

**E-NOTICE INVITING TENDER**

**Name of work:- Annual Maintenance and Up keep of Archaeological Garden under  
Sub Circle Chittorgarh, (Raj.) as enumerated in tender for the financial year  
2022-23 on as required basis.**

**Tender No. 25/2022-23  
REFERENCE NO. 04/34/JDH/All Horticulture Garden/NIT/2022-23**



*[Signature]*  
**Superintending Archaeologist  
Archaeological Survey of India  
Jodhpur Circle, Jodhpur**

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

Section-1


Table — A: Time and Work Frame

Annual Maintenance and Up keep of Archaeological Garden under Sub Circle Chittorgarh, (Raj.) as enumerated in tender for the financial year 2022-23 on as required basis.

Manual bids shall not be accepted.

CRITICAL DATE SHEET

|     |                                    |  |                   |
|-----|------------------------------------|--|-------------------|
| 1.  | Estimated Cost                     | Rs. 95,28,571/-  |                   |
| 2.  | EMD Amount (3% of tender amount)   | Rs. 2,85,857/-   |                   |
| 3.  | Time of Completion                 | One year (12 Months) from the date of agreement/commencement of work, extendable for another 06 months followed by another 06 months (i.e. maximum extension period of one year) subject to satisfactory services of contractor, willingness of contractor for extension of contract on similar terms and conditions and at the soled is creation of the competent authority of ASI, Jodhpur Circle. |                   |
| 4.  | Publishing Date                    | 29-09-2022   | 18:00 Hrs.        |
| 5.  | Document Download/Sale Start Date  | 29-09-2022   | 18:00 Hrs.        |
| 6.  | Pre Bid Meeting Date               | 11-10-2022   | 15:00 Hrs.        |
| 7.  | Bid Submission Start Date          | 29-09-2022   | 18:00 Hrs.        |
| 8.  | <b>Bid Submission Closing Date</b> | <b>19-10-2022</b>  | <b>12:00 Hrs.</b> |
| 9.  | <b>Bid Opening Date</b>            | <b>20-10-2022</b>  | <b>12:30 Hrs.</b> |
| 10. | Bid Validity Date                  | 90 Days from the date of opening   |                   |
| 11. | Performance Security Deposit       | 3% of work order value   |                   |

  
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Jodhpur Circle, Jodhpur

**Government of India  
Ministry of Culture  
Office of the  
Superintending Archaeologist,  
Archaeological Survey of India,  
Jodhpur Circle, Jodhpur**

**E-NOTICE INVITING TENDER**

**REFERENCE NO. 04/34/JDH/All Horticulture Garden/NIT/2022-23**

1. Online Tenders on behalf of the President of India are invited in two bid system for the following work at site from registered and eligible contractors of CPWD/P.W.D./Horticulture department of State Govt./Central Govt./MES/Indian Railways & having experience of successfully completed work as per TER for similar nature of work.

| S. No. | Name of work   | Estimated Amount | EMD Amount | Period of Maintenance                      | Bid submission End Date           | Date of Opening of Technical/Financial bid |
|--------|--|------------------|------------|--|-----------------------------------|--|
| 1      | Annual Maintenance and Upkeep of Archaeological Garden under Sub Circle Chittorgarh, (Raj.) as enumerated in tender for the financial year 2022-23 on as required basis. | 9528571/-        | 285857/-   | One year from date of issue of work order. | 19-10-2022<br>Up to 14.30<br>Hrs. | 20-10-2022<br>Up to 15.30<br>Hrs.          |


2. Complete e-tender Document can be downloaded from the websites i.e. [www.asi.nic.in](http://www.asi.nic.in) & <https://eprocure.gov.in/eprocure/app> & [www.asijodhpurcircle.in](http://www.asijodhpurcircle.in). Bids shall be submitted only online at CPPP website: <https://eprocure.gov.in/eprocure/app>.
3. The Technical Bid of tenders will be opened at 3:30 p.m. on 20/10/2022.
4. The bidders are requested to carefully read and under stood all the tender clauses, Terms & Condition, instructions, Scope of works etc. before submission & participate on in bidding process.
5. The Approving Authority 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 DG, ASI in this regards shall be final and binding on all.

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Archaeological Survey of India  
Jodhpur Circle

For and on behalf of the President of India

Copy to:

1. Notice Board
2. Website of this Department

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

Dear Sir,

The Archaeological Survey of India invites Online Bids in the prescribed form under the Two Bid system (a) Technical Bid and (b) Financial Bid **“Annual Maintenance and Up keep of Archaeological Garden under Sub Circle Chittorgarh, (Raj.) as enumerated in tender for the financial year 2022-23 on as required basis.”**

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

**Document Download: Tender documents may be downloaded from CPPP site <https://eprocure.gov.in/eprocure/app> 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.

2. Tender inviting authority is the Superintending Archaeologist, Archeological Survey of India, Jodhpur Circle, Jodhpur (Raj.) on behalf of the president of India.

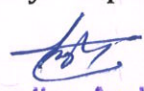
3. **Bid Submission:**

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 should be scanned with 300 dpi or above with black and white option.**

4. Earnest Money Deposit to be exercised as per following options:-
  - a. **Option A-Rs. 285857/- (Rupees: Two Lakh Eighty five thousand eight hundred fifty seven Only)** Demand Draft in favor of “Superintending Archaeologist, Archaeological Survey of India, Jodhpur Circle, Jodhpur (Raj.) (Refundable) payable at Jodhpur, (Raj.) be for technical bid opening date and time of the Technical Bid. The Demand Draft for Earnest Money Deposit must be delivered in sealed cover and should be dropped intender box or received by the Superintending Archaeologist, A.S.I., Jodhpur Circle, Jodhpur (Raj.) prior to the opening date and time of the Technical Bid. The tender is liable for rejection for non-submission/non receipt of original Demand Draft for Earnest Money Deposit. The tender offer without Ernest Money Deposit will be

  
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summarily ejected. The authority is not responsible for the postal/courier delay in receiving the Demand Draft within the due date & time. The Demand Draft for the Earnest Money Deposit invalid only if it is drawn during the NIT notice period.

- b. **Option B:-** Those bidders who are having certificates of the units registered under Single.
- c. Point Registration Scheme of NSIC (i.e. all MSME shaving registrations per provision of the Policy i.e. registration with District Industries Centre (DIC) of Khadi and Village Industries Commission (KVIC) or Khadi and Industries Board (KVIB) or Cor Board or National Small Industries Commission (NSIC) or Directorate of Handicrafts and Handlooms or Udyog Aadhar Memorandum or another body specifies by the Ministry of MSME) are eligible for exemption from payment of Earnest Money Deposit (EMD) under "Public Procurement Policy for Micro & Small Enterprises Order 2012" as notified by the Ministry of Micro Small & Medium Enterprises, Govt. of India, New Delhi vide Gazette Notification dated 26.03.2012.


