NOTICE INVITING TENDER

S/R to Ancient Temple (Adarsh Smarak) at Martand (Phase-I) within 03 months
(Job work)
ARCHAEOLOGICAL SURVEY OF INDIA, SRINAGAR CIRCLE, JAMMU

REFERENCE NO. F. No. 4/4-8/2017-18-C-

GOVERNMENT OF INDIA
MINISTRY OF CULTURE
ARCHAEOLOGICAL SURVEY OF INDIA
SRINAGAR CIRCLE
# Section-1

**Table - A: Time and Work Frame**

S/R to Ancient Temple (Adarsh Smark) at Martand (Phase-I) within 03 months
(Complete job work)

ARCHAEOLOGICAL SURVEY OF INDIA, SRINAGAR CIRCLE, JAMMU

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**CRITICAL DATA SHEET**

<table>
<thead>
<tr>
<th></th>
<th>Name of work</th>
<th>S/R to Ancient Temple (Adarsh Smark) at Martand (Phase-I) within 03 months (Complete job work)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Estimated Cost</td>
<td>Rs.867729.00</td>
</tr>
<tr>
<td>3</td>
<td>EMD</td>
<td>Rs.17355.00</td>
</tr>
<tr>
<td>4</td>
<td>Probable time of completion</td>
<td>120 days</td>
</tr>
<tr>
<td>5</td>
<td>Document Download Start Date</td>
<td>27.08.2020 3.00 P.M.</td>
</tr>
<tr>
<td>6</td>
<td>Bid Submission Start Date</td>
<td>28.08.2020 3.30 P.M.</td>
</tr>
<tr>
<td>7</td>
<td>Bid Submission Closing Date</td>
<td>17.09.2020 3.00 P.M.</td>
</tr>
<tr>
<td>8</td>
<td>EMD Submission Closing Date</td>
<td>18.09.2020 3.00 P.M.</td>
</tr>
<tr>
<td>9</td>
<td>Technical Bid Opening Date</td>
<td>18.09.2020 03.30 P.M.</td>
</tr>
<tr>
<td>10</td>
<td>Financial Bid Opening Date/Time</td>
<td>After opening Technical Bid</td>
</tr>
</tbody>
</table>

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Manual bids shall not be accepted.

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.

**Earnest Money Deposit:**

The EMD should be drawn in favour of Superintending Archaeologist, ASI, Srinagar and payable at Srinagar.
The Hard Copy of original instruments in respect of cost of earnest money must be delivered to the Superintending Archaeologist, Archaeological Survey of India, Srinagar Circle, 141 A/D Green Belt Park Gandhi Nagar Jammu - 180004 on or before Technical Bid opening date and time as mentioned in critical date sheet. The tender without EMD and other documents will be rejected summarily. No interest will be payable on the amount of the EMD. The EMD of unsuccessful bidders shall be returned without any interest on finalization of tender if the successful bidder withdraws his bid in writing or fail to undertake the works within the stipulated time as mentioned in the work order or did not submit the Security Deposit, his EMD will be forfeited.

Cost of Tender:

The tender cost of **Rs. 500/- (Rupees Five Hundred)** only non-refundable in the form of Demand Draft/Pay Order drawn in favour of Superintending Archaeologist, Archaeological Survey of India, Srinagar Circle in the sealed envelope mentioning the Name of the Work prior to opening of the tender.

Address for communication, are as given below:

**Contact Details:**

<table>
<thead>
<tr>
<th>Contact Person</th>
<th>The Superintending Archaeologist</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address for communication</td>
<td>O/o Superintending Archaeologist, Archaeological Survey of India, Srinagar Circle, 141 A/D Green Belt Park Gandhi Nagar Jammu - 180004 Phone No: 0191-2434354</td>
</tr>
<tr>
<td></td>
<td>E-mail - <a href="mailto:circlesri.asi@gmail.com">circlesri.asi@gmail.com</a></td>
</tr>
</tbody>
</table>
NOTICE INVITING TENDERS

1. Online tenders are invited on behalf of the President of India by the Superintending Archaeologist, Archaeological Survey of India, Srinagar Circle, Jammu for S/R to Ancient Temple (Adarsh Smarak) at Martand (Phase-I) within 03 months (Complete job work) from the eligible contractors registered with PWD / CPWD / MES / Railway / Irrigation who has minimum last 07 years works experience in Conservation work / Supply of building material/man power with Archaeological Survey of India or Conservation work / Supply of similar nature of material or man power at other Heritage Sites.

