

**OPEN TENDER NOTICE**

**FOR O.W (P) TO COOCH BEHAR PALACE, COOCH BEHAR, WEST BENGAL,  
FOR THE YEAR 2017-18**

**REFERENCE NO. F.NO: M3/K.B/03/2017-18 -3996**

**10 NOV 2017**



**सत्यमेव जयते**

**GOVERNMENT OF INDIA  
MINISTRY OF CULTURE  
ARCHAEOLOGICAL SURVEY OF INDIA  
KOLKATA CIRCLE**

*S. Mahanta*  
Superintending Archaeologist  
Archaeological Survey of India  
Kolkata Circle, Kolkata

**Section-1**

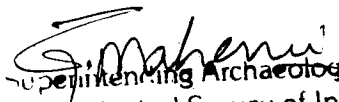
**Table – A: Time and Work Frame**

**FOR EXECUTION OF WORK –O.W (P) to Cooch Behar Palace, Cooch Behar, West Bengal  
for the year 2017-18.**

**Manual bids shall not be accepted**

**CRITICAL DATE SHEET**

1.	Date of issue of Tender	10.11.2017 at 17.00 Hrs.
2.	Bid Document Download/Sale Start Date	10.11.2017 from 17.15 Hrs.
3.	Date of Pre Bid Conference For clarifying issues and doubts, if any, about specification of material and services projected in Bid document.	N.A.
4.	Start date for submission of filled-in tender document.	10.11.2017 from 17.25 Hrs.
5.	Bid Submission End Date	22.11.2017 up to 11.00 Hrs.
6.	Date of opening of Technical/Financial bid	23.11.2017 at 11.30 Hrs.
7.	Date of meeting with Bidders post Technical Bid opening for presentation and Document Verification	N.A
8.	Validity of Bid	120 Days.

  
Superintending Archaeologist  
Archaeological Survey of India  
Kolkata Circle, Kolkata


Dear Sir,

1. The Archaeological Survey of India invites online Bids in the prescribed form **under the Two Bid system** i.e. Technical Bid and Financial Bid for the Execution of work :- **O.W (P) to Cooch Behar Palace, Cooch Behar, West Bengal for the year 2017-18.**
2. The system of e-tendering shall be adopted, comprising of Technical Bid and the Financial Bid. **Document Download: Tender documents may be downloaded from CPPP site <https://eprocure.gov.in/eprocure/app> and [www.asikolkata.in](http://www.asikolkata.in) as per the schedule as given in CRITICAL DATE SHEET.**  
Technical Bid should, inter alia, contain all technical details of services and solutions to be provided along with such documentary proofs. Financial Bid should, inter alia, indicate item-wise price and other commercial/financial terms against the items mentioned in the Technical Bid.
3. **Bid Submission:**  
Applicants/intending or interested Bidders are invited to submit their 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 within the stipulated date and time as mentioned in the Bid document **as given in CRITICAL DATE SHEET.**  
**Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>** Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
4. **Earnest Money Deposit:**  
The Hard Copy of original instruments in respect of cost of earnest money must be delivered to the Superintending Archaeologist, Archaeological Survey of India, Kolkata Circle on or Bid opening date/time as mentioned in critical date sheet. Tenderer shall likely to be liable for legal action for non-submission of original payment instrument like DD etc. against the submitted Bid.  
The offer without EMD will be rejected summarily. EMD is to be supplied by all the bidders except those who are registered with Central Purchase Organization, National Small Industries Corporation (NSIC) or Ministry of Culture.
5. **The EMD be submitted separately as under:**
  1. Tender inviting authority in the **Superintending Archaeologist, Archaeological Survey of India, Kolkata Circle, Kolkata.**
  2. Time period for the work/supply shall be **60 days** from the issue of the work order.
6. **Estimated Cost of Tender: 3,77,172/-** (Rupees Three lakh seventy seven thousand one hundred and seventy two only)

Address for communication, are as given below:-

**Contact Details:**

Contact Person	1. <u>G. Maheshwari, Superintending Archaeologist.</u> 2. <u>Shri Mihir Kanti Sarkar, Dy. Superintending Archaeological Engineer.</u>
Address for communication	Office of the Superintending Archaeologist, Archaeological Survey of India, Kolkata Circle, C.G.O. Complex, 4 <sup>th</sup> Floor, Block – DF, Sector– I, Salt Lake City, Kolkata – 700064.

