

F. No. 3-11/4/2017-18/A/c- OC (AMASR)
Government of India
Archaeological Survey of India
Office of Superintending Archaeologist, Lucknow Circle,
Hall No. 1, 9th Floor, Kendriya Bhawan,
Sector-H, Aliganj, Lucknow, Uttar Pradesh-226024
Phone No./Fax : 0522-2328220, E-mail : circlelucknow.asi@gov.in

TENDER NOTICE

1. On behalf of the President of India, e- tender is invited under **Two Bid System** i.e. Technical Bid and Financial Bid from reputed, experienced, financially sound & GST registered Contractors/firms who satisfy the eligibility criteria for preparation of survey plan under **O.C.- (AMASR) to provision for topographical and contour survey of protected , prohibited & regulated area around centrally protected monuments/sites, Lucknow (Third Phase)..**
2. Complete e-tender document can be downloaded from the website of this Department i.e. www.asi.nic.in & <https://eprocuregov.in>.
3. **Estimated cost of work: Rs. 1727465/- (Rupees Seventeen Lakh Twenty Seven Thousand Four Hundred Sixty Five) only.**
4. Interested Companies/ Firms/ Agencies/ Contractors may submit/ deposit the **Earnest Money Deposit (EMD) Rs. 34549/- (Rupees Thirty Four Thousand Five Hundred Forty Nine) Only**, tender fee Rs. 500/- and affidavit on **25.09.2017 up to 4.00 P.M.** at the **office of the Superintending Archaeologist, Archaeological Survey of India, Lucknow Circle, Lucknow, 9th Floor, Hall No.1, Kendriya Bhawan, Sector-H, Aliganj, Lucknow-226024, Uttar Pradesh.**
5. No e-tender shall be entertained after this deadline under any circumstances what so ever. The Technical Bid of tenders will be opened on **27.09.2017 at 10.30 A.M.** in the presence of authorised 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 Competent Authority, Archaeological Survey of India in this regard shall be final and binding on all parties in all circumstances.

sd/-
(Superintending Archaeologist)
Archaeological Survey of India,
Lucknow Circle, Lucknow
For and on behalf of the President of India

Copy to:

1. Notice Board
2. Website of this Department i.e. www.asi.nic.in & <https://eprocuregov.in>#

Section-1

Table — A: Time and Work Frame

NAME OF WORK: O.C.(AMASR) TO PROVISION FOR TOPOGRAPHICAL AND CONTOUR SURVEY OF PROTECTED , PROHIBITED & REGULATED AREA AROUND CENTRALLY PROTECTED MONUMENTS/SITES, LUCKNOW (THIRD PHASE).

Tender Reference No. : F. No. 3-11/4/2017-18/A/c- OC (AMASR)

CRITICAL DATE SHEET

Manual bids shall not be accepted.

1.	Publishing Date	12.09.2017	9.30 A.M.
2.	Document Download / Sale Start Date	12.09.2017	9.30 A.M.
3.	Seek Clarification Start Date	12.09.2017	9.30 A.M.
4.	Seek Clarification End Date	15.09.2017	3.00 P.M.
5.	Pre Bid Meeting Date	18.09.2017	3.00 P.M.
6.	Bid Submission Start Date	12.09.2017	9.30 A.M.
7.	Bid Submission Closing Date	25.09.2017	4.00 P.M.
8.	Bid Opening Date	27.09.2017	10.30 A.M.

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Sir,

1. The Archaeological Survey of India invites Online Bids in the prescribed form under the Two Bid system Technical Bid and Financial Bid for preparation of survey plan of centrally protected monuments **under O.C.- (AMASR) to provision for topographical and contour survey of protected , prohibited & regulated area around centrally protected monuments/sites, Lucknow (Third Phase).**
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://eprocuregov.in/eprocure/app> 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 online proposal after carefully reading the Request for Proposal (RFP) by providing (a) Technical Bid, and (b) Financial Bid, separately, clearly mentioning (i) 'Technical Proposal', and (ii) 'Financial Proposal' respectively. Such proposals are to be submitted online within the stipulated date and time as mentioned in the Bid document **as given in CRITICAL 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 help in reducing size of the scanned document.
4. **Earnest Money Deposit:**
The Hard Copy of original instruments in respect of cost of earnest money & tender fee must be delivered to the Superintending Archaeologist, Archaeological Survey of India, Lucknow Circle, Lucknow 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.
6. **Tender Fee: Rs. 500/- (Rs. Five Hundred Only)**
7. **Tender value: Rs. 1727465/- (Rs. Seventeen Lakh Twenty Seven Thousand Four Hundred Sixty Five) only**

Address for communication, are as given below:

Contact Details:

Contact Person	Superintending Archaeologist
Address for communication	Office of the Superintending Archaeologist, Archaeological Survey of India, Lucknow Circle, Lucknow, 9 th Floor, Hall No.1, Kendriya Bhawan, Sector-H, Aliganj, Lucknow-226024, Uttar Pradesh

F. No. 3-11/4/2017-18/A/c- OC (AMASR)
Government of India
Archaeological Survey of India
Office of Superintending Archaeologist, Lucknow Circle,
Hall No. 1, 9th Floor, Kendriya Bhawan,
Sector-H, Aliganj, Lucknow, Uttar Pradesh-226024
Phone No./Fax : 0522-2328220,E-mail : circlelucknow.asi@gov.in

Dated:.....