The bidders those who is registered in MSME with Central Purchase Organization, National Small Industries Corporation (NSIC) or Ministry of Culture from paying Earnest Money Deposit (EMD) but they should attach all copies of the MSME certificate, NSIC Registration certificate & Government purchase Enlistment Registration details as described in 4.8.2

- d. **Option C:-** The bidders/firm/unit/company will in got avail the Earnest Money Deposit (EMD) exemption, should submit Bid Security Declaration (ANNEXURE I) on their company' letterhead.

5. **Performance Bank Guarantee:**


The successful bidder will have given 15 (Fifteen) Calendar Days to deposit the Performance Bank Guarantee/Security Deposit of 3% of total awarded value in the form of Fixed Deposit Receipt (FDR) of nationalized Bank made in the name of the company/Firm/Agency by hypothecated to the Superintending Archaeologist, Archeological Survey of India, Jodhpur Circle, Jodhpur (Raj.) covering the initial contract period.

6. If the successful bidders did not submit the Performance Bank Guarantee /Security Deposit in the form of Fixed Deposit Receipt (FDR) within the stipulated date or failed to provide the acceptance letter, the work/bid will be cancelled and the EMD will be for feited.
7. Conditional bids shall not be considered and will be out rightly rejected in the very first instance.


  
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8. All entries in the tender form should be eligible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. 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 initialed by the person authorized to sign the tender bids.
9. Each page of the submitted/ uploaded tenders' documents/certificate emus is signed by the bidders.
10. All the registration certificate submitted by the bidder as per NIT Terms and Conditions should be valid on the date of opening of tender. No Conditional certifications shall be accepted.
11. Scan copy of EMD as per Options as give above and as relevant and applicable should be up loaded in the portal along with the other tender documents.
12. All the relevant pages of this bid document, attached do cements to the technical bid, Application for Tender offer and Tender Acceptance /Declaration letter (to be printed on the Contractor's letterhead) should be singed it her physically or digitally before uploading in portal. Un signed uploaded documents will not be considered and the bid will be rejected
13. Description of items in the Tender:-

| S. No. | Sub-head and item of work   | Quantity | Unit Per | Amount |
|--------|---|----------|----------|--------|
| a.     | Complete maintenance of the entire (Intensive) garden features having as per yardstick in the garden area i.e. lawn, trees, shrubs, herbs, flower beds, foliage, creepers etc. including hoeing, weeding, pruning, replacement of plants, gap filling, watering, mowing of lawn, grass cutting by lawn mower and brush cutter, removal of garden waste, applying insecticide, pesticide& fertilizers (whenever required), top dressing of lawn with good earth and manure and maintenance of other garden related works as directed by site-in-charge (cost of good earth, manure, fertilizer, insecticide, pesticide will be provided by the Department & lawn mower and brush cutter with fuel & other T& P material/articles shall be provided by the contractor) and as per direction of officer in-charge. ASI, Sub Circle, Chittorgarh. |          |          |        |
|        | <b>"C" Class City</b>   |          |          |        |
| 1      | Annual Maintenance and upkeep of Archaeological garden at Bhama Shah ki Haveli, Chittaurgarh fort.  | 10118.00 |          |        |
| 2      | Annual Maintenance and upkeep of Archaeological garden at Hathi Bara Nagari, Chittaurgarh.  | 3915.90  |          |        |

  
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|           |   |                   |            |  |
|-----------|---|-------------------|------------|--|
| 3         | Annual Maintenance and upkeep of Archaeological garden at Mahanal & Math, Menal, Chittaurgarh Fort.   | 7938.70           |            |  |
| 4         | Annual Maintenance and upkeep of Archaeological garden at Ratan Singh Palace, Chittaurgarh Fort.  | 2701.50           |            |  |
| 5         | Annual Maintenance and upkeep of Archaeological garden at sati Complex & Tower of Victory, Chittaurgarh Fort.   | 12950.90          |            |  |
| 6         | Annual Maintenance and upkeep of Archaeological garden at Kumbha Palace Complex Chittaurgarh fort.  | 24293.00          |            |  |
| 7         | Annual Maintenance and upkeep of Archaeological garden at Around Khatan Bawari, Chittaurgarh fort.  | 2023.70           |            |  |
| 8         | Annual Maintenance and upkeep of Archaeological garden at Padamini Palace, Chittaurgarh Fort.   | 12950.00          |            |  |
| 9         | Annual Maintenance and upkeep of Archaeological garden at Kirti Stambh & along road side plantation, Chittaurgarh Fort.   | 2023.90           |            |  |
| 10        | Annual Maintenance and upkeep of Archaeological garden at Shiva Temple, Badoli, Rawatbhata, Distt. Chittaurgarh.  | 8188.00           |            |  |
|           | <b>Total Area</b>   | <b>87103.60</b>   |            |  |
|           | <b>Total (Area for 12 Month :- 87103.60 x 12 Month)</b>   | <b>1045243.20</b> | <b>SQM</b> |  |
| <b>b.</b> | Complete maintenance of the entire (Extensive) garden features having as per yard stick in the garden area i.e. lawn, trees, shrubs, herbs, flower beds, foliage, creepers etc. including hoeing, weeding, pruning, replacement of plants, gap filling, watering, mowing of lawn, grass cutting by lawnmower and brush cutter, removal of garden waste, applying insecticide, pesticide & fertilizers (when ever required), top dressing of lawn with good earth and manure and maintenance of other garden related works as directed site in-charge (cost of good earth, manure, fertilizer, insecticide, pesticide will be provided by the Department & lawn mower and brush cutter with fuel & other T&P material/articles shall be provided by the contractor) and as per direction of officer In-charge. |                   |            |  |
|           | <b>"C" Class City</b>   |                   |            |  |
| 1         | Annual Maintenance and upkeep of Archaeological garden at Ancient site & Remains Nagari, Chittaurgarh Fort.   | 80940.00          |            |  |
| 2         | Annual Maintenance and upkeep of Archaeological garden at Mahanal & Math, Menal, Chittaurgarh Fort.   | 26321.00          |            |  |
| 3         | Annual Maintenance and upkeep of Archaeological garden at W/L area in the North Eastern area at Chittaurgarh Fort.  | 58700.78          |            |  |
| 4         | Annual Maintenance and upkeep of Archaeological garden at W/L area in between Kumbha Palace to Tower of Victory around Ghee Tel ki Bawari, Chittaurgarh Fort.   | 34369.00          |            |  |
| 5         | Annual Maintenance and upkeep of Archaeological garden at W/L area in between Meera Temple to Tower of Victory & site office Nursery, Chittaurgarh Fort.  | 24297.00          |            |  |
|           | <b>Total Area</b>   | <b>224627.78</b>  |            |  |
|           | <b>Total (Area for 12 Month :- 224627.78 x 12 Month)</b>  | <b>2695533.36</b> | <b>SQM</b> |  |