  
Superintending Archaeologist  
Archaeological Survey of India  
Kolkata Circle, Kolkata

**F. No.M3/K.B/03/2017-18**  
**Government of India**  
**Office of the Superintending Archaeologist**  
**Archaeological Survey of India**  
**Kolkata circle, C.G.O. complex (4<sup>th</sup> floor)**  
**Block-DF, Sector-I, Salt Lake City, Kolkata – 700 064.**  
**Web Site : [www.asi.nic.in](http://www.asi.nic.in) / [www.asikolkata.in](http://www.asikolkata.in)**

**TENDER DOCUMENT**

**(Financial Bid)**


For the Work **O.W (P) to Cooch Behar Palace, Cooch Behar, West Bengal for the year 2017-18** as per detailed below.

**Estimated Cost: Rs. 3,77,172/-**  
**(Rupees Three lakh seventy seven thousand one hundred and seventy two only)**


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

**Open Tender for execution of complete work.**

Item No.	Description and specification of items of work to be executed	Specification /Quantities to be executed	Units
1.	Dismantling all types of masonry excepting cement concrete plain or reinforced, stacking serviceable materials at site and removing rubbish as directed within a lead of 75m.	1.41	cum
2.	Taking out carefully GCI sheets for roof or wall after unserving bolts, nuts, screws etc and stacking the material at site as directed.	5.50	sq.m
3.	First class brick work in cement mortar 1:4 in foundation and plinth and Superstructure.	3.75	cum
4.	Plastering the brick wall with sand cement mortar with 1:4 15mm thick plaster.	118.09	sq.m
5.	Flush pointing to brick work in cement mortar 1:4 including racking out the joints.	22.23	sq.m
6.	Providing and laying in position cement concrete of specified grade excluding the cost of cantering and shuttering all works (1:2:4) all complete etc.	2.34	cum
7.	Plaster with Neat cement about 1.50mm thick in floor etc.	31.68	sq.m
8.	Dismantling the old decayed plaster from the wall.	136.39	sq.m
9.	Painting with best quality synthetic enamel paint of approved make brand including smoothening surface by sand preparing etc.	114.16	sq.m
10.	Removing loose scales, blisters etc from old painted surface and thoroughly smoothening the surface to make the same suitable for receiving fresh coat of paint.	337.57	sq.m
11.	White washing including cleaning and smoothening surface thoroughly (b) two coats.	437.06	sq.m
12.	Applying decorative cement based paint approved quality after preparing the surface including scrapping the same thoroughly (plastered) (iii) two coat on plastered surface.	283.12	sq.m
13.	Fitting and fixing of Tata coloured G.I sheet.	24.36	sq.m
14.	Fitting and fixing of 50mmX50mmX6mm M.S angle, MS square pipe on the brick masonry wall including fitting M.S wire mesh(40X40)mm in with M.S flat fixed on wall including cost of labour for making the arrangement and hiring charges of welding machine to fix in position at site etc complete.	One item	One item
15.	Earthwork excavation of foundation trenches or drains in all sorts of soil including removing, spreading or stacking the spoils within a lead of 75m as directed. The item includes necessary trimming the sides of trenches, levelling, dressing and ramming the bottom, bailing out as required complete.	0.98	cum

