REQUEST FOR TENDER CUM AUCTION PROPOSAL

Tender cum Auction reference number: 01/AUCTION/2020-21/Amaravati/ Visakhapatnam Sub circle

Name of work: Leasing out the right for collection of Parking fee from the parking area allotted for vehicle Parking inside protected area of the Buddhist Remains, Salihundam, Srikakulam District, under Visakhapatnam Sub Circle, for the period from 01/04/2021 to 31/03/2022.

APPLICATION FOR TENDER TO NOTE

1. Application for Tender clause number: 10, Should fill all column in Firms/Contractors Letter Head and upload the duly filled in format with all supportive documents in CPP Portal. All Bidders are hereby explicitly informed that conditional offers or offers with deviations from the conditions of Contract, the bids not meeting the minimum eligibility criteria, Technical Bids not accompanied with EMD of requisite amount, failure in uploading supporting documents or any other requirements stipulated in the tender documents are liable to be rejected at the initial stage itself.

2. Should upload work experience details in the given prescribed format only

3. Should upload duly signed Auditor report in the given prescribed format

4. Should upload all pages of tender document duly signed, as mentioned in clause number 10 of Request for Tender Proposal

5. Proposals shall be treated as non-responsive and will liable to be summarily rejected, if the interested Bidder does not submit all supporting and requisite documents or does not furnish relevant details as per the prescribed format/requirements.

6. ASI/ Central Government department Black listed/ Debarred contractors bid will not be considered for evaluation

FOR OFFICE USE

The tender cum auction bid of M/s/ Shri vide tender Id number was decrypted, downloaded and saved in folder no: ; D drive of conservation section at hours on dated.......as Procurement Officer/Admin/Creator in presence of (1) Shri………………………………………………Dy.SAE, (2)Shri………………………………………………AO, (3) Shri………………………………………………Sr. CA, & (4) Shri………………………………………………CA as Evaluator/Bid Opener.

EMD amount in Demand Draft for Rs………….......… (SUBMITTED/NOT SUBMITTED/UNDER VALUE) with DD Ref.No……....…………….dated………......…….in the favour of SA, ASI, Amaravati Circle.

All other documents uploaded by the bidder were downloaded, saved and extracted in the same folder as per the details: Also copied all documents and saved in external hard disk also.

<table>
<thead>
<tr>
<th>Sl. no</th>
<th>Details of file down loaded</th>
<th>Bytes/KB</th>
<th>Number of pages</th>
<th>Remarks/Accepted for technical evaluation/ Rejected for not uploading document</th>
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</tr>
<tr>
<td>4</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

(C.A.) (A.O.) (Dy.SAE)

SA(I/C)
1. NOTICE INVITING e- TENDER CUM AUCTION

The Superintending Archaeologist, Archaeological Survey of India, Amaravati Circle, on behalf of the President of India, invite open e-tender cum auction for Leasing out the right for collection of Parking fee from the parking area allotted for vehicle Parking inside protected area of the Buddhist Remains, Salihundam, Srikakulam District, under Visakhapatnam Sub Circle for the period from 01/04/2021 to 31/03/2022 from the eligible bidders qualifies as per the chapter 7 criteria.

(Manual bid will not be accepted)

EMD: - Rs. 1,600.00;
Last date of e-tender submission 17.03.2021.
For more information, visit: https://eprocure.gov.in/eprocure/app and www.asi.nic.in
In case of any corrigendum/addendum issued on the above advertisement, it will be published only on https://eprocure.gov.in/eprocure/app
2. List of Enclosures

(on company/contractors letter head)

<table>
<thead>
<tr>
<th>Sl. no</th>
<th>Contents</th>
<th>Pages</th>
<th>Enclosures</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1</td>
<td>Valid Photo identity card for individual OR Proof of the Firm/agency/contractor/company registration with appropriate valid registration authority</td>
<td></td>
<td>Encl:1</td>
</tr>
<tr>
<td>2.2</td>
<td>Proof of GST Registration</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.3</td>
<td>PAN card in the name of company/firm/agency/bidder</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.4</td>
<td>Proof of EMD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.5</td>
<td>Scanned copy of full Tender documents, signed with seal (all pages)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.6</td>
<td>Tender Acceptance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.7</td>
<td>Self-Declaration certificate</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## 3. CONTENTS

<table>
<thead>
<tr>
<th>SLNO</th>
<th>DETAILS</th>
<th>PAGE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.1</td>
<td>Request for tender proposal</td>
<td>1</td>
</tr>
<tr>
<td>3.2</td>
<td>Newspaper advertisement</td>
<td>2</td>
</tr>
<tr>
<td>3.3</td>
<td>List of enclosures</td>
<td>3</td>
</tr>
<tr>
<td>3.4</td>
<td>Contents</td>
<td>4</td>
</tr>
<tr>
<td>3.5</td>
<td>Critical date &amp;Time and work frame</td>
<td>5</td>
</tr>
<tr>
<td>3.6</td>
<td>Notice Inviting Tender</td>
<td>6</td>
</tr>
<tr>
<td>3.7</td>
<td>Address for communication</td>
<td>7</td>
</tr>
<tr>
<td>3.8</td>
<td>Technical eligibility requirement for Tendering</td>
<td>8</td>
</tr>
<tr>
<td>3.9</td>
<td>Document to be uploaded/attached for technical bid</td>
<td>9</td>
</tr>
<tr>
<td>3.10</td>
<td>Scope of work &amp;General instructions</td>
<td>10-11</td>
</tr>
<tr>
<td>3.11</td>
<td>Application for Tender</td>
<td>12-13</td>
</tr>
<tr>
<td>3.12</td>
<td>Chartered Accountant/Statutory Auditor Certificate,</td>
<td>14</td>
</tr>
<tr>
<td>3.13</td>
<td>Declaration</td>
<td>15</td>
</tr>
<tr>
<td>3.14</td>
<td>Tender Acceptance Letter</td>
<td>16</td>
</tr>
<tr>
<td>3.15</td>
<td>NIT Clauses</td>
<td>17-19</td>
</tr>
<tr>
<td>3.16</td>
<td>Tender schedule- PWD-9 Tender</td>
<td>20-21</td>
</tr>
<tr>
<td>3.17</td>
<td>Evaluation criteria</td>
<td>22</td>
</tr>
<tr>
<td>3.18</td>
<td>Terms and conditions of Contract</td>
<td>23-26</td>
</tr>
<tr>
<td>3.19</td>
<td>Instructions for online bid submission</td>
<td>27-29</td>
</tr>
</tbody>
</table>
**CIRCLE: AMARAVATHI**

