

## सेक्शन-1

### टेबल-ए: टाईम और वर्क फ्रेम

कार्य का नाम: एम.डब्ल्यू(सी) स्ट्रक्चरल कन्जरवेशन एण्ड डेवलपमेन्ट ऑफ पब्लिक फेसिलिटीज, झॉंसी किला, झॉंसी ।

निविदा सन्दर्भ संख्या: 5-4/670/17-18-झॉंसी-सी

मेनुअल निविदा स्वीकार नहीं की जायेगी

### महत्वपूर्ण दिनांक सीट

1.	प्रकाशन तिथि	13.06.2018	10.00 ए.एम.
2.	दस्तावेज़ डाउनलोड / बिक्री आरंभ तिथि	13.06.2018	10.00 ए.एम.
3.	स्पष्टीकरण प्रारंभ दिनांक	13.06.2018	10.00 ए.एम.
4.	स्पष्टीकरण समाप्ति तिथि	14.06.2018	03.00 पी.एम.
5.	पूर्व निविदा की बैठक की तारीख	15.06.2018	03.00 पी.एम.
6.	निविदा प्रस्तुत करने की तारीख	13.06.2018	10.00 ए.एम.
7.	निविदा प्रस्तुत करने की समाप्ति तिथि	22.06.2018	04.00 पी.एम.
8.	निविदा खोलने की तिथि	25.06.2018	10:30 ए.एम.

**File No 5-3/670/17-18-JHI-C**  
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 NOTICE**

1. On behalf of the President of India, e- tender is invited under **Two Bid System** i.e. Technical Bid and Financial Bid from reputed, experienced, financially sound & GST registered Contractors/firms who satisfy the eligibility criteria for execution of work under **MW(C) to Structural Conservation and Development of Public Facilities, Jhansi Fort, Jhansi.**
2. Complete e-tender document can be downloaded from the website of this Department i.e. [www.asi.nic.in](http://www.asi.nic.in) & <https://eprocuregov.in>.
3. **Estimated cost of work: Rs. 4,77,400/- (Rupees Four Lakh Seventy Seven Thousand Four Hundred) only.**
4. Interested Companies/ Firms/ Agencies/ Contractors may submit/ deposit the **Earnest Money Deposit (EMD) Rs. 9,548/- (Rupees Nine Thousand Five Hundred Forty Eight) Only, affidavit/declaration (attested with notary) on 22.06.2018 up to 4.00 P.M.** at the **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.**
5. No e-tender shall be entertained after this deadline under any circumstances what so ever. The Technical Bid of tenders will be opened on **25.06.2018 at 10.30 A.M.** in the presence of authorised representative of Bidders as may wish to be personally present.

This ASI 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 Competent Authority, Archaeological Survey of India in this regard shall be final and binding on all parties in all circumstances.

sd/-  
**(Superintending Archaeologist)**  
**Archaeological Survey of India,**  
**Lucknow Circle, Lucknow**  
**For and on behalf of the President of India**

Copy to:

1. Notice Board
2. Website of this Department i.e. [www.asi.nic.in](http://www.asi.nic.in) & <https://eprocuregov.in>

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 execution of work under **MW(C) to Structural Conservation and Development of Public Facilities, Jhansi Fort, Jhansi.**
2. The system of e-tendering shall be adopted, comprising 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 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 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. **Rs. 4,77,400/- (Rupees Four Lakh Seventy Seven Thousand Four Hundred) 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

फा.सं0 5-3/670/17-18-झॉसी-सी  
कार्यालय अधीक्षण पुरातत्वविद्  
भारतीय पुरातत्व सर्वेक्षण  
लखनऊ मण्डल  
हाल नं.1, नवम् तल, केन्द्रीय भवन,  
अलीगंज, लखनऊ 226024

एम.डब्लू(सी) स्ट्रक्चरल कन्जरवेशन एण्ड डेवलपमेन्ट ऑफ पब्लिक फेसिलिटीज, झॉसी किला, झॉसी के  
संरक्षण कार्य हेतु निविदा दस्तावेज

1. कार्य की अनुमानित राशि : रू. 4,77,400/- (रू. चार लाख सत्तर हजार चार सौ) मात्र
2. अग्रिम धनराशि : रू.9,548/- (रू. नौ हजार पाँच सौ अड़तालिस) मात्र
3. धरोहर राशि : रू.23,870/- (रू. तेईस हजार आठ सौ सत्तर) मात्र
4. तकनीकि निविदा खोलने की तिथि: 25.06.2018 प्रातः 10:30 बजे
5. माल आपूर्ति का समय कार्य आदेश जारी करने की तिथि से 90 दिनों तक होगा ।
6. माल आपूर्ति का स्थान: झॉसी किला, झॉसी