TENDER DOCUMENT

For preparation of survey plan with contour of centrally protected monuments/sites under jurisdiction of Lucknow Circle under **O.C.- (AMASR) to provision for topographical and contour survey of protected , prohibited & regulated area around centrally protected monuments/sites, Lucknow (Third Phase).**

1. **Estimated cost of work: Rs. 1727465/-** (Rupees Seventeen Lakh Twenty Seven Thousand Four Hundred Sixty Five) only
2. **Earnest Money: Rs. 34,549/-**(Rupees Thirty Four Thousand Five Hundred Forty Nine) Only
3. **Security Deposit : Rs. 93,873/-** (Rupees Ninety Three Thousand Eight Hundred Seventy Three) Only
4. **Date of Opening of Technical Bid : 27.09.2017 at 10.30 A.M.**
5. Time allowed for completion of work will be **60 days** from the date of issue of order.
6. **Job Work.:** Topographical and contour Survey by T.S. & DGPS and preparation of Survey Plan (with specified parameters)

S.No.	Name of Monuments/sites	Dense Area (in Acres)	Open Area (in Acres)	Remarks
1	Cemetery near Kaiser Pasand, Kaiserbagh Bus stand Lucknow District Lucknow	84.25	0.00	*Area may change. Actual area should be calculated after the mapping.
2	Cemetery at Alambagh, District, Lucknow	86.22	0.00	
3	Bridge over the Behta river and the temple attached Tikaitganj (Malhiabad) District, Lucknow	8.30	93.86	
4	Cemetery at Mile 6, Bargawan, Lucknow	80.82	0.00	
5	Chhatri of Raja Gangadhar Rao and Tank Darhiapur District Jhansi	33.01	57.85	
6	Jhansi Fort, Jhansi, District Jhansi	289.25	0.00	
7	Rani Lakshmi Bai Mahal, District Jhansi	89.41	0.00	
8	Jama Masjid, Erich, District Jhansi	65.34	17.80	
	Total Area	736.6*	169.51*	

F. No. 3-11/4/2017-18-A/c -O.C.- AMASR)
GOVERNMENT OF INDIA
Office of the Superintending Archaeologist
Archaeological Survey of India
Lucknow Circle, Hall No. 1, 9th Floor, Kendriya Bhawan
Aliganj, Lucknow

**Name of Work: O.C.(AMASR) TO PROVISION FOR TOPOGRAPHICAL AND
 CONTOUR SURVEY OF PROTECTED , PROHIBITED &
 REGULATED AREA AROUND CENTRALLY PROTECTED
 MONUMENTS/SITES, LUCKNOW (THIRD PHASE).₂**

Qualification Details of the Bidder
(ALL ENCLOSURES ARE TO BE SIGNED WITH SEAL ON EACH PAGE)

Sl.No	Description	FDR No. and date	Name of Bank	Amount Rs
1.	EMD			
2.	Cost of application			

Note : All the enclosures should be signed by the authorized signatory with seal of the firm

1.	Name of the firm participating in the bid	
2.	Details of incorporation (Year and Place) (State Sole Proprietor, Partnership, Private Limited or Limited Firm) Attach Certificate of Incorporation	
3.	Whether any Legal/Arbitration proceedings are instituted against the agency on the Agency has lodged any claim in connection with works carried out by them if yes, please give details.	

4.	Address	
5.	Name of the top executive with designation	
6.	Telephone No: Mobile No:	
7.	E-mail address:	
8.	Goods & Service Tax (GST) No:	
9.	PAN	
10.	Total number of TS survey executed for Government departments / agencies (Attach copies of work orders / performance certificate)	
11.	List of Engineers/Surveyors employed (along with their CV as separate attachment)	Attach separate sheet, if required
12.	List of owned Equipments in possession with make, model, year of manufacture, accuracy/specifications	Attach separate sheet, if required
13.	List of Documents in support of the above	

Certified that no relatives of any members of my firm are employees of Archaeological Survey of India in any capacity.

Signature and seal of authorised signatory

DECLARATION

(on stamp paper of Rs.100/-)

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:
Place:

Signature of authorized person(s)
Full Name:
Seal:

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 person per month mentioned in para 6 (viii) of Application for financial bid will be declared L1.
3. In case of tie in lowest rate, the Company/Firm/Agency who has completed more work orders in last 3 year for preparation of survey plan in Ministries/ Government offices (central/state)/Government organizations shall be declared L1 .Copies of Orders and completion certificates from employer shall be provided along with Technical Bid.
4. The work shall be awarded to the L1 bidder.

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Instructions to Bidders# F. No. 3-11/4/2017-18-A/C- OC (AMASR)
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Chapter 1 Background and Scope**A. Introduction**

Archaeological Survey of India (ASI) is planning to prepare a topographic map for the **protected area, the prohibited and regulated area** around the following centrally protected monuments/ sites under jurisdiction of Lucknow circle including the contour, using **Total Station & DGPS**.

S.No.	Name of Monuments	Dense Area (in Acres)	Open Area (in Acres)	Remarks
1	Cemetery near Kaiser Pasand, Kaiserbagh Bus stand Lucknow District Lucknow	84.25	0.00	Area may change. Actual area should be calculated after the mapping.
2	Cemetery at Alambagh, District, Lucknow	86.22	0.00	
3	Bridge over the Behta river and the temple attached Tikaitganj (Malhiabad) District, Lucknow	8.30	93.86	
4	Cemetery at Mile 6, Bargawan, Lucknow	80.82	0.00	
5	Chhatri of Raja Gangadhar Rao and Tank Darhiapur District Jhansi	33.01	57.85	
6	Jhansi Fort, Jhansi, District Jhansi	289.25	0.00	
7	Rani Lakshmi Bai Mahal, District Jhansi	89.41	0.00	
8	Jama Masjid, Erich, District Jhansi	65.34	17.80	
	Total Area	736.6	169.51	

The following **parameters** shall be adhered to and incorporated in survey plan:-

1. Contouring at I meter interval.
2. Fixing of Bench mark and survey points on the ground and map.
3. 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 20X20 meters. Scale 1: 2000
4. Mapping of structures on plan.
5. Other features like tank, embankment, mud fortifications, remains of ancient structures etc. should be shown.
6. Roads and pathways.
7. Garden area.
8. Trees (with an inventory-tree- type, girth and height)

9. Telephone Lines
10. Sewerage Lines
11. Water supply lines, etc.
12. Contouring /Relative heights of certain areas.
13. Any other feature that is required to be incorporated in consultation with the competent authority.

Tenders are invited from reputed and experienced firms fulfilling the eligibility conditions to conduct the survey as per the terms and condition (including above parameters) given below.

