

OPEN TENDER NOTICE

FOR M.W. (CONSERVATION) TO WEST WING OF CURRENCY BUILDING,
KOLKATA, WEST BENGAL FOR THE FINANCIAL YEAR 2017-18 (Civil works)

REFERENCE NO. F.NO: M3/K.C.-2/09/2017-18 - 5385 .

dt. = 5 FEB 2018



सत्यमेव जयते

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

Mahesh
Superintending Archaeologist
Archaeological Survey of India
Kolkata Circle, Kolkata

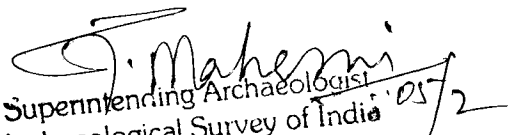
Section-ITable – A: Time and Work Frame

**FOR EXECUTION OF WORK – M.W.(Conservation) to West Wing of Currency Building,
Kolkata, West Bengal for the Financial Year 2017-18 (Civil Works)**

Manual bids shall not be accepted

CRITICAL DATE SHEET

1.	Date of issue of Tender	05.02.2018 at 18.00 Hrs.
2.	Bid Document Download/Sale Start Date	05.02.2018 from 18.15 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.	05.02.2018 from 18.25 Hrs.
5.	Bid Submission End Date	24.02.2018 up to 18.00 Hrs.
6.	Date of opening of Technical/Financial bid	26.02.2018 at 10.30.Hrs.
7.	Date of meeting with Bidders post Technical Bid opening for presentation and Document Verification	N.A
8.	Validity of Bid	120 Days.


 S. Maheshmi
 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:- **M.W.(Conservation) to West Wing of Currency Building, Kolkata, West Bengal for the Financial Year 2017-18 (Civil Works).**

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 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:**

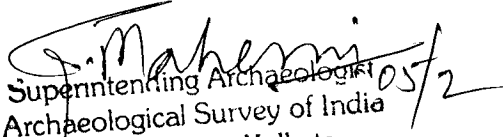
1. Tender inviting authority in the **Superintending Archaeologist, Archaeological Survey of India, Kolkata Circle, Kolkata.**
2. **Time period for the work/supply shall be 60 days from the issue of the work order.**

6. **Estimated Cost of Tender: Rs. 89,09,369 /- (Rupees Eighty nine lakhs nine thousand three hundred & sixty nine 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 th Floor, Block – DF, Sector– I, Salt Lake City, Kolkata – 700064.


Superintending Archaeologist
Archaeological Survey of India
Kolkata Circle, Kolkata

F. No.M3/K.C.-2/09/2017-18
Government of India
Office of the Superintending Archaeologist
Archaeological Survey of India
Kolkata circle, C.G.O. complex (4th floor)
Block-DF, Sector-I, Salt Lake City, Kolkata – 700 064.
Web Site : www.asi.nic.in / www.asikolkata.in

TENDER DOCUMENT

(Financial Bid)

For the Work : **M.W.(Conservation) to West Wing of Currency Building, Kolkata, West Bengal for the Financial Year 2017-18 (Civil Works)**, as per detailed below.

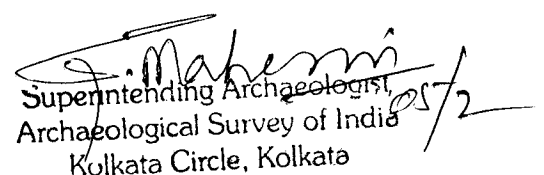
Estimated Cost: Rs. 89,09,369/-

(Rupees Eighty nine lakhs nine thousand three hundred and sixty nine only)

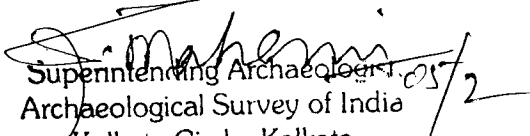
READ TERMS AND CONDITION BEFORE FILLING UP THE SCHEDULE. SIGN ON ALL PAGES.

