

# **E-NOTICE INVITING TENDER**

**NAME OF WORK:** Annual Maintenance and Upkeep of garden at Gosana Mound, Mathura for the year 2018-19

**Reference No. 5/106/2018-19-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, Adhar Card, 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	Annual Maintenance and Upkeep of garden at Gosana Mound, Mathura for the year 2018-19	341297	6826	26/06/2018 At 11.00A.M.	26/06/2018 At 11.00A.M.	27/06/2018 At 11.30A.M.

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 **11.30 A.M. on 27.06.2018**
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**

**Copy to:**  
**A. Notice Board.**

## SECTION-1

### TABLE -A: TIME AND WORK FRAME

**Manual bids shall not be accepted**

#### CRITICAL DATE SHEET

1.	Name of work	<b>Annual Maintenance and Upkeep of garden at Gosana Mound, Mathura for the year 2018-19</b>
2.	Estimated Cost	Rs.341297
3.	Performance Guarantee	Rs.34130
4.	EMD	Rs.6826
5.	Time of Completion	<b>274Days</b>
6.	Date of Issue of Tender	12/06/2018
7.	Bid Document Download	13 /06/2018 at 11:00 A.M.
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.	13/06/2018 at 11:00 A.M.
10.	Last date & time for submission of Original EMD & other documents	26/06 /2018 at 11:00 A.M.
11.	Bid Submission End Date	26/06 /2018 at 11:00 A.M.
12.	Date of opening of Technical & Financial Bid	27/06/2018 at 11.30 A.M.
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 **Annual Maintenance and Upkeep of garden at Gosana Mound, Mathura for the year 2018-19**
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.6826/-** 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 11:00 AM 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-Head and Items of Works	Quantity	Rates including ESI & EPF	Unit	Amount
1	Making necessary arrangements for maintenance of extensive garden at <b>Gosana Mound, Mathura</b> including attending all the garden cultural operations in time i.e. weeding, hoeing, watering mowing of lawns, , clipping & maintenance of hedges and pruning etc. , spreading of good earth/manure & fertilizer, preparation of flower beds, tree basins, digging of pits and plantation of sapling, spraying of insecticides & fungicides, cleaning and maintenance of pathways and other related works as directed by the site in-charge from time to time in order to maintain the garden in good condition. (One Man/Day/two Acre)	23554		Sqm/month x 9 month	
	<b>Total =</b>				
	<b>Round off =</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 with valid registration ESIW Corporation, EPF.	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

