


REQUEST FOR PROPOSAL:-

FOR--- OW to Maintenance of Circle Office at Jodhpur(Rajasthan)  
Re-modeling of the staff Hall in Cabin  
ARCHAEOLOGICAL SURVEY OF INDIA  
JODHPUR CIRCLE, JODHPUR

REFERENCE NO. Tender No.66



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

  
**Superintending Archaeologist**  
Archaeological Survey of India  
Jodhpur Circle, Jodhpur

Section-1

Table — A: Time and Work Frame

**FOR-- OW to Maintenance of Circle Office at Jodhpur(Rajasthan)  
Re-modeling of the staff Hall in Cabin  
Manual bids shall not be accepted**

CRITICAL DATE SHEET

1.	Date of Issue of Tender	09/01/2019
2.	Bid Document Download / Sale Start Date	09/01/2019
3.	Due date for submission of filled-in tender document. (Bid submission start Date)	09/01/2019
4.	Bid Submission End Date	17/01/2019
5.	Last Date & time of submission of DD of EMD & other Documents.	17/01/2019 (15:00 hrs)
6.	Date of opening of FINANCIAL bid of successor Bidders	18/01/2019 (15:00 hrs)
7.	Validity of Bid	45 days

Address for communication, are as given below: -

**Contact Details:-**

Contact Person	Superintending Archaeologist
Address for communication	O/o The Superintending Archaeologist, Archaeological Survey of India, Jodhpur Circle, Arid Forest Research Institute Campus , Krishi Upaj Mandi, New Pali Road, Jodhpur-342005 Phone No: 0291- 2722090,91
	e-mail – circlejdh.asi@gmail.com circlejodhpur.asi@gov.in

Dear Sir,

1. The S.A, Jodhpur Circle, Archaeological Survey of India invites Online Bids in the prescribed form under the **one (single) Bid system i.e. Financial Bid** for execution of work O.W to maintenance of Circle Office at Jodhpur (Rajasthan): **Re-modlling the staff hall in Cabin.**
2. The system of e-tendering shall **be** adopted, comprising of the Financial Bid.  
**Document Download: Tender documents may be downloaded from CPPP website <https://eprocure.gov.in/eprocure/app> as per the schedule as given in CRITICAL DATE SHEET**  
Financial -Bid should, inter alia, indicate item-wise price / financial terms against the items mentioned in the Tender documents.
3. **Bid Submission:-**  
Applicants/ intending or interested Bidders are invited to submit their online proposal after **carefully read the Request for Proposal (RFP)** by providing Financial Bid, clearly mentioning '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 (and other documents) must be delivered to the Superintending Archaeologist, Archaeological Survey of India, Jodhpur Circle, Arid Forest Research Institute Campus New Pali Road , Jodhpur 342005 on or before 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 D.D. etc. against the submitted Bid. **The Tender without E.M.D. and other documents will be rejected summarily.**
5. **The E.M.D. be submitted separately as under:-**  
Tender inviting authority is the Superintending Archaeologist, Archaeological Survey of India, Jodhpur Circle, Jodhpur.

**SuperIntending Archaeoloist**  
Archaeological Survey of India  
Jodhpur Circle, Jodhpur

Superintending Archaeologist  
Archaeological Survey of India  
Jodhpur Circle, Jodhpur



भारत सरकार  
भारतीय पुरातत्व सर्वेक्षण  
जोधपुर मंडल, जोधपुर

शुष्क वन अनुसंधान संस्थान केम्पस,  
कृषि उपज मंडी, न्यू पाली रोड़,  
जोधपुर-342005

**अल्पकालीन ई-निविदा आमंत्रण सूचना**

अधीक्षण पुरातत्वविद्, भारतीय पुरातत्व सर्वेक्षण, जोधपुर मण्डल, शुष्क वन अनुसंधान संस्थान केम्पस, कृषि उपज मंडी, न्यू पाली रोड़ जोधपुर (राजस्थान) भारत के राष्ट्रपति की ओर से निम्नलिखित कार्य हेतु प्रमाणित एवं उपर्युक्त श्रेणी में पंजीकृत एवं पात्र ठेकेदारों/पंजीकृत फर्म से आइटम दर के आधार पर केवल आनलाईन निविदायें <https://eprocure.gov.in/eprocure/app> पर आमंत्रित करते हैं। निम्नवर्णित कार्य की निविदायें आनलाईन दिनांक 17.01.2019 को अपराह्न 3.00 बजे तक प्राप्त की जावेंगी, तथा दिनांक 18.01.2019 को अपराह्न 3.00 बजे खोली जावेंगी।