B. Scope of Work

Contouring

1. The bidder shall carry out spot level surveying on all traverse stations and on salient points located at random over the area (ground points). Contours are to be interpolated at 1.0 m intervals after the above points are plotted.
2. The contours shall not be just interpolated but properly surveyed on the ground so that features falling between the two successive levels are also picked up. Sufficient points properly distributed over the entire area shall be located and levels taken so that accurate contouring can be done at places of sharp curvature or abrupt change in direction and elevation, points selected shall be close to each other. Salient points on ridge lines and valley lines shall also be measured.

Procedure for Survey

1. The survey procedure to be followed in Total Station and DGPS.

Total Station Survey

1. Follow the procedure detailed as mentioned in DGPS survey. Each BP must be fixed from at least 2 known locations.
2. Geo-reference / plot the data using GCPs. GCPs shall be collected using dual frequency DGPS receivers in real-time as per procedure detailed above in DGPS survey.
3. The accuracy desired is 5 mm/km and angles to $1^\circ / 360^\circ$.
4. The distance between the Total Station and the target shall not be more than 50 m.

DGPS Survey

1. The Survey shall be carried along the above said area which is invariably shown by the concerned official of Archaeological Survey of India with reference to the layout maps.
2. The survey should preferably be started from the first BP (Base Point) which is well defined.
3. In case real-time DGPS rovers are used, the Dual Frequency DGPS can be used alone and reading taken when accuracy is within 25 cm.
4. The height above Mean Sea Level (MSL) shall also be recorded for permanent location.

Conditions to be observed for Survey

1. As far as possible similar DGPS instruments shall be used for collection of GCPs and all DGPS equipment must be set-in to GCS –WGS84 Datum uniformly.
2. RAW and post-processed DGPS readings along with original source file for each location shall be submitted. As soon as the work is completed, in case to TS, original downloaded file and a CSV file must be submitted along with raw data clearly depicting the occupies station, back station and the co-ordinates in NEZ format.

Specification of TSM Survey Machine

1. Least count should be 1 sec with an accuracy of 5 mm.
2. With proper calibration certificate.

Specifications of DGPS Machine

1. Must be of Dual frequency taking L1 & L2 channels.
2. Must be able to work in RTK mode with Radio connections.
3. Minimum 72 channel parallel tracking receiver.
4. DGPS must be activated for receiving both GPS and GLONASS Satellites.

Output of the Mapping: Preparation & Submission of Survey Maps

1. The bidder shall submit key plan of the site in 1:1000 scale. All plans, indicating the contour lines, demarcating all permanent features as mentioned above. Contour Plan with contour drawn at 0.5m interval for specific feature.
2. All the maps and drawings should be prepared in digitized forms using Inkjet / Pen plotter and standard computer software like Auto Cad (latest version) on standard A0 size polyester base film.
3. Contour maps at site – The grids for the survey work shall be established in N-S & E-W direction (Corresponding to magnetic North) and the survey reference shall be spheroid WGS 84
4. The bidder shall submit three hard copies and two soft copies in CD/DVD of all draft reports for review and approval.
5. After approval, specified prints of all the final maps on polyester base film / high quality paper along with two sets in soft format in a CD/DVD shall be submitted.

Drawings

1. All drawings shall be prepared on AutoCAD. The AutoCAD drawings shall have different layers for different features as mentioned above and in consultation with the officer- in-charge.
2. X, Y, Z co-ordinates of all spot / ground points shall be provided in CSV file as directed by Engineer in-charge with point numbers and feature coding as per list of codes given by Engineer in-charge.
3. The drawings should contain the features as given in B.4.

Softcopy

1. All the raw data generated through DGPS/TS survey should be processed to provide the output. All the raw and processed data in forms becomes the property of ASI and must be handed over to ASI. All electronic data should be copied in a Hard disk and given to ASI.

Chapter 2 Tendering Process

A. Eligibility Criteria

1. The bidder should fulfil the following eligibility criteria (proof of each to be uploaded).
2. The Bidder should be a registered company.
3. Bidder should have valid PAN Number.
4. The Bidder should also have Goods and Service Tax (GST) Number.
5. The Bidder shall possess necessary survey equipments such as Total Station and DGPS.
6. The bidder must have trained and experienced engineers/ surveyors/technical staff, field staff, DGPS, Total Station, computers and necessary software to complete the survey and deliver the reports in the required format within the stipulated time.
7. **The bidder must have undertaken at least two projects of topographical survey with DGPS, Total Station Survey for Archaeological Survey of India/ central government/state government/reputed public sector companies or similar bodies in above said parameters. The area covered should be 200 Acre and above individually.**
8. The bidder should ensure that no relative of him or his relatives are staff of ASI in any capacity.
9. Documentary Evidence must be submitted in the form of Work Orders and experience Certificates in support of above claims. Any statement with regard to above qualification criteria without proof will be assumed to be invalid and agency will be disqualified on that ground. Only agencies fulfilling all the above criteria will be shortlisted technically.

B. Site Visit

1. Any site information given in this tender document is for reference only. The Bidder is advised to visit and examine the site of works and its surroundings and obtain for himself on his own responsibility and cost all information that may be necessary for preparing the tender and for the execution of the assignment. The bidder shall be deemed to have inspected the site and its surroundings beforehand and taken into account all relevant factors pertaining to the site in the preparation and submission of the tender.
2. The costs of visiting the site shall be borne by the Bidder.

3. The Bidder and any of his personnel or agents may contact the In-charge of Sub Circles for the purpose of such inspection, but only upon the express condition that the Bidder, his personnel and agents, will release and indemnify the Engineer or his representatives from and against all liability in respect of such inspection and will also be responsible for death or personal injury, loss or damage to property and any other loss, damage, costs and expenses incurred as a result of the inspection.
4. It is the responsibility of Bidders to visit the site and obtain all information necessary for the purpose of preparing Tenders. Bidders must inspect and fully satisfy themselves as to the requirements and extent of the assignments.