## Term & Conditions for the Maintenance of Garden Work

**Note: The eligible approved / registered contractors with CPWD/PWD/IRRIGATION/MES/ Govt. Deptt./ Archaeological Survey of India who have valid GST, PAN, three year 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 **26.06.2018 at 11.00 AM**. Date and time of opening of tender: **27.06.2018 at 11.30 A.M**. The bid without EMD will be rejected summarily.
2. The tender must accompany the Earnest money of **Rs.6826/-** 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.
3. Time shall be considered as the essence of the Contract. The entire work must be completed within **9 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.
4. The Contractor must engage a minimum 1 man /day / acre for intensive garden and 1 man / 2 day/acre for extensive garden and 4 men /acre/day for Nursery & Herbal garden. The engaged staff should have an experience for garden work. Engaged labour for maintenance work should not be below 18 years and above 60 years.
5. The Contractor shall submit a proof in support of engaged labour having applied for police verification to ensure safety and security of the monuments.
6. The normal working hours will be 8 hours a day from 08.00 A.M. to 5.00 P.M. with one hour lunch break from 12.00 Noon to 01.00 P.M. subject to staggering of duty hours as per actual requirement.
7. 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 direction of the Dy. Suptdg. Horticulturist or his representative.
8. Garden garbage / waste materials which occur during maintenance of garden works should be thrown outside the garden / in compost pit as directed by the In-charge of the garden.
9. All the materials like good earth, manure, chemical fertilizer, insecticides, pesticides, seasonal flower seeds, water for irrigation and earthen / cement pots. T & P, fuel will be provided by the department as and when required and fertilizer / manure / plant protection material should be applied as per direction of the Dy. Suptdg. Horticulturist or his representative.
10. 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.
11. 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.
12. The contractor will have to make necessary arrangements for clean drinking water, housing, medical facilities and other necessary welfare measures for the labourers engaged for the work at his own expenses.
13. As per 19-D of the agreement is obligatory on part on contractor to provide following information / statement by 4<sup>th</sup> and 19<sup>th</sup> of every month to the garden in-charge in respect of 2<sup>nd</sup> half of the preceding month and 2<sup>nd</sup> half of current month respectively.
  - a. No. of labour employed by him on the work \_\_\_\_\_
  - b. Their working hours \_\_\_\_\_
  - c. Rate of daily or monthly wages paid to him \_\_\_\_\_
  - d. Nature of work on which employed \_\_\_\_\_
  - e. All deductions made from the wages with an indication in each case of the ground for which the deduction is made \_\_\_\_\_
  - f. Wages actually paid for each wage period \_\_\_\_\_
  - g. The accident that occurred during the said fortnight showing the circumstances under which that happened and the extent of damage and injury caused \_\_\_\_\_
14. 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 Department.
15. The running payment will be made as per the rules of Archaeological Survey of India.
16. Payment will be released to the contractor by furnishing the bill after a certification from the concerned Executive Assistant that the garden has been found in well maintained condition for the given period.
17. If any litigation arises through labour court of labour commissioner and 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 of any litigation, he will be responsible for payment of such claims.
18. The contractor shall abide by the minimum wages clauses revised from time to time.
19. The contractor has to maintain wages register and produce the same as and when required by the competent authorities.
20. 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.
21. The Department will not be held responsible for any incident occurred with labourers engaged by the contractor for work and no compensation will be paid by the department for the same.
22. The contractor will be responsible for loss of any equipment (T&P) / deliberated damage of equipments installed at site. Cost of such damages, if any, will be assessed at the discretion of the Dy. Suptdg. Horticulturist and the cost of same will be deducted from his bill.
23. The contract is alive subject to availability of funds, if funds are exhausted, then tender can be terminated at any time after serving one month notice.
24. 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.
25. The instructions of Garden Incharge to be carried out promptly by the contractor. In case of any difference of the opinion / interpretation of specifications, term and conditions, the matter is to be referred to the Divisional Head for his decision, which shall be final and binding.
26. Un-maintained area will be deducted at the time of verification of his bill by the site incharge.
27. The total amount of all items in the tender will be considered for approval by the competent authority.
28. The rates given for works should be inclusive of all taxes, leads and lifts etc. Nothing extra shall be paid over the rates quoted by the Contractors / Firm.
29. The contractor / firm should submit the monthly bill for maintenance of garden to the site incharge for payment.
30. Error / Omission if any shall be rectifiable with no claim.
31. The Department is reserve the option of take away any item of work or part thereof any time during the occurrence of the contract and reallocate it to another agency with due notice to the contractor / firm without liability or compensation.
32. Tender rates are valid for the current financial year i.e. 2018-19 upto 31 March 2018.
33. (I) The contractor should be registered in Employees State Insurance Welfare Corporation, Govt. of India in light of the Welfare of Labour Engaged by him for execution of work.  
(II) The Contractor should be registered in E.P.F. Origination Govt. of India in light of the Welfare of Labour Engaged by him for execution work.
34. The Contractor has bounded to deducted the (E.S.I. 4.75% + E.P.F. 13.61% + Labour Cess 1% Total 19.36%) month wise of the engaged labour and submit the deducted receipt along with to be paid bill for payment and GST will be paid if applicable.
35. Undersigned reserves the right to terminate the tender at any time after serving one month notice.
36. The Contractor should submit the maintenance bill on the prescribed format for payment.

Signature of Contractor with seal.

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)