2. The complete tender documents can be accessed from CPP portal https://eprocure.gov.in/eprocure/app. No tender shall be entertained after 17.09.2020 at 15:00 after this dead line under any circumstances as whatsoever. The Bid of tender will be opened at 15:30 on 18.09.2020

3. Earnest money of Rs. 17355/- (Rupees Seventeen Thousand, three hundred and fifty five only) in the shape of CDR / Demand Draft and tender fee of Rs. 500/- (non refundable) in the shape Demand Draft in favour of SUPERINTENDING ARCHAEOLOGIST, ARCHAEOLOGICAL SURVEY OF INDIA, drawn in Jammu from any recognized schedule Bank guaranteed by Reserve Bank of India and enclosed with the tender

4. The Approval Authority reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the DG, ASI in this regard shall be final and binding on all.

Dated: 26 AUG 2020

Superintending Archaeologist (I/c)

Copy to:

a. Notice Board
b. Website of ASI / Srinagar Circle
Terms and Conditions

1. No tender shall be entertained after the deadline under any circumstances whatsoever.

2. This ASI 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, Srinagar Circle, Jammu in this regard shall be final and binding on all parties in all circumstances.

3. Earnest Money Deposit in the shape of CDR / DD and tender fee of Rs. 500/- (Non refundable) in the shape of Demand Draft should be submitted to this office in a separate sealed cover superscripting as E.M.D. and should reach this office on or before as per details on Critical Data sheet.

4. Goods & Service tax or any other or material in respect of this contracts shall be payable by the contractor and Government will not entertain any claim whatsoever in this respect.

5. 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 person who are working with him in capacity or are subsequently employed by him and who are near relatives of any Gazetted officer in ASI or in the Ministry of Tourism and Culture by the contractor should render him liable to be removed from the approved list of contractors of this department.

6. The tender works shall remain open for acceptance for a period of ninety days from the date of opening of tenders. If any tendered withdraws his tender before the said period for make any modifications in the terms and condition of the tender, will not be accepted by the department. Then the Government shall forfeit 100% of the said earnest money absolutely.

7. Conditional final bids shall not be considered and will be out rightly rejected in the very first instance.

8. The Superintending Archaeologist, Archaeological Survey of India, Srinagar Circle, Jammu reserves the right to cancel any or all the bids without assigning any reason.

9. Successful Bidder shall also be liable for depositing all taxes, 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.

10. The contractor should quote the rate and amount in figure as well as in words. The amount for each item should be worked out and the total for all items should be given.

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

12. The total cost of all items of each tender quoted by the bidders shall be worked out and the same i.e. total cost of each tender shall be compared for deciding the lowest bidder for acceptance of tender.

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

14. The discretion of acceptance of a 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 reason. Any tender, in which any of the prescribed conditions are not fulfilled or
are incomplete in any respect is liable to be rejected.

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

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

17. **Bid Submission:** Applicants/ intending or interested Bidders are invited to submit their online
proposal after carefully reading the Request for Proposal (RFP) by providing single Bid. 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 portal/website: https://eprocure.gov.in and
eprocure app. Bid documents may be scanned with 100 dpi with black and white option which
help in reducing size of the scanned document. The tender form and other uploaded documents
should be filled by typing or has to be hand written, as per given instructions, in ink clearly
legible. Alterations and illegibly attested by the Tenderer, shall disqualify the tender. The
tender form should be signed by the Tenderer him/her self.

18. The tenderer should take care that the rate and amount should be written in the BOQ and
Tender document in such a way that interpolation is not possible. No column should be left
blank which would otherwise make the tender liable for rejection.

19. It will be binding to accept the tender in totality. It can’t be accepted in parts.

20. False information/documents provided for consideration would result in disqualification of the
bidder if noticed.

21. Technical bids will be opened first. Those who qualify the technical bids, only their financial
bids will be opened.

22. Payment will be made to the contractor by furnishing the bill after obtaining a certification
from the concerned site in-charge.

23. The Contractor / Agency/Firm shall not sublet the work to other Contractor / Agency / Firm
after the award of the work. The engagement of services is purely on contract basis. The
manpower deployed by the contractor / agency / firm shall be employees of the Agency for all
intents and purposes.

24. ASI shall have the right to ask for removal / replacement of any person of Agency, who is not
found to be suitable and orderly in the discharge of his / her duty.

25. In case of any mishaps/accidents occurred during the discharge of duties by the labourers, the
compensation liability will solely rest with the contractor and no compensation will be paid by
the department.

26. The ASI reserves the right to reject any or all offers, including those received late, and, or, those
which have incomplete information(s) without assigning any reason whatsoever.