Open Tender for execution of complete work.

Sl. No.	Description and specification of items of work to be executed	Specification / Quantities to be executed	Units
1.	Stripping off worn out plaster and raking out joints of walls, ceilings etc. upto any height and in any floor including removing rubbish within a lead of 75m as directed.	995.02 Sqm	Sqm
2.	Provision for dismantling all types of plain cement concrete, stacking serviceable materials at site and removing rubbish as directed within a lead of 75 m.	30.41 Cum	cum
3.	Provision for 25 mm thick new lime and sand plaster to walls (1:3) 1 stone lime : 3 sand plaster to walls.	1141.34 Sqm	Sqm
4.	Provision for taking out shutter of door and window, dismantling by parts (for repair or replacement of damaged parts), reassembling and refitting and re-hanging the same with old fittings but with new screws as necessary.	530.79 Sqm	Sqm
5.	Provision for removing thick layers of paint from heavily cracked and blistered painted surface of timber by careful burning with blow lamp including smoothening exposed surface of timber with pumice stone or glass and preparing the same for fresh treatment.	3040.64 Sqm	Sqm
6.	Provision for priming one coat on timber surface with synthetic oil bound primer of approved quality including smoothening surfaces by sand papering etc.	58.50 Sqm	Sqm
7.	Provision for painting two coats with best quality synthetic hi-gloss enamel paint other than white shade of approved make and brand including smoothening surface by sand papering etc. including using of approved putty etc. on the wooden surface, if necessary.	58.50 Sqm	Sqm
8	Provision for removing of old paint from blistered painted surface of steel or other metal by chipping including scraping and cleaning and exposing the original surface.	411.87 sqm	Sqm
9.	Provision for priming one coat on steel or other metal surface with synthetic oil bound primer of approved quality including smoothening surfaces by sand papering etc.	411.87 Sqm	Sqm
10.	Provision for painting two coats with best quality synthetic hi-gloss enamel paint other than white shade of approved make and brand including smoothening steel or other metal surface by sand papering etc. including using of approved putty etc. on the metal surface, if necessary.	411.87 Sqm	Sqm
11.	French polishing to wood work including preparing surface (High Glossy).	3067.71 Sqm	Sqm


 Superintending Archaeologist,
 Archaeological Survey of India
 Kolkata Circle, Kolkata

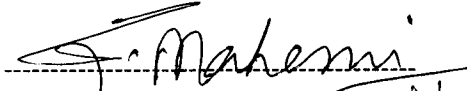
12.	Provision for supplying best 4mm Indian sheet glass panes set in putty (as per I.S. specification) and fitted and fixed with teak wood beads and nails complete.	12.75 Sqm	Sqm
13.	Provision for supplying, fitting and fixing brass fittings, hinges for doors, and windows complete and fixing new partly wooden and glazed swing doors as per requirement.	One item	Whole Job
14.	Provision for scrapping of moss, blisters etc. thoroughly from interior surface of walls necessitating the use of scraper, wire brush etc.	7922.18 Sqm	Sqm
15	Lime punning about 3 mm thick with stone lime and shell lime (1:2)	7922.18 sqm	Sqm
16	Removal of rubbish, earth etc. from the working site and disposal of the same beyond the compound, in conformity with the Municipal / Corporation Rules for such disposal, loading into truck and cleaning the site in all respect.	30.41 Cum	cum
17	Artificial stone in floor, dado, staircase etc with cement concrete (1:2:4) with stone chips, laid in panels as directed with topping made with ordinary or white cement (as necessary) and marble dust in proportion (1:2) including smooth finishing and rounding off corners including raking out joints or roughening of concrete surface and application of cement slurry before flooring works using cement @ 1.75kg/sq.m all complete including all materials and labour. 35mm thick	131.95 Sqm	Sqm
18	Provision for erection and removal of bamboo scaffolding to execute different works for both interior and exterior as per requirement.	7922.18 Sqm	Sqm
19	Provision for 19 mm thick ply wooden working platform on top at working level complete.	16.89 sqm	Sqm
20	Polishing only of old marble or terrazzo work with oxalic acid powder using 33 gms / sq.m. by manual labour / machine where necessary.	1328.30 Sqm	Sqm
21	Supplying, fitting and fixing Makrana Marble Slab/tile of 15 to 18 mm thickness and slab exceeding 0.3 sqm but not exceeding 0.6 sqm in floor over 20mm (av.) thick base of Cement mortar (1:2) laid with white cement slurry @ 4.4 kg/Sqm before placing marble & jointed with white cement slurry @ 2.0 kg/Sqm with necessary pigments including grinding and Granite polishing as per direction	93.38 sqm	Sqm
22	Provision for up grading of toilet block including cleaning of sewerage system and installation of one bore well with submersible pump up to a depth of 1000 ft.	One item	Whole Job
23	Shifting of store materials from one place to another within the building including stacking and cleaning of the entire area after completion of the work complete.	One item	Whole Job
24	Making provision for setup of a new office room inside the Currency Building to accommodate Kolkata Sub Circle office at Metcalfe Hall including providing necessary fittings and fixtures, electrical works etc. complete.	One item	Whole Job
25	Provision for making necessary arrangement for brick masonry tanks for slaking if lime, making lime putty mixing & grinding mortar, washing of sand etc.	One item	Whole Job