  
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Address for communication, are as given

Below:- Contact Details:-

|                           |   |
|---------------------------|---|
| Contact Person            | <b>Dr. Biri Singh</b><br><b>Superintending Archaeologist</b>  |
| Address for communication | <b>O/o The Superintending Archaeologist,</b><br><b>Archaeological Survey of India,</b><br><b>1st and 2nd Floor, Telephone Exchange,</b><br><b>Building, Kamla Nehru Nagar, Jodhpur- 342003</b><br><b>Phone no. 0291-2750029-30</b><br><b>E-mail: <a href="mailto:circlejdh.asi@gmail.com">circlejdh.asi@gmail.com</a></b> |



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**TECHNICAL ELIGIBILITY REQUIREMENT AND BID SHEET FOR THE  
TENDERING COMPANY/FIRM/AGENCY.**

NAME OF WORK: **Annual Maintenance and Upkeep of Archaeological Garden under sub Circle Chittorgarh, (Raj.) as enumerated in tender for the financial year 2022-23 on as required basis.**

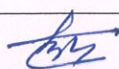
The tendering firms/contractors should fulfill the following ELIGIBILITY requirement and furnish self-attested copies of documents with technical bid.

Name of tendering Company/Firm/Agency:.....

| S. No. | REQUIREMENT  | COPY OF RELEVANT DOCUMENT   | ENCLOSED YES/NO | PAGE NO. OF BID DOCUMENT |
|--------|--|---|-----------------|--------------------------|
| 1      | The Registered Office or one of the Branch Offices of the. Company/Firm/ Agency/Vendors/Contractors should be mentioned.   | Proof of Address  |                 |                          |
| 2      | The eligible Company/Firm/Agency/ Vendors/contractor should be registered with CPWD/P.W.D./ Horticulture department of State Govt./ Central Govt./MES/Indian Railways. | Copy of Valid Registration Certificate as on the date of closing of bid.  |                 |                          |
| 3      | PAN card in the name of company/Firm/Agency/Contractor.  | Copy of PAN card in the name of Company/ Firm/Agency/ Contractor/Self-proprietorship else duly notarized affidavit confirming ownership/self- Proprietorship to be provided.  |                 |                          |
| 4      | The Company/Firm/Agency/Vendors/ Contractors should be registered with GST Department.   | Copy of Registration along with latest GST ECRs filed with the authority of Q4 of F.Y. 2021-22 (i.e. Jan. to March 2022). If the same is Not available, then of Q3 of F.Y. 2021-22 (i.e. Oct. to Dec. 2021) may be considered.          |                 |                          |
| 5      | The Company/Firm/Agency/Vendors/Contr actors should be registered with EPF and ESIC  | Copy of Registration along with latest EPF and ESIC ECRs filed with the authority of Q4 of F.Y. 2021-22 (i.e. Jan. to March 2022). If the same is Not available, then of Q3 of F.Y. 2021-22 (i.e. Oct. to Dec. 2021) may be considered. |                 |                          |
| 6      | The Company/Firm/Agency/Vendors/ Contractors should be registered with Labour Department.  | Copy of valid Registration Certificate.   |                 |                          |

  
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|   |   |   |  |  |
|---|---|---|--|--|
| 7 | Income Tax Returns for the last three financial years i.e. F.Y. 2019-20, 2020-21 and 2021-22. If Financial Year 2021-22 (Assessment Year- 2022-23) is not available then Financial Year 2018-19 (Assessment Year- 2019-20) shall be taken in consideration.   | Copies of ITRs  |  |  |
| 8 | Average annual financial turnover should be at least 30% of the estimated tender cost during the last (03) three financial years ending 31st March of the previous financial year i.e. (F.Y. 2019-20, F.Y. 2020-21 and 2021-22). If Financial Year 2021-22 is not audited then Financial Year 2018-19 may be considered.  | Copy of statement of turnover duly certified by Statutory Auditor with UDIN No. or Membership No. is mandatory.   |  |  |
| 9 | <p>The bidder should have experience of having successfully completed similar nature of works during last 07 (Seven) years ending last day of month previous to the one in which bids are invited and should fulfill either of the following: ( as per CVC guidelines No.12- 02-01-CTE- 6 date 17.12.2002)</p> <p>i. 03 (Three) similar completed works costing not less than the amount equal to 40% of the estimated cost.<br/>Or</p> <p>ii. 02 (Two) similar completed works costing not less than the amount equal to 50% of the estimated cost.<br/>Or</p> <p>iii. 01 (One) similar completed works costing not less than the amount equal to 80% of the estimated cost.</p> <p>Similar nature of works means purely maintenance works of gardens/park having more or less similar garden features as mention in items of BOQ carried out /attended at Archaeological Monuments/Sites, heritage building, Central &amp; State Government owned public parks, Office premises of Central /State Govt., others Ministries &amp; Department. /CPSU's. The composite Development &amp; maintenance of garden</p> | <p>Copies of both works order &amp; corresponding/linked work completion certificates after 01 May 2015 onwards are required and mandatory.</p> <p>Ongoing work orders and part completion certificate will not be considered.</p> <p>The work orders related to completed work along with corresponding/linked completion certificates from the concerned authorities will only be considered.</p> |  |  |

  
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 Jodhpur Circle, Jodhpur

|    |   |  |  |
|----|---|--|--|
|    | works order & completion certificate shall be considered. |  |  |
| 10 | EMD   | a) Copy of EMD<br>or<br>b) Bidders, who are exempted from submitting EMD, will submit valid copy of their exemption certificate (MSME/NSIC/Others)<br>or<br>c) Bid declaration certificate in the format enclosed. |  |

Date: .....

Place: .....

(Signature of the Bidder with official seal)



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**Jodhpur Circle, Jodhpur**

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**EVALUATION CRITERIA:-**

1. The bidder who fulfills Technical Eligibility Requirement mentioned under Technical Eligibility Requirement shall be declared technically qualified and financial bid will be opened only in respect only of technically qualified bidder shall be opened.
2. The bidder who quotes lowest rates for the work in financial bid will be declared L1.
3. In case of tie in lowest rate, the Company/Firm/Agency/Vendors/Contractors who have completed more work orders as per TER Point No. 09 shall be declared L1. Copies of Work Order and corresponding/ linked completion certificate shall be provided along with Technical Bid. In case of still tie in, then highest turnover will be considered.
4. The work shall be awarded to L1 bidder.


**NOTES:-**

1. In cases where the bidder has submitted "NIL SERVICE CHARGES", the bid shall be treated as unresponsive and will not be considered in terms of the provision of the Ministry of Finance, Department of Expenditure OM No. 29 (1)/2014-PPD dated 28th January, 2014.

