REQUEST FOR PROPOSAL

SPECIAL REPAIRS WORKS OF "KUNDS" AT SHRI KEDARNATH DHAM, KEDARNATH, DISTRICT-RUDRAPRAYAG, UTTARAKHAND

REFERENCE NO.:15/13/2/KED/2019-20/W (G-20/14/Aug/19/1200468/NAP)

GOVERNMENT OF INDIA
MINISTRY OF CULTURE
ARCHAEOLOGICAL SURVEY OF INDIA
DEHRADUN CIRCLE, 4-REST CAMP, TYAGI ROAD, DEHRADUN UTTARAKHAND

<table>
<thead>
<tr>
<th>CONTACT DETAILS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Person</td>
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<tr>
<td>----------------</td>
</tr>
<tr>
<td>Address for communication</td>
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<tr>
<td>Mail for communication</td>
</tr>
</tbody>
</table>
SECTION-01

TABLE – A: TIME AND WORK FRAME

REPAIRS & RESTORATION OF "KUNDS" AT SHRI KEDARNATH DHAM, KEDARNATH, DISTRICT-RUDRA PRAYAG, UTTARAKHAND
ARCHAEOLOGICAL SURVEY OF INDIA, DEHRADUN CIRCLE

MANUAL BIDS SHALL NOT BE ACCEPTED:

<table>
<thead>
<tr>
<th>CRITICAL DATE SHEET</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1.</strong> Date of Issue of Tender</td>
</tr>
<tr>
<td><strong>2.</strong> Bid Document Download / Sale Start Date</td>
</tr>
<tr>
<td><strong>3.</strong> Date of Pre Bid Conference- For clarifying issues and doubts, if any, about specification of material and services projected in Bid document.</td>
</tr>
<tr>
<td><strong>4.</strong> Start date for submission of filled-in tender document.</td>
</tr>
<tr>
<td><strong>5.</strong> Bid Submission End Date</td>
</tr>
<tr>
<td><strong>6.</strong> Date of opening of Technical bid</td>
</tr>
<tr>
<td><strong>7.</strong> Date of opening of Financial bid</td>
</tr>
<tr>
<td><strong>8.</strong> Validity of Bid</td>
</tr>
<tr>
<td><strong>9.</strong> Date of meeting with Bidders Post Technical Bid opening for Document Verification</td>
</tr>
<tr>
<td><strong>10.</strong> EMD AMOUNT</td>
</tr>
<tr>
<td><strong>11.</strong> ESTIMATED COST OF TENDER</td>
</tr>
</tbody>
</table>
Dear Sir,

1. The Archaeological Survey of India invites Online Bids in the prescribed form under the two Bid System i.e Technical and Financial Bid for Repairs & Restoration Works of “KUNDS” at Shri Kedarnath Dham, Kedarnath, District-Rudraprayag, Uttarakhand.

2. The system of e-tendering shall be adopted, comprising of the technical and the Financial Bid. Document Download: Tender documents may be downloaded from CPPP website https://eprocure.gov.in/eprocure/app as per the schedule as given in CRITICAL DATE SHEET.

   Technical bid should, inter alia, contains all technical details of material, services and solutions to be provided along with such documentary proofs. Financial bid should inter alia; indicate percentage rate prices 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 Request for Proposal (RFP) by providing (a) Financial Bid, separately, clearly mentioning (i) 'Financial Proposal'. 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 helping reducing size of the scanned document.

4. **Earnest Money Deposit:**

   The Hard Copy of original payment instruments in respect of cost of earnest money or copy of EMD exemption must be delivered to the Superintending Archaeologist, Archaeological Survey of India Dehradun Circle, Dehradun on or before the Bid opening date/ time as mentioned in critical data sheet. Tendered shall likely to be liable for rejection for non-submission of original payment instrument like DD etc. against the submitted Bid.

   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 (NSIC) or Ministry of Culture.

5. **The EMD be Submitted Separately as Under:**

   1. Tender inviting authority is the Superintending Archaeologist, Archaeological Survey of India, Dehradun Circle, Dehradun-Uttarakhand-248001. The hard copy of EMD shall be submitted to the office of the SA, ASI, Dehradun Circle, 4-Rest Camp, Tyagi Road, Dehradun. The hard copy of EMD shall be reached to the above address on or before bid opening date.