27. The ASI shall be under no obligation to accept the lowest bid received in response to this tender
enquiry.

28. The ASI also reserves its right to forfeit the EMD, In case the offer is accepted, and later not
honored by the bidder.

29. This earnest money will not be refunded if the bidder provides wrong information about its
agency/firm and, or, if the bidder attempts to influence the bid by deeds which are not
acceptable to the ASI, and/or if the bidder fails to abide by the terms and conditions during any
stage of the tender.

30. Payment to the firm/bidder/agency, including refund of security amount, if any, will be as per
prevailing government rules.
31. In case the persons employed by the successful Company/Firm/Agency commits any act
omission/Commission which amounts to misconduct/indiscipline/incompetence, the
successful Company/Firm/Agency will be liable to take appropriate disciplinary/legal action
against such persons, including their removal from site of work, if required by the Department.
The tendering Company/Firm/Agency shall replace immediately any of its personnel who are
found unacceptable to this Department because of security risks, incompetence, conflict of
interest, improper conduct etc. on instructions of this Department.
32. It will be the responsibility of the service providing agency to meet transportation,
accommodation, food, medical and any other requirements in respect of the persons deployed
by it.
33. The Service-providing agency shall be solely responsible for the redressal of grievances
resolution of disputes relating to person deployed.
34. The Tax at Source (TDS) shall be deducted as per the provisions of the Income Tax Department,
as amended from time to time and a certificate to this effect shall be provided to the agency by
this Department.
35. Resolution of Disputes: All disagreements, disputes, differences that may arise between the ASI
and the 'bidder', and, which cannot be resolved through mutual negotiations, shall be referred
to an Arbitrator appointed in accordance with the provisions of relevant Indian Law as the case
may be. The venue of the proceedings and arbitration shall be Jammu, Union Territory of
Jammu / Kashmir India.
36. Jurisdiction: The obligations and liabilities arising out of this contract shall be construed in
accordance with the laws of Union of India. The Courts in Jammu / Srinagar, India shall have the
exclusive jurisdiction to try all or any of the disputes.
37. Notices: Any notice given by one party to the other pursuant to this contract/order shall be
sent to the other party in writing or by cable, telex, FAX or e-mail and confirmed in writing if
possible to the other party's address specified in the contract.
38. Force Majeure: 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 S.A., ASI Srinagar 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"
39. Supply/work order will be placed in piece meals as per requirement at site keeping in view the
dumping/store space capacity and also the quantity of material can increase than that of
tendered quantity in view of the progress in execution of work.
40. A sum of 10% of gross amount of bill shall be deducted from each running bill of the contractor
forwards security deposit. The amount deposited by contractor towards performance security
shall be adjusted/taken into account while calculating the amount of security deposit to be
deducted from the bill.
41. The Successful tendered will have to deposit performance security Deposit of 5% of order value in the form of Bank Guarantee or fixed Deposit Receipt (FDR) period nine month validity made in the name of the Company /Firm/ Agency / Contractor but by hypothecated to the Superintending Archaeologist, Archaeological Survey of Indian, Srinagar Circle, Jammu.

42. All wages and allied benefits like P.F., Bonus, ESIC, etc. are to be paid by the agency. The agency/contractor shall remain liable to the authorities concerned for compliance of the provisions in this regard and will be liable for any contravention thereof. Agency shall have to abide by Minimum wages Act as revised from time to time to the members of staff deployed by them.

43. The agency/contractor which do not meet minimum wages criteria will not be considered and they will be treated as ineligible. The company/firm, who will be awarded contract, shall ensure that the wages are paid to the workers directly to their respective bank accounts (fortnightly) by way of ECS/NEFT or any approved means of bank transfer and have to provide the proof of same to the department at the time of furnishing the bills, failing which no payment will be made and their services are liable to be terminated. 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) 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 DATA SHEET.

Bids shall be submitted online only at CPPP portal/website: https://eprocure.gov.in and eprocure app. Bid documents may be scanned with 100 dpi with black and white option which help in reducing size of the scanned document. The tender form and other uploaded documents should be filled by typing or has to be hand written, as per given instructions, in ink clearly legible. Alterations and illegibly attested by the Tenderer, shall disqualify the tender. The tender form should be signed by the Tenderer him/her self.