**FORCE MAJEURE:-**

Force majeure clause will mean and be limited to the following in the execution of the contract/purchase order placed by Superintending Archaeologist, Archaeological Survey of India Jodhpur Circle, Jodhpur (Rajasthan).

"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 (hereinafter 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 DG 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".

  
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**ARBITRATION:-**


Jodhpur Circle, Jodhpur. (Raj) and the selected Company/Agency/Firm/ Vendor/Contractors shall make every effort to resolve amicably by direct negotiation any disagreement or dispute arising between them under or in connection with the work order. If any dispute arises between parties on aspects not covered by this agreement 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 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 there under and any statutory modification or re-enactment, thereof. The arbitration proceeding shall be held in New Delhi, India.

**APPLICABLE LAW:-**

The Work Order will be governed by the laws and procedures established by 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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Archaeological Survey of India  
Jodhpur Circle, Jodhpur (Raj.)

**(Signature of the Bidder with official seal)**

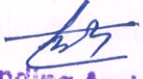
  
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Archaeological Survey of India  
Jodhpur Circle, Jodhpur


## **General Terms & Conditions and Instructions to the bidders**

1. The Bidders are advised to inspect and examine the site (Gardens) and its surrounding and satisfy themselves before submitting their tenders as per requirements of execution and nature of works. A bidder shall be deemed to have full knowledge of the site whether he/she inspects of the site or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed. The bidder shall be responsible for arranging and maintain at his own cost of all materials, Tools & Plants, Electricity access, facilities for workers and all others services required for executing the works. Submission of a bid by a bidder implies that he/she has read this notice and all other contract documents and has made him aware of the scope and specifications of the works to be done and of conditions & rates.
2. The bidders should be submitted/ uploaded the all-self-attested relevant certificate & documents as per Technical Eligibility Requirements (TER) of this NIT.
3. The maintenance works to be carried out under the contract shall, except as otherwise provided in these conditions, include all labor, materials, tools, plants, equipment and transport which may be required in preparation of and for and in full and entire execution and completion of the works. The description given in the Schedule of Quantity shall, unless otherwise stated, be held to include wastages on materials, carriage and cartage, carrying and return of empties, hoisting, setting, fitting and fixing in position and all other relevant items as necessary in and for the full and entire execution and completion of the work as aforesaid in accordance with good practice and recognized principles.
4. The rates quoted by the Company/Agency/Firm/Vendors/contractor should be inclusive of Service Charges & other statutory payment as per extent rules of Govt. of India. Nothing extra shall be paid over the rates quoted by the Contractors/Firms
5. The Contractors should quote the rates & GST as per format provided in BOQ.
6. Overall total amount of the tender will be considered for approval by the competent authority.
7. The Contractor shall be liable pay to the labor as required for the execution of the work and employed directly by him at the wage rates not less than minimum wages notified by the central/state Govt. during the pendency of the period of contract.
8. The successful bidder will have to deposit performance security Deposit of 3% of order value in the form of Fixed Deposit Receipt (FDR) even if the contractor is registered with NSIC/MSME is Compulsory made & pledge to Superintending Archaeologist, Archaeological Survey of India, Jodhpur Circle, Jodhpur (Raj.) covering the initial period. The FDR will have to be accordingly renewed by the successful bidder.

  
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9. The work can be decreased or increased as per availability of fund and need of work; hence no claim will be made by the contractor.
10. Escalation of price of materials and others will not be entertained by the department.
11. The Company/Agency/ Firm/Vendors/contractor is not entitled/ permitted to discontinue or suspend the work at any time during the pendency of the contract period (except in emergency situation as notified by Govt. e.g., Lockdown condition during pandemic etc.) citing non-payment of their bills and without assigning any valid administrative/ technical reasons. Non-compliance to the same may result in cancellation of contract, imposing penalty by forfeiting of Performance Bank Guarantee, debarment from offering bids in A.S.I., blacklisting etc. whichever is deemed fit and applicable.
12. The contract period may be extended, on the same terms and conditions for a further period as per requirements of the department on satisfactory performance and willingness of the contractor and the sole discretion of the Competent Authority of Archaeological Survey of India (ASI).
13. Error/Omission if any shall be rectifiable with no claim.
14. A.S.I authority reserves the right to terminate the tender at any time after serving one month notice to the contracting agency in case of breach of the terms of contract or in exigency of administrative & technical reasons.
15. The bidder is also required to certify/declare that compliant to Public Procurement (Preference to Make in India) order 2017 and subsequent amendments dated 16th September, 2020 as relevant and applicable. (Available on internet for download) and the bidder is complaint to the Provision of Rule 144 (xi) of GFR 2017.

  
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## **LIABILITIES, CONTROLS, ETC. OF THE PERSONS DEPLOYED**

1. The Company/Agency/ Firm/Vendors/Contractor should not be engaging labor below the age of 18 years and above 60 years and must have experience of garden work.
2. The Company/Agency/ Firm/Vendors/contractor will have to make necessary arrangements for clean drinking water, housing, medical facilities and other necessary welfare & safety measures as per applicable law for the laborers engaged for the work at his own expense.
3. The casual labor employed by the Contractor shall not be the employees of the department and they shall not claim any salary or allowances, compensation, damages or anything arising out of their employment/duty under this Company/Agency/ Firm/Vendors/Contractor. The Contractor shall make them known about this position in writing before deployment under this agreement.
4. If any litigation arises through labor commissioner & other court etc. on account of litigation through labors engaged by him, the contractor will be fully responsible of all kind of litigation and claim arises out any litigation and the Contractor will be responsible for payment of such claims.
5. Whenever minimum wages are revised by the central/state government, the rate in the contract and consequential statutory payments shall automatically get revised. The Company/Agency/ Firm/Vendors/contractor shall abide by the minimum wages revised from time to time.
6. The Company/Agency/Firm/Vendors/contractor has to maintain Attendance & Wages register of engaged laborers and produce the same as and when required by the competent authorities.
7. The Company/Agency/Firm contractor will be responsible for compliance of all statutory provisions/Payment relating to minimum wages, Goods & Service Tax, Employee Provident Fund and Employees State Insurance etc.
8. All the personnel deployed in the works should be paid their fair wages as per notification of Central/State government of Wages payment whichever is applicable & others statutory payment on monthly basis by the Company/Firm/Agency through NEFT/RTGS in their individual bank accounts and maintain all documentary evidence of the same. The undersigned or his representative may verify the actual payment to labor and other statutory payments and if not satisfied reserves the right to cancel the contract with Liquidated Damages, withhold the payments, seize the Performance Security Deposit or make all statutory payments including payment to labor by encashing the performance security deposit and may all also undertake all steps to blacklist the contractor.
9. The Company/Agency/ Firm/Vendors/Contractor shall also provide at its own cost of all

  
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benefits statutory or otherwise to its employees and the Department shall not have any liability whatsoever on this account. The Contractor shall also abide by and comply with the Labor laws, Workmen Compensation Act, EPF Laws, ESIC Laws, Income tax laws and Minimum Wages Laws, Contractor Labour (Regulations & Abolition Act) or any other law in force as relevant and applicable.