निविदा क्र.स.	कार्य का नाम	अनुमानित लागत	धरोहर राशि
66	भारतीय पुरातत्व सर्वेक्षण जोधपुर मंडल कार्यालय में स्टाफ के लिए केबीन बनवाने का कार्य।	123878/- + 12 प्रतिशत जीएसटी अतिरिक्त	2478/-

**:-पात्रता मापदण्ड:-**

1. ठेकेदार के.लो.नि.वि./स्थानीय लो.नि.वि./रेल्वे विभाग/एम.ई.एस./भारतीय पुरातत्व सर्वेक्षण, विभाग की सूची में रजिस्टर्ड होना चाहिए एवं फर्म स्वीकृत होनी चाहिए और वैध टीन. एवं पान. होने अनिवार्य है।
2. निविदा दाता को किसी भी केन्द्रीय विभाग में अथवा भारतीय पुरातत्व सर्वेक्षण में इस निविदा के प्रकाशन की तिथि से पिछले दो वर्ष का समान कार्य के संपादन का कार्यानुभव का दो वर्ष का अनुभव से सम्बन्धित दस्तावेज एवं उपयुक्त श्रेणी में पंजीकरण पत्र एवं टीन. एवं पान. की सत्यापित प्रति संलग्न करना होगा अन्यथा निविदा प्रपत्र अमान्य होगा।
3. निविदा एवं आवश्यक शर्तें सूचनाएं भा.पु.स. की वेबसाइट <http://asi.nic.in> <http://asijodhpurcircle.in/> <https://eprocure.gov.in/eprocure/app> (Central Public Procurement Portal) पर उपलब्ध है।
- 4- Last date and time of submission of Bid, Original EMD (in favour of Superintending Archaeologist, ASI, Jodhpur), copy of receipt for deposition of original EMD and other documents is date and time as mentioned in the Bid document as given in CRITICAL DATE SHEET. Date and time of opening of tender as mentioned in the Bid document as given in CRITICAL DATE SHEET.
5. कृपया टेन्डर फार्म भरने से पूर्व संलग्न नियम एवं शर्तें ध्यान पूर्वक पढ़ें।
6. निविदा दाता द्वारा पिछले दो वर्षों में प्रत्येक वर्ष में कम से कम 5 लाख का समान कार्य कराने का अनुभव होना चाहिए। (प्रमाण पत्र संलग्न करना होगा)
7. जिन ठेकेदारों/पंजीकृत फर्म की आवेदन पत्र के साथ धरोहर राशि अधीक्षण, पुरातत्वविद्, भारतीय पुरातत्व सर्वेक्षण, जोधपुर के पक्ष में जारी बैंक मॉग पत्र/एफ.डी.आर. के रूप में तथा अन्य चाहे गए डोक्यूमेन्ट्स दिनांक 17.01.2019 तक नहीं भेजी जावेगी, उनकी निविदा अमान्य होगी।
8. निविदाकर्ता निविदा प्रपत्र के साथ रु. 500/- का डी0डी0 (जो कि निविदा प्रपत्र बिकने की अन्तिम तिथि या उससे पहले का हो) जो कि निविदा प्रपत्र का मूल्य है (वापसी योग्य नहीं) अधीक्षण पुरातत्वविद्, भारतीय पुरातत्व सर्वेक्षण, जोधपुर मण्डल, जोधपुर के पक्ष में होना चाहिए।

## Item Rate Tender for Execution of Complete work

Price of Tender : - Rs. 500/- (by DD Non Refundable)


Name of work **OW to Maintenance of Circle Office at Jodhpur(Rajasthan)**  
**Re-modeling of the staff Hall in Cabin**