C. Tender Documents

1. The tender document can only be downloaded from **CPPP website: <https://eprocure.gov.in/eprocure/app>** upto 16.00 hours of **25/09/2017** which will be opened on dated **27/09/2017** at 10:30 hours.
2. The Bidder shall examine carefully all the contents of the tender documents including instructions, conditions, terms, specifications and drawings and take them fully into account before submitting his offer. Failure to comply with the requirements as detailed in these documents shall be at the tenderer's own risk and tender submission will render the tender liable for rejection. Pursuant to above tenders, which are not responsive to the requirements of the tender conditions, will be rejected

D. Clarification of Tender Documents

1. At any time prior to the deadline for submission of tenders, the Superintending Archaeologist, ASI, Lucknow may, for any reason, whether on his own initiative or in response to a clarification by a prospective Bidder, modify the tender documents by issuing addenda.
2. A Bidder requiring any clarification regarding the tender documents contact the Superintending Archaeologist, ASI, Lucknow Circle (circlelucknow.asi@gov.in) through e-mail only. The queries will be responded as per critical date sheet. It is to be noted that no queries, clarifications will be received after the period stipulated above.
3. All prospective bidders are requested to browse the web site for information. It is deemed that they are fully aware of the corrigendum so issued once they bid for the work.
4. Any amendments thus issued will be hosted on the website up to two days prior to the dates specified for submission of the bids. All the bidders who have downloaded the Bid Document shall verify if any such amendment/modifications have been issued before submitting their bid and shall take cognizance of and include such amendment(s) in their submission. In any case, the amendment(s)/modification(s) if any shall be binding on the Bidder. No separate notice/intimation of amendments/modifications will be sent to those who have downloaded the document from the web.
5. If any addendum is issued, reasonable time will be given to Bidders to take the corrigendum into account in preparing their tenders, in which case, the authorities may extend the deadline for submission offenders.

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

E. Submission of Bids/Tender

1. Applicants/ intending or interested Bidders are invited to submit their online proposal after carefully reading the tender document by providing (a) Technical Bid, and (b) Financial Bid, separately, clearly mentioning (i) 'Technical Cover', and (ii) 'Financial Cover' respectively. Such proposals are to be submitted online within the stipulated date and time as mentioned in the Bid document as given in CRITICAL DATE SHEET.
2. Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in>
Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

F. Bid Opening

1. The bids will be opened on-line at Lucknow on **27.09.2017** at 10.30 A.M. in the office of the Superintending Archaeologist, Archaeological Survey of India, Lucknow Circle, 9th floor Kendriya Bhawan, Aliganj, Lucknow-226024 in two sessions as per the schedule given above.
2. Technical Bid will be opened thereafter for verification of EMD, application money, qualification to participate in the technical evaluation.
3. On satisfying the qualification, the bidder's background and previous work will be evaluated by the Technical Evaluation Committee (TEC).
4. TEC may, at its discretion, call for additional information/clarifications from the bidders. Such information has to be supplied within the time frame set out by the TEC, otherwise TEC shall make its own reasonable assumptions at the risk and cost of the bidders and the bid is liable to be rejected.
5. For verification of information submitted by the bidders, the TEC may visit their sites/premises of the firm to verify the facilities, if required at its own cost. The TEC may verify confidentially the credentials and performance with their previous clients.
6. The bidders shall provide all the necessary documents, samples and reference information as desired by the TEC. The bidders shall also assist the TEC in getting relevant information from the bidders' references. Seeking clarifications cannot be treated as acceptance of the instrument/bid.
7. After due evaluation of Technical capabilities of the bidders, through a marking system, the TEC would submit its recommendation clearly bringing out the technically accepted bids.
After evaluation by the committee, the financial bids of short listed bidders will be opened either on the same day or on the subsequent day.

G. Earnest Money Deposit and Performance Security

Earnest Money Deposit

1. The bid must be accompanied by one FDR drawn in favour of the Superintending Archaeologist, ASI, Lucknow Circle and payable at Lucknow for **Rs. 34549/-**

(Rs. Thirty Four Thousand Five Hundred Forty Nine only) towards EMD and a DD of Rs. 500/- towards the cost of tender form respectively.

2. No interest will be payable on the amount of the EMD. The EMD of unsuccessful bidders shall be returned without any interest on finalization of tender, through Speed Post/Registered Post with letter clearly indicating that the FDR is released. If the unsuccessful bidder desires to collect the same through some other means he may inform in writing and in advance.
3. EMD of the successful bidder shall be returned on submission of performance security deposit as per rule of the value of the price quoted in the form of FDR. (In the case of works costing more than Rs.2,00,000/-, 10% on the first Rs.1,00,000/-, 7 ½ on the next Rs. 1,00,000/- and 5% on the balance, subject to a maximum of Rs. 1,00,000/- only)
4. If the successful bidder withdraws his bid in writing or fail to undertake the works within the stipulated time as mentioned in the supply order or did not submit the Performance security, his EMD will be forfeited.

Performance Security Deposit

1. The successful bidder should give an undertaking that the data observed and submitted are genuine, accurate and are not interpolated. High level of accuracy of data, which should only be empirical and not interpolated, is expected, binding on the bidder and he should ensure the same.
2. The successful bidder must deploy the instruments and manpower to initiate the work within the stipulated time.
3. The performance will be evaluated by an Experts Committee constituted for this purpose in a given schedule of time. If the Experts Committee is of the opinion that the standard of data generated by the bidder is below standard or inaccurate or arbitrary, the work order will be cancelled and the performance security will be forfeited.
4. The Experts Committee will devise its own method of verification of data submitted by the firm and the decision of the Committee is final and binding on the firm. The data generated may also be checked and verified by an officer deputed by this office on day to day basis.
5. The successful bidder shall be required to submit performance security equivalent to as per above said rule of the order value for the satisfactory performance/completion of the complete order in the form of FDR drawn in favour of the Superintending Archaeologist, ASI, Lucknow Circle and payable at Lucknow seven days before the initiation of the work. On the production of performance security the FDR EMD will be returned to the bidder.
6. If the performance security amount is not placed, the EMD will be forfeited.
7. Performance security may be invoked if the firm did not initiate or complete the work within the stipulated time or their work is not up to the standards in the periodic evaluation by Experts Committee.