6. **Estimated Cost of Tender:** Rs. 1, 06,15,040.00 (Rupees One Crore Six Lac Fifteen Thousand Forty Only)
Notice Inviting Tenders:

1. Online E-tenders are invited on behalf of the President of India by the Superintending Archaeologist, Archaeological Survey of India, Dehradun Circle, Dehradun for Repairs & Restoration Works of “KUNDS” at Shri Kedarnath Dham, Kedarnath, District-Rudraprayag, Uttarakhand from the eligible contractors registered with PWD/CPWD/MES/State PWD/Railway/Irrigation/Archaeological Survey of India, who has minimum three years’ experience in the execution of work of similar nature in Heritage Sites.

2. Complete tenders documents can be accessed from CPP portal https://eprocure.gov.in/app as per the details in critical sheet which will be technically opened on dated 15.04.2020 at 14.30 hrs. No tender shall be entertained after 13.04.2020 at 14.00 hrs after this dead line under any circumstances as whatsoever.

3. Earnest Money of Rs 2,15,000/- (Rupees Two Lac Fifteen Thousand Only) in the shape of CDR/Demand Draft/FDR in favour of Superintending Archaeologist, Archaeological Survey of India, drawn in Canara Bank Dehradun from any recognized schedule Bank guaranteed by Reserve Bank of India and enclosed with tender.

4. The Approval authority reserves the right to amend or withdraw any of the terms and conditions contained in the tender documents 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.

Copy to:

a. Notice Board
b. Website of Dehradun Circle.
SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR TENDERERS

1. The tendering Contractors/Suppliers/Firms/Agencies are required to upload the following documents along with the technical bid, failing which their bids shall be summarily/out-rightly rejected and will not be considered any further.
   
a) Copies of the valid Registration Certificate.
   
b) Copy of PAN NO.
   
c) Copy of IT return filed for the last three Ass. Year i.e. 2017-18, 2018-19 & 2019-20
   
d) Copies of the GST registration certificate along with latest Service tax/Sales taxes and other charges as applicable.
   
e) Declaration regarding black listing as per format attached.
   
f) Annual Turnover last three year’s should not be less than 80% of the Estimated Cost in each year
   
g) The bidder must have experience in execution of works at heritage site. Only those complete work order will be considered for the purpose of experience which has been carried out at the monuments or at heritage site.
   
h) The rate for complete works should be quoted in figures and words including all taxes and other charges as applicable in percentage.
   
i) The contractor/suppliers/firms/agencies will be permitted to attend at the time of tender opening.
   
j) If the date of opening of the tender happens to be a holiday, the tender will be opened on the next working day.
   
k) The right of acceptance of a tender will be with the Superintending Archaeologist (I/C), Archaeological Survey of India, Dehradun Circle, who does not bind himself/herself to accept the lower tender and reserves to himself/herself the authority to reject any or all the tenders without assigning any reason. All tenders in which any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected.
   
l) Contractor should visit the working site prior to rate tendering as well as have to furnish certificates thereon in written along with the tender.
   
m) The work to be executed and deduction of voids will be as per CPWD specifications, IS coder and as per Archaeological Survey of India, specification.
   
n) Water arrangement/scaffolding/T&P articles will be managed by the contractor.
   
o) The quantity/item of work can be increased/decreased as per site requirements.
   
p) The materials pertaining to this work should be checked by the competent officer.
   
q) Performance Security deposit-  
   
   10% of 1st 1,00,000/-
   
   7.5% of 2nd 1,00,000/-
   
   5% of remaining balance amount of tender cost.

12. The Archaeological Survey of India reserves the right to amend or withdraw any of the terms and conditions contained in the tender documents or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Superintending Archaeologist, Archaeological Survey of India, Dehradun Circle Dehradun in this regard shall be final and binding on all parties in all circumstances.

13. Conditional bids shall not be considered and will be out rightly rejected in very first instance.
14. Contractor will be responsible for timely payment to the Supplier/labour and statutory authorities and compliance of all statutory provisions relating to minimum wages/specifyed contract amount etc. in respect of the person deployed by him for the work.

15. The contractor shall also be liable for depositing all tax, levies, cess etc. on amount of work done/supply of materials/service rendered by him to the ASI to the concerned tax collection authorities from time to time as per extant rules and regulations on the matter.