Accepted

(Signature of Contractor)

Sd/-
Superintending Archaeologist,
Archaeological Survey of India,
Srinagar Circle, Jammu
**Tender Document:**

O/o The Superintending Archaeologist, Archaeological Survey of India, Srinagar Circle, 141 A/D Green Belt Park Gandhi Nagar, Jammu - 180004

<table>
<thead>
<tr>
<th>Name of office</th>
<th>District / State</th>
<th>Time allowed for completion of work</th>
<th>Last date for submission online bids</th>
</tr>
</thead>
<tbody>
<tr>
<td>Superintending Archaeologist, Archaeological Survey of India, Srinagar Circle, 141 A/D, Green Belt Park, Gandhi Nagar, Jammu-180004</td>
<td>Srinagar</td>
<td>180 days</td>
<td>Technical Bid Opening Date: 18.09.2020 at 3.30 P.M.</td>
</tr>
</tbody>
</table>

Estimated Cost: Rs. 8,67,729.00
EMD: Rs. 17355.00

**Contractor’s Name.................................................................**

**Name of Work—S/R TO ANCIENT TEMPLE (ADARSH SMARK) AT MARTAND (PHASE-I) WITHIN 03 MONTHS**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Description and specification of items of work to be executed (complete work)</th>
<th>Total Estimated quantities to be execute</th>
<th>Unit</th>
<th>Rate per unit of each item including all Taxes, GST etc. (in figures)</th>
<th>Amount in figures including all taxes, GST etc.</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Provision for General cleaning of jungle including uprooting of rank vegetation, grass, bush wood trees above ground level and removal of same upto 150 mts outside the periphery of the area. (Labour component only)</td>
<td>2437.00</td>
<td>Sqm</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Providing and fixing of electric fittings and fixtures to the chowkidari room (Job work with material &amp; labour)</td>
<td>18.00</td>
<td>points</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Stainless steel CNB with main frame 2&quot; round pipe with stainless steel sheet 3'x2' fo 22 gauge with English text in black colour etching including fixing complete. (Job work with material &amp; labour)</td>
<td>1.0</td>
<td>No.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Earth work excavation in hard soil mixed with shingle and boulders, eradication of roots, dressing of sides and watering disposal of unserviceable materials to an average lead of 100 m. (Labour component only)</td>
<td>24.87</td>
<td>Cum</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sl. No</td>
<td>Description</td>
<td>Quantity</td>
<td>Unit</td>
<td></td>
<td></td>
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<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
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<tr>
<td>5</td>
<td>Providing and laying of lime concrete under floor in combination motor 1:1:1 (1 lime 1 surkhi 1 sand). (Labour component only)</td>
<td>16.57</td>
<td>Cum</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Providing and laying of 100mm thick Devri stone flooring of particular shape and size to match with existing pattern in lime mortar 1:1:1 (1 lime 1 surkhi 1 sand) incl. curing complete. (Labour component only)</td>
<td>165.70</td>
<td>Sqm</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Providing and applying sunk pointing over the joints of stone work in lime mortar 1:1:1 (1 lime 1 surkhi 1 sand) and curing complete. (Labour component only)</td>
<td>165.70</td>
<td>Sqm</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Provision for removing of dead/dampened plaster and tiles including removal of fittings and disposal of same upto a lead of 100 mts. (Labour component only)</td>
<td>182.16</td>
<td>Sqm</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Providing &amp; applying 15 mm thick Cement plaster over brick work in cement Mortar 1:4 (1 Cement : 4 Fine sand) &amp; curing Complete. (Labour component only)</td>
<td>188.45</td>
<td>Sqm</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Providing &amp; fixing of 1st class ceramic wall tiles of 5mm minimum thickness of approved brand, manufacture &amp; texture in combination mortar 1:3 (1 Cement : 3 fine Sand) including pointing of joints with white cement mixed with coloring pigment to match the texture of tiles rubbing washing complete. (Labour component only)</td>
<td>120.14</td>
<td>Sqm</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>11</td>
<td>Providing &amp; fixing of 1st class ceramic wall tiles of 8 mm minimum thickness of approved brand, manufacture &amp; texture in combination mortar 1:3 (1 Cement : 3 fine Sand) including pointing of joints with white cement mixed with coloring pigment to match the texture of tiles rubbing washing complete. (Labour component only)</td>
<td>25.09</td>
<td>Sqm</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No.</td>
<td>Description</td>
<td>Quantity</td>
<td>Unit</td>
<td></td>
<td></td>
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<td>-----</td>
<td>-----------------------------------------------------------------------------</td>
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<tr>
<td>12</td>
<td>Providing and fixing of readymade wooden paneling/ ceiling in internal walls one side planned with 15 mm over lapping nails complete including cost of beading wherever necessary. (Labour component only)</td>
<td>21.01</td>
<td>Sqm</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Provision for providing and fixing of Sanitary fittings in Toilet blocks complete. (Labour component only)</td>
<td>1.0</td>
<td>Job</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Provision for clearance of site after execution of work. (Labour component only)</td>
<td>1.0</td>
<td>Job</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Amount in figures