H. Other Conditions

1. Any bid received by ASI after the deadline for submission of bids prescribed above will be summarily rejected and returned unopened to the bidder at the address mentioned on the outer cover by Speed Post/Registered Post.
2. ASI will not be responsible for any postal delay or non-receipt/non-delivery of the bid. No further correspondence will be entertained on the subject.
3. A bidder cannot modify the bid after the submission. Bidder may withdraw his bid through a written submission to the opening authority before the expiration of deadline prescribed for submission of bids.
4. Bids shall be valid for 60 days from the date of opening. ASI holds the right to reject a bid valid for a period shorter than 60 days as nonresponsive without any correspondence.
5. ASI reserves the right to accept any bid, and to cancel / abort the Tender process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected agency or agencies, of any obligation to inform the affected agency of the grounds for ASI action and without assigning any reason.
6. The bid shall be submitted in the form of printed document. Bids submitted other modes or in unsealed envelopes shall not be entertained.
7. Any effort by a bidder to influence ASI in its decisions on bid evaluation, bid comparison or award of the contract may result in the bid rejection.
8. No pre bid meeting will be held. However queries will be answered through e mail/ telephone only.

I. Delivery Schedule and Penalty

1. The successful bidder will initiate and complete the work within the stipulated time. Any delay in initiation or completion will be allowed at the sole discretion of the Superintending Archaeologist, ASI, Lucknow Circle. If the request is rejected, the work order may be cancelled or penalty may be levied.
2. At the discretion of the ASI, any delay beyond the approved time limit, will invite a penalty @ 0.2% of the order value per day of default. This amount will be deducted from the invoice.
3. The work will be checked at the field condition by ASI officials and Expert Committee for accurate performance.

J. Payment

Calculation of Surveyed Area

1. Since the areas of the above said centrally protected monuments/sites are not well defined and highly irregular, the payment will be made on the basis area calculated from the final drawing.
2. The area calculated by the successful bidder may be submitted to experts from an external agency for verification. The decision arrived at by the independent expert will be final and binding on either side.

3. The payment will be released after the completion of the work in all respects. Part payment will be considered on the recommendations of the Experts Committee/evaluation of the data generated by the Department officials. The quantum will be decided by the ASI and there will be no negotiations on this aspect.
4. The payment will be made through a FDR or remitted to the bidders account through NEFT/RTGES on production of a mandate form from the Bank within reasonable time.
5. All statutory deductions like TDS will be done as per rules.

H. Force majeure

1. Force majeure clause will mean and be limited to the following in the execution of the contract/purchase order placed by ASI:-
"If at any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract shall be prevented or delayed by reason of any war, hostility, acts of public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of God (here in after referred to 'events') provided, notice of the happening of any such event is given by either party shall be reason of such event be entitled to terminate this contract nor shall either party have any claim for damages against the order in respect of such non-performance or delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such event has come to an end or ceased to exist, and the decision of the SA, ASI as to whether the deliveries have been so resumed or not, shall be final and conclusive, provided further that if the performance in whole or part or any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 30 days, either party may at its option terminate the contract".

K. Arbitration

1. ASI and the selected vendor shall make every effort to resolve amicably, by direct negotiation, any disagreement or dispute arising between them under or in connection with the work orders. If any dispute arises between parties on aspects not covered by this agreement, or the construction or operation thereof, or the right, duties or liabilities under these except as to any matters the decision of which is specially provided for by the general or the special conditions, such dispute shall be referred to the arbitrator as appointed by SA ASI on behalf of DG, ASI and the award of the arbitration, as the case may be, shall be final and binding on both the parties. The arbitrator with the consent of parties may modify the time frame for making and publishing the awards. Such arbitration shall be governed in all respects by the provision of the Indian Arbitration Act, 1996 or later and the rules thereunder and any statutory modification or re-enactment, thereof. The arbitration proceeding shall be held in Lucknow, Uttar Pradesh.

L. Applicable Law

1. The work order will be governed by the laws and procedures established by the Govt. of India, within the framework of applicable legislation and enactment made from time to time concerning such commercial dealings/ processing.

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GENERAL TERMS AND CONDITIONS

1.0 In the contract (as hereinafter defined) the following words and expressions shall have the meanings hereby assigned to them except where the context otherwise requires.

- a) WORK means “Topographical mapping of centrally protected monuments/sites in Lucknow as defined in the Scope of work in Chapter 1 of Instructions to Bidders”
- b) “ASI/DEPARTMENT” - means the Archaeological Survey of India, represented by the Superintending Archaeologist, Lucknow Circle
- c) “TENDER / BID” means the valuer’s priced offer to the Department for the execution and completion of the valuation assignment works and the remedying of any defects therein in all accordance with the provisions of the contract, as accepted by the Letter of Acceptance –Award letter.
- d) “BIDDER/S” means the person or persons, firm, corporation, consortium or company who submits the BID for the subject services/assignment.
- e) “CONTRACTOR / SURVEYOR” means the persons or firm or company whose tender has been accepted by ASI and the legal personnel, representatives or the successors of such firm or company and the permitted assigns of such persons or firm company.
- f) “LETTER OF ACCEPTANCE”, “Award letter” refers to the letter communicating the formal acceptance of the bid by the Employer.
- g) “AWARD PRICE” means the sum named in the Bid/proposal submitted by the Successful Bidder with any modification there of or addition thereto or deduction there from as may be made under the provisions contained in the proposal document.
- h) “OFFICER IN CHARGE” means any official of the ASI, Lucknow circle deputed by the Superintending Archaeologist, ASI, Lucknow Circle.
- i) “Consultancy services/Services/Assignment” means the services to be provided by the Valuers as detailed in this bid document and under Terms of Reference brought out in Section - III of this document.
- j) Note:
- k) *Singular and Plural*: Words importing the singular also include the plural and vice versa where the context so requires.
- l) *Headings*: The marginal headings or notes in these General conditions shall not be deemed to be part thereof or be taken into consideration in the interpretation or construction thereof of the contract.
- m) **Protected Area**: Notified area of the monument/site.
- n) **Prohibited Area**: Declaration of prohibited area and carrying out public work or other works in prohibited area- Every area, beginning at the limit of the protected area r the protected monument, as the case may, be and extending to a distance of **100 meters** in all directions shall be the prohibited area in respect of such protected area or protected monument.
- o) **Regulated Area**: Every area, beginning at the limit of prohibited area in respect of every ancient monument and archaeological site and remains, declared as of national importance under sections 3 and 4 and extending to a distance of **200 meters** in all

directions shall be regulated area in respect of every ancient monument and archaeological site and remains.