**(MANUAL BID SHALL NOT BE ACCEPTED)**

Table – A: Time and Work Frame

**Name of work:** Leasing out the right for collection of Parking fee from the parking area allotted for vehicle Parking inside protected area of the Buddhist Remains, Salihundam, Srikakulam District, under Visakhapatnam Sub Circle for the period from 01/04/2021 to 31/03/2022

<table>
<thead>
<tr>
<th><strong>4. CRITICAL DATE SHEET</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>4.1</strong> Date of issue of Tender</td>
</tr>
<tr>
<td><strong>4.2</strong> Bid Document Download/ Sale Start Date</td>
</tr>
<tr>
<td><strong>4.3</strong> Bid submission start date.</td>
</tr>
<tr>
<td><strong>4.4</strong> Bid submission End Date</td>
</tr>
<tr>
<td><strong>4.5</strong> Date of opening of Technical bid</td>
</tr>
<tr>
<td><strong>4.6</strong> Date of opening of Financial bid</td>
</tr>
<tr>
<td><strong>4.7</strong> Validity of Bid/Date of Tender acceptance</td>
</tr>
<tr>
<td><strong>4.8</strong> Earnest Money Deposit(EMD)</td>
</tr>
<tr>
<td><strong>4.9</strong> Rs. 1,600.00/- in respect of cost of Earnest Money Deposit should be paid in favour of the Superintending Archaeologist, Archaeological Survey of India, Amaravati Circle, Vijayawada, Andhra Pradesh. EMD DD must be delivered in sealed cover and should either drop in the tender box or reach on or before 09.00 hrs of 18.03.2021. <strong>Tender cum auction is liable for rejection for non-submission/non receipt of Original DD for EMD. The offer without EMD will be similarly rejected. Original Demand Draft is to be submitted by all the bidders. Authority is not responsible for the postal delay in receiving the DD within the due date &amp; time. DD for the EMD is valid only if it is drawn during the NIT notice period.</strong></td>
</tr>
<tr>
<td><strong>4.10</strong> Lease Contract agreement to be executed</td>
</tr>
<tr>
<td><strong>4.11</strong> Site will be handed over</td>
</tr>
<tr>
<td><strong>4.12</strong> Date of submission of Performance Guarantee Certificate/Security Deposit</td>
</tr>
<tr>
<td><strong>4.13</strong> Lease contract period</td>
</tr>
<tr>
<td><strong>4.14</strong> Minimum auction amount</td>
</tr>
</tbody>
</table>
GOVERNMENT OF INDIA
ARCHAEOLOGICAL SURVEY OF INDIA
AMARAVATI CIRCLE, VIJAYAWADA

5. NOTICE INVITING TENDER CUM AUCTION

The Superintending Archaeologist, Archaeological Survey of India, Amaravati Circle, on behalf of the President of India, invite open e-tender cum auction for the following item from the eligible bidders qualifies as per the chapter 7 criteria.

Leasing out the right for collection of Parking fee from the parking area allotted for vehicle Parking inside protected area of the Buddhist Remains, Salihundam, Srikakulam District, under Visakhapatnam Sub Circle for the period from 01/04/2021 to 31/03/2022.

EMD: - Rs. 1,600.00;

Last date of e-tender submission 17.03.2021.

For more information, visit: [https://eprocure.gov.in/eprocure/app](https://eprocure.gov.in/eprocure/app) and [www.asi.nic.in](http://www.asi.nic.in)

Minimum auction amount including GST: Rs 80000.00

Lease period: 01/04/2021 to 31/03/2022

5.1 TENDER DOCUMENT

<table>
<thead>
<tr>
<th>Name of Monument / Location</th>
<th>Category of work</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buddhist Remains, Salihundam, Srikakulam District, under Visakhapatnam Sub Circle</td>
<td>Collection of Parking fee from the parking area allotted for vehicle Parking inside protected area of the Buddhist Remains, Salihundam, Srikakulam District, under Visakhapatnam Sub Circle for the period from 01/04/2021 to 31/03/2022. The fee should be collected for Parking vehicle 1. Bicycle – Rs.5.00 2. Motor Cycle/Scooter – Rs.10.00 3. Car/Auto/Jeep – Rs.20.00 4. Mini Bus/Van 15/30 seat – Rs.30.00 5. Bus – Rs.50.00 (Rate Chart Board should be conspicuously displayed)</td>
</tr>
</tbody>
</table>

The tender document is also available on [www.asi.nic.in](http://www.asi.nic.in) web site& CPPP web site: [https://eprocure.gov.in](https://eprocure.gov.in), and which may be downloaded and uploaded after duly filled in and signed documents in e-procurement portal along with the copy of the DD for EMD. The tender bids not accompanied with EMD of requisite amount will be rejected at the initial stage itself.

