

Open Tender Notice

For Preparation of Survey Plan in the state of West Bengal as per Rule 21 of Ancient Monuments Archaeological Sites & Remains (Framing of Heritage Bye laws and other functions of the Competent Authority) Rules, 2011 as per parameters listed in the Schedule-I.

The three Centrally Protected Monuments are:

- 1. The group of temples known as Brindaban Chandra's Math, Guptipara, Dist. Hooghly.**
- 2. Hansesvari and Vasudeva temples together with adjacent land comprised in survey plot Nos. 1733, 1734 and part of survey plot Nos. 1732 and 1735, Bansberia, Dist. Hooghly.**
- 3. The Dargah of Zafar Khan Ghazi, Tribani, Dist. Hooghly.**

REFERENCE NO. KC/AMASR/2017



सत्यमेव जयते

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

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

Section-1

Table – A: Time and Work Frame

FOR PREPARATION OF SURVEY PLAN IN THE “GROUP OF TEMPLES KNOWN AS BRINDABAN CHANDRA’S MATH”, GUPTIPARA; “HANSESVARI AND VASUDEVA TEMPLES TOGETHER WITH ADJACENT LAND COMPRISED IN SURVEY PLOT NOS. 1733, 1734 AND PART OF SURVEY PLOT NOS. 1732 AND 1735”, BANSBERIA AND “THE DARGAH OF ZAFAR KHAN GHAZI”, TRIBANI, DIST. HOOGHLY AS PER THE PARAMETERS GIVEN IN THE TENDER DOCUMENTS

Manual bids will not be accepted

CRITICAL DATE SHEET

1.	Date of issue of Tender	10.11.2017 at 16.00 hrs.
2.	Bid Document Download/Sale Start Date	10.11.2017 at 16.15 hrs.
3.	Date of Pre Bid Conference For clarifying issues and doubts, if any, about specification of material and services projected in Bid document.	Not applicable
4.	Start date for submission of filled-in tender document.	10.11.2017 at 16.30 hrs.
5.	Bid Submission End Date	30.11.2017 upto 17.00 hrs.
6.	Date of opening of Technical bid	04.12.2017 at 11.30 hrs.
7.	Date of opening of Financial bid	05.12.2017 at 11.30 hrs.
8.	Date of meeting with Bidders post Technical Bid opening for presentation and Document Verification	N.A.
9.	Validity of Bid	120 days from the date of opening.

Dear Sir/Madam,

1. The Archaeological Survey of India, Kolkata Circle on behalf of the President of India invites online Bids in the prescribed form under the Two Bid system i.e. Technical Bid and Financial Bid for preparation of Survey Plans with Total Station (TS) and Ground Penetrating Radar (GPR) Survey in three Centrally Protected Monuments in Hooghly District, West Bengal. The monuments are :
 - (i) The group of temples known as Brindaban Chandra's Math, Guptipara, Dist. Hooghly.
 - (ii) Hansesvari and Vasudeva temples together with adjacent land comprised in survey plot Nos. 1733, 1734 and part of survey plot Nos. 1732 and 1735, Bansberia, Dist. Hooghly.
 - (iii) The Dargah of Zafar Khan Ghazi, Tribani, Dist. Hooghly

2. The system of e-tendering will be adopted, comprising of Technical Bid and the Financial Bid.

Tender Documents Download: Tender documents can be downloaded from CPPP site <https://eprocure.gov.in/eprocure/app> and www.asikolkata.in as per the schedule as given in CRITICAL DATE SHEET.

3. Technical Bid should, inter alia, contain all technical details of services with documentary proofs. The Financial Bid should indicate rate per acres for preparation of Survey Plan as per **specification mentioned in the Tender Document.**

4. **Bid Submission:**

Applicants/interested Bidders are invited to submit their bids after carefully reading the documents. Technical Bids and Financial Bid are to be submitted within the stipulated date and time as mentioned in the Bid documents **as given in CRITICAL DATE SHEET.**

5. **Bids should be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>.**

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


7. **Earnest Money Deposit (EMD):**

The Hard Copy of the original instruments in respect of cost of earnest money must be delivered in favour of the^h Superintending Archaeologist, Archaeological Survey of India, Kolkata Circle^h payable at Kolkata for an amount to Rs. 40,000/- only.

