

SECTION-1
TABLE — A: TIME AND WORK FRAME

**FOR THE WORK UNDER- STRUCTURAL REPAIR TO
ITIMAD-UD-DAULLA, AGRA.**

MANUAL BIDS SHALL NOT BE ACCEPTED.

CRITICAL DATE SHEET

1.	Date of issue of Tender	22/10/2018
2.	Bid Document Download / Sale Start Date	22/10/2018
3.	Bid Submission closing Date	08/11/2018 at 15:00
4.	Date of opening of Financial bid	09/11/2018 at 15:30
5.	Validity of Bid	120 days from the date of opening.

1. The Archaeological Survey of India invites Online Bids in the prescribed form under the Single Bid system i.e. Financial Bid for Job work Structural Repair to Itimad-ud-Daulla, Agra.

2. The system of e-tendering shall be adopted, comprising of 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.

Financial Bid should, inter alia, indicate item-wise price and other commercial / 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 reading the Request for Proposal (RFP) by providing (a) Financial Bid, clearly mentioning (i) 'Financial Proposal' respectively. Such proposals are to be submitted online within the stipulated date and time as mentioned in the Tender document and 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 tender earnest money must be delivered to the SUPERINTENDING ARCHAEOLOGIST, ARCHAEOLOGICAL SURVEY OF INDIA, AGRA CIRCLE AGRA, 22 MALL ROAD, AGRA on or before Tender opening date/ time as mentioned in critical date sheet. Tenderer shall likely to be liable for legal action for non-submission of original payment instrument like DD, FDR etc. against the submitted Bid.

The offer without EMD will be rejected summarily. EMD is to be supplied by all the bidders except those who are registered with Central Purchase Organization, National Small Industries Corporation (NSIC) or Ministry of Culture, as per rule.

5. **The EMD be submitted in the form of FDR in favour of :**

1. THE SUPERINTENDING ARCHAEOLOGIST, ARCHAEOLOGICAL SURVEY OF INDIA, AGRA CIRCLE, AGRA.

2. Tender fee should be submitted separately in form of Demand Draft.

6. **Estimated Cost Of Tender: 22,29,952.00 (Rs. TWENTY TWO LAKH TWENTY NINE THOUSAND NINE HUNDRED FIFTY TWO ONLY.)**

Address for communication, are as given below: -

Contact Details:

Contact Person	SUPERINTENDING ARCHAEOLOGIST
Address for communication	SUPERINTENDING ARCHAEOLOGIST, ARCHAEOLOGICAL SURVEY OF INDIA, The 22, Mall Road, Agra Circle, Agra
	e-mail – circleagra.asi@gov.in
Contact No.	0562- 2227261

FILE NO- 03/ITD/20/2018-2019/W
GOVERNMENT OF INDIA
Office of the Superintending Archaeologist
Archaeological Survey of India
Agra Circle, 22 Mall Road, Agra 282001
NOTICE INVITING TENDER

The Superintending Archaeologist, Archaeological Survey of India, Agra Circle, Agra, on the behalf of the President of India, invites tender through CPP Portal for the following works as per specification given below under the work **STRUCTURAL REPAIR TO ITIMAD-UD-DAULLA, AGRA** from the approved/registered contractors of Archaeological Survey of India/ CPWD or any Central Government Department.

Eligibility Criteria: -

1. The firm/Agency should have registration with ASI/CPWD or any Central Government Department etc.
2. The firm should have GST registration.
3. The firm should have the last Two financial years (2015-2016 and 2016-2017) Income tax return.
4. The firm should have experience for same type of work.

The eligible Contractors may upload their tender documents online only at CPPP website: <https://eprocure.gov.in/eprocure/app> upto **15:00 hours of 08/11/2018** which will be opened on dated **09/11/2018 at 15:30 hours**.

ESTIMATED COST RS. 22,29,952.00 (Rs. TWENTY TWO LAKH TWENTY NINE THOUSAND NINE HUNDRED FIFTY TWO ONLY.)	EARNEST MONEY Rs. 55,749.00 (Rs. FIFTY FIVE THOUSAND SEVEN HUNDRED FOURTY NINE ONLY.)
--	--

The earnest money should be in the form of FDR drawn in favour of the **"SUPERINTENDING ARCHAEOLOGIST, ARCHAEOLOGICAL SURVEY OF INDIA"** Payable at Agra of any scheduled bank guaranteed by the Reserve Bank of India and enclose with the tender.