Sl. No.	Description of Execution of work	Qty
1	Providing & installation of four 2 Mega pixel bullet camera (Hikvision), 8 port DVR, 2TB HDD. 8 Channel power supply, 20 inch LED screen, BNC/DC connector with CCTV copper wire including supply of items & labours, completing with all respect.	2 Sets
2	Providing & installation of Door Frame Metal Detector (Godraj) with specification, Power supply AC 90V-270V, working temperature -20°C to 50°C, working frequency-4 khz to 8khz, dual lapping detecting zones, Both side LED indicator, Automatically count passengers and alarm times, Harmless to human body, high density fire proof material, battery backup for 6 to 7 hrs etc.	1 No.
3	Providing Cloak rooms, with safe locker for the visitors (Godrej). Safe depart of size with 6.00 nos.	6 Units
4	Providing hand metal detector with battery backup with specification – dimension- 85x410x45mm, sound and light alarm, battery 9V, frequency-40khz etc.	2 Nos.
5	Purchase of S.S(Stain less steel) Dustbin (50 litres)	10 Nos.
6	Providing automatic boom barrier for barricading vehicle Specification-4m Automatic Barrier in galvanized & painted steel with 230V controller, Height of Boom from ground (approx.mm) 884, Power supply(V)-230 AC, 50/690 HZ, Motor Supply(V), 24V DC, Protection Rating IP 54, Power 300W, Boom Dimension(mm) 60x40, Max Torque(NM):200, Current draw 1.5A, opening time 2 to 6 Sec., Duty Cycle: Intensive use, Operating temp: (-)20 to (+)50 degree, Cabinet Colour:Orange, approved makes, Godrej, Elka, Tescon, Kaba, Magentic, Elkosta	1 No.

Sd/-  
Superintending Archaeologist

## **REQUIREMENT FOR TECHNICAL ELIGIBILITY**

The Contractors should fulfil 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 or any other Govt. Organization.

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

1. Scanned copy of declaration letter.
2. Scanned copy of EMD
3. Scanned Copies of Registration Certificate
4. Scanned copies of work Experience certificate/work order
5. Scanned copy of GST Registration
6. Scanned copy of last three years income tax return
7. Scanned copy of Permanent Account Number

**DECLARATION**

*(on stamp paper of Rs. 100/-)  
(attested by notary)*

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 fulfills 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 LI.
3. In case of tie in lowest rate, the contractor who has completed more work orders in last 3 years' for supply and execution of work in Ministries/ Government offices (central/state)/Government organizations shall be declared LI .Copies of Orders and completion certificates from employer shall be provided along with Technical Bid.
4. The work shall be awarded to the LI bidder.

## TERMS AND CONDITIONS OF CONTRACT

### GENERAL

1. The contract will be for 90 days for execution of work which will be reckoned after fifteen days from the date of award of contract.
2. The contractors should quote the rate as per format provided in BOQ.
3. The contractor whose tender is accepted will be required to furnish security deposit Rs. 23,870/- (5% of Estimated Cost).
4. Conditional bids shall not be considered and will be out rightly rejected in the very first instance.
5. All required scanned document to be certified and readable.
6. In case any of the above provisions are violated, the contractor shall be liable to be blacklisted from the Government of India.
7. The Technical Bid shall be opened on **25.06.2018** at 10.30 A.M.
8. The **Superintending Archaeologist, Archaeological Survey of India**, Lucknow Circle, Lucknow reserves the right to cancel any or all the bids without assigning any reason.
9. The contracting Company/ Firm/ Agency/Contractor shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract.
10. The tenderer will be bound by the details furnished by him/ her to this Department, while submitting the tender or at subsequent stage, In case, any document furnished by him/ her is found to be false at any stage, it would be deemed to be a breach of terms of Contract making him/ her liable for legal action besides termination of contract.
11. The Superintending Archaeologist, Archaeological Survey of India reserves right to terminate the contract during initial period also after giving three days' notice to the contracting agency in case of breach of terms of contract.
12. Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable to rejection.
13. On acceptance of the tender, the name of the accredited representative(s) of the contractor who would be responsible for taking instructions from the Engineer in charge shall be communicated to the Engineer in charge.
14. The President of India does not bind himself to accept the lowest or any tender and reserves to himself the right of accepting the whole or any part of the tender and tenderer shall be bound to perform the same at the rates quoted.
15. GST or any other tax on material in respect of this contracts shall be payable by the contractor and Government will not entertain any claim whatsoever in this respect.
16. The contractor shall not be permitted to tender for works in the ASI circle (responsible for award and execution of the contracts) in which his near relative is posted as an officer in any capacity between the grades of Superintending Engineer and Assistant (both inclusive). He shall also intimate the names of persons who are working with him in capacity or are subsequently employed by him and who are near relatives to any Gazetted officer in ASI or in the Ministry of Culture by the contractor should render him liable to be removed from the approved list of contractors of this Department.
17. The tender of works shall remain open for acceptance for a period of ninety days from the date of opening of tenders. If any tenderer withdraws his tender before the said period or make any modifications in the terms and conditions of the tender, which are not acceptable to the department. Then the Government shall forfeit 100% of the said earnest money absolutely.