1.2 Commencement and Completion of Assignments

- a) The successful bidder shall commence the work within 7 days from the date of issue of the award letter by the employer (i.e. intimation of the acceptance of the Bid) and carry out the same expeditiously at whatever point or points and in such portion as employer may direct. The surveyor shall complete the works within 60 days from the date of commencement. During the assignment, the surveyor shall submit the Report as per the Terms of Reference.

1.3 Care and Diligence

- a) The bidder shall exercise all reasonable care and diligence in the discharge of all technical, professional and contractual duties to be performed by them under this contract and shall be fully responsible to the Department for the proper, efficient and effective execution of their duties.

1.4 Taxes and Duties

- a) The surveyors shall pay all taxes, levy, duty which they may be liable to pay to the Government of Uttar Pradesh and Government of India or other authorities under any law for the time being in force in respect of or in accordance with the execution of the work. The surveyors shall further be liable to pay such increase in the taxes, levy, duty etc. under the existing law or which may become payables a result of introduction of any law. Increase in taxes, levy, duty, etc. and imposition of new taxes, levy, duty, etc. shall not be ground or an excuse for claiming any extra or additional costs nor a ground or excuse for extension of time for completing the work. The surveyors are deemed to have included/ considered all payments to be made to them while quoting the proposal except Service Tax, which will be reimbursed as applicable over the quoted price.

1.5 Confidentiality

- a) The surveyors shall treat all the documents and information received from the Department, submitted to Department and all other related documents /communications in confidence and shall ensure that all who have access to such material shall also treat them in confidence. The surveyors shall not divulge any such information without the prior written permission of Department. The surveyors shall return all the documents received from the Department from time to time after completion of the related works.

1.6 Suspension of the Contract

- a. If any of the following events shall have happened and be continuing, then Department may, by written notice to the surveyors, suspend in whole or in part, payment due thereafter to the surveyors under the contract.
 1. A default shall have occurred on the part of the surveyors in the execution of the contract.

2. Any other condition which makes it unable for either party by reason of “Force Majeure” to successfully carry out the assignment/s or to accomplish the purpose of the contract.

1.7 Termination of Contract

- a. Termination of Contract by Department during the period of contract, if the performance of the contractor not satisfactory or not up to the expectation of the Superintending Archaeologist, ASI, Lucknow Circle or his representative or the Experts Committee, the contract will be terminated forthwith and the payment will be assessed by the Superintending Archaeologist, ASI, Lucknow Circle on the recommendation of the Expert Committee for the value of work done. The decision of the Superintending Archaeologist, ASI, Lucknow Circle in this regard is final and binding.

1.8 Termination procedure:

- a. Upon termination of the Contract under Clause-1.7, the surveyors shall take immediate steps to terminate the services in a prompt and orderly manner and reduce losses and to keep further expenditure to a minimum.
- b. Upon termination of the contract (unless such termination shall have been occasioned by the default of the surveyors), the surveyors shall be entitled to be reimbursed in full for such costs as shall have been duly incurred prior to the date of such termination.

1.9 Force Majeure:

- a. If either party is temporarily unable by a reason of Force Majeure or the laws or regulations of India to meet any of its obligations under the contract, and if such party gives to the other party written notice of the event within 7(Seven) days after its occurrence, such obligations of the party as it is unable to perform by reason of the event, shall be suspended for as long as the inability continues.
- b. Neither party shall be liable to the other party for loss or damage sustained by such other party arising from any event referred to in clause (a) above or delays arising from such event.
- c. The term “Force Majeure” as employed herein, shall mean “Act of God, Strike, Lock-outs or other Industrial Disturbances, Insurrection, Riots, Epidemics, Landslides, Earthquakes, Storms, Lightning, Floods, Wash Outs, Civil Disturbances, Explosions and any other similar event not within the control of either party, and which, by the exercise of due diligence, neither party is able to overcome”.
- d. Force Majeure shall not include any event which is caused by the negligence or intentional action of a Party or such party’s sub-Valuers or agents or employees, nor any event which a diligent party could reasonably have been expected to both (A) take into account at the time of the conclusion of this contract and (B) avoid or overcome in the carrying out of its obligations hereunder:

1.10 Responsibility of Surveyors during the assignment:

- a. During the validity period of the surveyor services, the surveyors shall hold discussions with the Officer in Charge and/or the Experts Committee and make presentations on the reports/findings.

1.11 Facility to be made available to Surveyors:

- a. The Department shall provide the following resources and facilities to the surveyors:
- b. A limited space without affecting the day to day activities of the public visiting the monuments or living in the fort will be made available to the surveyor subject to availability at the discretion of the officer in charge. No rental charges will be levied for the working area spared to the surveyor during the tenure of the contract including extended period, if any granted.
- c. The Department may also provide a small space in a building, subject to availability and suitability of accommodation to keep his instruments and other wares. The safety of the material kept in the space provided will be at the risk of the surveyor.
- d. The Department may undertake to remove minimum vegetation whenever there is a problem of sighting. Such request should come well before to the officer in charge.