Time allowed for completion of work will be **180 days** which will be reckoned after fifteen days from the date of issue of order. Tenders of the contractors who do not deposit earnest money in favour of the **SUPERINTENDING ARCHAEOLOGIST, ARCHAEOLOGICAL SURVEY OF INDIA, AGRA CIRCLE** in the prescribed form will be liable to be summarily rejected.

Conditions and tender forms can be downloaded from our ASI website www.asiagracity.in w.e.f. **22/10/2018 to 08/11/2018 upto 15:00 hours** of each day.

No tender shall be entertained after this deadline under any circumstances what so ever. The Bids of tenders will be opened on **09/11/2018 AT 15:30 HRS.** in the presence of authorized representative of Bidders as may wish to be personally present.

Tender documents are available in the ASI website www.asiagracity.in and e-portal eprocure.gov.in. The tenderer must attach the copy of DD (issued on or before last date of selling the tender form) of Rs 500/- (Rupees Five Hundred only) as cost of tender form (Non-refundable) in favour of **SUPERINTENDING ARCHAEOLOGIST, ARCHAEOLOGICAL SURVEY OF INDIA, AGRA CIRCLE** and EMD should be deposited in the form of FDR to the ASI, Agra Circle Office before the date of opening the tender.

LIST OF JOB WORK

NAME OF WORK: STRUCTURAL REPAIR TO ITIMAD-UD-DAULLA, AGRA., AGRA.

Sl. No.	Description of job work	Quantity	
1.	Taking out old decayed plaster from the walls and disposal of rubbish to a lead of 100m and lift 3.5m av., required for proper completion of work. (Include GST).	450.04	Sqm
2.	Taking out thrust of old lakhori brick masonry in lime mortar including staking of serviceable materail and disposal of rubbish with in lead of 100 mtr. approximate. (Include GST).	37.54	Cum
3.	Taking out old & decayed cement concrete on roof terrace including disposal of rubbish with in lead up to 100 Mtr. (Include GST).	15.90	Cum
4.	Taking out of 50 mm. thick red sand stone ceiling 3.50 mtr high very carefully to avoid any damage to adjoining structure including disposal of materials with in distance of 100 mt. approximate. (Include GST).	104.40	Sqm
5.	Taking out of Wooden Sleeper from wall height upto 3.50 mtr very carefully to avoid any damage to adjoining structure including stacking of servisable of materials and disposal of unservisable materials with in distance of 100 mt. approximate. (Include GST).	104.60	Rmt

STRUCTURAL REPAIR TO ITIMAD-UD-DAULLA, AGRA

6.	Taking out of old damage Wooden Gate very carefully to avoid any damage to adjoining structure including disposal of rubbish with in distance of 100 mt. approximate. (Include GST) .	12.22	Sqm
7.	Provision for supply of R.S. Joist (150x75x5)mm Section including cutting welding etc. (Include GST) .	2663.25	Kg
8.	Fixing of R.S. Joist (150x75x5)mm laying on wall height upto 3.50 mtr. very carefully to avoid any damage to adjoining structure. (Include GST) .	177.55	Rmt
9.	Recessed pointing with 1:1:1 ratio mortar (one Lime, one Surkhi, one Coarse sand) including racking out joints of lakhauri brick work etc. upto a height of 3.50 Mtrs. including adhesive materials such as Gum, Gur, Belgiri & Red oxide etc. (Include GST) .	1391.83	Sqm
10.	Providing and laying of 45 mm average thick lime plaster with lime mortar in ratio 1:1:1 (one lime, one surkhi, one coarse sand) matching the original thickness and colour in three courses 1st & 2nd 20 mm and top layer 5 mm thick including adhesive materials such as Gum, Gur & Belgiri etc. (Include GST) .	226.41	Sqm
11.	Lime punning with Special Lime mortar mixed with colouring pigment over plastered surface matching to the original including adhesive materials such as marble dust, Gum (Babool), Batasha & Belgiri etc. (Include GST) .	103.45	Sqm
12.	Providing and fixing mughal pattern door of sal wood having central bairni with approved design and pattern fitted with steel rods 12mm dia and necessary fittings as bankiya, holding base and striped with brass strip (6mm thick 12cm wide) and brass conical headed nails having a washer of solid brass molded floral design minimum weight 800 gm as per mughal pattern design. (Include GST) .	12.22	Sqm
13.	Providing and fixing aluminum XPN jali door panels with wooden frame with hinges and locking arrangement to prevent the entry of pigeons & bats in the upper storey of Itimad-ud-Daula Tomb. (Include GST) .	3.40	Sqm
14.	Painting with synthetic enamel paint of approved brand and manufacture of required colour to give an even shade on with two or more coats on new work over an under coat of suitable shade with ordinary shades/ primer of approved brand and manufacture. (Include GST) .	30.70	Sqm
15.	Applying one coat of primer with ready mix primer on M.S. doors, windows & R.S.joists and painting with synthetic enamel paint of approved brand and manufacturer to give an even shade. (Include GST) .	62.56	Sqm
16.	Erecting tubler scaffolding of pipe 1/c dismantling after completion of work and carriage of pipe from Store to site. (Include GST) .	1200.00	Nos.
17.	Removal of malwa from site to outside of Monument using manual labour lead up to 150 m Av. and lift up to 3.50m Av. and throwing by tractor trolley from monument to out side of Municipal limits. (Include GST) .	67.65	Cum