10. The department will not be held responsible for any incident occurred with laborers engaged by the contractor for work and no compensation will be paid by the department for the same.
11. The Company/Agency/Firm/Vendors/contractor shall cover its personnel for personal accident and death whilst performing the duty and client (dept.) shall own no liability and obligation in this regard.
12. The Company/Agency/Firm/Vendors/Contractor shall issue identity cards/identification documents to all its employees and same display the laborer on duty.
13. The personnel engaged by the Company/Agency/ Firm/Vendors/Contractor shall be dressed in neat and clean uniform (including proper name badges).
14. The Contracting agency shall ensure that the individual manpower deployed is physically fit to discharge the duties of Garden Work.
15. This department shall not be responsible for any damages, losses, claims, financial or injury to any other person deployed by the service providing agency in the course of their performing the functions/duties or for payment towards any compensation.
16. The contracting agency will be solely responsible for any damages, theft of Govt. properties installed at site or any untoward incidents that might occur in the garden. In case of, any such incidents, the same must be reported to the local Police station and an FIR submitted thereof. The department, thus, shall not be responsible for the aforesaid occurrences.
17. The tendering company/firm/agency/Vendors/contractor shall replace immediately any of its personnel who are found unacceptable to this department because of security risks, incompetence, conflict of interest, improper conduct etc. on instructions of this department.

#### **LEGAL**

1. Company/Agency/Firm/Vendors/Contractors have to upload a valid registration certificate registered with CPWD/P.W.D. of State Govt./MES/Indian Railway/Registered under Companies Act,2013 along with the registration certificate of NSIC /MSME which shall be valid only for exemption of EMD.
2. (I)Company/Agency/Firm/Vendors/ Contractor should be registered in Employee State Insurance Welfare Corporation, Govt. of India in light of the Welfare of Labor Engaged by



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him for execution of work.

(II) Company/Agency/Firm/Vendors/Contractor should be registered in E.P.F. Organization, Govt. of India in light of Welfare of Labor Engaged by him for execution of work.

3. The Company/Agency/Firm/Vendors/contractor has to furnish the valid Labor license from the Licensing Authority of Labor Department if applicable and shall have to comply to all the related Labor act and released statutory regulations as applicable.
4. Company/Agency/Firm/Vendors/Contractor shall deal with and settle the matters related with unions and shall make sure that no Labor disputes / problems are referred to the department. Archaeological Survey of India will not own any responsibility in this regard.
5. The Company/Agency/Firm/Vendors/contractor shall comply with all the provisions of the Minimum Wages Act, 1948 and Contract Labor (Regulation and Abolition) Act, 1970, amended from time to time and rules framed there under and other Labor laws affecting contract Labor that may be brought into force from time to time and as relevant and applicable.
6. The Company/Agency/ Firm/Vendors/contractor shall not be assigned or sublet any portion of the contract to other agency.
7. The earnest money/security deposit of successful Company/Agency/ Firm/Vendors/contractor will be forfeited to the President of India if he fails to comply with any of the condition of the contract and work will be carried out at risk and cost of the contractor/firm.

#### **PAYMENT TO THE CONTRACTOR BY ASI : TERMS AND CONDITIONS**

1. The work pertaining to maintenance of entire garden carried out by the Contractor shall be measured in square meter on monthly basis irrespective of days & laborers as per direction of the Officer in-charge and the payment shall be made for the portion of the garden area which has been certified satisfactory maintenance by the Officer-in-charge at site. Further, the decision of the Officer-in-Charge on site regarding satisfactory overall maintenance shall be final and binding to the contractor.
2. The department shall make an endeavor to make the payment of bills to the Contractors on monthly basis after receiving bills/invoice along with all relevant documents i.e. self-attested copy of Attendance Sheet of Laboures, Proof of online remittance of wages in to the account of the individual labouers, GST deposit Challan of previous/invoice generated month duly verified & certified by the concerned Site-in-charge on satisfactory maintenance of gardens as per scope of works but may be subject to the availability of Budget in O/o the Superintending Archaeologist Archaeological Survey of India, Jodhpur

  
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Circle, Jodhpur (Raj.) The L-1 bidder may be asked to produce ECR copy of EPF/ESI by the competent authority.

3. The Nominal Roll of Labour engaged by the L-1 Bidder, including address as per Aadhar card shall be submitted to the Site-In-charge on 1st day of every month for security purpose.
4. All statutory TDS deductions like IT, GST will be deducted on the bill amount as per applicable rates & rules.

### **MISCELLANEOUS**

1. The department (Principal/Owner) commits itself to take all measures necessary to prevent corruption and to observe laid down policies and procedures of Government of India.
2. The Bidder(s)/Contractor (s) commits himself to take all measures necessary to prevent corruption. He commits himself to observe the laid down polices & procedures of Govt. of India during his/her participation in the Tender process and during the contract execution.
3. The Bidder (s)/ Contractor (s) will not commit any offence under the relevant IPC/PC Act. Further, the Bidder (s)/Contractor (s) will not use improperly, (for the purpose of competition or personal gain), or pass on to others, any information or documents provided by the department as part of the business relationship, regarding plans, technical proposal and business details, including information contained or transmitted electronically .
4. Consequences of Breach: Without prejudice to any rights that may be available to the department (Principal/owner) under law or the Contract or its established policies and laid down procedures, the department shall have the right in case of breach of T& C & Integrity Pact by the Bidder(s)/Contractor (s) and the Bidder(s)/Contractor (s) accepts and undertakes to respect and uphold the departments (Principal/owner's) absolute right.
5. Criminal Liability: If the Departments (Principal/owner) obtains knowledge of conduct of Bidder or Contractor or of an employee or a representative or an associate of a Bidder or Contractor which constitutes corruption within the meaning of IPC Act or the department (Principal/owner) has substantive suspicion in this regard, the department (Principal/owner) will inform the same to law enforcing agencies for further investigation.
6. Previous Transgression: The Bidder/ Contractor should declare that no previous transgression occurred in the last 5 years with any other company in any country confirming to the anti-corruption approach or with Central Government or State



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Government or any other Central/State Public Sector Enterprises in India that could justify exclusion/ disqualification from the Tender process.

7. In case of any of the above provisions are violated, the agency shall be liable to be blacklisted from the Government of India.
8. While all efforts have been made to avoid errors in the drafting of the tenders' documents, the bidders are advised to check the same carefully. No claims on account of any error detached in the tender documents shall be entertained.