- (i) The EMD amount will not bear any interest. In case any short listed party denies accepting the work order/contract or fails to commence the work within 7 days of awarding any work order then EMD will be forfeited.

- (ii) 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.
- (iii) The EMD be submitted separately to the Tender inviting authority - **Superintending Archaeologist, Archaeological Survey of India, Kolkata Circle, Kolkata.**
- (iv) The EMD will be returned within 01 (one) month after completion of the tender process as mentioned in the Critical Date Sheet.
- (v) On acceptance of tender, the successful bidder will furnish **Security Deposit** for an amount of Rs. 1,00,000/- only before signing of the agreement. The Security Deposit deposited will not bear any interest.
- (vi) The Security Deposit amount of Rs. 1,00,000/- will be refunded to the agency/firm/company within 90 days from the date of completion of the job in all respect.


8. Estimated Cost of Tender: **Rs. 20,00,000/-** (Rupees twenty lakh) only.


Superintending Archaeologist
Archaeological Survey of India
Kolkata Circle, Kolkata

Address for communication, are as given below:-

Contact Details:

Contact Person	1. Dr. G. Maheshwari, Superintending Archaeologist. 2. Shri Bimal Sinha, Dy. Superintending Archaeologist
Address for communication	Office of the Superintending Archaeologist, Archaeological Survey of India, Kolkata Circle, C.G.O. Complex, 4 th Floor, Block – DF, Sector– I, Salt Lake City, Kolkata – 700064.


Superintending Archaeologist
Archaeological Survey of India
Kolkata Circle, Kolkata

F. No. KC/AMASR/2017
Government of India
Archaeological Survey of India
Kolkata Circle

C.G.O. Complex (4th Floor), Block – DF,
Sector – I, Salt Lake City, Kolkata – 700064.

Dated: 10.11.2017


TENDER DOCUMENT

Proposal for preparation of Survey Plan as per specified parameters in the following centrally protected monuments located in Hooghly District of West Bengal under the jurisdiction of the ASI, Kolkata Circle during the Current Financial Year 2017-18 :

Sl. No.	Details of Work	Area
1.	Preparation of Survey Plan as per specified parameters mentioned in the Tender Document for the “The group of temples known as Brindaban Chandra’s Math”, Guptipara, Dist. Hooghly. The areas to be surveyed are: a. Protected area – 1.44 acres b. Prohibited area – 12.85 acres c. Regulated area – 67.97 acres <div style="text-align: right; margin-right: 20px;"> <hr style="width: 20%; margin: 0 auto;"/> Total 82.26 acres Say 83.00 acres </div>	83.00 acres
2.	Preparation of Survey Plan as per specified parameters mentioned in the Tender Document for the “Hansesvari and Vasudeva temples together with adjacent land comprised in survey plot Nos. 1733, 1734 and part of survey plot Nos. 1732 and 1735” at Bansberia, Dist. Hooghly . The areas to be surveyed are: a. Protected area – 0.49 acres b. Prohibited area – 09.72 acres c. Regulated area – 76.57 acres <div style="text-align: right; margin-right: 20px;"> <hr style="width: 20%; margin: 0 auto;"/> Total 86.78 acres Say 87.00 acres </div>	87.00 acres
3.	Preparation of Survey Plan as per specified parameters mentioned in the Tender Document for the “The Dargah of Zafar Khan Ghazi” at Tribani, Dist. Hooghly . The areas to be surveyed are: a. Protected area – 01.18 acres b. Prohibited area – 12.18 acres c. Regulated area – 76.57 acres <div style="text-align: right; margin-right: 20px;"> <hr style="width: 20%; margin: 0 auto;"/> Total 89.93 acres Say 90.00 acres </div>	90.00 acres
	Total – (from Sl. No. 1 to 3)	260 acres