Evaluation Criteria

- 1- All documents to be uploaded in CPPP portal properly.
- 2- This is not an item wise bid. The L1 will be selected depending upon the overall lowest bid of all the items.

Vasuj
Superintending Archaeologist

STRUCTURAL REPAIR TO ITIMAD-UD-DAULLA, AGRA

TERMS AND CONDITION FOR SUBMISSION OF TENDER

1. Tenders are hereby invited on behalf of the President of India. For work under Estimated cost of **Rs. 22,29,952.00 (Rs. TWENTY TWO LAKH TWENTY NINE THOUSAND NINE HUNDRED FIFTY TWO ONLY.)**
2. Tender document consisting of the detailed plans, complete specifications, the schedule of quantities of the various items of work to be done, and the set of conditions of contract to be complied with by the person whose tenders may be accepted. The tender forms can be downloaded from our website- www.asi.nic.in and e-portal eprocure.gov.in from **22/10/2018 to 08/11/2018**.
- 2 (a) The site of the work is available, or the site for the work shall be made available by the department.
1. The Contractors should upload their tender documents online only on CPPP website: <https://eprocure.gov.in/eprocure/app>. upto **15:00 hours of 08/11/2018** which will be opened on dated **09/11/2018 at 15:30 hours**.
2. The tenderer must attach a DD (issued on or before last date of selling the tender form) of **Rs. 500/- (Rupees Five Hundred only)** as cost of tender form (Non-refundable) in favour of **SUPERINTENDING ARCHAEOLOGIST, ARCHAEOLOGICAL SURVEY OF INDIA, AGRA CIRCLE, AGRA** while tendering.
3. The time allowed for the work will be **180 days** which will be reckoned after fifteen days from the date of issue of order to commence work.
4. The contractors should quote in figures as well as in words the rate and amount tendered by them. The amount for each item should be worked out and the requisite totals given.
5. When the contractors signs a tender in an Indian Language the percentage above or below and the tendered amount in case of CPWD form No.7 and the total amount tender in the case of CPWD form No.7 and total amount tendered in the case of CPWD form No.8 and should also be written in the same language. In a case of illiterate contractors the rates or the amounts tendered should be attested by a witness.
6. Issue of tender form will be stopped one days before the date fixed for opening of tender.
7. Earnest money amounting of **Rs. 55,749.00 (Rs. FIFTY FIVE THOUSAND SEVEN HUNDRED FOURTY NINE ONLY.)** (unless exempted) in deposit at call received/FDR of scheduled bank guaranteed by the Reserve Bank of India must accompany each tender.
8. The contractor whose tender is accepted (unless exempted) will be required to be furnish by way of security deposit for the due fulfillment of his contract.
 - I) In the case of works costing upto Rs. 1,00,000/- to 10% of the estimated cost of work put to tender.
 - II) In the case of works costing more than Rs.1,00,000/- and upto 2,00,000/- to 10% on the first Rs.1,00,000/- and 7 % on the balance.
 - III) In the case of works costing more than Rs.2,00,000/-, 10% on the first Rs.1,00,000/-, 7 % on the next Rs. 1,00,000/- and 5% on the balance amount.
9. The security amount will be deposited by contractor in the form of FDR/CDR of any Bank RBI pledged to the Superintending Archaeologist, Archaeological Survey of India, Agra Circle, Agra. Earnest money deposited at the time of tender, will be treated as a part of the security deposit. The security amount will also be accepted in the shape of Government securities. Fixed deposit receipt of schedule banks will be accepted for this purpose provided confirmatory advise is forthcoming from the Reserve Bank of India.
10. The right of acceptance of a tender will with **SUPERINTENDING ARCHAEOLOGIST, ARCHAEOLOGICAL SURVEY OF INDIA, AGRA CIRCLE, AGRA** who does not bind himself to accept the lowest tender and reserves to himself the authority to reject any or all of the tenders received without assignment of a reason. All tenders in which any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected.
11. Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the contractors who resort to Canvassing will be liable to rejection.
12. All rates shall be quoted on the proper form of the tender alone.
13. The criteria for approval of the lowest tender is over all lowest one against the total cost of the tender amount of all tenders.
14. On acceptance of the tender, the name of the accredited representative(s) of the contractor who would be responsible for taking instructions from the Engineer in charge shall be communicated to the Engineer in charge.
- 15-Special care should be taken to write the rates in figures as well as in words and the amounts in figures only, in such a way that interposition is not possible. The total amount should be written both in figures and words. The case of figures, the word Rs. should be written before rupees and word (P) after the decimal figures e.g. 2.15 p and case of words the word (Rupees) should proceed and the word 'only' it should in variably upto decimal places. While quoting the area in the schedule of quantities the word only should be written closely following the amount and it should not be written closely following the amount and it should not be written in the next line.
16. The President of India does not bind himself to accept the lowest or any tender and reserves to himself the right of accepting the whole or any part of the tender and tenderer shall be bound to perform the same at the rates quoted.
17. GST or any other or material in respect of this contracts shall be payable by the contractor and Government will not entertain any claim whatsoever in this respect.
18. The Contractor shall not be permitted to tender for works in the ASI circle (responsible for award and supply of the contracts) in which his near relative is posted as an officer in any capacity between the grades of Superintending Engineer and Assistant (both inclusive). He shall also intimate the names of persons who are working with him in capacity or are subsequently employed by him and who are near relatives to any Gazetted officer in ASI or in the Ministry of Tourism and Culture by the contractor should render him liable to be removed from the approved list of contractors of this Department.
19. The tender of works shall remain valid for a period of **120 days** from the date of opening of tenders. If any tender withdraws his tender before the said period or make any modifications in the terms and conditions of the tender, which are not acceptable to the department. Then the Government shall forfeit 100% of the said earnest money absolutely.
20. Contractors exempted from payment of Earnest money and Security Deposit in individual cases should attach with the tender an attested Copy of Competent authorities letter exempting them from the payment of Earnest Money and Security Deposit and should produce the original whenever called upon to do so.
21. The tender for the work shall not be witnessed by a contractor or contractors who himself/themselves has /have tendered or who may and has /have rendered for the same work. Failure to observe this condition would render of the contractors tendering as well as witnessing the tender liable to summary rejection.
22. The copy of uploaded document should be submitted to this office along with the EMD and tenders fee before opening of tender.