  
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 Kolkata Circle, Kolkata

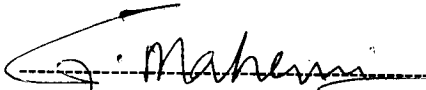
16.	Fitting and fixing of round pipe, (1/1/2") and 25mmX15mmX3mm sq.pipe and other necessary fittings at the existing toilet roof etc complete.	Whole item	Whole item
17.	Shifting and fitting and fixing the electric panel board at the Generator room including all costs.	Whole item (As per details of analysis)	Whole item
18.	Fitting and fixing of PVC door complete etc.	One item (3.30 Sqm.)	One item
19.	Dismantling of old damaged electrical wiring and main switch board etc of staff quarter.	One item	One item
20.	Fitting and fixing of electric wiring, casing , switchboard, MCB, electrical meter etc for staff quarter and existing public toilets.	One item (As per details of analysis)	One item
21.	Fitting and fixing of PVC water pipe 4" to out let the rain water from the palace roof etc.	110	Rm
22.	Fitting and fixing of PVC pipe 3" to out let the rain water from the palace verandah.	63	Rm
23.	Fitting and fixing of Bend and tee socket etc at the PVC pipe at the Palace.	One item	One item
24.	Fitting and fixing of 4", 1", 1/2", PVC pipe at the existing toilet.	One item	One item
25.	Fitting and fixing of sanitary fittings at the existing toilet.	Whole item (As per details of analysis)	One item
26.	Fitting & fixing of Notice board for no polythene zone inside the monument (size 5'x2'1/2") with decorative steel pipe frame with complete board settings & fitting, fixing charge etc and printing of letter Trilingual.	1 no. (As per details of analysis)	Whole Job
27.	Fitting & fixing new Notice board (size 21/2' x 2'), 3/4" X3/4" M.S Flat with C.R sheet (16 gauge) fitting & fixing including welding 1 no. And printing letter Bengali, English & Hindi at the ticket sale counter small Gate (Trilingual).	1 no.	Whole Job
28.	Fitting & fixing of G.I counter board (Size: 11" X4") with painting & letter writing Bengali/English/Hindi.	1 no.	Whole Job
29.	Re-write the of G.I sign board at the counter main gate & police camp of Palace painting & writing (Trilingual).	4 no.'s	Whole Job
30.	Fitting & fixing of new A.S.I sign board at the top of roof of ticket counter and fixing of 2 no.'s LED light with labour charge.	2 no.'s	Whole Job
31.	Fitting & fixing of Sign board due to awareness of Swachh Bharat Abhiyan for visitors to keep clean the monument & smoking prohibited Zone with Iron stand (frame) 18" X 11" including writing & painting etc. Complete (Trilingual).	8 no.'s	Whole Job
32.	Installation of one no. Sold Entry ticket cheking decorative temporary shade in front of the ticket sold counter of Cooch Behar palace size 6' X 4 1/2" X 3 1/2" including G.I sheet/ composite board/vernal pasting and painting etc.	1 no. (As per details of analysis)	Whole Job
33.	Fitting and fixing of Car Parking shade light at the back gate including materials all labour etc.	Whole item (As per details of analysis)	Whole item

  
 S. Mahesh  
 Superintending Archaeologist  
 Archaeological Survey of India  
 Kolkata Circle, Kolkata

## TENDER NOTICE

1. Online E-Tender on behalf of the President of India, are invited under **Two Bid System** i.e. **Technical Bid and Financial Bid** from reputed, experienced and financially sound Govt. contractors/suppliers/Firms/Agencies who have past experience in conservation works of Ancient Archaeological Monuments as well as ancient sites and specific to the items entered above within **last 3 (Three) years** for the work of **O.W.(P) to Cooch Behar Palace, Cooch Behar, West Bengal for the year 2017-18.**
2. The time period for execution of the work is **60 days** from the date of issue of work order.
3. Complete Tender Document can be downloaded from the website of CPPP & of this Department (**https://eprocure.gov.in/eprocure/app** and **www.asikolkata.in**).
4. Interested contractors/suppliers/Firms/Agencies may submit their online proposal complete in all respects within the stipulated date and time as mentioned in the Tender documents as given in CRITICAL DATE SHEET. **Bids shall be submitted online only at CPPP website https://eprocure.gov.in/eprocure/app.**
5. Two Nos of separate **D.D. (Nationalized Bank)** (issued after publication of NIT) as the (i) **Earnest Money Deposit (EMD) Rs.9,500/- (Rupees Nine thousand & five hundred only.)** & (ii) **Tender cost (Non-refundable) Rs.500/- (Rupees Five hundred only)** in favour of "Superintending Archaeologist, Archaeological Survey of India, Kolkata Circle, Kolkata" to be submitted to the Office of Superintending Archaeologist, Archaeological Survey of India, Kolkata Circle, Kolkata, C.G.O. Complex, 4<sup>th</sup> Floor, Block-DF, Sector-1, Salt Lake City, Kolkata-700064 prior to the opening date of the tender. The bid without EMD & Tender cost will be rejected summarily.
6. No tender shall be entertained after the deadline under any circumstances what so ever. **The Technical Bid of tender will be opened at this office on 23.11.2017 at 11.30 hrs.** at Archaeological Survey of India Kolkata Circle, C.G.O. Complex, 4<sup>th</sup> Floor, Block DF, Section- I, Salt Lake City, Kolkata - 700064 in the presence of authorized representative of Bidders as may wish to be personally present.