16. Whenever the rates quoted by the contractor in figures and in works tally but the amount is not worked out correctly, the rate quoted by the contractor will be taken as correct and not the amount.

17. The total cost quoted by the bidders shall be worked out for deciding the lowest bidder for acceptance of tender.

18. The rate quoted should include all taxes etc. ASI will not entertain any claim whatsoever in this regard.

19. In case contractor's signature on tender is fixed in an Indian Language, the rate/amount/percentage above or below should also be written the same language. In the case of illiterate contractors the rates/percentage should be attested by a witness.

20. The discretion of acceptance of tender, will rest with the Circle/Branch Officer/Regional Director/Director General, A.S.I who does not bind himself to accept the lowest tender and reserve to himself the authority to reject any or all of the tenders received without the assigning any reasons. Any tender, in which any of the prescribed conditions are not fulfilled or are incomplete in any respect, is liable to be rejected.

21. The contractor shall not be permitted to tender for work in the Archaeological Survey of India, Circle/Branch Office (Responsible for award and execution of contracts) in which this near relative is posted as an officer in any capacity.

22. No Engineer of Gazetted rank or other Gazetted Officer employed in Engineering or Administrative duties in an Engineering Department of the Government of India is allowed to work as a contractor for a period of two years of his retirement from Government service, without the prior permission of the Government of India as aforesaid before submission of the tender or engagement in the contractor's service.

23. The tender of the work shall not be witnessed by a contractor or contractors who himself/himself/him/have tendered or who may tender for the same work.

24. The successful bidder has to ensure all the necessary applicable obligations such as labour law, EPF, ESI and other statutory provisions. The contractor may also submit daily labour report during the execution of work in the prescribed proforma.

EVALUATION CRITERIA:

1. The bidder who fulfils technical eligibility requirement mentioned under technical eligibility requirement shall be declared technically qualified and financial bid in respect of only technically qualified bidder shall be opened.

2. The bidder who quotes lowest rates for the work in financial bid will be declared L1.

3. The work shall be awarded to L1 bidder.
**TECHNICAL ELIGIBILITY REQUIREMENTS AND BID SHEET FOR THE BIDDERS**

The Bidders should fulfil the following eligibility requirement and furnish self attested copies of documents with technical bid.

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Requirement</th>
<th>Copy of Relevant Documents</th>
<th>Enclosed Yes/No</th>
<th>Page No. Of bid Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>The eligible bidder, who are registered with CPWD/MES/RAILWAY/ASI/P&amp;T</td>
<td>Copies of Registration Certificate</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Department/State PWD/ASI or Irrigation Department.</td>
<td></td>
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<tr>
<td>2.</td>
<td>Registration Certificate of GST</td>
<td>Copies of Registration</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>PAN Card</td>
<td>Copy of PAN</td>
<td></td>
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<tr>
<td>5.</td>
<td><strong>TURN OVER:</strong> The Average Annual Turn Over of the Bidder should not be less</td>
<td>Copy of Turn Over Certificate issued by Statutory Auditor</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>than 80% of the estimated cost put to tender during the last 3 years Financial</td>
<td></td>
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<tr>
<td>6.</td>
<td><strong>EXPERIENCE:</strong> a) Three (03) similar works at monument or heritage sites,</td>
<td>Copies of Work Orders at Heritage Sites.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>each of value not less than 40% of the estimated cost put to tender OR</td>
<td></td>
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<tr>
<td></td>
<td>b) Two (02) similar works at monument or heritage sites, each of value not</td>
<td></td>
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<td></td>
<td>less than 60% of the estimated cost. OR</td>
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<tr>
<td></td>
<td>c) One (01) similar work at monument or heritage sites of value not less than</td>
<td></td>
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<td></td>
<td>80% of the estimated cost. (All amounts Rounded of the convenient full figure in the last 7 years)</td>
<td></td>
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<tr>
<td>7.</td>
<td><strong>SIGNED NIT:</strong> Each page of NIT must be signed and stamped and uploaded on</td>
<td>Signed NIT</td>
<td></td>
<td></td>
</tr>
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<td></td>
<td>the portal.</td>
<td></td>
<td></td>
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<tr>
<td>8.</td>
<td>Declaration of black listing certificate</td>
<td>Copy of declaration</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Archaeological Survey of India, Dehradun Circle, Dehradun.
F. Ref. No. 15/13/2/KED/2019-20/W
(G-20/14/Aug/19/1200468/NAP)
Government of India
Archaeological Survey of India
Dehradun Circle, 4-Rest Camp, Tyagi Road, Dehradun
ITEMS WISE TENDER FOR EXECUTION OF WORK