Should this tender be accepted, I/we hereby agree abide by and fulfil all the terms and provisions of the said conditions annexed hereto so far as applicable and or in detail 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. _____ (Rupees _____) is herewith forwarded in F.D.R. vide No. _____ dated _____ as earnest money and a sum of Rs. _____ (Rs. _____) in the form of DD. If I /we fails to commence the work as specified in the above memorandum or is I/we fail to deposit the amount of security deposit specified against (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 successor in office shall/without prejudice to any other right or remedy, shall be retained by him towards such security deposit. 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.

SIGNATURE AND ADDRESS OF CONTRACTOR:

PAN No. _____: Phone No. _____

: Mob. No. : _____

Signature & address of witness to signature of tenderer.

1-

2-

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

Dated 20.....

Signature of the officer by whom
THE TENDER IS ACCEPTED

STRUCTURAL REPAIR TO ITIMAD-UD-DAULLA, AGRA



FILE NO-.03/ITD/20/2018-2019/W
GOVERNMENT OF INDIA
OFFICE OF SUPERINTENDING ARCHAEOLOGIST
ARCHAEOLOGICAL SURVEY OF INDIA
AGRA CIRCLE, THE 22 MALL ROAD, AGRA

PRICE OF TENDERS Rs. 500/- TENDERS FOR JOB WORK (CPWD-9 TENDER) S.NO. _____

NAME & ADDRESS OF CONTRACTOR _____

DATE OF OPENING: 09/11/2018 at 15.30 Hrs. TENDER DOWNLOADED TILL 08/11/2018 at 15.00 Hrs.