Any enquiries regarding the tender can be had from the office of the Superintending Archaeologist, Archaeological Survey of India, Amaravati Circle, Vijayawada, Andhra Pradesh, during the office hours of all working days till 17.03.2021.

If the date of opening of the tender happens to be holiday, the tenders will be opened on the next working day. The right to accept or reject any or all tenders including lowest one without assigning any reason thereof is reserved. Canvassing in any form would be considered as demerit and the tender is liable to be cancelled.

SUSHANTA
KUMAR KAR
Superintending Archaeologist(i/c)
Archaeological Survey of India
Amaravati Circle, Vijayawada, AP
For and on behalf of the President of India

Copy to:
1. Office Notice Board
2. www.asi.nic.in
3. The Pay and Account Officer, ASI, Hyderabad
4. The Regional Director(South), ASI, Bangalore
5. CA, ASI, Visakhapatnam Sub circle
6. ADDRESS FOR COMMUNICATION, IS AS GIVEN BELOW:

**Contact Details:**

<table>
<thead>
<tr>
<th>Contact Person</th>
<th>Address for Communication</th>
</tr>
</thead>
<tbody>
<tr>
<td>Superintending Archaeologist</td>
<td>O/o Superintending Archaeologist, Archaeological Survey of India, Amaravati Circle, Aurobindo Plaza, 6-134/1, Kanuru Main Road, Kanuru, Vijayawada - 520007 (A.P) Phone No.0866-2970644 e-mail: <a href="mailto:circleamaravati.asi@gmail.com">circleamaravati.asi@gmail.com</a> <a href="mailto:circleamaravathi.asi@gov.in">circleamaravathi.asi@gov.in</a></td>
</tr>
<tr>
<td>Conservation Assistant (for site/work location)</td>
<td>O/o The Conservation Assistant, Visakhapatnam Sub circle, Archaeological Survey of India, Visakhapatnam Andhra Pradesh.</td>
</tr>
</tbody>
</table>
7. TECHNICAL ELIGIBILITY REQUIREMENT FOR THE TENDERING COMPANY/FIRM/AGENCY/CONTRACTOR

The tendering agency/contractor/company should fulfil the following ELIGIBILITY requirement and to upload self-attested copies of documents with technical bid.

<table>
<thead>
<tr>
<th>SL</th>
<th>Requirement</th>
<th>Copy of relevant document</th>
<th>Enclosed Yes/No</th>
<th>Page numbers of the bid document</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.01</td>
<td>Valid Photo identity card for individual OR Proof of the Firm / agency / contractor / company registration with appropriate valid registration authority</td>
<td>Copy of photo identity card/registration certificate/enlist certificate</td>
<td></td>
<td>Contractors who are enlisted in various departments</td>
</tr>
<tr>
<td>7.02</td>
<td>Proof of GST Registration</td>
<td>Copy of the Registration certificate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.03</td>
<td>PAN card in the name of company/firm/agency/bidder</td>
<td>Copy of PAN card</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.04</td>
<td>Proof of EMD</td>
<td>Copy of DD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.05</td>
<td>Scanned copy of full Tender documents, signed with seal ( all pages)</td>
<td>Signed full NIT document</td>
<td></td>
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</tr>
<tr>
<td>7.06</td>
<td>Tender Acceptance</td>
<td></td>
<td></td>
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<tr>
<td>7.07</td>
<td>Self-Declaration certificate</td>
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</tr>
</tbody>
</table>
8. **LIST OF DOCUMENTS TO BE SCANNED & UPLOADED WITHIN THE PERIOD OF TENDER SUBMISSION**

**Name of Work:** Leasing out the right for collection of Parking fee from the parking area allotted for vehicle Parking inside protected area of the Buddhist Remains, Salihundam, Srikakulam District, under Visakhapatnam Sub Circle for the period from 01/04/2021 to 31/03/2022.

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Details of Documents</th>
<th>Enclosed/not, Page numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.01</td>
<td>Valid Photo identity card for individual OR Proof of the Firm / agency / contractor / company registration with appropriate valid registration authority (Election identity card/Aadhar card)</td>
<td>Uploaded in file number.....</td>
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<tr>
<td>8.02</td>
<td>Proof of GST Registration</td>
<td>Uploaded in file number.....</td>
</tr>
<tr>
<td>8.03</td>
<td>Pan card in the name of company/firm/agency/bidder</td>
<td>Uploaded in file number.....</td>
</tr>
<tr>
<td>8.04</td>
<td>Scanned Copy of Demand Draft for EMD</td>
<td>Uploaded in file number.....</td>
</tr>
<tr>
<td>8.05</td>
<td>Scanned copy of full Tender documents, signed with seal (all pages)</td>
<td>Uploaded in file number.....</td>
</tr>
<tr>
<td>8.06</td>
<td>Tender Acceptance</td>
<td>Uploaded in file number.....</td>
</tr>
<tr>
<td>8.07</td>
<td>Self-Declaration certificate</td>
<td>Uploaded in file number.....</td>
</tr>
</tbody>
</table>
9. SCOPE OF WORK AND GENERAL INSTRUCTION FOR BIDDERS

9.1 Scope

9.1.1 The Archaeological Survey of India, Amaravati Circle invites Online Bids in the prescribed form under the Two Bid system; i.e. Technical and Financial Bid for Leasing out the right for collection of Parking fee from the parking area allotted for vehicle Parking inside protected area of the Buddhist Remains, Salihundam, Srikakulam District, under Visakhapatnam Sub Circle for the period from 01/04/2021 to 31/03/2022.

