be imposed on the agency besides deduction of daily remuneration.
43. The agency will be responsible for timely payment to the labours supplied for garden work and statutory authorities and compliance of all statutory provisions/payment relating to minimum wages/specified contract amount etc. in respect of the unskilled labour deployed by him in the Dept. The agency has to submit copy of deposit of EPF/ESI from the concerned authority every month as an evidence of payment in the accounts of labour. If the contracting agency fails to submit copy of deposit of EPF/ESI of engaged unskilled labour, the bill will not be entertained.
44. The contracting agency will be solely responsible for any damages, theft of Govt. properties installed at site or any untoward incidents that might occur in the garden. In case of any such incidents, the same must be reported to the local police station and an FIR submitted thereof. The Dept. thus shall not be responsible for the aforesaid occurrence.
45. The tendering company shall replace immediately any of its labours engaged for watch and ward duty, who are found unacceptable to the Dept. because of security risks, incompetence, conflict of interest, improper conduct etc. on instruction of the Dept.
46. The garden-wise required quantity of materials has to be supplied as per the order issued at the time of issuing award of work.
47. No payment shall be made to for the unattended portion of the garden area as per specification and penalty shall be imposed as deem fit.
48. The Registered Office or one of the Branch Offices of the Company / Firm / Agency / Vendor / Contractor should be there in that particular state, where work is to be carried out.

**Accepted**

**(Signature of Contractor)**

**DY. SUPTDG. HORTICULTURIST**

## **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 on 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 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.**
- 4) 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) 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.
- 5) 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.

- 6) All the documents being submitted by the Bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The date 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. Date 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 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.
- 7) The uploaded tender document becomes readable only after the tender opening by the authorized Bid openers.
- 8) 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.
- 9) 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 Dy. Superintending Horticulturist  
Archaeological Survey of India  
Horticulture Division No.IV  
Puratattva Bhawan, 3<sup>rd</sup> Floor, Samantarapur  
Bhubaneswar – 751 002, Odisha

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

Tender Reference No. : .....

**Name of Tender / Work : Annual Maintenance and Upkeep of Archeological Garden in the state of Meghalaya for the year-2019-20.**

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 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)**

## **SCOPE OF WORK :**

Frequency of garden activities to be done as per following schedule by unskilled manpower engaged @ 1 man/acre/year (unskilled labour) for doing of work.

S/N	Activities / Description of work in the garden	Period of interval			Machines / Equipments and other materials
		Summer Season	Rainy Season	Winter Season	
1	Hedge Cutting	20 days	10 days	25 days	Cost of manure, fertilizer, insecticide, pesticide, lawn mower and brush cutter with fuel, other T&P material/articles shall be provided by the contractor.
2	Watering	Daily	Depends on rain	4 days	
3	Pruning of trees & shrubs	3 months	1 month	3 months	
4	Lawn Mowing	Weekly	4 days	Weekly	
5	Weeding	Weekly	Weekly	Weekly	
6	Hoing	Weekly	Weekly	Weekly	
7	Cleaning and sweeping, applying of fertilizer, insecticides & pesticides	-	-	-	

## **REQUIREMENT OF MATERIAL FOR GARDEN MAINTENANCE**

### **1. U-Mathaw-Dur-Briew garden, Nartiang, Jaintia Hills, Megalaya**

S/N	Particular's	Quantity
a.	Insecticide/Fungicide/Plant protection material (as per requirement)	2.08 Ac.
b.	Fertiliser Urea	50 Kg.
c.	Cow Dung manure (FYM)	6 Cum
d.	Good-Earth	8 Cum
e.	Watering pipe	40 Kg.
f.	Consumable articles (Plastic pan : 20" size, Nylon rope : 3-4 ply, Bamboo full size : 10 ft. hollow, PVC rope, Bamboo broom with handle, Hasion cloth : 1.2m width, Brush cutter wire, Wooden handle, Garden tools etc.) required for complete maintenance of garden.	2.08 Ac.