NAME OF WORK: STRUCTURAL REPAIR TO ITIMAD-UD-DAULLA, AGRA., AGRA.

I/We hereby tender for the President of India of the materials described in the under mentioned memorandum according to the specification within the times specified and at the rates specified therein subject to the conditions to the contractor: -

MEMORANDUM

- (I) EARNEST MONEY Rs. 55,749.00 (Rs. FIFTY FIVE THOUSAND SEVEN HUNDRED FORTY NINE ONLY.)
(II) SECURITY DEPOSIT Rs. 1,23,498.00 (Rs. ONE LAKH TWENTY THREE THOUSAND FOUR HUNDRED NINETY EIGHT ONLY)
(III) PAYABLE IMMEDIATE ON THE ACCEPTANCE OF THE TENDER (INCLUDING EARNEST MONEY DEPOSITED WITH THE TENDER) -----
(IV) PERCENTAGE TO BE DEDUCTED FROM BILL: Income tax and other taxes as applicable by the government
(V) PLACE OF WORK- ITIMAD-UD-DAULLA TOMB, AGRA.

Sl.NO	Works details	Quantity		Rate (in words)	Total amount (in words)
1.	Taking out old decayed plaster from the walls and disposal of rubbish to a lead of 100m and lift 3.5m av., required for proper completion of work. (Include GST).	450.04	Sqm		
2.	Taking out thrust of old lakhori brick masonry in lime mortar including staking of serviceable material and disposal of rubbish with in lead of 100 mtr. approximate. (Include GST).	37.54	Cum		
3.	Taking out old & decayed cement concrete on roof terrace including disposal of rubbish with in lead up to 100 Mtr. (Include GST).	15.90	Cum		
4.	Taking out of 50 mm. thick red sand stone ceiling 3.50 mtr high very carefully to avoid any damage to adjoining structure including disposal of materials with in distance of 100 mt. approximate. (Include GST).	104.40	Sqm		
5.	Taking out of Wooden Sleeper from wall height upto 3.50 mtr very carefully to avoid any damage to adjoining structure including stacking of servisable of materials and disposal of unservisable materials with in distance of 100 mt. approximate. (Include GST).	104.60	Rmt		
6.	Taking out of old damage Wooden Gate very carefully to avoid any damage to adjoining structure including disposal of rubbish with in distance of 100 mt. approximate. (Include GST).	12.22	Sqm		
7.	Provision for supply of R.S. Joist (150x75x5)mm Section including cutting welding etc. (Include GST).	2663.25	Kg		

STRUCTURAL REPAIR TO ITIMAD-UD-DAULLA, AGRA

8.	Fixing of R.S. Joist (150x75x5)mm laying on wall height upto 3.50 mtr. very carefully to avoid any damage to adjoining structure. (Include GST) .	177.55	Rmt		
9.	Recessed pointing with 1:1:1 ratio mortar (one Lime, one Surkhi, one Coarse sand) including racking out joints of lakhauri brick work etc. upto a height of 3.50 Mtrs. including adhesive materials such as Gum, Gur, Belgiri & Red oxide etc. (Include GST) .	1391.83	Sqm		
10.	Providing and laying of 45 mm average thick lime plaster with lime mortar in ratio 1:1:1 (one lime, one surkhi, one coarse sand) matching the original thickness and colour in three courses 1st & 2nd 20 mm and top layer 5 mm thick including adhesive materials such as Gum, Gur & Belgiri etc. (Include GST) .	226.41	Sqm		
11.	Lime punning with Special Lime mortar mixed with colouring pigment over plastered surface matching to the original including adhesive materials such as marble dust, Gum (Babool), Batasha & Belgiri etc. (Include GST) .	103.45	Sqm		
12.	Providing and fixing mughal pattern door of sal wood having central bairi with approved design and pattern fitted with steel rods 12mm dia and necessary fittings as bankiya, holding base and striped with brass strip (6mm thick 12cm wide) and brass conical headed nails having a washer of solid brass molded floral design minimum weight 800 gm as per mughal pattern design. (Include GST) .	12.22	Sqm		
13.	Providing and fixing aluminum XPN jali door panels with wooden frame with hinges and locking arrangement to prevent the entry of pigeons & bats in the upper storey of Itimad-ud-Daula Tomb. (Include GST) .	3.40	Sqm		
14.	Painting with synthetic enamel paint of approved brand and manufacture of required colour to give an even shade on with two or more coats on new work over an under coat of suitable shade with ordinary shades/ primer of approved brand and manufacture. (Include GST) .	30.70	Sqm		
15.	Applying one coat of primer with ready mix primer on M.S. doors, windows & R.S. joists and painting with synthetic enamel paint of approved brand and manufacturer to give an even shade. (Include GST) .	62.56	Sqm		
16.	Erecting tubular scaffolding of pipe 1/c dismantling after completion of work and carriage of pipe from Store to site. (Include GST) .	1200.00	Nos.		
17.	Removal of malwa from site to outside of Monument using manual labour lead up to 150 m Av. and lift up to 3.50m Av. and throwing by tractor trolley from monument to outside of Municipal limits. (Include GST) .	67.65	Cum		