**Accepted**

**(Signature of Contractor)**

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|                      |   |
|----------------------|---|
|                      | Maintenance of all garden features including ground cover, hedges and shrubs etc. of the site. Maintenance work includes timely pruning, weeding and cutting of ground cover plants, hedges, edges, plants planted in the garden areas. Application of fertilizers, manure, etc to the plant and spraying pesticide etc. as and when required. (Manure, Pesticides & fungicides & fertilizer shall be provided by the Department)   |
| Maintenance of Trees | Apart from the essential watering of the plants as per the maintenance manual, the trees should be nurtured with organic solid manures and liquid manures, spray insecticides / fungicides to protect the trees from pest and disease. The soil should be amended on regular basis with proper soil amendments to keep the pH level between 7-7.5. During maintenance period, the plants should be maintained by regular watering, weeding, replacing dead plants, applying pesticides, use of plant physical protection measures etc. so as to speed up their growth. (Manure, Pesticides & fungicides & fertilizer shall be provided by the Department) |
|                      | Newly Planted trees should be maintained by watering every alternate day @20/liters, applying FYM @10/kg/tree/annum, trimming, pruning as & when required under guidance of the Site-in-charge etc. The Trees should have proper staking so as the tree should erect till the planted Tree settles with no possibility of bending due to wind or rains. (Manue, Pesticides & fungicides, fertilizer shall be provided by the Department)  |
|                      | The fallen & uprooted trees, dead wood, broken, damaged or crossed branches shall be cut off and removed from the garden area and stacked in a designated place as per direction of the Site-in-charge, depending on species.   |
| Miscellaneous        |   |
|                      | All shrubs and groundcovers are to be reviewed monthly and pruned as per maintenance schedule or as and when required during the Maintenance Period to promote bushy growth and good flowering characteristics. The shrubs shall be checked and all dead wood, broken, damaged or crossed branches shall be cut off, depending on species.  |
|                      | All hedges, mat forming herbaceous plants and groundcover plants shall be clipped with shears as often as necessary (at least monthly) to maintain a tidy appearance.   |
|                      | Seasonal flower beds have to be replaced as and when required (approximately thrice in a year). Plant species can be changed w.r.t. season only in consultation with department or Site-in-charge. (Seedlings, Manure, Pesticides & fungicides & fertilizer shall be provided by the Department)  |
|                      | Digging of holes and refilling the same with the excavated earth mixed with manure, flooding with water, dressing including removal of rubbish and surplus earth, as and when required, as per the direction of the Site -in-charge. (Good Earth & Manure shall be provided by the Department)  |
|                      | Removal of wild grass normally found growing in rainy season by cutting and/or uprooting so as to keep the areas free of wild grass.  |
|                      | Garden garbage/waste materials which occurs during maintenance of garden works should be thrown outside the garden/in compost pit /designated place as directed by the Site-in-charge of the garden.  |
|                      | Any other related horticultural operations to be carried out as per direction of the Site-in-charge.  |

  
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## SCOPE OF WORK

**Intensive featured garden:** Developed Lawn, Hedges, Shrubbery, flowering shrubs plants, flowering beds, seasonal plants, ornamental plants, ground covers plants, Planted small & big trees, liana, creeper, potted plants, foliage and any other garden elements.

**Extensive featured garden:** Undeveloped wild grass area, flowering shrub plants, Planted small & big trees, wild trees and any other environmental elements. (???)

| Major Item                    | Work Description  |
|-------------------------------|---|
| Maintenance of Lawns          | <p>The Lawn should be regularly mowed and maintained as lush green till the final completion of the maintenance period as per the maintenance schedule.</p> <p>During the 12 (Twelve) months of maintenance period, the Lawns should be maintained by regular watering, weeding, replacing dead spots, applying pesticides etc. so as to make them grow vigorously.</p> <p>The Bidder shall mow all lawn areas using approved cutting equipment to maintain a close sward to a height of not less than 20mm and not more than 45mm for all grass types. Mowing shall be carried out weekly, except in dry weather and grass shall not be allowed to flower between cuts. All mowed grass and clippings to be gathered and removed from the lawn area and disposed of in designated garbage point in the premises.</p> <p>All grass areas are to be watered during dry weather as often as is required to keep the grass green and the soil moist.</p> <p>Grass areas are to be kept free from weeds, annual grasses, fungus and insect attack, and stones or other debris throughout the maintenance period as often as is required. Assessment of these operations is to be prepared on the basis of the bi-weekly maintenance inspection chart.</p> <p>Fertilizer of NPK value 10-15-15 or similar approved value be spread at a rate of 40gm/m<sup>2</sup> over all grass areas at 6 months' intervals using approved spreading equipment to give an overall even spread. Every three months between the NPK applications, the grass areas will receive an application of 46-0-0 at 1kg/100m<sup>2</sup>. Grass areas that have been treated with fertilizer shall be watered immediately. If the tops of the grasses turn red a light application of lime using magnesium, limestone or agricultural lime in powder form is to be applied in dry weather at a rate of 50g/m<sup>2</sup>. After application this is to be watered well into the soil. (Fertilizer shall be provided by the department)</p> |
| Maintenance of Hedges & Edges | <p>Clipping, cutting of Hedge/Edge in three-fold at a required height &amp; design including removing of cut material, cleaning, hoeing of hedge/edge bed watering, manuring and applying insecticides and fungicides etc. and as per direction of the Site-in-charge. (Manure, Plant Protection Products &amp; fertilizer shall be provided by the Department as and when required)</p>  |
| Maintenance of Shrubs         | <p>The plants/shrubs &amp; shrubbery borders should be maintained by making basin at regular interval, watering, weeding, replacing dead plants, applying pesticides etc. so as to make them grow vigorously.</p>   |
|                               | <p>Regular healthy growth of shrubs plants should be maintained through use of manure, fertilizers and use of plant protection measures, adequate watering etc. (Manure &amp; fertilizer shall be provided by the Department)</p>   |




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### DETAILS OF PERIODIC MAINTENANCE ACTIVITIES/ SCHEDULE

| S.No | Operation                        | Frequency (Times)       | Period/Duration                                     |
|------|----------------------------------|-------------------------|---|
| 1.   | Irrigation                       |                         | As per Demand or as specified under                 |
|      | a. In Summer Season              | 15 times                | Month-Every Alternate Day                           |
|      | b. In rainy Season               | 5 to 7 times            | Monthly or as per climatic condition                |
|      | c. In winter                     | 10 times                | Monthly   |
| 2.   | Weeding                          | 02 times                | Monthly   |
| 3.   | Forking of the Plants & Shrubs   | 02 times                | Monthly   |
| 4.   | Clipping of Hedge /Edge          | Once                    | Monthly   |
| 5.   | Lawn Mowing                      |                         |   |
|      | a. In Summer Season              | 02 times                | Monthly   |
|      | b. In Rainy Season               | 04 times                | Monthly   |
|      | c. In Winter Season              | 02 times                | Monthly   |
| 6.   | Trimming of Shrubs/Ground Covers | Once                    | Monthly or as per instruction of the site-in-charge |
| 7.   | Pruning of Big Trees             | 02 times or as required | Yearly  |
| 8    | Cleaning & sweeping              | Daily                   | Daily   |