9.2 Document to download

9.2.1 The system of e-tendering shall be adopted comprising of Technical and financial bid. Tender documents may be downloaded from CPPP site https://eprocure.gov.in/eprocure/app as per the schedule given in CRITICAL DATE SHEET.

9.2.2 Technical bid should inter alia; contain all technical details to be provided with documentary proofs. Financial Bid should, inter alia indicate term-wise price mentioned in the Tender document.

9.3 Bid submission

9.3.1 Applicant/intending or interested Bidder/contractors 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 CRITICAL DATE SHEET. Bids shall be submitted online only at CPPP website: https://eprocure.gov.in/eprocure/app.

9.3.2 Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

9.4 General

9.4.1 The lease period is for one year from the date of 01.04.2021 to 31.03.2022.

9.4.2 The Income tax (TDS), GST and Labour Cess or any other taxes levied by the government shall be deducted from the respective bills as per the provisions of the Government of India Notification/Income Tax Department & Labour Department, as amended from time to time and a certificate to this effect shall be provided to the agency by this Department.

9.4.3 The Superintending Archaeologist, Archaeological Survey of India, Amaravati Circle, Vijayawada, Andhra Pradesh reserves the right to cancel any or all the bids without assigning any reason.

9.4.4 Labourers aged between eighteen to sixty years will only be engaged for work.

9.4.5 The contractor/agency shall not sub-contract the work. ASI shall have the full right to ask for removal/replacement of any person of the agency, who is not found to be fit/suitable and orderly discharge his/her duty. Vehicles shall be parked in designated areas. The contractor who runs the parking area shall collect the parking fee through digital payment only. No physical cash transaction is allowed.
9.4.6 Since the lease contract is well within the centrally protected monument and not a common like Railway/municipalities, it is understood that the bidder has inspected the site and assessed the volume and nature of lease contract before bidding for the project; no claim whatsoever will be entertained at any stage, in this regard.

9.4.7 The site is a National Monument and its ambience must be maintained without any damage to monument. As the sites are non-smoking area/non plastic area and hence the agency must be strictly comply with such requirement. The Firm/Agency/Contractors/company should take utmost care and to see that no damage is caused to any part of the monument and should not violate the provisions of the AMASR Act 1958 and Rules 1959.

9.4.8 ASI reserves its right to terminate/regulate (scale down) the lease contract/ as per the situation considering the nature and consequences in work progress and the contractor will not have any claim beyond the actual.

9.4.9 Each page of the tender documents including NIT must be stamped and signed. All the bidders are hereby explicitly informed that the conditional bids or bids with deviations from the conditions of the contract, not meeting the minimum criteria, technical bids not accompanied with EMD of requisite amount or any other requirements, stipulated in the tender documents are liable to be rejected. **DD for the EMD is valid only if it is drawn during the NIT notice period.**

9.4.10 All the registration certificates should be valid on the date of opening of the tender.

9.4.11 **The highest bidder who, herein after called the contractor/Lessee/ should deposit the full approved bid amount for the lease period (12 months) within 10 days from date of issuing the approval letter, failing which the approved tender will be rejected and EMD deposit will be forfeited. The highest bidder, will not hold this office responsible for any loss or gain;** The successful tenderer shall be required to furnish a performance security amount of ten percentage of quoted value within 15 days after receipt of Award of Contract/Letter in form of Demand Draft/PG/FDR from a nationalized bank only, in favour of Superintending Archaeologist, ASI, Amaravati Circle;

9.4.12 Disposal bags for garbage should be used. Segregation of bio degradable, recyclable garbage will be taken care of by the lessee. Disposal of this garbage in the municipal/panchayath bins will be the responsibility of the contractor/lessee.

9.5 **Qualification and requirement for deployed staff by the successful company/firm/agency proper documentary proof**

9.5.1 He/she should have completed 18 years of age.

9.5.2 His/her antecedents should have been got verified by the agency from the local police authorities and a copy each of the character-in-Antecedent Report in respect of candidate may be furnished to this Department.

9.5.3 Vendor will be responsible for timely payment to the supplied manpower and statutory authorities and compliance of all statutory provisions relating to minimum wages/ deposit of EPF/ESI, depositing all taxes, levies, cess etc. from time to time as per extent rules and regulations on the matter.
10 APPLICATION FOR TENDER

*All information should be filled and UPLOAD WITH ALL SUPPORTIVE DOCUMENTS as a proof of information sought in Tender Application for Technical Evaluation. Non-compliance of the instruction will lead to disqualify the NIT application as an ‘incomplete NIT application’ and reject the bid at the initial stage of Technical Evaluation.

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Tender criteria/ Description of Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.1</td>
<td>Name of Contractor/Bidder/Firm/Agency/Company / Valid Photo identity card for individual OR Proof of the Firm / agency / contractor / company registration with appropriate valid registration authority (Election identity card/Aadhar card)</td>
</tr>
<tr>
<td>10.1.a</td>
<td>Enlisted by which department/Licence issuing Authority and their full address</td>
</tr>
<tr>
<td>10.1.b</td>
<td>Company/Contractor’s Registration certificate/Licence number/</td>
</tr>
<tr>
<td>10.1.c</td>
<td>Class, Category &amp; Financial limit</td>
</tr>
<tr>
<td>10.1.d</td>
<td>Licence/Enlisted is valid up to</td>
</tr>
<tr>
<td>10.1.e</td>
<td>Address Phone number Mobile number Email id</td>
</tr>
<tr>
<td></td>
<td>Phone number Mobile number Email id</td>
</tr>
<tr>
<td></td>
<td>Banker of the bidder: Full address</td>
</tr>
<tr>
<td>10.2</td>
<td>Copy of the GST Registration certificate</td>
</tr>
<tr>
<td>10.2.a</td>
<td>GST Registration Number</td>
</tr>
<tr>
<td>10.3</td>
<td>Copy of PAN Card</td>
</tr>
</tbody>
</table>

(To attach/upload in CPP Portal for Technical Evaluation)

(Must be filled in Firms/Contractors letter head and upload)
This is to certify that no adverse action on any of the above mentioned works has been taken by the concerned department against me/us. I/we understand that if any information is found incorrect our contract is liable to be cancelled. The information/documents furnished along with the above application are true and authentic to the best of my/our knowledge and belief. 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.

