

**OPEN TENDER NOTICE**

**Name of work :**

**“MW(Conservation) SR to Vishnudol, Jaysagar Sivasagar  
(2021-22)”**

**Tender No.:- 26/2021-22**

**REFERENCE NO. F. NO: 2/21-W/2021-22- 1310 , 10 DEC 2021**



**प्रत्नकीर्तिमपावृणु**

GOVERNMENT OF INDIA  
MINISTRY OF CULTURE  
ARCHAEOLOGICAL SURVEY OF INDIA  
GUWAHATI CIRCLE, GUWAHATI


**SUPERINTENDING ARCHAEOLOGIST  
ARCHAEOLOGICAL SURVEY OF INDIA  
GUWAHATI CIRCLE, GUWAHATI**

**Table A: Time and Work Frame**

**Manual bids shall not be accepted**


**CRITICAL DATE SHEET**

1.	Date of issue of Tender	10/12/2021 at 17:00 Hrs.
2.	Bid Document Download/Sale Start Date	10/12/2021 from 18:00 Hrs.
3.	Date of Pre Bid Conference For clarifying issues and doubts, if any, about specification of material and services projected in Bid document.	N.A.
4.	Start date for submission of filled-in tender document.	18/12/2021 from 18:30 Hrs.
5.	Bid Submission End Date	01/01/2022 upto 18:00 Hrs.
6.	Date of opening of Technical/Financial bid	03/01/2022 at 11:30 Hrs.
7.	Date of meeting with Bidders post Technical Bid opening for presentation and Document Verification	
8.	Validity of Bid	180

  
SUPERINTENDING ARCHAEOLOGIST  
ARCHAEOLOGICAL SURVEY OF INDIA  
GUWAHATI CIRCLE, GUWAHATI

Dear Sir,

- a. Archaeological Survey of India, Guwahati Circle invites Online Bids in the prescribed form under the Two Bid System for **the execution of work namely "MW (Conservation) SR to Vishnudol at Jaysagar, Sivasagar (2021-22)"**
- b. The system of e-tendering shall be adopted comprising of Technical Bid and the Financial Bid.
- c. 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.**
- d. 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.
- e. **Bid Submission:**
  - (A) Applicants/intending or interested Bidders are invited to submit their online proposal after carefully reading the Request for proposal (RFP)/document 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.**
  - (B) **Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>.**
  - (C) Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- f. **BID SECURITY DECLARATION /EMD/ BID SECURITY :**
  - (A) The **Bid Security Declaration (attached in annexure-II)** must be submitted with technical bid by the bidder in his letter head. As per order of Department of Expenditure vide No. F.9/4/2020-PPD, dated- 12<sup>th</sup> November 2020 the Bids which to be submitted by the bidder, must be supported by a **Bid Security Declaration** in lieu of Earnest Money Deposit which will be applicable for all tenders issued till 31.12.2021. Tenderer shall likely to be liable for legal action for non-submission of **Bid Security Declaration** in lieu of Earnest Money Deposit against the submitted Bid.

  
SUPERINTENDING ARCHAEOLOGIST  
ARCHAEOLOGICAL SURVEY OF INDIA  
GUWAHATI CIRCLE, GUWAHATI

(B) The bidders who are registered with Central Purchase Organization, National Small Industries Corporation (NSIC), MSME OR Ministry of Culture or otherwise exempted by Government of India, Certificate should be attached with self attested and the **Bid Security Declaration (annexure-II)** must be submitted with technical bid by the bidder.

g. **TENDER INVITING AUTHORITY :**

(A) Tender inviting authority is the **Superintending Archaeologist, Archaeological Survey of India, Guwahati Circle.**


(B) Time period for the execution of work is 180 days from the issue of the work order.