SIGNATURE OF CONTRACTOR

STRUCTURAL REPAIR TO ITIMAD-UD-DAULLA, AGRA

**ELIGIBILITY CERTIFICATES TO BE ENCLOSED BY THE COMPANY/ FIRM/ AGENCY/
CONTRACTOR**

The tendering Job work Company/Firm/Agency/Contractor should submit the following documents (self-attested copy).

SI. NO.	REQUIREMENT	COPY OF RELEVANT DOCUMENT	Enclosed Yes/No	PAGE NO. Of Bid Document
1.	The firm/Agency should have registration with ASI/CPWD or any central Government department.	Copy enclosed	YES/NO	
2.	The Company / Firm/ Agency/ Contractor should be registered with GST.	Copy of Registration Certificate/ Number	YES/NO	
3.	Income Tax Return for two year 2015-2016 and 2016-2017.	Copy of ITR	YES/NO	
4.	The Company/ Firm/ Agency/ Contractor should have experience for same type of work.	Copy of work orders.	YES/NO	
5.	EMD (in FDR form) and Tender Fee(in DD form) in favour of S.A. Agra Circle, Agra	Copy enclosed	YES/NO	
6.	Acceptance Letter	Copy of acceptance letter	YES/NO	

AUTHORISED SIGNATORY

STRUCTURAL REPAIR TO ITIMAD-UD-DAULLA, AGRA

INSTRUCTIONS FOR ONLINE BID SUBMISSION

The Bidders are required to submit soft copies of their Bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the Bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their Bids online on the CPP Portal. More information useful for submitting online Bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

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

SEARCHING FOR TENDER DOCUMENTS

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

PREPARATION OF BIDS

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

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the Bid in time i.e. on or before the Bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The Bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of Bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during Bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial Bids in the format provided and no other format is acceptable. If the price Bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the Bidders. Bidders are required to download the BOQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the Bidder). No other cells should be changed. Once the details have been completed, the Bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the Bidder, the Bid will be rejected.
- 6) The server time (which is displayed on the Bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the Bids by the Bidders, opening of Bids etc. The Bidders should follow this time during Bid submission.
- 7) All the documents being submitted by the Bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of Bid opening. The confidentiality of the Bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any Bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/Bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized Bid openers.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized Bid openers.
- 9) Upon the successful and timely submission of Bids (I e after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful Bid submission message & a Bid summary will be displayed with the Bid no. and the date & time of submission of the Bid with all other relevant details.
- 10) The Bid summary has to be printed and kept as an acknowledgement of the submission of the Bid. This acknowledgement may be used as an entry pass for any Bid opening meetings.

ASSISTANCE TO BIDDERS

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

STRUCTURAL REPAIR TO ITIMAD-UD-DAULLA, AGRA

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

Date:

To,
SUPERINTENDING ARCHAEOLOGIST,
ARCHAEOLOGICAL SURVEY OF INDIA,
The 22, Mall Road, Agra Circle, Agra

SUB: ACCEPTANCE OF TERMS & CONDITIONS OF TENDER.

TENDER REFERENCE NO: 03/ITD/20/2018-2019/W (PIN CODE 282006)

NAME OF TENDER / WORK: - STRUCTURAL REPAIR TO ITIMAD-UD-DAULLA,
AGRA.

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: for the work of Structural Repair to Itimad-Ud-Daulla, Agra.
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 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.
6. I/ We agree to complete the work after acceptance of the tender.

Yours Faithfully,

**(Signature of the Bidder)
with Official Seal**

STRUCTURAL REPAIR TO ITIMAD-UD-DAULLA, AGRA