### Requirement & Yardstick of Machineries/Tools & Plants/Articles for garden maintenance

| S. No. | Tools & Plants   | Nos. | Minimum Requirements  |
|--------|------------------|------|---|
| 01     | Power Lawn Mower | 01   | 0 to 05 Acre Garden area and so forth<br>** Good quality and running in condition in all time.  |
| 02     | Brush Cutter     | 01   | 0 to 10 Acre Garden area and so forth<br>*** Good quality and running in condition in all time. |
| 03     | T & P/ Articles  |      | As per actual requirements  |
| 04     | Fuel& Lubricants |      | As per actual requirements  |

  
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## **Terms & Conditions for Maintenance of Garden Work**

1. The bidder is advised to visit the site & verify the same. The bidder shall accordingly deploy sufficient manpower to maintain the entire garden features as per scope of works. Additional manpower may be deployed during plantation drive, planting of seasonal flower bed, on exigency of works to make the garden in presentable condition.
2. The bidders should deploy the manpower in accordance with good practice and recognized principles of horticultural operation for maintenance of garden to attend and maintains the all- garden features as per Scope of Works.
3. The Contractor is expected to deploy laborer as per standardized presently applicable yardstick for maintenance of gardens. However, the contractor is required to deploy laborers in case of necessity as per direction of Officer -in-charge at Site.
4. The contractor shall, at his own expense, provide all materials, required for the works other than those which are stipulated to be supplied by the department.
5. The work pertaining to maintenance of entire garden carried out by the Contractor shall be measured in square meter on monthly basis irrespective of days & laborers as per direction of the Officer in-charge and the payment shall be made for the portion of the garden area which has been certified satisfactory maintenance by the Officer-in-charge at site. Further, the decision of the Officer-in-Charge on site regarding satisfactory overall maintenance shall be final and binding to the contractor.
6. The lawns, beds, shrubbery and newly planted plant should be cleaned & watered properly & kept free from weeds. Training / trimming of plants, shrubbery and hedges should be attended regularly and seasonal flower seedlings will be planted and maintained, as per the direction of the site in-charge.
7. If any damage of the garden/plants by stray cattle and unauthorized wood cutters for which Company/Agency/Firm/Vendors/contractor will be held responsible and penalty will impose.
8. Company/Agency/Firm/Vendors/Contractor have no right to make any amendment in the existing landscaping of the garden and also contractor/firm should not sublet any portion of contract.
9. The instructions of Garden in charge to be carried out promptly by the Company/Agency/Firm/Vendors/contractor. In case of any differences of the opinion/ interpretation of specifications, term & conditions, the matter is to be referred to the Divisional Head for his decision which shall be final and binding.
10. The Company/Agency/Firm/Vendors/contractor shall exercise adequate supervision to reasonably ensure proper performance of Manpower Services in Accordance with Schedule of Requirements and Scope of Works.

**(Signature of the Bidder with official seal)**

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## **INSTRUCTIONS FOR ONLINE BID SUBMISSION**

1. 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.
2. 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 Enrollment" 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/ E-Mudhra 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**

### Declaration

1. There are various 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.


  
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## **PREPARATION OF BIDS**

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

## **SUBMISSION OF BIDS**

1. Bidder should log into the site well in advance for bid submission so that they can upload the Bid in time i.e. on or before the Bid submission time. Bidder will be responsible for any delay due to other issues.
2. The Bidder has to digitally sign and upload the required bid documents on by one as indicated in the tender document.
3. 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) cell 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 file name. If the BOQ file is found to be modified by the Bidder, the Bid will be rejected.
4. 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.
5. All the documents being submitted by the Bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The date entered cannot be viewed by unauthorized persons until the time of Bid opening. The confidentiality of the


  
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Bids is maintained using the secured Socket Layer 128 bit encryption technology. Date 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 keys. Overall, the 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.

6. The uploaded tender document becomes readable only after the tender opening by the authorized Bid openers.
7. 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.
8. 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 24 x 7 CPP Portal Helpdesk Mobile Number - +91 8826246593, Tel: The 24 x 7 Help Desk Number 0120-4200462, 0120- 4001002.

  
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Annexure I

(Para 4c at Page 4-5 of NIT refers)

(To be given on Company Letter Head)

PERFORMA FOR BID SECURITY

Whereas I/We ..... (Name of the agency)  
..... have submitted bids for ..... (Name  
of the work) ..... vide tender  
reference No.....

I/We hereby submit following declaration in lieu of submitting Earnest Money Deposit.


1. That I/We have availed the benefit of wavier of EMD while submitting our offer against the subject tender and no EMD being deposited for the said tender.
2. If after opening of tender, I/We withdraw or modify my/our bid during the period of validity of tender (including extended validity of tender) specified in the tender documents,
3. If, after the award of the work, I/We fail to sign the contract, or to submit performance guarantee before the deadline defined in the tender documents, or I/We commit any breach of tender conditions/contract which attracts penal actions of forfeiture of EMD.

I/We shall be suspended for one year and shall not be eligible to bid for Archaeological Survey of India tenders from date of issue of suspension order.

Signature and Seal of the Authorized Signatory of the Bidder Name of

the Authorized Signatory:

Company Name:

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

Date: .....

To


The Superintending Archaeologist,  
Archaeological Survey of India,  
Jodhpur Circle, Jodhpur (Raj.)

Sub.:- Acceptance of Terms & Conditions of Tender. Tender Reference No. ....

Name of Tender/Work :- **Annual Maintenance and Upkeep of Archaeological Garden under Sub Circle Chittorgarh, (Raj.) as enumerated in tender for the financial year 2022-23 on as required basis.**

Dear Sir,

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/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).
3. 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.
4. The corrigendum(s) issued from time to time by your department/ organization too has also been taken into consideration, while submitting this acceptance letter.
5. I/We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) / corrigendum(s) in its totality/entirety.
6. I/We do hereby declare that our Firm has not been blacklisted/debarred by any Govt. Department / Public sector undertaking.
7. I/We certify that all information furnished by 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.
8. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief.
9. I/we am/are well aware of the fact that furnishing of any false information/fabricated

  
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document would lead to rejection of my tender at any stage. Besides, liabilities towards prosecution under appropriate law.