(C) **Estimated Cost of Tender items: ₹ 19,46,203/- (Rupees Nineteen lakh forty six thousand two hundred & three only)**

**Address for communication, are as given below:-**

**Contact Details:**

Contact Person	1. <u>Dr. N.K Swain, Superintending Archaeologist.</u> 2. <u>Shri Sanjay Mandal, Asstt. Suptdg. Archaeological Engineer.</u>
Address for communication	Office of the Superintending Archaeologist, Archaeological Survey of India, Guwahati Circle, 5 <sup>th</sup> Floor, West End Block, HOUSEFED Complex Beltola - Basistha Road, Guwahati -781006  E-mail : <u>circleguwahati.asi@gov.in</u> <u>Circleguw.asi@gmail.com</u>  Telephone – 03612231427 03612224428

  
**SUPERINTENDING ARCHAEOLOGIST  
ARCHAEOLOGICAL SURVEY OF INDIA  
GUWAHATI CIRCLE, GUWAHATI**

**F. No. 2/21-W/2021-22- 1310**  
**Government of India**  
**Office of the Superintending Archaeologist**  
**Archaeological Survey of India**  
**Guwahati Circle**

Date- 1.0.DEC.2021


**BID NOTICE/ TENDER INVITE NOTICE**

1. Online bid on behalf of the President of India, are invited under Two Bid System i.e. Technical Bid and Financial Bid from the eligible experienced Company/Firms/Agencies/Vendors or the **appropriate class\*** of approved Company/Firm of CPWD, State P.W.Ds, M.E.S., Railways and Govt. Undertakings/ Enterprises of the Central Government and State Government who have satisfactorily completed similar work in any Govt. Department during the last seven years at least **i) three similar completed works\*\*** of costing not less than the amount equal to 40% of the estimated cost **or ii) two similar completed works\*\*** costing not less than the amount equal to 50% of the estimated cost **or iii) One similar completed work\*\*** of costing not less than the amount equal to 80% of the estimated cost **along with matching completion certificate.**


Sl. No.	NIT NO.	Name Of Work & Location	Estimated Cost of tender items in Rs.	Tender fee Rs.	Earnest Money Rs.	Time of completion	Last date of submission of technical bid & financial bid	Time & date of opening of Technical bid
1	<u>26/2021-22</u>	"MW (Conservation) SR to Vishnudol at Jaysagar, Sivasagar (2021-22)"	19,46,203/-	500/-	Bid Security Declaration (annx-II)	180 days	Up to 18:00 Hrs. on 01/01/2022	11:30 Hrs. at 03/01/2022

\* Appropriate class means registration limit must be equal or more than estimated cost put to tender & having experience as per eligibility criteria.

\*\* **Similar works means Conservation work like Lime-Sand-Surkhi Plaster, water tightening, pointing & edging, lime concrete, & Modern/civil works like Dismantling steel work, Demolishing brick work, RCC, Steel reinforcement, Centering and shuttering, Cement plaster, Providing and fixing M.S. grills, Finishing with Deluxe Multi surface paint system, Finishing walls with water proofing cement paint, Repairing of electric light etc. (For any clarification the Bidder may refer Annexure-I and may contact the office).**