18. Contractors exempted from payment of Earnest money and Security Deposit in individual cases should attach with the tender an attested copy of Competent authority's letter exempting them from the payment of Earnest Money and Security Deposit and should produce the original whenever called upon to do so.
19. The tender for the work shall not be witnessed by a contractor or contractors who himself/themselves has /have tendered or who may and has /have rendered for the same work. Failure to observe this condition would render of the contractors tendering as well as witnessing the tender liable to summary rejection.

### **SCOPE OF BID**

20. Tenders are hereby invited on behalf of the President of India for & execution of work for the work under **MW(C) TO STRUCTURAL CONSERVATION AND DEVELOPMENT OF PUBLIC FACILITIES, JHANSI FORT, JHANSI.**
21. The time allowed for execution of work will be **90 days** which will be reckoned after fifteen days from the date of award of contract.

### **ELIGIBLE OF BIDDERS**

22. The invitation for Bids is open to all eligible bidders meeting the qualification criteria as defined in eligibility criteria.

### **ELIGIBILITY CRITERIA**

23. The Contractors registered in the list of C.P.W.D./ M.E.S./ P.W.D./ RAILWAYS or any other Govt. Organization.

### **SITE VISIT**

24. Any site information given in this tender document is for reference only. The Bidder is advised to visit and examine the site of works and its surroundings and obtain for himself on his own responsibility and cost all information that may be necessary for preparing the tender and for the execution of the assignment. The bidder shall be deemed to have inspected the site and its surroundings beforehand and taken into account all relevant factors pertaining to the site in the preparation and submission of the tender.
25. The costs of visiting the site shall be borne by the Bidder.
26. The Bidder and any of his personnel or agents may contact the In-charge of Sub Circles for the purpose of such inspection, but only upon the express condition that the Bidder, his personnel and agents, will release and indemnify the Engineer or his representatives from and against all liability in respect of such inspection and will also be responsible for death or personal injury, loss or damage to property and any other loss, damage, costs and expenses incurred as a result of the inspection.
27. It is the responsibility of Bidders to visit the site and obtain all information necessary for the purpose of preparing Tenders. Bidders must inspect and fully satisfy themselves as to the requirements and extent of the assignments.

## **TENDER DOCUMENTS**

28. The tender document can only be downloaded from **CPPP website**: <https://eprocure.gov.in/eprocure/app> upto 16.00 hours of **22.06.2018** which will be opened on dated **25.06.2018** at 10:30 hours.
29. The Bidder shall examine carefully all the contents of the tender documents including instructions, conditions, terms, specifications and drawings and take them fully into account before submitting his offer. Failure to comply with the requirements as detailed in these documents shall be at the tenderer's own risk and tender submission will render the tender liable for rejection. Pursuant to above tenders, which are not responsive to the requirements of the tender conditions, will be rejected.