<table>
<thead>
<tr>
<th>10.3.a</th>
<th>Pan card Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.4</td>
<td>Self-declaration certificate</td>
</tr>
<tr>
<td>10.5</td>
<td>Acceptance letter</td>
</tr>
<tr>
<td>10.6</td>
<td>Copy of the DD for EMD</td>
</tr>
<tr>
<td>10.7</td>
<td>Details of the similar contracts handled by the bidder during last three years in the following format:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Details of client along with address, telephone and email id</th>
<th>Amount Value of contract (Rs. Lakhs)</th>
<th>Duration of Contract</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>From</td>
</tr>
<tr>
<td>10.7.1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.7.2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.7.3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature of authorized person

Date: Name: Place: Seal:
11 CERTIFICATE OF CHARTERED ACCOUNTANT/STATUTORY AUDITOR

Certified that following is the turnover works of Shri/M/s………………………………………………………… as per returns filed with Income Tax Department for the past three Financial years.

Name and Registered address of individual/firm/company:

<table>
<thead>
<tr>
<th>SL NO</th>
<th>Description</th>
<th>Financial year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>2017-18</td>
</tr>
<tr>
<td>11.1</td>
<td>Annual Turnover</td>
<td></td>
</tr>
</tbody>
</table>

(Signature)

Name

For the Chartered Accountant

Membership NO of ICAI

Date and Seal
12 DECLARATION

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

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

12.3 My agency has not been black listed/ debarred from participating in tender of any Ministry/Department of Government of India undertaking in the last three (3) Years as on date of opening of this tender.

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

12.5 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.

12.6 The agency/contractor will ensure that it is complying with all statutory liabilities relating to taxes, payment of minimum wages and other statutory liabilities.

12.7 The rates quoted by me are valid and binding upon me for the entire period of contract and it is certified that the rates quoted are the highest rates as quoted in any other institution in India.

12.8 I/We give the rights to the competent authority of the Superintending Archaeologist, Archaeological Survey of India, Amaravati Circle, Vijayawada to forfeit the Earnest Money/Security money deposit by me/us in case of breach any of conditions of Contract.

12.9 I/we have actually seen the work site and are fully aware of the quality and quantity of work to be executed during the lease period.

12.10 I/we hereby further declare that my/our bid is unconditional in any manner whatsoever in nature.

Signature of authorized person(s)

Date: .......... Full Name: ....
Place: ......... Seal: ....
13 **TENDER ACCEPTANCE LETTER**

Date:

To,
The Superintending Archaeologist,
Archaeological Survey of India,
Amaravati Circle, Vijayawada.
Sub: Acceptance of Terms & Conditions of Tenders.

Tender cum auction Reference No: **01/AUCTION/2020-21/Amaravati/ Visakhapatnam Sub circle**

Name of Tender /Work: Leasing out the right for collection of Parking fee from the parking area allotted for vehicle Parking inside protected area of the Buddhist Remains, Salihundam, Srikakulam District, under Visakhapatnam Sub Circle for the period from 01/04/2021 to 31/03/2022.

Dear Sir,

13.1 I / We have downloaded /obtained the tender document (s) for the above mentioned ‘Tender / Work ‘from the web site (s) Leasing out the right for collection of Parking fee from the parking area allotted for vehicle Parking inside protected area of the Buddhist Remains, Salihundam, Srikakulam District, under Visakhapatnam Sub Circle for the period from 01/04/2021 to 31/03/2022. as per your advertisement, given in the above mentioned web site(s).

13.2 I / We hereby certify that I / We have read the entire terms and conditions of the tender documents (including all documents like annexure (s), Schedule(s), etc. which form part of the contract agreement and I /We shall abide hereby with the terms /conditions /clauses contained therein.

13.3 The corrigendum (s) issued from time to time by your department /organization to have also been taken into consideration, while submitting this acceptance letter.

13.4 I / We do hereby declare that our Firm has not been blacklisted /debarred by any Govt. Department / Public sector undertaking.

13.5 I / We certify that all information furnished by our Firm is true & correct, 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 can summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the said earnest money deposit in full absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)
14 NOTICE INVITING TENDER CUM AUCTION- APPLICATION FOR FINANCIAL BID

14.1 Sealed Tenders on behalf of the President of India are invited under Two Bid System i.e. Technical Bid and Financial Bid from eligible, qualified, experienced and financially sound registered contractors for execution work for the work of Leasing out the right for collection of Parking fee from the parking area allotted for vehicle Parking inside protected area of the Buddhist Remains, Salihundam, Srikakulam District, under Visakhapatnam Sub Circle for the period from 01/04/2021 to 31/03/2022.

14.2 Before financial bid submission, the tenderer should visit the proposed site and inspect the premises where the lease contract services are to be operated to satisfy himself as to the conditions prevalent at the site; and to observe the tourist influx.