  
**SUPERINTENDING ARCHAEOLOGIST**  
**ARCHAEOLOGICAL SURVEY OF INDIA**  
**GUWAHATI CIRCLE, GUWAHATI**

2. The intending bidder must read the terms and condition of this tender carefully. He should only submit his bid if he considers himself eligible and he is in possession of all the document required.
3. Complete Tender Document can be downloaded from the website of CPPP (<https://eprocure.gov.in/eprocure/app>).
4. Interested contractors/suppliers/Firms/Agencies may submit their online proposal complete in all respects within the stipulated date and time as mentioned in the Tender documents as given in CRITICAL DATE SHEET. **Bids shall be submitted online only at CPPP website <https://eprocure.gov.in/eprocure/app>.** Hard copy of the tender documents will not be accepted.
5. One no of separate D.D./Pay Order (Issued from any Nationalized Bank) (issued after publication of NIT) as the (i) **Tender cost (Non-refundable) Rs. 500/- (Rupees Five Hundred only) in favour of "Superintending Archaeologist, Archaeological Survey of India, Guwahati Circle, Guwahati"** to be submitted to the Office of Superintending Archaeologist, Archaeological Survey of India, Guwahati Circle, 5<sup>th</sup> floor, West End Block, HOUSEFED Complex, Beltola-Basistha Road Guwahati-781006 prior to the opening date of the tender. The bid without EMD & Tender cost will be rejected summarily.
6. The **Bid Security Declaration (attached in annexure-II)** in lieu of Earnest Money Deposit must be submitted with technical bid by the bidder in his letter head. As per order of Department of Expenditure vide No. F.9/4/2020-PPD, dated- 12<sup>th</sup> November 2020 the Bids which to be submitted by the bidder, must be supported by a **Bid Security Declaration** in lieu of Earnest Money Deposit which will be applicable for all tenders issued till 31.12.2021. Tenderer shall likely to be liable for legal action for non-submission of **Bid Security Declaration** in lieu of Earnest Money Deposit against the submitted Bid.
7. No tender shall be entertained after the deadline under any circumstances what so ever. **The Technical Bid of tender will be opened in the Office of the Superintending Archaeologist, Archaeological Survey of India, Guwahati Circle, 5<sup>th</sup> floor, West End Block, HOUSEFED Complex, Beltola-Basistha Road Guwahati-781006 on 03/01/2022 at 11:30 hrs** in the presence of authorized representative of Bidders as may wish to be personally present.
8. The ASI,Guwahati circle reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the tender committee of ASI, Guwahati Circle in this regard shall be final and binding on all parties in all circumstances.

  
 -----  
 Superintending Archaeologist  
 Archaeological Survey of India, Guwahati Circle  
 For and on behalf of the President of India  
**ARCHAEOLOGICAL SURVEY OF INDIA**  
**GUWAHATI CIRCLE, GUWAHATI**


**Copy to:**

1. Web Manager, ASI, New Delhi for information please.
2. OFFICE NOTICE BOARD, A.S.I., Guwahati Circle, Guwahati – 6.
3. Office Notice Board, A.S.I., all Sub-Circle Offices under Guwahati Circle.
4. Office copy.

**Annexure-I**Name of work :- **“MW (Conservation) SR to Vishnudol at Jaysagar Sivasagar (2021-22)”****Details of items which to be executed are given below.**

<b>Item No.</b>	<b>Item Of Work</b>	<b>Quantity</b>	<b>Unit</b>
1.	Provision for 25 mm to 30 mm thick Lime-Sand-Surkhi Plaster (1:1:1) in two coats mixing with organic materials to the walls and roof of the monument after removal of old dead plastering including reaching the joints and cleaning, washing etc. and preparing the surface for plastering.	144.0	Sqm
2.	Renewing lime concrete in (1:2:4) of lime surkhi and brick aggregate mixing with organic material including beating up to 7 days to the floor and roof after removal of dead decomposed and deteriorated lime concrete.	2.24	Cum
3.	Provision for water tightening of the top portion of ancient compound wall with new special brick and lime-sand surkhi (1:1:1) mortar after cleaning, brushing tec.	0.44	Cum
4.	Provision for pointing & edging of the walls etc. with lime sand-surkhi mortar (1:1:1) mixing with organic materials after racking the joints of wall surface including cleaning, washing etc. complete.	21.25	Sqm
5.	Dismantling steel work in built up sections in angles, tees, flats and channels including all gusset plates, bolts nuts, cutting rivets, welding etc. including dismembering and stacking witin 50 meters lead.	1350.0	Kg
6.	Demolishing brick work manually/by mechanical means including stacking of serviceable material and disposal of unserviceable material within 50 metres lead as per direction of Engineer-in-charge. (in cement mortar)	8.91	Cum
7.	Providing and laying in position specified grade of reinforced cement concrete excluding the cost of centering, shuttering and finishing and reinforcement - All work up to plinth level 1:2:4 (1 cement : 2 coarse sand (zone III) : 4 graded stone aggregate 20 mm nominal size derived from natural sources)	6.85	Cum
8.	Steel reinforcement for R.C.C work including straightening, cutting, bending, placing in position and binding all complete upto plinth level : Mild steel and Medium Tensile steel bars.	1056.59	Kg
9.	Centering and shuttering including strutting, propping etc, and removal of form for : columns, pillar, piers, abutments, posts and struts.	39.13	Sqm
10.	20 mm cement plaster 1:4 (1 cement : 4 fine sand)	19.56	Sqm