The parameters for preparation of Site Plan

- i) Contouring (1 metre interval) is preferable. However, it can vary depending on nature of landscape. If it is hilly terrain with cliffs, then contour intervals can be increased. If the landscape is plain, then it can be reduced to 0.5 metre.
- ii) Fixing of bench mark and survey points on the ground and map.
- iii) Protected area needs to be mapped in such a manner that property and feature within the area can easily be identified. Therefore the area shall be required to be grided both on map and ground. Grids can be of 50 x 50 meters.
- iv) Mapping of structures on plan.
- v) Other features like tank, embankment, mud fortification, remnants of ancient structures etc. should be shown.
- vi) Roads and pathways.
- vii) Garden area.
- viii) Trees (with an inventory- tree type, girth and height).
- ix) Telephone Lines.
- x) Sewerage Lines.
- xi) Water supply lines, etc.
- xii) Contouring / Relative heights of certain areas.
- xiii) Ground Penetrating Rader survey determining the buried, archaeological remains.
- xiv) Any other feature that is required to be incorporated in consultation with the Competent Authority.


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Archaeological Survey of India
Kolkata Circle, Kolkata

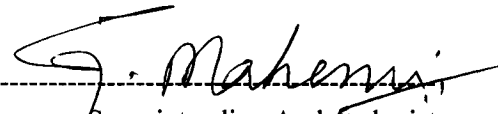
TENDER NOTICE

1. Online E-tender on behalf of the President of India are invited under Two Bid System – (a) **Technical Bid** and (b) **Financial Bid** from reputed, experienced and financially sound Firms/Agencies for preparation of survey plan as per given specification in the tender documents for three monuments/sites under A.S.I., Kolkata Circle.
2. The time period for completion of the works is 60 days from the date of issue of work order.
3. Complete Tender Document can be downloaded from the website of CPPP portal (<https://eprocure.gov.in/eprocure/app>) and from www.asikolkata.in.
4. Interested Firms/Agencies may submit their online proposal complete in all respects within the stipulated date & time mentioned in the Critical Date Sheet of the Tender document. Bids should be submitted online only in the websites mentioned above in Sl. No. 3.
5. Two nos. of separate D.D. of Nationalised Bank for -
 - (i) Earnest Money Deposit (EMD) of Rs. 40,000/- (Rupees forty thousand) only (refundable)
 - (ii) Tender Cost (Non-refundable) of Rs. 500/- (Rupees five hundred) only

to be drawn in favour of **the Superintending Archaeologist, ASI, Kolkata Circle** and to be submitted to **the office of the Superintending Archaeologist, ASI, Kolkata Circle, C.G.O. Complex, 4th Floor, Block DF, Sector-I, Salt Lake City, Kolkata – 700064** prior to the opening date of the tender.

The bid without EMD & Tender Cost fee will be rejected summarily.

6. No tender will be entertained after this deadline under any circumstances whatsoever. The Technical Bid of tenders will be opened on **04.12.2017 at 11.30 hrs.** at ASI, Kolkata Circle, C.G.O. Complex, 4th Floor, Block DF, Section I, Salt Lake City, Kolkata – 700064. The authorised representative of the Bidders as may wish to be present personally.
7. 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. Notice Board
2. Website of this Department
3. All Ministries/Departments


SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR TENDERERS

1. The Superintending Archaeologist, Archaeological Survey of India, Kolkata Circle requires online E-tender from reputed firm/agency/company to execute the job of Total Station (TS) and Ground Penetrating Radar (GPR) survey in the protected, prohibited and regulated areas of Centrally Protected Monuments located in the state of West Bengal for preparation of survey plan as per Schedule-I of the AMASR (Ancient Monuments & Archaeological Sites & Remains) Act 1958 and Rules there under. The parameters for preparation of site plan are provided under Rule 21 of AMASR (Framing of Heritage Bye-Laws & other function of the Competent Authority) Rules 2011 as mentioned in the Tender Documents for three Centrally Protected sites.
2. The work is to be completed within 60 days.
3. The tender is invited in two bid system, i.e. Technical and Financial bids.
4. Interested Firm/Agency/Company must accompany an EMD in form of Bank's Cheque/ Demand Draft/Pay Order in favour of Superintending Archaeologist, Archaeological Survey of India, Kolkata Circle payable in Kolkata amounting to Rs. 40,000/- (Rupees Forty Thousand Only) as detailed in Tender Notice above along with separate D.D. of Rs. 500/- for tender cost.
5. Conditional bids will be rejected outright.
6. All entries should be legible.
7. The Technical bids will be opened on 04/12/2017 at 11:30 hrs. at the Office of the Superintending Archaeologist, Archaeological Survey of India, Kolkata Circle, CGO Complex, Salt Lake, Kolkata - 700064.
8. The Superintending Archaeologist, Archaeological Survey of India, Kolkata Circle reserves the rights to cancel any bid or bids without assigning any reason.
9. For checking of field work a prior intimation is to be given in advance as office can depute to check the work.
10. Submission of Detailed Survey Report within 2 (two) months.
11. The Draft Survey Report is to be submitted within 1½ (one and half) months in soft and hard copy.
12. Draft Survey Report is to be presented in front of the panel of Expert Committee decided by Archaeological Survey of India.
13. Comments/Suggestions of panel of experts is to be incorporated in Final Survey Report.
14. Final Survey Report in three sets of hard copies (Drawings in suitable scale) and soft copy of original software & edited format AutoCAD, PDF, Ms Office etc. are to be submitted to Archaeological Survey of India, Kolkata Circle.

TECHNICAL ELIGIBILITY FOR THE TENDERING FIRM/AGENCY/COMPANY

The Tendering Company/Firm/Agency should fulfill the following eligibility requirements with self attested copies of documents in Technical bids.

Sl. No.	Eligibility Criteria	Copy of the relevant documents	Enclosed Yes/No	Page No. of Bid Document
1.	The Firm/Agency/Company should be required with the appointment of Registration Authority.	Copy of the Registration Certificate.		
2.	The Firm/Agency/Company must have experience in Total Station (TS) and Ground Penetrating Radar (GPR) Survey to reputed private company/public sector undertaking/ Government Department.	Copy of the work order.		
3.	The Firm/Agency/Company should have registration with GST.	Copy of the Registration Certificate.		
4.	Copy of the GIR/PAN Card.	Copy of GIR/PAN Card.		
5.	Income Tax Return of last three financial years.	Copy of the Income Tax Returns		


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Archaeological Survey of India
Kolkata Circle, Kolkata

APPLICATION FOR TENDER

1. Name of Tendering Company/Firm/Agency
(Attach Certificate of Registration) :
2. Name of Proprietor/Director of Company/
Firm/Agency :
3. Full Address of Office :
Telephone No. :
Fax No. :
Email :
4. Banker of Company/Firm/Agency (Full Address) :
(Attach Certificate Copy of statement of Account
For last three (3) years.
5. PAN/GIR No. :
6. Service Tax Registration/GST Registration No. :
7. Final Turnover of the Tendering Company/Firm/
Agency for the last three financial years with
Documentary proof thereof :

Financial Year	Annual Turnover	Remarks, if any
2014-15		
2015-16		
2016-17		

8. Give details of the major similar contracts handled by the Tendering Company/Firm/Agency during the last three (3) years.

Sl. No.	Details of client address, telephone, Fax No.	Amount/ Value of Contract	Duration of Contract	
			From	To
1.				
2.				
3.				

9. Additional Requirements, if any.


Date:

Signature of Authorized Person

Place:

Name:

Seal:


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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 has not been blacklisted/debarred from participating in tender of any Ministry/Department of Government of India and Government of India undertaking in the last three (3) years as on date of opening of this tender:

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

5. I/ we am/ are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law:


Date:

Signature of Authorized Person

Place:

Name:

Seal:


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Technical Bid application for preparation of Survey Plan as per specified parameters given in the Tender Document for Protected, Prohibited and Regulated areas of Centrally Protected Monuments.