14.3 The tender forms can be downloaded from our website- www.asi.nic.in; & e-portal https://eprocure.gov.in from 08.03.2021 to 17.03.2021

14.4 The interested Companies/ Firms/ Agencies may deposit / submit the Earnest Money Deposit (EMD) for Rs. 1,600.00/- in the form of Demand Draft drawn in the favour of “Superintending Archaeologist, Archaeological Survey of India, Amaravati Circle, Vijayawada” payable at Hyderabad. Canvassing in any form would be considered as demerit and the tender is liable to be cancelled. Subleasing/transfer of lease ship/subletting is not permitted;

14.5 The Earnest Money Deposit (EMD) (Refundable without interest) should be submitted in original instruments to the O/o Superintending Archaeologist, Archaeological Survey of India, Amaravati Circle, Vijayawada, on or before opening of the tender. In case of submission by post/courier, the responsibility of delivering it before opening time and date rests with the bidder.

14.6 The lessee, while enjoying the right to running the lease contract service, should keep the parking lot area and its premises in neat and tidy condition, and timing will be 06.00 AM to 06.00 PM only. Nobody shall be allowed to stay in the protected area beyond 07.00 P.M and during the night hours; Any temporary structure if any erected to be removed immediately after the completion of lease period;

14.7 The site of the work is available or the site for the work shall be made/ available in parts.

14.8 The Technical Bid of tenders will be opened on 18.03.2021 at 10.00 hrs at O/o the Superintending Archaeologist, Archaeological Survey of India, Amaravati Circle, Vijayawada in the presence of authorised representative of Bidders as may wish to be personally present.

14.9 ASI reserved 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 Superintending Archaeologist, ASI, Amaravati Circle in this regard shall be final and binding on all parties in all circumstances.

14.10 The successful tenderer will have to deposit Performance Guarantee/Security Deposit of 10% of order value in the form of Demand Draft/Bank Guarantee or Fixed Deposit
Receipt (FDR) made in the name of the Company/Contractor but hypothecated to the Superintending Archaeologist, Archaeological Survey of India, Amaravathi Circle, Vijayawada covering the contract period plus one hundred twenty days. The FDR/PG will have to be accordingly renewed by the successful tenderer.

14.11 The contractor should take utmost care and to see that no damage is caused to any part of the monument while execution of work.

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

14.13 All entries in the tender form should be legible and filled in clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the Financial Bid Form. The Technical Bid Application must be signed by the person authorized to sign the tender bids.

14.14 Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable for rejection.

14.15 All the rates including all taxes shall be quoted on the proper form of the tender alone.

14.16 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 Superintending Archaeologist, Amaravati circle. Successful bidder attention is drawn to Clause 19(&19 A to 19L) of the CPWD General conditions of contract, wherein the approved bidder have to submit the statements time to time as per the clause to the work in-charge and to Circle office.

14.17 GST/ any other local taxes in respect of this contracts shall be payable by the contractor and Government will not entertain any claim whatsoever in this respect.

14.18 The tender of works shall remain open for acceptance for a period of 90 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 EMD.

14.19 The work shall be awarded to the H1 bidder.

14.20 In case of tie in highest rate, the Company/ Firm/ Agency/contractor who has completed/executed more value of conservation work/lease contract during the last 3 years for conservation work of the centrally protected monuments in Archaeological Survey of India organization shall be declared as H1. So, Copies of order clients certificate and Completion certificate from the contractor shall be provided along with Bid.

14.21 Break up of rate

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Component of Rate</th>
<th>Amount in Rs. Per Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>i</td>
<td><strong>Total Amount as per Contract</strong> payable to Government by enjoying the lease right for collecting parking fee from the vehicle-excluding GST</td>
<td>Rs.</td>
</tr>
</tbody>
</table>
GST @ 18%
GST, TDS, Labour Cess, Education Cess etc. if any payable to Government shall be applicable as per the rate issued by the GST department time to time and the awardee is bound to pay the amount to the Government.

| Total amount in figure & words: |

Should this tender be accepted, I/We hereby agree to abide by and fulfil all the terms and provisions of the said conditions and contract clauses annexed hereto so far as applicable and or in detail thereof to forfeit and pay to the President of India or his successor in office the sum of money mentioned in the said conditions.

The Scanned Copy of Demand Draft for a sum of 1,600.00 (Rupees One Thousand Six hundred only) is herewith attached as Earnest Money. If I/We fail to commence the work as specified in the above memorandum or am I /We fail to deposit the amount of security deposit/Performance Guarantee Certificate specified in the above memorandum in accordance with conditions of the contract. I/We agree that the President of India or his successor in office shall/will have the liberty to forfeit the said EMD shall be retained by him towards such security /PG deposit. I/We further agree that the said President of India or his successor in office shall also have the liberty to cancel the acceptance of the tender if I/We fail to deposit security/PG amount as aforesaid.

Place: DATED SIGNATURE OF THE CONTRACTOR

Dated Signature & address of witness to signature of Tenderer:

OFFICE USE

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

Dated Signature of the officer by whom the tender is accepted

Date: Superintending Archaeologist (I/c),
Archaeological Survey of India,
Amaravati circle, Vijayawada
GOVERNMENT OF INDIA
ARCHAEOLOGICAL SURVEY OF INDIA
AMARAVATI CIRCLE, VIJAYAWADA
P.W.D. -9 (Tender)

15 SCHEDULE OF QUANTITY AND WORK

Name of work: Leasing out the right for collection of Parking fee from the parking area allotted for vehicle Parking inside protected area of the Buddhist Remains, Salihundam, Srikakulam District, under Visakhapatnam Sub Circle for the period from 01/04/2021 to 31/03/2022.