11.	Providing and fixing M.S. Grills of required pattern in frames of windows etc. with M.S flats, square or round bars etc. including priming coat with approved steel primer all complete : Fixed to openings/wooden frames with rawl plugs screws etc.	5389.62	Kg
12.	Finishing with Deluxe Multi surface paint system for interiors and exteriors using Primer as per manufacturers specifications : Painting Steel work with Deluxe Multi Surface Paint to give an even shade. Two or more coat applied @ 0.90 ltr/ 10 sqm over an under coat of primer applied @ 0.80 ltr/10 sqm of approved brand and manufacture.	443.58	Sqm
13.	Finishing wall with water proffing cement paint of required shade; New work (Two or more coats applied @ 3.84 kg/ 10 sqm.	705.0	Sqm
14.	Repairing of electric light including all need accessories.	2.0	Nos.
15.	Supply and fixing of decorative iron benches of length 1.50 m made of cast iron in both sides with arm and rectangular M.S pipe in sitting and back portion fixing with PCC(1:2:4) platform of size 1X2.50X1.50X0.10 including prime coat and S.E paint etc. as per direction of Engineer-in-charge.	6.0	Nos.
16.	Provision of LED electric lighting (250 watt) for illumination including all necessary accessories	2	Nos.
17.	Shifting charge for unserviceable materials from Bhogghar to store.	1	Whole Job

  
**SUPERINTENDING ARCHAEOLOGIST**  
**ARCHAEOLOGICAL SURVEY OF INDIA**  
**GUWAHATI CIRCLE, GUWAHATI**




## TERMS AND CONDITIONS OF THE BID/TENDER

- The authorized signatory of tender document will be deemed to have carefully read and understood the entire tender documents along-with all the terms and conditions and thereafter he/she has filed the tender document for bid process.
- The right of acceptance of tender will rest with the competent authority of Archaeological Survey of India.
- Archaeological Survey of India reserves the full right to accept or reject the whole or any part of the bid.
- The successful bidder shall be bound to perform the same at the rates quoted.
- All the bids in which any of the prescribed conditions are not fulfilled or are incomplete in any respect shall be liable to be rejected.
- **All the pages of this bid document, technical bid, attached documents to the technical bid and the Tender acceptance letter (printed on the contractor's letter head) should be sealed & signed either physically or digitally before uploading. Unsigned documents will not be considered and the bid will be rejected.**
- **All correspondences regarding pre and post bid clarifications will be entertained only through the mail id [circleguwahati.asi@gov.in](mailto:circleguwahati.asi@gov.in) or [Circleguw.asi@gmail.com](mailto:Circleguw.asi@gmail.com)**
- **Corrigendum in the terms and conditions of the bid will be uploaded only in <https://eprocure.gov.in/eprocure/app>. Please follow it carefully.**
- Any Contractors/Suppliers/Firms/Agencies/Companies who are blacklisted by any circle of ASI or any Govt. department will be not entitled for this tender.

### A. SCOPE OF WORK :

1. The Superintending Archaeologist, ASI, Guwahati Circle, Guwahati requires online E-Tenders from reputed, well established, experienced and financially sound Firms/Agencies/Companies or the **appropriate class\*** of approved Company/Firm of CPWD, State P.W.Ds, M.E.S., Railways and Govt. Undertakings / Enterprises of the Central Government and State Government who have satisfactorily completed similar work in any Govt. Department during the last seven years at least **i) three similar completed works\*\*** of costing not less than the amount equal to 40% of the estimated cost **or ii) two similar completed works\*\*** costing not less than the amount equal to 50% of the estimated cost **or iii) One similar completed work\*\*** of costing not less than the amount equal to 80% of the estimated cost **along with matching completion certificate.**

  
SUPERINTENDING ARCHAEOLOGIST  
ARCHAEOLOGICAL SURVEY OF INDIA  
GUWAHATI CIRCLE, GUWAHATI

**Note-**

\* Appropriate class means registration limit must be equal or more than estimated cost put to tender & having experience as per eligibility criteria.