Total Amount in words

Superintending Archaeologist (I/c)
Should this tender be accepted, I/We hereby do agree to abide by and fulfil all the terms and provisions of the said conditions annexed 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 side conditions. A sum of ................. is herewith forwarded in cash / Treasury Challan as earliest money. If I/We fail to commence the work so specified in the above memorandum or I/We fail to deposit the amount of security deposit specified against (ii) (a) in the above memorandum in accordance with the clause 1 of the said conditions of contract I/We agree that the said President or his successors in office shall without prejudice to any other right or remedy be at liberty to forfeit the earliest money absolutely otherwise the said earnest money shall be retained by him 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 as foresaid.

Give particulars and number

Signature of Tenderer / Address

Signature of Witness (1) (2)

Address Address

Dated the

The above tender is hereby accepted by me on behalf of the president of India

Dated the

Signature of the officer by whom the tender is accepted
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 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/ N Code / E Mudhra 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, 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 Contractor Letter Head)

Date:

To,
The Superintending Archaeologist,
Archaeological Survey of India,
Srinagar Circle, Jammu.

Sub: Acceptance of Terms & Conditions of Tender.

Name of Tender / Work: - S/R to Ancient Temple (Adarsh Smarak) at Martand (Phase-I) within 03 months (job 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), 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.

6. I/ We do hereby declare that I / We have visited the proposed working Site / Monument

7. A qualified engineer shall be engaged by me during the execution of the work.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)
UNDEARTAKING
(To be given on Contractor Letter Head)

Should this tender be accepted I/We hereby do agree to abide to by and fulfill all the terms and provisional of the said conditions annexed here to so far as applicable and or in default thereof to forfeit and pay to the President of India or his success or in office the sum of money mentioned in the said conditions. A sum of Rs. .................. (Rupees only) is herewith forwarded in Bank Demand Draft as earnest money. If I/We fail to commence the work to specified in the above memorandum of I/we fail to deposit the amount of security deposit specified in the said conditions of contract I/we agree that the said President or his successors in office shall without prejudice to any other right or remedy be at liberty to forfeit the earnest money absolutely otherwise the said earnest money shall be retained by him towards such security deposit. I/we further agree that the said President or his successor in office shall also be at liberty to cancel the acceptance of the tender if I/we fail to deposit security amount as aforesaid.

Give particulars & number
Signature of Tenderer
Address with GSTNo.

Signature of Witness
Address

Dated the

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

Signature of the officer by whom Tender is accepted
TECHNICAL ELIGIBILITY REQUIREMENT AND BID SHEET FOR THE TENDERING CONTRACTOR / SUPPLIER / 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: .................................................................

<table>
<thead>
<tr>
<th>Sl No.</th>
<th>REQUIREMENT</th>
<th>COPY OF RELEVANT DOCUMENT</th>
<th>ENCLOSED YES/NO</th>
<th>PAGE NO. OF BID DOCUMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>The Registered Office</td>
<td>Proof of Address and contact details</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>The eligible contractor, who are registered with PWD / CPWD / MES / Railway / Irrigation department.</td>
<td>Copies of Registration Certificates</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Registration certificate of GST.</td>
<td>Copies of Registration.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Copy of PAN card</td>
<td>Copy of PAN</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Income Tax Returns for the last two years</td>
<td>Copies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>The average annual financial turnover of the Contractor / Company / Agency During the last 3 financial years ending on 31st March 2020 should be at least 30% of the tender amount.</td>
<td>Certified Auditors from Statutory Auditor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>The tenderer/Contractor/Company/Agency should have minimum last 07 years works experience in Conservation work / Supply of building material/man power with Archaeological Survey of India or Conservation work / Supply of similar nature of material/man power at other Heritage Sites. And out of which the value of work should be. a. Three similar completed works costing not less than the amount equal to 40% of the estimate amount. Or b. Two similar completed work costing not less than the amount equal to 50% of the estimated cost. Or c. One similar completed work completed work costing not less than the amount equal to 60% of the estimated cost.</td>
<td>Copies of work/supply order with completion certificates</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Acceptance letter and declaration certificate in his letter head.</td>
<td>Copy of Acceptance and declaration certificate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>E.M.D.</td>
<td>Copy of EMD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Any other document (if any)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>