1.12 Terms of payment:

Procedure for Calculation of Surveyed Area

- a. Since the areas of the centrally protected monuments/sites in Lucknow are not well defined and highly irregular, the payment will be made on the basis area calculated from the final drawing.
- b. The area calculated by the successful bidder on the above basis may be submitted to expert from an external agency for verification. In that event, a representative from the successful bidder and ASI may present the method of calculation to the expert.
- c. After hearing the sides, the decision arrived at by the independent expert will be final and binding on either side.
- d. The payment will be released after the completion of the work in all respects. The right to Part payment is reserved with ASI. The quantum, if demanded, will be arrived on/at the recommendations of the Experts Committee/evaluation of the data generated by the Department officials. The quantum thus arrived at may be accepted or reduced or rejected by the ASI and there will be no negotiations on this aspect.
- e. The payment will be made through a FDR or remitted to the bidders account through NEFT/RTGES on production of a mandate form from the Bank within reasonable time.
- f. All statutory deductions like TDS will be done as per rules the surveyors shall be paid the lump sum fee/charges (to be quoted by the bidder) for providing the services against the deliverables as stated in the Terms of Reference.

1.13 Extension of Time for Completion,

- a. In the event of The surveyor shall commence the assignment within the period named in the tender after the receipt by him of an order in writing to this effect from the ASI and shall proceed with the same with due expedition and without delay except as may

be expressly sanctioned or ordered by the Department or be wholly beyond the control of the surveyor.

- i. The surveyor shall maintain the Total amount of progress required at per schedule. If the progress of assignment is held up owing to circumstances, which in the opinion of the Engineer are beyond the control of the surveyor, such as war, stormy weather and for other reasonable causes in the opinion of the ASI, ASI may at his discretion grant to the surveyor such extension of time as he considers reasonable for the completion of the assignment.
- b. The amount or nature of extra or additional work, or any cause of delay referred to in these conditions, or any delay, impediment or prevention by the Employer, or other special circumstances which may occur, other than through a default of or breach of contract by the surveyors or for which he is responsible, being such as fairly to entitle the surveyors to an extension of the Time for Completion of the Assignments, or any Section or part thereof, the ASI shall, after due consultation such extension and shall notify the surveyors accordingly.
- c. The execution of the assignment during the extended period also, shall be only under the conditions and at the Total amount specified in the contract. The grant of such extension of time will not bestow on them any right to claim compensation or extra payment at a future date whatsoever. No claim shall be made by the surveyor on the grounds of executing the assignment beyond the completion period stipulated in the contract.

1.14 Total amount of Progress

- a. If for any reason, which does not entitle the surveyors to an extension of time, the Total amount of progress of the Assignments or any Section is at any time, in the opinion of the ASI, shall so notify the surveyors who shall thereupon take such steps as are necessary, subject to the consent of the Engineer, to expedite progress so as to comply with the Time for Completion. The surveyors shall not be entitled to any additional payment for taking such steps.

1.15 Compensation for delay:

- a. If the surveyor fails to complete the assignment in all respects within the time specified or within the extended time that may be allowed by the ASI as per clause 1.13, the surveyor shall pay or allow to ASI a sum equivalent to 0.5% (half percent) per day inclusive of holidays) or part thereof of the total value of the contract subject to a maximum of 5% of the total value of contract as liquidated damages/late delivery charges and ascertained damages and not by way of penalty, for every day thereof beyond the said period or extended period as the case may be during which the assignment shall remain unfinished. Such damages will be deducted from any amount payable to or to be payable to the surveyor including any securities / guarantees if any available with ASI. The payment of such damages does not relieve the surveyor of his obligations to complete the assignments or from any other of his obligations or liabilities under this contract.

1.16 Remedy on surveyor's failure to carry out the assignment required

- a. The progress of the assignment at each stage will be subject to the approval of the ASI whose decision as to the Total amount of progress at each stage shall be final and binding on the surveyor. ASI reserves to himself, the right to cancel the contract for unsatisfactory progress in the assignment at any stage.

1.17 Completion Certificate

- a. Completion certificate shall be issued by the officer in charge on expiry of all the tasks and submission of all reports/Drawings/documents as indicated in Terms of Reference enclosed to this bid document, to the satisfaction of the ASI.

1.18 Release of Performance Security Deposit:

- a. The amount deposited by the surveyor, as Security Deposit under this Assignment will be refunded to the surveyor only after satisfactory completion of the assignment pursuant to sub clause 1.15 & 1.16. In case of non-completion of the surveying job within the specified period of 90 days or extended period of time for completion (as per clause 1.13), the Security deposit will be forfeited.

1.19 Special conditions of contract

1.19.1 Work Program

- a. The bidder shall submit the program of work and inspection report including methodology to be adopted before the start of work.

1.19.2 Safety precautions during progress of works

- a. The bidder shall take all precautions to ensure safety of the staff, existing utility services, adjoining structures etc., during progress of work. The bidder shall also make necessary arrangement for the safety of his workers, if any accident occurs, the entire responsibility fall on the part of the bidder.
- b. The bidder shall take a note that some parts of the fort may be structurally weak and dilapidated. While surveying the Surveyors or his workers should take adequate care while climbing over them for taking reading. They should check very carefully the condition of the building ahead. At any point, if there is serious problem that may critically affect the survey, the same may be brought to the notice of the officer in charge.
- c. The Surveyors and his workers should not cause any inconvenience to the visitors who visit the monuments or public residing inside the fort.

1.19.3 Damage to Government property or private life & property

- a. The bidder shall be responsible for all risks to the works and for trespasses and shall make good at his own expense all loss or damage whether to the works themselves or to any other property of the Government (including Utility Services).
- b. ASI is not responsible for the lives of persons or property of others whatsoever may be the cause in connection with or as a result of the execution of works even though all

reasonable and proper precautions may have been taken by the bidder. Such cost, loss or damages or compensation (including that payable under the provisions of the Workmen's Compensation Act or any statutory amendments thereof) to any person or persons sustaining damage as omission on the part of the contractor, is to be borne by the bidder.

- c. The amount of any costs or charges (including costs and charges in connection with legal proceedings), which may incur in reference thereto, shall be charged to the or to defend or comprise any claim or threatened legal proceedings or in anticipation of legal proceedings being instituted consequent to the action or default of the bidder to take such steps as may be considered necessary or desirable to ward off mitigate the effect of such proceedings, charging to the bidder as aforesaid any sum or sums of money which may be paid and any expenses whether for reinstatement or otherwise which may be incurred and the propriety of any such payment, defence or comprise and the incurring of any such expenses shall not be called in question by the bidder.