\*\* **Similar works means Conservation work like Lime-Sand-Surkhi Plaster, water tightening, pointing & edging, lime concrete, & Modern/civil works like Dismantling steel work, Demolishing brick work, RCC, Steel reinforcement , Centering and shuttering , Cement plaster, Providing and fixing M.S. grills, Finishing with Deluxe Multi surface paint system, Finishing walls with water proofing cement paint, Repairing of electric light etc. (For any clarification the Bidder may refer Annexure-I and may contact the office).**

**Only Copy of work order without matching completion certificate will not be considered as experience. The work order No. & date, Amount, should be mentioned in completion certificate.**

**B. VALIDITY OF BID :**

1. The validity of bid will be for 180 days. The period of contract is 180 days from the issue of work order and it may further be extended for a certain period depending upon unavoiadable circumstances/progress of work after the approval of the competent authority. The decision of the competent authority is final and absolute in this regard.
2. The Superintending Archaeologist, Archaeological Survey of India, Guwahati Circle reserves the right to reject any or all received bids without assigning any reasons.

**C. TENDER FEE :**

1. Every bidder shall submit the (i) **Tender cost (Non-refundable) Rs. 500/- (Rupees Five Hundred only)** in the form of **Demand Draft/Pay order only issued from any Nationalised Bank** (issued after the date of publication of NIT) drawn in favour of "Superintending Archaeologist, Archaeological Survey of India, Guwahati Circle, Guwahati" to be submitted to the Office of the Superintending Archaeologist, Archaeological Survey of India, Guwahati Circle, 5<sup>th</sup> floor, West End Block,HOUSEFED Complex, Beltola-Basistha Road Guwahati-781006 **prior to the opening date of the tender. The bid without Tender cost will be rejected summarily.**
2. The bidders who are registered with Central Purchase Organization, National Small Industries Corporation (NSIC), MSME OR Ministry of Culture or otherwise **exempted** by Government of India, a copy of certificate duly atteshted by him should be submitted.

**D. BID SECURITY DECLARATION /EMD/ BID SECURITY :**

1. The **Bid Security Declaration (attached in annexure-II)** must be submitted with technical bid by the bidder in his letter head. As per order of Department of Expenditure vide No. F.9/4/2020-PPD, dated- 12<sup>th</sup> November 2020 the Bids which to be submitted by

  
**SUPERINTENDING ARCHAEOLOGIST  
ARCHAEOLOGICAL SURVEY OF INDIA  
GUWAHATI CIRCLE, GUWAHATI**

the bidder, must be supported by a **Bid Security Declaration** in lieu of Earnest Money Deposit which will be applicable for all tenders issued till 31.12.2021. Tenderer shall likely to be liable for legal action for non-submission of **Bid Security Declaration** in lieu of Earnest Money Deposit against the submitted Bid.

2. The bidders who are registered with Central Purchase Organization, National Small Industries Corporation (NSIC), MSME OR Ministry of Culture or otherwise exempted by Government of India, a copy of Certificate should be attached with self attested and the **Bid Security Declaration (annexure-II)** must be submitted with technical bid by the bidder.

**E. PERFORMANCE BANK GUARANTEE (SECURITY DEPOSIT/PBG) :**

1. Performance Bank Guarantee (Security Deposit/PBG) at the following rate on total bid amount (rounded off) shall be submitted by the successful bidder (L1) before signing the Agreement in the form of Fixed Deposit/Term Deposit/ Bank Guarantee (at least one year) issued by any Nationalised Bank and should be pledged in the favour of Superintending Archaeologist(IC), ASI, Guwahati Circle.

**Security Deposit/PBG – 3% of total Tendered Amount.**

2. The work order will be cancelled in the event of delay in submission of Performance guarantee or non-submission of the same, necessary action will be taken as per rules.
3. During the working period, if the executed work of the concern contractor/ firm/vendor is found unsatisfactory the competent authority will forfeit the PBG as rules.