I/We hereby invite tender for execution of work on behalf of the President of India described in the under mentioned memorandum according to the specifications within the time specified and at the dates specified therein subject to the conditions of the contract.						
<b>MEMORANDUM</b>						
<b>Name of Office</b>	<b>District/State</b>	<b>Time allowed for completion</b>	<b>Last date of submission as given in CRITICAL DATE SHEET</b>			
Superintending Archaeologist, Archaeological Survey of India, Jodhpur Circle, Arid Forest Research Institute Campus, Krishi Upaj Mandi, New Pali Road, Jodhpur 342005	Jodhpur, Rajasthan	Days <b>45</b>	<b>Date of Closing/Opening as given in CRITICAL DATE SHEET</b>			
Estimated Cost :- Rs. <b>123878/-</b> (12% GST Extra)		Earnest Money Rs. <b>2478/-</b>				
Security deposit-As per terms and condition, payable immediately on the acceptance of the tender.						
Contractor's Name:-						
<b>READ TERMS AND CONDITIONS BEFORE FILLING UP THE SCHEDULE. SIGN ON ALL PAGES</b>						
Item No.	Description and specification of items of work to be executed	Total Estimated quantities to be executed	Rate per unit of each item including all taxes but Excluding GST		Unit	Amount in figures
			In figures	In words		
1	Provision for shifting the articles/material stocked in the Hall/working place to another suitable place like four drawer file cabinet, Elmira etc and arranging at a suitable place.	50 Unit			P unit	
2	Labour charges for taking out old existing aluminum frame particle board glass frame etc.	30.47 sqm			sqm	
3	Provision for labour charges for re-fixing particle board and frame & re-fixing in aluminum section including cutting and fixing etc.	18.88 sqm			sqm	
4	Provision for supply of 12 guage thick powder coated aluminum section size 63x38mm and making the frame for fixing the particle board and glass in position etc complete.	52.78kg			kg	
5	Provision for supply of 12mm thick particle board and fixing in aluminum section including cutting and fixing etc complete.	14.82 sqm			sqm	
6	Supply of 5mm thick pasted glass including fixing in aluminum section properly with plastic rubber etc complet.	4.57sqm			sqm	
Total Amount in Figures.						
Total Amount in words.						

Note: - The total tendered cost for complete work should be quoted item rate for each item including all taxes and other charges as applicable. The same must be filled words and figures and signed by contractor/authorized signatory.

Signature of the contractor

Superintending Archaeologist

 **SuperIntending Archaeoloist**  
Archaeological Survey of India  
Jodhpur Circle, Jodhpur

Should this tender be accepted I/We hereby do agree to abide to by and fulfil all the terms and provisions of the said conditions annexed hereto so far as applicable and or in default thereof 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.....is herewith forwarded in Bank Demand Draft No.-----& Date----- as earnest money. If I/We fail to commence the work to specified in the above memorandum or I/We fail to deposit the amount of security deposit specified of contract (ii) (a) in the above memorandum in accordance with the clause I of the said conditions of contract I/We agree that the said President of India or his successors in office shall without prejudice to any other right or remedy shall be at liberty to forfeit the earnest money absolutely . I/We further agree that the said President of India 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 & seal of the Contractor

Address with TIN No.

Signature of witness

Address:-

Dated:-

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

Dated :-

Signature of the officer by whom  
Tender is accepted



**SuperIntending Archaeologist**  
Archaeological Survey of India  
Jodhpur Circle, Jodhpur

### TENDER NOTICE:-

On behalf of the President of India, tenders are invited under Single Bid System i.e. Financial Bid from reputed, experienced and financially sound Firms/ Agencies/Contractor, for the work of **OW to Maintenance of Circle Office at Jodhpur(Rajasthan) Re-modeling of the staff Hall in Cabin**

Complete Tender Document can be downloaded from the website of this department as well as from CPP Portal website <https://eprocure.gov.in/eprocure/app>

Interested Firms/Agencies/Contractor, may submit the tender documents complete in all respects along with the Earnest Money Deposit (E.M.D.) and other requisite documents on or before date & time as given in critical date sheet to the Superintending Archaeologist, Archaeological Survey of India, Jodhpur Circle, AFRI Campus, New Pali Road, Jodhpur 342 005.

No tender shall be entertained after this deadline under any circumstances what so ever. The Financial Bid of tenders will be opened as date & time given in critical date sheet in the presence of authorized representative of Bidders if any who will present on the spot at that time .

The S.A., A.S.I. Jodhpur Circle 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 S.A., A.S.I. Jodhpur Circle in this regard shall be final and binding on all parties in all circumstances.