This ASI reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Superintending Archaeologist, ASI, Kolkata Circle in this regard shall be final and binding on all parties in all circumstances.


  
Superintending Archaeologist  
Archaeological Survey of India, Kolkata Circle  
For and on behalf of the President of India  
Superintending Archaeologist  
Archaeological Survey of India  
Kolkata Circle, Kolkata

**Copy to:**

1. OFFICE NOTICE BOARD, A.S.I., Kolkata Circle, Kolkata.
2. Office Notice Board, A.S.I., Cooch Behar Sub Circle.
3. The Web Manager, A.S.I., Janpath, New Delhi.
4. Office Copy.

## SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR TENDERERS

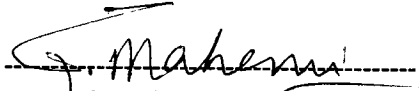
1. The Superintending Archaeologist, ASI, Kolkata Circle, Kolkata requires online E-Tenders from reputed, well established and financially sound Govt. Contractors/Suppliers/Firms/Agencies who have past experience in conservation works of Ancient Archaeological Monuments as well as ancient sites and specific to the items entered above **within last 3 (Three) years** for the work of **O.W. (P) to Cooch Behar Palace, Cooch Behar, West Bengal for the year 2017-18.**
2. The tendering Contractors/Suppliers/Firms/Agencies are required to enclose photocopies of the following documents along with the Technical Bid, failing which their bids shall be summarily/ out-rightly rejected and will not be considered any further:-
  - (a) Copies of the valid Registration Certificate.
  - (b) Copy of PAN/GIR/TIN card No.
  - (c) Copy of IT return filed for the last three financial years along with Proof of annual turnover of the firm for the last 3 years ending on 31/03/2017.
  - (d) Copies of the Service Tax/Sales Tax/GST registration certificate along with latest Service tax/Sales Tax clearance certificate.
  - (e) Declaration regarding black listing as per format attached.
  - (f) Experience certificate of having successfully completed similar works during **last 3 years** ending last days of the month previous to the one in ancient site/monuments.
  - (g) Tender Acceptance Letter as per format attached
3. **The rate for complete work should be quoted in figures and words including GST and all taxes/other charges as applicable.**
4. The Contractors/Suppliers/Firms/Agencies will be permitted to attend at the time of tender opening.
5. If the date of opening of the tender happens to be a holiday, the tender will be opened on the next working day.
6. The right of acceptance of a tender will with the Superintending Archaeologist, Archaeological Survey of India, Kolkata Circle who does not bind himself/herself to accept the lower tender and reserves to himself/herself the authority to reject any or all the tenders without assigning any reason. All tenders in which any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected.
7. **Contractor should visit the working site prior to rate tendering as well as have to furnish certificates thereof in written along with the tender.**
8. The work to be executed and deduction of voids will be as per CPWD specifications, IS code and as per Archaeological Survey of India specification.
9. Water arrangement/Scaffolding/T&P articles will be managed by the contractor.
10. The quantity/item of work can be increased/ decreased as per site requirements.
11. Before execution of work contractor must sign the agreement in this office.
12. The materials pertaining to this work should be checked by the competent officer.
13. **Security Deposit** – 10% of 1<sup>st</sup> 1,00,000/-  
7.5% of 2<sup>nd</sup> 1,00,000/-  
5% of remaining balance amount of tender cost.
14. The 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, Kolkata Circle, Kolkata in this regard shall be final and binding on all parties in all circumstances.