10. I/we have actually seen the site and are fully aware with the quality and quantity of work/materials to be executed /supplied.
11. I/we will be complaint to Public Procurement (Preference to Make in India) Order 2017 and subsequent amendments dated 16th September 2020 as relevant and applicable.
12. I/we will be compliant to the provision of Rule 144 (xi) of GFR, 2017.
13. The rate quoted by me is valid and binding upon me for the entire period of contract.
14. I/we do hereby declare that, there is no case pending with the police against the proprietor/firm/partner of the company (agency).

Place:.....


Date:.....


Yours Faithfully,

(Signature of the Bidder, with Official Seal)

Full Name: .....

Address:.....

  
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**Annexure III**  
**(Para 12 at Page 5 of NIT refers)**

**APPLICATION FOR TENDER**

1. Name of the Tendering Company,/Agency/Firm/Vendors/contractor: .....  
(Attach copy of Certificate of Registration).....
2. Name of the Proprietor /Director of Company/Firm/Agency: .....
3. Full Address of Regd. Office:.....

Mobile No. :  
e-mail I.D.:

4. Full Address of Operating  
Branch Office: .....

Mobile No. :  
e-mail I.D.:

5. (a) Banker Name of Company/Agency/Firm .....  
(Full Address) .....
- (b) Telephone No. of Banker.....

6. PAN Number: .....  
(Attach attested copy) .....


7. Service Tax Registration No./ GST Registration:.....  
(Attach attested copy) .....

8. E.P.F Registration No.: .....  
(Attach attested copy) .....

9. E.S.I. Registration No.: .....  
(Attach attested copy).....

10. Financial Turn Over of the Contractor/Firm/Agency/Company for the last three financial years with documentary proof. (Attach separate sheet if space provided is insufficient):

| Financial Year | Annual Turnover Amount (Rs. In Lakh) | Remarks, if any |
|----------------|--------------------------------------|-----------------|
|                |                                      |                 |
|                |                                      |                 |
|                |                                      |                 |

  
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11. Give details of the major similar contracts handled by the Contractors/Firm/Agency during the last 07 (Seven) years in the following format with documentary proof thereof:

| S.NO. | Details of Client with address | Amount Value of Contract (Rs. In Lakh) | Duration of Contract |    |
|-------|--------------------------------|--|----------------------|----|
|       |                                |  | From                 | To |
| 1     |                                |  |                      |    |
| 2     |                                |  |                      |    |
| 3     |                                |  |                      |    |
| 4     |                                |  |                      |    |
| 5     |                                |  |                      |    |
| 6     |                                |  |                      |    |
| 7     |                                |  |                      |    |

(If the space provided is insufficient, a separate sheet may be attached)

12. Full address of Registered Office:

.....  
 .....  
 .....  
 .....

13. Additional information

(if any, attach separate sheet if any)

.....

Certified that all information furnish is true to the best of my/our knowledge and belief. If any information found false, the tender will be summarily rejected by the Competent Authority of Archaeological Survey of India and action will be taken as per rules.

Place:.....

Date:.....


Yours Faithfully,

(Signature of Contractor)

Full Name: .....

Address:.....

Seal :-.....

  
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**Item Wise BoQ**

Validate Print Help

Tender Inviting Authority: SUPERINTENDING ARCHAEOLOGIST, ARCHAEOLOGICAL SURVEY OF INDIA, JODHPUR CIRCLE, JODHPUR

Name of Work: Annual Maintenance and Upkeep of Archaeological Garden under Sub Circle, Chittaurgarh (Raj.)

Tender no. 25/2022-23

| Name of the Bidder/ Bidding Firm / Company   |  | PRICE SCHEDULE |         |   |                                   |                           |                                |                       |          |          |        |
|--|--|----------------|---------|---|-----------------------------------|---------------------------|--------------------------------|-----------------------|----------|----------|--------|
| (This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only) |  |                |         |   |                                   |                           |                                |                       |          |          |        |
| NUMBER #   | TEXT #   | NUMBER #       | TEXT #  | NUMBER #  | NUMBER #                          | NUMBER #                  | NUMBER #                       | NUMBER #              | NUMBER # | NUMBER # | TEXT # |
| Sl. No.  | Item Description   | Quantity       | Units   | All inclusive rate includes all statutory provisions as relevant and applicable | TOTAL AMOUNT WITHOUT Taxes in INR | 18 % GST on Amount in INR | TOTAL AMOUNT WITH Taxes in INR | TOTAL AMOUNT in Words |          |          |        |
| 1  |  | 4              | 5       | 13  | 53                                | 54                        |                                | 55                    |          |          |        |
| 2  | Complete maintenance of the entire (intensive) garden features having as per yard stick in the garden area (In C- Class city) i.e. lawn tree, shrubs, herbs, hedge, flower beds, foliage, creepers, etc. including hoeing, weeding pruning replacement of plants, gap filling, watering, mowing of lawn, grass cutting by lawn mower and brush cutter, removal of garden waste, applying insecticide, pesticide & fertilizers (whenever required) top dressing of lawn with good earth and manure and maintenance of other garden related works as directed by office-in-charge. Cost of Good Earth, Manure, Fertilizer, Insecticide, Pesticide will be provided by the Department & lawn mower and brush cutter with fuel, other T&P material/articles shall be provided by the contractor) and as per direction of officer in charge.<br>Total garden area = 87103.60 Sqm.<br>Area for 12 months = 87103.60 X 12 month = 1045243.20 Sqm. | 1045243.2      | per Sqm |   | 0.00                              | 0.00                      | 0.00                           | INR Zero Only         |          |          |        |
| 3  | Complete maintenance of the entire (extensive) garden features having as per yard stick in the garden area (In C-Class city) i.e. lawn tree, shrubs, herbs, hedge, flower beds, foliage, creepers, etc. including hoeing, weeding pruning replacement of plants, gap filling, watering, mowing of lawn, grass cutting by lawn mower and brush cutter, removal of garden waste, applying insecticide, pesticide & fertilizers (whenever required) top dressing of lawn with good earth and manure and maintenance of other garden related works as directed by office-in-charge. (Cost of Good Earth, Manure, Fertilizer, Insecticide, Pesticide will be provided by the Department & lawn mower and brush cutter with fuel, other T&P material/articles shall be provided by the contractor) and as per direction of officer in charge.<br>Total area = 224627.78 Sqm.<br>Area for 12 months = 224627.78 X 12 month = 2695533.36           | 2695533.36     | per Sqm |   | 0.00                              | 0.00                      | 0.00                           | INR Zero Only         |          |          |        |
| <b>Total in Figures</b>  |  |                |         |   | 0.00                              | 0.00                      | 0.00                           | Zero Only             |          |          |        |
| <b>Quoted Rate in Words</b>  |  |                |         |   | INR Zero Only                     |                           |                                |                       |          |          |        |

  
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