Name of the Tendering Company/Firm/Agency :

Sl. No.	Eligibility Criteria	Copy of the relevant documents	Enclosed Yes/No	Page No. of Bid Document
1.	The Firm/Agency/Company should be required with the appointment of Registration Authority.	Copy of the Registration Certificate.		
2.	The Firm/Agency/Company must have experience in Total Station (TS) and Ground Penetrating Radar (GPR) Survey to reputed private company/public sector undertaking/ Government Department.	Copy of the work order.		
3.	The Firm/Agency/Company should have registration with GST.	Copy of the Registration Certificate.		
4.	Copy of the GIR/PAN Card.	Copy of GIR/PAN Card.		
5.	Income Tax Return of last three financial years.	Copy of the Income Tax Returns		

Signature of Authorized Person

Full Name & Place:


 Superintending Archaeologist
 Archaeological Survey of India
 Kolkata Circle, Kolkata

Financial Bid application for preparation of Survey Plan as per specified parameters given in the Tender Document for Protected, Prohibited and Regulated areas of Centrally Protected Monuments.

1. Name of the Tendering Company/Firm/Agency :

2. Details of Earnest Money Deposit:

D.D./P.O. No. & Date Drawn on Bank

3. Details break up are given below:


Sl. No.	Details of Work	Area	Rate per acre (Rs.)	Amount Rs.
1.	Preparation of Survey Plan as per specified parameters given in the Tender Document for the "The group of temples known as Brindaban Chandra's Math", Guptipara, Dist. Hooghly.	83.00 acres		
2.	Preparation of Survey Plan as per specified parameters given in the Tender Document for the "Hansesvari and Vasudeva temples together with adjacent land comprised in survey plot Nos. 1733, 1734 and part of survey plot Nos. 1732 and 1735" at Bansberia, Dist. Hooghly.	87.00 acres		
3.	Preparation of Survey Plan as per specified parameters given in the Tender Document for the "The Dargah of Zafar Khan Ghazi" at Tribani, Dist. Hooghly.	90.00 acres		

Date:

Signature of Authorized Person

Seal:

Full & Place:



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EVALUATION CRITERIA

1. The bidder who fulfills Technical Eligibility Requirement mentioned under Technical Eligibility Requirement shall be declared technically qualified and financial bid in respect of only technically qualified bidder shall be opened.
2. The bidder who quotes lowest rate per acre for financial bid will be declared as L1.
3. In case of tie in lowest rate, the Company/Firm/Agency who has completed more work order in last 3 years for similar nature of work orders in Government Organization will be declared as L1. Copies of order and completion certificate from employer shall be provided along with Technical Bid.
4. The work will be awarded to the L1 bidder.

Note:

1. For payment please refer the terms and conditions of contract.


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Terms & Conditions of the Contract

General


1. Archaeological Survey of India reserves the right to terminate the contract after giving three days notice to the contracting agency in case of breach of terms of contract.
2. It will be the responsibility of the service providing agency to meet transportation, food, medical and any other requirements in respect of the persons deployed for the work.
3. The department will not be responsible for any damage, losses, injury etc. during the field work.
4. The successful bidder is expected to appear in the Office of the Superintending Archaeologist, Archaeological Survey of India, Kolkata Circle to sign in the contract agreement within 03 working days and start the work with 07 working days from the date of issuance of work order. In case the bidder declines to sign the agreement or to take up the work within stipulated time, in such case he will not have any such claim on the contract and Archaeological Survey of India reserves the right to terminate the contract and forfeit the earnest money/security deposit of the bidder and in such eventuality he/they will have no claim for the cost he/they might have incurred for taking up the work and the cost of the work they might have incurred by the time.
5. The contracting Company/Firm/Agency will not be allowed to transfer, assign, pledge or subcontract its right under this contract to any other agency without the prior written consent of Archaeological Survey of India. The circumstances for change will be necessary to submit in writing to Archaeological Survey of India for approval in the first instance.
6. The successful bidder will submit Non-Judicial stamp paper of value Rs.100.00 purchased in West Bengal, India for signing of contract.
7. The successful bidder will submit the self attested Photostat copy of Notarized power of Attorney by the Competent Authority.
8. Price quoted by the agency will remain fixed during the tenure of the contract. No price escalation will be allowed by the Archaeological Survey of India at any time for whatsoever the reason.
9. The successful bidder will comply and abide by all the provisions, order etc. and minimum wage Act & Rules/Regulations/Guidelines as applicable and to maintain all form, records, registration etc. as per norm.
10. The successful bidder have no claim whatsoever against Archaeological Survey of India for any local damage caused to the agency by reason of war, riot, commotion, disturbance, natural calamities etc. beyond the control of Archaeological Survey of India.