Tender Submission Start Date: 20.03.2020 UPTO 10.00 Hrs.
Date of Closing: 13.04.2020 UPTO 14.00 Hrs.
Date of Opening: 15.04.2020 UPTO 14:30 Hrs
Name of Work: Repairs & Restoration Works of “KUNDS” at Shri Kedarnath Dham, Kedarnath, District-Rudrapryag, Uttarakhand

I/We hereby tender for execution of work for the President of India for supply/execution of work as described in the under mentioned memorandum according to the specification within the time schedule and at the rates quoted therein subject to the conditions of the contract as specified in Form 6 & 8/9 CPWD.

MEMORANDUM

(i) Earnest Money: Rs. 21,500-.
(ii) Security Deposit: As per the terms and condition
(iii) PAYABLE IMMEDIATELY ON THE ACCEPTANCE OF TENDER: EMD will be adjusted against the total Security Deposit
(iv) ESTIMATED COST: Rs. 1,06,15,040/
(v) PLACE OF WORK: Shri Kedarnath Dham, Kedarnath, District-Rudrapryag, Uttarakhand

READ TERMS AND CONDITION BEFORE FILLING UP THE SCHEDULE, SIGN ON ALL PAGES

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Details of Items</th>
<th>Unit</th>
<th>Qty.</th>
<th>Rate with GST</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Exposing/Excavation the outer area around of the kund up to Plinth level very carefully to avoid any damage to the structure and disposal up to 100mtrs.</td>
<td>Cum.</td>
<td>71.49</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Desilting of malba inside the KUND up to floor level very carefully to avoid any damage to the structure and disposal up to 100mtrs.</td>
<td>Cum.</td>
<td>11.24</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Dismantling of R.C.C work manually/by mechanical means including stacking of steel bars and disposal of unserviceable material within 100 meters.</td>
<td>Cum.</td>
<td>4.73</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Taking out of existing Plinth block stone masonry of udak kund (provided by state govt.) very carefully and stacking properly.</td>
<td>Cum.</td>
<td>4.3</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Providing / laying base concrete on the floor level using 50% lime mortar of ratio 1:1:1 (1 lime 1 sand 1 surkhi) including compaction, curing etc. complete.</td>
<td>Cum.</td>
<td>13.64</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Providing/fixed gneiss/granite stone flooring around the kund area as apron using stone of average 75 mm thickness and fixing in lime mortar 1:1:1 (1 lime 1 sand 1 surkhi) including filling, finishing the joints etc. complete.</td>
<td>Sqm.</td>
<td>113.2</td>
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</tr>
<tr>
<td>Taking out the damaged dislocated and bulged dry R.R stone peching of the kunds including stacking at proper place very carefully and disposal of unserviceable material up to 100 mtrs.</td>
<td>Cum.</td>
<td>3.96</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Restoration of missing architectural members of the kunds and fixing in composite mortar 1:1:1 (1 lime 1 sand 1 surkhi) very carefully including finishing curing etc. complete.</td>
<td>Cum.</td>
<td>50.24</td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>Providing/fixing deodar wood beams, rafter, post and planks on the roof very carefully as per old design/pattern including cutting, dressing, planning, polishing and fixing with fevicol nails and nut bolts etc. and providing anti-termite oil on the all surface of wood structure.</td>
<td>Cum.</td>
<td>3.75</td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>Providing/fixing 20 gauge copper sheet including overlapping from all sides over the wooden planks roof of the raitas kund as per old design of Shri Kedarnath temple.</td>
<td>Sqm.</td>
<td>71.41</td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>Water tightening/pointing of exterior and interior surface of kunds by using natural polymer such as lime, surkhi, sand, mortar in 1:1:1 including curing etc complete.</td>
<td>Sqm.</td>
<td>419.79</td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>Grouting of the old kund structures at different locations wherever required in 1:1:1 lime mortar etc. complete.</td>
<td>Job Work</td>
<td>L.S.</td>
<td></td>
</tr>
<tr>
<td>13.</td>
<td>Providing and fixing of heavy tubular scaffolding at different location for execution of the work including dismantling after completion of work.</td>
<td>Sqm.</td>
<td>97.20</td>
<td></td>
</tr>
<tr>
<td>22.</td>
<td>P/F sinages such as bilingual name plate, direction boards in different location matching to the structures in block masonry pedestal with engraving letters in proper size and filling appropriate colour including transportation fixing etc complete</td>
<td>Each</td>
<td>05 Nos.</td>
<td></td>
</tr>
<tr>
<td>a) 1-cost of nameplate (14&quot;x10&quot;)</td>
<td>Each</td>
<td>05 Nos.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b) 2-direction board (18&quot;x12&quot;)</td>
<td>Each</td>
<td>05 Nos.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
DECLARATION