Superintending Archaeologist  
Archaeological Survey of India,  
Jodhpur Circle, Jodhpur

For and on behalf of the President of India

Copy to:

1. Website of this Department



**SuperIntending Archaeoloist**  
Archaeological Survey of India  
Jodhpur Circle, Jodhpur

**TERMS AND CONDITIONS :-**

Superintending Archaeologist  
Archaeological Survey of India  
Jodhpur Circle, Jodhpur

1. The contractor, whose tender is accepted, will be required to furnish a security deposit 10 % of tendered cost. On the due date fulfilment of his contract, (unless exempted)
2. No tender shall be entertained after the deadline under any circumstances what so ever.
3. The S.A., A.S.I. Jodhpur Circle 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, Jodhpur Circle, Jodhpur in this regard shall be final and binding on all parties in all circumstances.
4. The Successful tenderer will have to deposit Performance Security of 10% of order value before placing the work order in the form of Bank Guarantee or Fixed Deposit Receipt (F.D.R.) made in the name of the Company/Firm/Agency/Contractor but by hypothecated/pledged in favour of the Superintending Archaeological Survey of India, Jodhpur Circle, Jodhpur drawn on scheduled bank.
5. Conditional bids shall not be considered and will be out rightly rejected in the very first instances.
6. 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/ supply.
7. The contractor shall also be liable for depositing all taxes. Levies, cess etc on amount of work done/supply of materials/service rendered by him to the A.S.I. to the concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
8. All entries in the tender form should be legible and filled is clearly. No overwriting or cutting is permitted in the Financial Bid Form. In such cases, the tender shall be summarily rejected. However, corrections, if any, in the Technical Bid Application must be initialled by the person authorized to sign the tender bids.
9. The contractor should quote the rate and amount in figure as well as in words. The amount for each item should be worked out and the total for all items should be given.
10. Rates quoted by the contractor in item rate tender in figures and words shall be accurately filled in so that there is no discrepancy in the rates written in figures and words.
11. 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.



12. The total cost of all items of tender quoted by the bidders shall be worked out for deciding the lowest bidder for acceptance of tender.
13. The rate quoted should include all taxes etc. A.S.I. will not entertain any claim whatsoever in this regard.
14. The tender should be signed by the contractor/authorized signatory in case of a firm. All tenders should have the signature of a witness. The seal of the contractor/firm should be fixed below the signature.
15. In case contractor's signature on tender is fixed in an Indian language, the rate/amount should also be written in the same language. In the case of illiterate contractors the rates should be attested by a witness.
16. The discretion of acceptance of a tender. Will rest with circle/Branch/Office 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 & reserve the right for accepting the whole or any part of the tender & tenderer shall be bound to perform the same at the rates quoted by him.
17. 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.
18. No engineer of Gazetted rank or other Gazetted 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.
19. 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.
20. On the issue of the work order, the contractor will execute the work. If he fails to do so within the stipulated time or he withdraws afterwards, his E.M.D. will be forfeited in full. No enhancement of rates for any reason will be permitted after opening of the tender.



**Superintending Archaeologist**  
Archaeological Survey of India  
Jodhpur Circle, Jodhpur

21.The contractor must produce income-tax clearance certificate in revised form as notified under Ministry of Finance O.M No. 67/30/69/ITAE dated 2<sup>nd</sup> July, 1970, and other relevant documents before the tender can be downloaded by him. If he downloads the same from website, he should enclose them with the other document. If he found to be ineligible, his tender will be rejected.

22.The contractor shall comply with the provisions of the Apprentices Act, 1961, and the rates and orders issued there under from time to time. If he fails to do so, his failure will be a breach of the contract and the Circle/Branch officer may in his discretion cancel the contract. The contractor shall also be liable for any pecuniary liability arising on account of any violation by him of the provisions of the Act.

Signature of the contractor  
Authorized signatory with seal

Superintending Archaeologist



**Superintending Archaeologist**  
Archaeological Survey of India  
Jodhpur Circle, Jodhpur

Superintending Archaeologist  
Archaeological Survey of India  
Jodhpur Circle, Jodhpur

**Note:-** The eligible approved/registered contractors with C.P.W.D./P.W.D./ P&T/Railway/M.E.S./Archaeological Survey of India who have valid TIN & PAN and at least two years experience in the execution of Archaeological Conservation work/supply of materials in A.S.I.