1.19.4 Risks and Cost

- a. In case bidder fails to complete work as per schedule, ASI has discretion to get the work done completed by any other agency at risk and cost of the agency to which the work has initially been awarded by giving 7 days notice.

1.19.5 Alteration to scope of work

- a. The department or representative shall have rights to make any alteration, omission addition substitution for the original work. No claim whatever on account of above shall be entertained except the payment for the actual work done.

1.19.6 Other conditions

- a. In case of premature termination, no extra compensation shall be payable. Payment of remuneration in that case will be made to the extent the services rendered till that time can be made use of by ASI, limited to the period for which the agency had actually rendered the service and subject to the intermediate targets being adhered to as per the work schedule mutually agreed to. No notice of termination or remuneration thereof will be necessary and continuance shall be solely at the discretion of Archaeological Survey of India, Lucknow Circle, Lucknow.
- b. The drawings, reports, data, etc., used for the survey work shall be the sole property of Archaeological Survey of India and the bidder will not reproduce or pass on these to any other person or firm etc.,
- c. The format and titles of all the drawings to be submitted by the bidder shall be as per the guidelines and demand of ASI.
- d. All field books, note books, floppies, drawings and other documents containing field data gathered during traverse survey shall be handed over to ASI and bidder shall have no claim or use whatsoever. The bidder shall not reproduce any data collected from the work in any form.
- e. In case of any discrepancy in the description of work in the tender documents, the decision made by Archaeological Survey of India shall be final and binding on the bidder.

- f. Any error in description, quantity or rate in schedule of quantity or any omission there from shall not vitiate the contract or release the bidder from the execution of the whole or any part of the contract or works comprised there in according to drawings and specifications or from any of his obligations under the contract.
- g. All the documents and drawings created out of the assigned work will become the sole property of ASI and ASI will be free to use the same in any manner deemed fit.
- h. The agency will exercise all responsible skill, care and diligence in the performance of the service under this work and shall carry out all the responsibilities with recognized latest professional standards.
- i. The contract will be for 60 days for preparation of survey plan of centrally protected monuments/sites which will be reckoned after fifteen days from the date of award of contract.
- j. The contractors should quote the rate as per format provided in BOQ.
- k. Conditional bids shall not be considered and will be outrightly rejected in the very first instance.
- l. All required scanned document to be certified and readable.
- m. In case any of the above provisions are violated, the contractor shall be liable to be blacklisted from the Government of India.
- n. The Technical Bid shall be opened on **27.09.2017** at 10.30 A.M.
- o. The **Superintending Archaeologist, Archaeological Survey of India**, Lucknow Circle, Lucknow reserves the right to cancel any or all the bids without assigning any reason.
- p. The contracting Company/ Firm/ Agency/Contractor shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract.
- q. The tenderer will be bound by the details furnished by him/ her to this Department, while submitting the tender or at subsequent stage, In case, any document furnished by him/ her is found to be false at any stage, it would be deemed to be a breach of terms of Contract making him/ her liable for legal action besides termination of contract.
- r. The Superintending Archaeologist, Archaeological Survey of India reserves right to terminate the contract during initial period also after giving three days' notice to the contracting agency in case of breach of terms of contract.
- s. Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable to rejection.
- t. On acceptance of the tender, the name of the accredited representative(s) of the contractor who would be responsible for taking instructions from the Engineer in charge shall be communicated to the Engineer in charge.
- u. The President of India does not bind himself to accept the lowest or any tender and reserves to himself the right of accepting the whole or any part of the tender and tenderer shall be bound to perform the same at the rates quoted.
- v. GST or any other tax on material in respect of this contracts shall be payable by the contractor and Government will not entertain any claim whatsoever in this respect.
- w. The contractor shall not be permitted to tender for works in the ASI circle (responsible for award and execution of the contracts) in which his near relative is posted as an officer in any capacity between the grades of Superintending Engineer and Assistant

(both inclusive). He shall also intimate the names of persons who are working with him in capacity or are subsequently employed by him and who are near relatives to any Gazetted officer in ASI or in the Ministry of Culture by the contractor should render him liable to be removed from the approved list of contractors of this Department.

- x. The tender of works shall remain open for acceptance for a period of ninety days from the date of opening of tenders. If any tenderer withdraws his tender before the said period or make any modifications in the terms and conditions of the tender, which are not acceptable to the department. Then the Government shall forfeit 100% of the said earnest money absolutely.
- y. Contractors exempted from payment of Earnest money and Security Deposit in individual cases should attach with the tender an attested copy of Competent authority's letter exempting them from the payment of Earnest Money and Security Deposit and should produce the original whenever called upon to do so.
- z. The tender for the work shall not be witnessed by a contractor or contractors who himself/themselves has /have tendered or who may and has /have rendered for the same work. Failure to observe this condition would render of the contractors tendering as well as witnessing the tender liable to summary rejection.

I, as authorised signatory, have read the above conditions fully, *particularly the Clause 1.12 Terms of Payment and the procedure adopted for calculation of area*. I have fully understood them and agree to abide by them.

(Signature of authorised signatory and seal)

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://eprocureoov.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 III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. SifyNCode / 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 login 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 / email 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 or help from the Helpdesk.

PREPARATION OF BIDS

1. Bidder should take into account any corrigendum published on the tender document before submitting their Bids.
2. Please go through the tender advertisement and the tender document carefully to

understand the documents required to be submitted as part of the Bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the Bid.

3. Bidder, in advance, should get ready the Bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every Bid, a provision of uploading such standard documents (e.g. PAN card copy, 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.

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

Date:

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

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No F. No. 3-11/4/2017-18/A/c- OC (AMASR)

NAME OF TENDER / WORK: O.C.(AMASR) TO PROVISION FOR TOPOGRAPHICAL AND CONTOUR SURVEY OF PROTECTED , PROHIBITED & REGULATED AREA AROUND CENTRALLY PROTECTED MONUMENTS/SITES, LUCKNOW (THIRD PHASE).

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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