Should this tender be accepted, I/We hereby agree to abide by and fulfil all the terms and provisions of the said conditions annexed hereto so far as applicable, and/or in default thereof to forfeit and pay to the President of India or his successor in office the sum of money mentioned in the said conditions. A sum of Rs. *(_________ Only) is herewith forwarded in Cash/Treasury Challan/DD/FDR as earnest money. If I/We fail to commence the work to specified in the above memorandum or if I/We fail to deposit the amount of security deposit specified against (ii) in the above memorandum in accordance with clause 1 of the said conditions of contractor I/We agree that the said President or his successors in office shall, without prejudice to any other right or remedy, shall be retained by his towards such security deposit. I/We further agree that the said President or his successors in office shall also be at liberty to cancel the acceptance of the tender if I/We fail to deposit security amount to aforesaid.

* Give particulars & numbers
* Signature of Tenderer
* Address with GST No.
* Signature of Witness:
* Address:

* Date:

The above tender is hereby accepted by me behalf of the President of India.

Signature and seal of contractor
Address
DECLARATION

I, ________________ Son/Daughter of Shri ________________ signatory of the agency firm mentioned above, is competent to sign this declaration and execute this tender document.

1. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.

2. My agency/firm 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 Two years as on date of opening of this tender.

3. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief.

4. I/we am/are 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:

Full Name

Signature of Authorized Person(s)

Place

Seal
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://eprocure.gov.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 II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify/ NCode/ 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 log-in 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 / e-mail 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 / help from the Helpdesk.
PREPARATION OF BIDS

1) Bidder should take into account any corrigendum published on the tender document before submitting their Bids.

2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the Bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the Bid.

3) Bidder, in advance, should get ready the Bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every Bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the Bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a Bid, and need not be uploaded again and again. This will lead to a reduction in the time required for Bid submission process.

SUBMISSION OF BIDS

1) Bidder should log into the site well in advance for bid submission so that they can upload the Bid in time i.e. on or before the Bid submission time. Bidder will be responsible for any delay due to other issues.

2) The Bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

3) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.

4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of Bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during Bid submission time. Otherwise the uploaded bid will be rejected.

5) Bidders are requested to note that they should necessarily submit their financial Bids in the format provided and no other format is acceptable. If the price Bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the Bidders. Bidders are required to download the BOQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the Bidder). No other cells should be changed. Once the details have been completed, the Bidder should
save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the Bidder, the Bid will be rejected.

6) The server time (which is displayed on the Bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the Bids by the Bidders, opening of Bids etc. The Bidders should follow this time during Bid submission.

7) All the documents being submitted by the Bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of Bid opening. The confidentiality of the Bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any Bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/Bid opener’s public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized Bid openers.

8) The uploaded tender documents become readable only after the tender opening by the authorized Bid openers.

9) Upon the successful and timely submission of Bids (i.e. after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful Bid submission message & a Bid summary will be displayed with the Bid no. and the date & time of submission of the Bid with all other relevant details.

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

**ASSISTANCE TO BIDDERS**

1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

2) Any queries relating to the process of online Bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk Mobile Number - +91 8826246593 Tel: The 24 x 7 Help Desk Number 0120-4200462, 0120-4001002.
TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date:

To,

____________________

Sub: Acceptance of Terms & Conditions of Tender.
Tender Reference No: ____________________________

Name of Tender / Work: -

____________________

Dear 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)