 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 **M.W.(Conservation) to West Wing of Currency Building, Kolkata, West Bengal for the Financial Year 2017-18 (Civil Works).**
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.2,23,000/- (Rupees Two lakhs & Twenty three thousand only.)** & (ii) **Tender cost (Non-refundable) Rs.1000- (Rupees One thousand 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, 4th 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 26.02.2018 at 10.30 hrs. at Archaeological Survey of India Kolkata Circle, C.G.O. Complex, 4th 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

Copy to:

1. OFFICE NOTICE BOARD. A.S.I., Kolkata Circle, Kolkata.
2. Office Notice Board, A.S.I., Kolkata Sub Circle (2)
3. The Web Manager, A.S.I., 24 Tilak Marg, 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 **M.W.(Conservation) to West Wing of Currency Building, Kolkata, West Bengal for the Financial Year 2017-18 (Civil works).**
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 1st 1,00,000/-
7.5% of 2nd 1,00,000/-
5% of remaining balance amount of tender cost.


Superintending Archaeologist
Archaeological Survey of India
Kolkata Circle, Kolkata

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.
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


Superntending 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 within last 03 years.	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)


 J. Mahesh
 Superintending Archaeologist
 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.

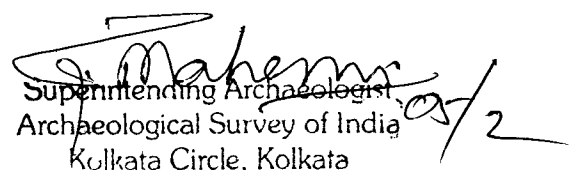
Signature of Authorized person(s)

Date:

Full Name:

Place:

Seal:


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Archaeological Survey of India
Kolkata Circle, Kolkata

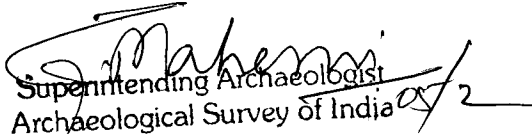
DECLARATION

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.


 S. Mahesh
 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.

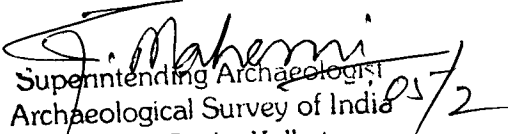
More information useful for submitting online Bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

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](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.


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 Archaeological Survey of India
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- 3) The Bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their Bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the Bid. Please note the number of covers in which the bid 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



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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.

- 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.


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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: M.W.(Conservation) to West Wing of Currency Building, Kolkata, West Bengal for the Financial Year 2017-18 (Civil Works) .

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)


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