11. Payment will be made through RTGS/NEFT. The agency will have to submit the details of bank account number, branch, IFSC Code etc. for receiving the payment through RTGS/NEFT along with the bill.
12. The payment will be subject to deduction of any penalty, statutory liability etc. applicable under the contract agreement/work order.
13. The schedule of payment will be as under-
 - (i) 1st bill (40% of overall bid amount) after submission of Draft Survey Report and presentation in front of the Expert Committee of Archaeological Survey of India.
 - (ii) 2nd bill for final payment after submission of Final Survey Report and approved by Archaeological Survey of India.
14. Tax will be deducted at source as per prevailing rules.
15. If the successful bidder does not start the work within 07 days after awarding of work order issued to the bidder, the work order shall be treated as cancelled and the entire security deposit with Archaeological Survey of India will be forfeited. If the work is not completed within stipulated time, if extra time may granted by the Authority, then penalty @ Rs.500/- (Rupees Five Hundred) per day will be imposed and deducted from the bill/security deposit. The penalty, however, will not exceed 10% of the contractual value under any circumstance. In such case, Security Deposit may be forfeited wholly or partially, without any notice. Further, the firm will be blacklisted.

(Dr. G. Maheshwari)
Superintending Archaeologist

Note:

1. Bidder- Bidder means an individual, society, partnership firm, company willing to participate by accepting terms and conditions given in the document.
2. Agency- means individual, person, society, firm or campus.


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Instructions for Online Bid Submission

The Bidders are required to submit soft copies of their Bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the Bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their Bids online on the CPP Portal.


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

REGISTRATION

- 1) Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Online Bidder Enrolment" on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the Bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the Bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / NCode / EMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a Bidder. Please note that the Bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate Bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the Bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the Bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the Bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The Bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.


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PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their Bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the Bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the Bid.
- 3) Bidder, in advance, should get ready the Bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every Bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the Bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a Bid, and need not be uploaded again and again. This will lead to a reduction in the time required for Bid submission process.

SUBMISSION OF BIDS


- 1) Bidder should log into the site well in advance for bid submission so that they can upload the Bid in time i.e. on or before the Bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The Bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of Bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during Bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial Bids in the format provided and no other format is acceptable. If the price Bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the Bidders. Bidders are required to download the BOQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the Bidder). No other cells should be changed. Once the details have been completed, the Bidder should save it and submit it online, without

changing the filename. If the BOQ file is found to be modified by the Bidder, the Bid will be rejected.

- 6) The server time (which is displayed on the Bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the Bids by the Bidders, opening of Bids etc. The Bidders should follow this time during Bid submission.
- 7) All the documents being submitted by the Bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of Bid opening. The confidentiality of the Bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any Bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/Bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized Bid openers.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized Bid openers.
- 9) Upon the successful and timely submission of Bids (I e after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful Bid submission message & a Bid summary will be displayed with the Bid no. and the date & time of submission of the Bid with all other relevant details.
- 10) The Bid summary has to be printed and kept as an acknowledgement of the submission of the Bid. This acknowledgement may be used as an entry pass for any Bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online Bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk Mobile Number - +91 8826246593 Tel: The 24 x 7 Help Desk Number 0120-4200462, 0120-4001002.


Superintending Archaeologist
Archaeological Survey of India
Kolkata Circle, Kolkata

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date:

To,

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender / Work: -

Dear Sir,

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

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

2. I/ We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.


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

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

6. 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