Tender cum Auction reference number: 01/AUCTION/2020-21/Amaravati/ Visakhapatnam Sub circle

Date of Tender opening: 18.03.2021

TENDER FOR EXECUTION OF WORK

I/We here by tender for the supply of materials/execution of work/labour contract for the President of India the under mentioned memorandum according to the specification within the time specified therein subject to the conditions of the contract:

(i). EMD Rs. 1,600.00/-

(ii). Performance Security -10% of the work order amount as payable immediately on the acceptance of the Tender.

Rates are valid for a period till lease contract completion; Site may be inspected before quoting the rates;

I agree to abide by the above conditions and quote the rate at the rates entered in the schedule attached. If the tender be accepted, I hereby agree to abide by fulfil all the conditions and specifications contained in the CPWD, named “General instructions and Conditions of Contract” which have been read by me are in default thereof to forfeit and pay to the President of India or his successors, the penalty of sum of money mentioned in the said conditions. The contractor should take particular care to see that no damage is caused to any part of the monument/Architectural members while executing the work.

Dated Signature of Contractor along with Seal
15.1 Schedule of Quantity and Work

Schedule to accompany the tender for the work of Leasing out the right for collection of Parking fee from the parking area allotted for vehicle Parking inside protected area of the Buddhist Remains, Salihundam, Srikakulam District, under Visakhapatnam Sub Circle for the period from 01/04/2021 to 31/03/2022.

(Sample of BOQ and contractors are requested NOT to quote any rate here under)

ANNEXURE-1

<table>
<thead>
<tr>
<th>Name of Monument / Location</th>
<th>Period of contract</th>
<th>Earnest Money Deposit (E.M.D)</th>
<th>Minimum Auction Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buddhist Remains, Salihundam, Srikakulam District</td>
<td>01.04.2021 to 31.03.2022</td>
<td>Rs 1,600/- (Refundable)</td>
<td>Rs 80,000/- (Including GST)</td>
</tr>
</tbody>
</table>

Dated Signature of Contractor along with seal
16 EVALUATION CRITERIA

16.1 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.

16.2 The bidder who quotes highest rate in financial bid will be declared as H1.

16.3 In case of tie in lowest rate, the Company/ Firm/ Agency who has more turnover in last 3 financial years as per the statutory auditor report, shall be declared as H1.

16.4 The work shall be awarded to the H1 bidder.
17 TERMS AND CONDITION OF CONTRACT

17.1 GENERAL

17.1.1 The contracting Company/ Firms/ Agency shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract.

17.1.2 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.

17.1.3 ASI reserves right to terminate the lease contract during initial period also after giving ten days’ notice to the contracting agency in case of breach of terms of contract.

17.1.4 All the workers deployed for collection of parking fee will be paid their wages on monthly basis by the Company/ Firm/ Agency through individual bank accounts and Documentary evidence will be submitted to ASI. ASI shall verify the actual payment of statutory payments periodically and if not satisfied shall withhold the payments due to the contractor, besides other legal actions.

17.1.5 Similar works shall mean works of conservation/repairing work of ancient structures/monuments/old structures of central/state/protected/heritage building/endowment/trustee.

17.1.6 ASI/ Central Government department Black listed/ Debarred contractors bid will not be considered for evaluation.

17.1.7 While all efforts have been made to avoid errors in the drafting of the tender documents, the Bidder is advised to check the same carefully. No claim on account of any errors detected in the tender documents shall be entertained.

17.1.8 Necessary rate chart board and licensee name and address should be placed conspicuously for public by lessee. Board/hoarding/advertisement in any way is NOT permitted.

17.1.9 Timing for the public will be from 08.00AM to 06.00PM only. Nobody and no vehicles shall be allowed to stay beyond 06.00PM and during night hours in the parking lot.

17.1.10 The lessee, while enjoying the right to running the parking lot should keep the premises in neat and tidy condition. Disposal bags for garbage should be used. Segregation of bio degradable, recyclable garbage will be taken care of by the lessee. Disposal of this garbage will be responsibility of the contractor/lessee. As part of the Swachh Bharat Abhiyan, the Monument is declared as Polythene-free zone.

17.1.11 Any temporary structure if any erected to be removed immediately after the completion of lease period.

17.1.12 Government of India / Archaeological Survey of India shall provide only the space for Parking lot. It shall be the sole responsible of the lessee to remit any
local taxes/to obtain permission/licence from any authority/department. Lessee shall abide by the rules and regulation of the local department.

17.1.13 Lessee should obey and follow the instructions and directions issued from time to time by the Superintending Archaeologist, Archaeological Survey of India, Amaravathi circle and Instructions of the local representative of the ASI should be strictly adhered to.

17.1.14 A complaint cum suggestion register should be maintained, registering suggestions with regard to all/any aspects of services. Lessee shall take appropriate remedial steps in this regard under intimation to the authority.

17.1.15 Since, it is a part of the Centrally protected ancient Monument work, it is understood that the bidder has inspected and satisfy him/herself at the Monument and parking place, assessed the nature of work, conditions prevalent at the site and to observe the tourist influx before bidding for the project; no claim whatsoever will be entertained at any stage, in this regard.

17.1.16 The Lessee shall be responsible to take all precautions to ensure the safety of all persons, public and private property, all type of vehicles while working at Parking lot.

17.1.17 The Employers should behave courteously / friendly with the visitors.

17.1.18 Government vehicles are exempted from parking fee.

17.1.19 The highest bidder should abide by the rules and regulations of Archaeological Survey of India.

17.1.20 Contravention of the above condition(s) may lead to the cancelation of the lease.

17.2 LIABILITIES, CONTROL ETC. OF THE PERSONS DEPLOYED

17.2.1 This Department shall not be responsible for any damages, losses, claims, financial or Injury/accident to any person deployed by service providing agency in the course of their Performing the functions / duties, or for payment towards any compensation.