  
Superintending Archaeologist  
Archaeological Survey of India  
Kolkata Circle, Kolkata

15. Conditional bids shall not be considered and will be out rightly rejected in the very first instance.
16. Contractor will be responsible for timely payment to the supplier/labour and statutory authorities and compliance of all statutory provisions relating to minimum wages/specified contract amount etc. in respect of the person deployed by him in the work.
17. The Contractor shall also be liable for depositing all tax, levies, cess etc on amount of work done/ supply of materials/ service rendered by him to the ASI to the concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
18. 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.
19. The total cost quoted by the bidders shall be worked out for deciding the lowest bidder for acceptance of tender.
20. The rate quoted should include all taxes etc. ASI will not entertain any claim whatsoever in this regard.
21. In case contractor's signature on tender is fixed in an Indian Language, the rate/ amount/ percentage above or below should also be written in the same language. In the case of illiterate contractors the rates/percentage should be attested by a witness.
22. The discretion of acceptance of tender, will rest with the Circle/Branch Officer/Regional Director/Director General, A.S.I who does not bind himself to accept the lowest tender and reserve to himself the authority to reject any or all of the tenders received, without the assigning any reason. Any tender, in which any of the prescribed conditions are not fulfilled or are incomplete in any respect is liable to be rejected.
23. 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.
24. No. Engineer of Gazatted rank or other Gazatted Officer employed in Engineering or Administrative duties in an Engineering Department of the Government of India is allowed to work as a contractor for a period of two years of his retirement from Government service, without the prior permission of the Government of India as aforesaid before submission of the tender or engagement in the contractor's service.
25. The tender of the work shall not be witnessed by a contractor or contractors who himself/themselves/has/have tendered or who may tender for the same work.

**EVALUTION CRITERIA:**

1. The bidder who fulfils Technical Eligibility Requirement mentioned under Technical Eligibility Requirement shall be declared technically qualified and financial bid in respect of only technically qualified bidder shall be opened.
2. The bidder who quotes lowest rates for the work in financial bid will be declared L1.
3. In case of tie in lowest rate, the Contractors/Suppliers/Firms/Agencies who have completed more work orders in last 3 years shall be declared L1. Copies of Work Order and completion certificate from employer shall be provided along with Technical Bid.
4. The work shall be awarded to L1 bidder.

  
Superintending Archaeologist  
Archaeological Survey of India, Kolkata Circle  
For and on behalf of the President of India  
Superintending Archaeologist  
Archaeological Survey of India  
Kolkata Circle, Kolkata




**TECHNICAL ELIGIBILITY REQUIREMENT FOR THE TENDERING CONTRACTORS/  
SUPPLIERS / FIRMS / AGENCIES** **(Technical Bid)**

The tendering Contractors/Suppliers/Firms/Agencies should fulfil the following **ELIGIBILITY** requirement and furnish the same with self attested copies of documents with technical bid.

Sl No	REQUIREMENT	COPY OF RELAVANT DOCUMENT	ENCLOSED YES/NO.	PAGE NO. OF BID DOCUMENT
1	Contractors/Suppliers/Firms/Agencies should be registered with the appropriate registration authority.	Copy of Registration Certificate.		
2	PAN card/TIN No and GST Registration.	Copy of PAN card /TIN No and GST Registration Certificate.		
3	IT returns for the last three financial years along with Proof of annual turnover of the firm for the last 3 years ending on 31/03/2017.	Copy of IT returns along with certificates of annual turnover from Statutory Auditor/ Authority.		
4	Contractors/Suppliers/Firms/Agencies should be registered with Service Tax/Sales Tax/GST.	Copy of registration certificate/ No. along with latest Service tax/Sales Tax clearance certificate.		
5	Declaration regarding black listing as per format attached.	Declaration in enclosed format.		
6	Contractors/Suppliers/Firms/Agencies should have past experience in conservation works of Ancient Archaeological Monuments as well as ancient sites and specific to the items entered in NIT <b>within last 03 years.</b>	Copy of the Work Order/completion certificate.		
7	Tender Acceptance Letter as per format attached.	Tender Acceptance Letter as per format attached to be given in Contractor/Agency/ Firm's Letter Head.		