1. The rate of each item for complete work should be quoted in figures and words against the item put to tender including all taxes and other charges as applicable.
2. All corrections/over writings in case of rate/amount etc. should be duly attested with signature of the contractor/ authorised signatory.
3. Canvassing in connection with tenders is strictly prohibited and the tender submitted by the contractors who resort to canvassing is liable to be rejected.
4. Earnest Money should be submitted in this office in the form of D.D. (Nationalized Bank) (issued after published of NIT) drawn in favour of Superintending Archaeologist, Archaeological Survey of India, Jodhpur Circle, or F.D.R. duly pledged in favour of Superintending Archaeologist, Archaeological Survey of India, Jodhpur circle, along with the other documents up to as per the schedule as given in CRITICAL DATE SHEET: Date and time of opening of tender as per the schedule as given in CRITICAL DATE SHEET: The bid without E.M.D. will be rejected summarily.
5. The tenderer must be attached a D.D. (Issued on or before last date of selling the tender form ) of Rs. 500/- as the cost of tender form (Non refundable) in favour of Superintending Archaeologist, Archaeological Survey of India, Jodhpur circle.
6. The contractor/supplier will be permitted to attend at the time of tender opening.
7. The tender documents are available on website:- [Error! Hyperlink reference not valid.](#) / Central public Procurement portal, which may be downloaded and submitted online on <https://eprocure.gov.in/eprocure/app> up to as per the schedule as given in CRITICAL DATE SHEET:
8. If the date of opening of the tender happens to be a holiday the tenders will be opened on the next working day.
9. The undersigned reserves the right to reject any or all the tenders without assigning any reason.
10. A qualified Engineer must be deployed at the working site for supervisory the work and details of the engineer (Name, Address, Qualification & agreement with contractor) should be furnished to this office along with the tender.
11. Contractor should have visit the working site prior to rate tendering as well as have to furnish certificate thereof in written along with the tender.
12. The work should be executed as per attached drawings and as per the specification mentioned in the schedule. The material should be supplied as per the specifications. Water arrangement/scaffolding/T&P articles will be managed by contractor.
13. The civil work to be made curing properly at least 28 days.

  
**SuperIntending Archaeoloist**  
Archaeological Survey of India  
Jodhpur Circle, Jodhpur

14. The work to be executed as per C.P.W.D. specifications, IS code and as per Archaeological Survey of India specification.
15. The quantity of Item of work/material can be increased/decreased as per site requirement.
16. Before execution of work contractor must sign the agreement in this office.
17. The materials pertaining to this work should be checked by the competent officer.
18. The supply of materials is subject to voids as per C.P.W.D./IS/A.S.I. specifications
19. The tender of supply shall be remain open for acceptance for a period of ninety days from the date of opening of the tenders. If any tenderer withdraw his tender before the said period or make any modifications in the terms & conditions of the tender, which are not acceptable to the Deptt. then the Govt. shall be forfeited 100% of the said Earnest money absolutely.
20. Contractors exempted from payment of earnest money and Security Deposit in individual cases should be attached with the tender an attested copy of competent authority letter exempting them from the payment of earnest money and security deposited and should produced original whenever called upon to do so.

Signature of the Contractor

Superintending Archaeologist

  
**Superintending Archaeologist**  
Archaeological Survey of India  
Jodhpur Circle, Jodhpur

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

  
**SuperIntending Archaeologist**  
Archaeological Survey of India  
Jodhpur Circle, Jodhpur

SuperIntending Archaeologist  
Archaeological Survey of India  
Jodhpur Circle, Jodhpur

### SEARCHING FOR TENDER DOCUMENTS:-

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

### 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 bidder' 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 person 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 field 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 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 and a bid summary will be displayed with the bid no. and the date and 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 +918826246593 Tel The 24x7 Helpdesk Number 0120-4200462, 4001002.



**SuperIntending Archaeologist**  
Archaeological Survey of India  
Jodhpur Circle, Jodhpur



**TENDER ACCEPTANCE LETTER:-**

(To be given on Contractor Letter Head)

To,

Superintending Archaeologist  
Archaeological Survey of India  
Jodhpur Circle, Jodhpur

Date:-

Sub:- Acceptance of Terms & Conditions of Tender.

Tender Reference No:-

Name of Tender / Work: -----

Dear Sir,

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

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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

**Superintending Archaeologist**  
Archaeological Survey of India  
Jodhpur Circle, Jodhpur

(Signature of the Bidder, with Official Seal)