17.2.2 The tendering agency shall maintain all statutory registers under the applicable law. The Agency shall produce the same, on demand, to the concerned authority of this Department or any other authority under law. A Compliance certificate in this regard will be submitted along with the bills every month.

17.2.3 The tendering agency will be responsible for compliance of all statutory provisions relating to minimum wages, Service tax, Provident Fund and Employees State Insurance etc.

17.2.4 The service providing agency shall be solely responsible for the redresses of grievances/ resolution of disputes relating to person deployed. The ASI shall, in no way be responsible for settlement of such issued whatever.

17.2.5 All assigned manpower will wear Identity card provided by the agency while performing all duties at the arranged place of work.
17.2.6 The contractor/tenderer will be bound by the details furnished to the ASI while submitting the tender or at subsequent stage. In case, any of such documents furnished is found to be falls at any stage, it would be deemed to be a breach of terms of contract, making it liable for legal action besides termination of contract and forfeiture of Performance Security.

17.2.7 The agency shall depute a coordinator who would be responsible for immediate interaction with the competent authority so that optimal services of the person deployed by the agency are availed without any disruption.

17.2.8 The contractor shall be solely responsible for the redresses of grievances/resolution of disputes relating to person deployed. The ASI shall, in no way be responsible for settlement of such issued whatever.

17.3 **LEGAL**

17.3.1 Vendor will be responsible for timely payment to the supplied manpower and statutory authorities and compliance of all statutory provisions relating to minimum wages/specified contract amount etc. in respect of the person deployed by it in the ASI. The agency has to submit copy of deposit of EPF/ESI with concerned authority every month as an evidence of payment in accounts of person deployed.

17.3.2 EPF/ESI contributions paid to the contractor labours worked for the awarded work will be reimbursed as per the norms of CPWD GCC contract labour regulations on actual basis, and on submission of requisite documents along with bill (paid remittance and annexure I to IX of CPWD contract labour regulations)

17.3.3 The tendering agency shall also be liable for depositing all taxes, levies, cess etc. on amount of service rendered by it to the ASI to the concerned tax collection authorities from time to time as per extent rules and regulations on the matter.

17.3.4 The provision of The Information Technology Act (IT Act) as amended from time to time will be applicable to the vendor and the assigned employees to ASI.

17.4 **FORCE MAJEURE**

17.4.1 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 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, act 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 such events is given by either party shall be reason of such event be entitle to terminate this contract or hall either party have any claim for damage against the order in respect of such non – performance or delay in performance, and
deliveries under the contract shall be resumed as soon as practicable after such event has come to an end or ceased to exist, and the decision of the DG ASI as to whether the deliveries have been so resumed or not, shall be final or 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 to terminate the contract.”

17.5 **ARBITRATION**

17.5.1 Amaravati circle and the selected vendor shall make every effort to resolve amicably, by direct negotiation, any disagreement or dispute arising between them under or in connection with the work order. If any dispute arises between parties on aspects not covered by this agreement, or the construction or operation thereof, or the right, duties or liabilities under these except as to any matters the decision of which is specially provided for by the general or the special conditions such dispute shall be referred to the arbitrator as appointed by DG ASI and the award of 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 New Delhi, India.

17.6 **APPLICABLE LAW**

17.6.1 The work order will be governed by the laws and procedures established by the Govt. Of India, within the frame work of applicable legislation and enactment made from time to time concerning such commercial dealings/ processing.
18 **INSTRUCTION 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 CCP Portal, prepare their bid in accordance with the requirements and submitting their Bids online on the CCP Portal.

More information useful for submitting online Bids on the CPP Portal may obtained at: [http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app).

18.1 **REGISTRATION**

18.1.1 Bidders are required to enrol on the e Procurement module of the Central Public Procurement Portal (URL: [http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)) by clicking on the link “Online Bidder Enrolment” on the CPP Portal which is free of charge.

18.1.2 As part of the enrolment process, the Bidders will be required to choose a unique username and assign a password for their accounts.

18.1.3 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 CCP Portal.

18.1.4 Upon enrolment, the Bidders will be required to register their valid Digitals Signature Certificate (Class II or Class III Certificate with signing key usage) issued by any Certifying Authority recognised by CCA India (e.g. Sify / NCode / E-Mudhra etc.), with their profile.

18.1.5 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.

18.1.6 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.

18.2 **SEARCHING FOR TENDER DOCUMENTS**

18.2.1 There are various search options built in the CCP Portal, to facilitate Bidders to search active tenders by several parameters. These parameters could include Tender ID, Organisation Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the Bidders may combine a number of search parameter’s such as Organisation Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.

18.2.2 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.

18.2.3 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.
18.3 PREPARATION OF BIDS

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

18.3.2 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.

18.3.3 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 documents.

18.3.4 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.

18.4 SUBMISSION OF BIDS

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

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

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

18.4.4 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 upload bid will be rejected.

18.4.5 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 file name. If the BOQ file is found to be modified by the bidder, the Bid will be rejected.

18.4.6 The server time (which is displayed on the Bidder’s 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.
18.4.7 All the documents being submitted by the Bidders would be encrypted using PKL 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 authorised Bid openers.

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

18.4.9 Upon the successful and timely submission of Bid (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.

18.4.10 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.

18.5 ASSISTANCE TO BIDDERS

18.5.1 Any queries relating to the tender document and 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.

18.5.2 Any queries relating to the process of online Bid submission or queries relating to CPP Portal in general may be directed to the 24 X 7 CPP Portal Helpdesk Mobile Number - +91 8826246593 Tel: 24 X 7 Help Desk Number 0120-4200462, 0120-4001002