(Signature of the Bidder, with official Seal)

  
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 Archaeological Survey of India  
 Kolkata Circle, Kolkata

## DECLARATION

1. I, ....., Son/Daughter of Shri.....  
signatory of the agency/firm mentioned above, is competent to sign this declaration and  
execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and undertake  
to abide by them.
3. My agency/firm has not been blacklisted/debarred from participating in tender of any  
Ministry/ Department of Government of India and Government of India undertaking in the  
last Three (3) years as on date of opening of this Tender.
4. The information/ documents furnished along with the above application are true and  
authentic to the best of my knowledge and belief.
5. I/We am/are well aware of the fact that furnishing of any false information/fabricated  
document would lead to rejection of my tender at any stage besides liabilities towards  
prosecution under appropriate law.


**Signature of Authorized person(s)**

Date:

Full Name:

Place:

Seal:

  
S. Mahem  
Superintending Archaeologist  
Archaeological Survey of India  
Kolkata Circle, Kolkata


## DECLARATION

Should this tender be accepted I/We hereby do agree to abide to by and fulfil all the terms and provisional of the said conditions annexed hereto so far as applicable and or in default to forfeit and pay to the President of India or his successor in office the sum of money mentioned in the said conditions. A sum of Rs. ....(Rupees ..... only) is herewith forwarded in Bank Demand Draft as Earnest Money. If I/we fail to commence the work as specified in the above memorandum or I/we fail to deposit the amount of Security Deposit specified in the Contract of the Memorandum in accordance with the clause applicable 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 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 TIN & GST No:
  
- Signature of Witness:
  
- Address:
  
- Date:

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

Signature of the officer by whom  
tender is accepted.

  
Superintending Archaeologist  
Archaeological Survey of India  
Kolkata Circle, Kolkata

## **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.

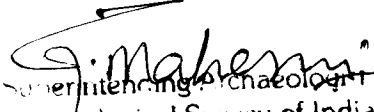
More information useful for submitting online Bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

### **REGISTRATION**

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL:<http://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 registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the Bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify/ NCode/ EMudhra etc.), with their Profile.
- 5) Only one valid DSC should be registered by a Bidder. Please note that the Bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID/Password and the password of the DSC / e-Token.

### **SEARCHING FOR TENDER DOCUMENTS**

- 1) There are various search options built in the CPP Portal, to facilitate Bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, where in 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 Tender’ 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.


  
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Archaeological Survey of India  
Kolkata Circle, Kolkata

## **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 document – 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 Id 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” of “Other Important Documents” are 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**

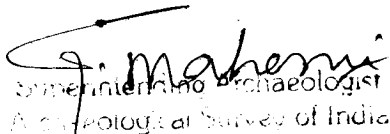
- 1) Bidder should log into the site well in advance for bid submission so that they can upload the Bid in time i.e. on or before the Bid submission time Bidder will be responsible for any delay due to other issues.
- 2) The Bidder has to digitally sign and upload the required bid documents one by one 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 instruction specified in the tender documents. 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 Bid 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 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 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.

  
Superintending Archaeologist  
Archaeological Survey of India  
Kolkata Circle, Kolkata

- 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 a symmetric 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 Number:0120-4200462, 0120- 4001002.

  
Senior International Archaeologist  
Archaeological Survey of India  
Salt Lake Circle, Kolkata.

**TENDER ACCEPTANCE LETTER**

(To be given on Contractor Letter Head)

Date:

To  
The Superintending Archaeologist  
Archaeological Survey of India  
Kolkata Circle, Kolkata

Subject: Acceptance of Terms & Conditions of Tender

Name or Work: **O.W (P) to Cooch Behar Palace, Cooch Behar, West Bengal for the year 2017- 18.**

Dear Sir,

1. I/We have downloaded/ obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

\_\_\_\_\_


\_\_\_\_\_

As per your advertisement, given in the above mentioned website(s).

2. I/We hereby certify that I / We have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_ to \_\_\_\_ (including all documents like annexure(s), schedule(s) etc.), which form part of the contract agreement and I / we shall abide hereby by the terms/ conditions/ clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organization to have also been taken into consideration, while submitting this acceptance letter.
4. I/We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
5. I/We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/ untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with official Seal)

  
Superintending Archaeologist  
Archaeological Survey of India  
Kolkata Circle, Kolkata