## **CLARIFICATION OF TENDER DOCUMENTS**

30. At any time prior to the deadline for submission of tenders, the Superintending Archaeologist, ASI, Lucknow may, for any reason, whether on his own initiative or in response to a clarification by a prospective Bidder, modify the tender documents by issuing addenda.
31. A Bidder requiring any clarification regarding the tender documents may contact the Superintending Archaeologist, ASI, Lucknow Circle ([circlelucknow.asi@gov.in](mailto:circlelucknow.asi@gov.in)) through e-mail only. The queries will be responded which were received 3 days prior to the deadline for submission of tenders. The queries will be uploaded in the web site [www.asi.nic.in](http://www.asi.nic.in) only including a description of the enquiry, but without mentioning the source of the enquiry. It is to be noted that no queries, clarifications will be received after the period stipulated above.
32. All prospective bidders are requested to browse the web site for information. It is deemed that they are fully aware of the corrigendum so issued once they bid for the work
33. Any amendments thus issued will be hosted on the website up to two days prior to the dates specified for submission of the bids. All the bidders who have downloaded the Bid Document shall verify if any such amendment/modifications have been issued before submitting their bid and shall take cognizance of and include such amendment(s) in their submission. In any case, the amendment(s)/modification(s) if any shall be binding on the Bidder. No separate notice/intimation of amendments/modifications will be sent to those who have downloaded the document from the web.
34. If any addendum is issued, reasonable time will be given to Bidders to take the corrigendum into account in preparing their tenders, in which case, the authorities may extend the deadline for submission of tenders.
35. While all efforts have been made to avoid errors in the drafting of the tender documents, the tenderer is advised to check the same carefully. No claim on account of any errors detected in the tender documents shall be entertained.

## **SUBMISSION OF BIDS/TENDER**

36. 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.
37. Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in>  
Bid documents may be scanned with 100 dpi with black and white option which help in reducing size of the scanned document.

## **BID OPENING**

38. The bids will be opened on-line at Lucknow on **25.06.2018** at 10.30 A.M. in the office of the Superintending Archaeologist, Archaeological Survey of India, Lucknow Circle, 9<sup>th</sup> floor Kendriya Bhawan, Aliganj, Lucknow-226024 in two sessions as per the schedule given above.
39. Technical Bid will be opened thereafter for verification of EMD, application money, qualification to participate in the technical evaluation.
40. On satisfying the qualification, the bidder's background and previous work will be evaluated by the Technical Evaluation Committee (TEC).
41. TEC may, at its discretion, call for additional information/clarifications from the bidders. Such information has to be supplied within the time frame set out by the TEC, otherwise TEC shall make its own reasonable assumptions at the risk and cost of the bidders and the bid is liable to be rejected.
42. For verification of information submitted by the bidders, the TEC may visit their sites/premises of the firm to verify the facilities, if required at its own cost. The TEC may verify confidentially the credentials and performance with their previous clients.
43. The bidders shall provide all the necessary documents, samples and reference information as desired by the TEC. The bidders shall also assist the TEC in getting relevant information from the bidders' references. Seeking clarifications cannot be treated as acceptance of the instrument/bid.
44. After due evaluation of Technical capabilities of the bidders, through a marking system, the TEC would submit its recommendation clearly bringing out the technically accepted bids.  
After evaluation by the committee, the financial bids of short listed bidders will be opened either on the same day or on the subsequent day.

## **DELIVERY SCHEDULE AND PENALTY**

45. The successful bidder will initiate and complete the work within the stipulated time. Any delay in initiation or completion will be allowed at the sole discretion of the Superintending Archaeologist, ASI, Lucknow Circle. If the request is rejected, the work order may be cancelled or penalty may be levied.
46. At the discretion of the ASI, any delay beyond the approved time limit, will invite a penalty @ 0.2% of the order value per day of default. This amount will be deducted from the invoice.

47. The work will be checked at the field condition by ASI officials and Expert Committee for accurate performance.

### **PAYMENT**

48. The payment will be released after the completion of the work in all respects. Part payment will be considered on the recommendations of the Experts Committee/evaluation of the data generated by the Department officials. The quantum will be decided by the ASI and there will be no negotiations on this aspect.
49. The payment will be made through NEFT/RTGES on production of a mandate form from the Bank within reasonable time.
50. All statutory deductions like TDS on Income tax and GST will be done as per rules.

### **FORCE MAJEURE**

51. Force majeure clause will mean and be limited to the following in the execution of the contract/purchase order placed by ASI:-  
"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 (here in after 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 SA, 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**

52. ASI 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 orders. 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 SA ASI on behalf of 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 thereunder and any statutory modification or re-enactment, thereof. The arbitration proceeding shall be held in Lucknow, Uttar Pradesh.

## **APPLICABLE LAW**

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

## **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://eprocuregov.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.

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**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: 5-3/670/17-18-JHI-C**

**NAME OF TENDER / WORK: MW(C) TO STRUCTURAL CONSERVATION  
AND DEVELOPMENT OF PUBLIC FACILITIES,  
JHANSI FORT, JHANSI.**

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)