**F. SIGNING OF CONTRACT AGREEMENT :**

1. The successful Bidder shall enter into contract and shall execute and sign the Contract Agreement in accordance with the Articles of Agreement before commencement of the work/services.
2. The successful Bidder shall submit the duly concurred copies of the draft Articles of Agreement (to be provided by the ASI, Guwahati Circle) before commencement of work/service, duly printed on Rs.500/- Non-judicial Court Stamp paper, duly adjudicated by the registrar of stamps where the contract is proposed to be executed.

**G. SUBMISSION OF BIDS :**

**i) Technical Eligibility Criteria :**

- a. Technical Eligibility Requirement for the Tendering Company/Firm/Agency bidding for the work namely **“MW (Conservation) SR to Vishnudol at Jaysagar, Sivasagar (2021-22)”**: -

Sl.No	ELIGIBILITY CONDITION	COPY OF RELAVANT DOCUMENT REQUIRED WITH SELF ATTESTED
1.	<p>The Company/Firm/Agency should be registered with the appropriate registration authority.</p> <p><b>(It may be registered with CPWD /PWD of state Govt./MES/Railways /Govt. Department /Registered under companies Act 2013).</b></p>	Copy of valid Registration certificate.
2.	The Company/Firm/Agency should be registered with the GST Department	Copy of the registration with latest GST Returns and /or GST ECR of last four Quarters filed with the authority.
3.	PAN card in the name of Company/firm/Agency.	Copy of PAN card in the name of Firm/Self proprietorship etc. Else duly notarized affidavit confirming ownership/self proprietorship to be provided for.
4.	Income Tax Return for the last three financial years.	Copy of IT returns of last 3 years. (i.e. 2018-19, 2019-20, 2020-21)
5.	The Contractors/Firms/ Agency should be registered with labour department	Copy of valid Registration Certificate/Number
6.	<p>The Contractors/Firms/ Agencies shall have experience of having successfully completed <b>similar works* in ASI/ other Government department/ Government Organization during last 7 (seven) years</b> and should fulfil either of the following-</p> <p>a) Three similar completed works of costing not less than the amount equal to 40% of the estimated cost.</p> <p><b>or</b></p> <p>b) Two similar completed works costing not less than the amount equal to 50% of the estimated cost</p> <p><b>or</b></p> <p>c) One similar completed work costing not less than</p>	<p>Copies of Work Award letters/ work orders along with Completion Certificates</p> <p>(The Work award certificates should clearly mention the quantity, amount &amp; work order number and quality of performance. <b>Only Copy of work order without completion certificate will not be considered as experience).</b></p>

	the amount equal to 80% of the estimated cost.	
7.	The Company/Firm/Agency shall have <b>average annual financial turnover</b> during last 3 years should be at least 30% of the estimated tender cost.	Certificate from Statutory Auditor.
8.	The Head or Branch Office of the Contractor/Firm/ Agency shall be located in North East, India.	Full Address, Location, e-mail address & contract number of Branch Office should be provided in vendor's letter head.
9.	Bid Security Declaration	Annex-II to be given on Company's letter Head
10.	Declaration regarding black listing.	Annex-III to be given on Company's letter Head
11.	Letter of acceptance	Annex-IV to be given on Company's letter Head

**Notes:** In cases where the bidder has submitted "NIL EXPERIENCE IN THE LINE" the bid shall be treated as unresponsive and will not be considered in terms of the provisions of Ministry of Finance, Department of Expenditure OM NO. 29(1)/2014-PPD dated 28th January, 2014.

**\*\* Similar works means Conservation work like Lime-Sand-Surkhi Plaster, water tightening, pointing & edging, lime concrete, & Modern/civil works like Dismantling steel work, Demolishing brick work, RCC, Steel reinforcement , Centering and shuttering , Cement plaster, Providing and fixing M.S. grills, Finishing with Deluxe Multi surface paint system, Finishing walls with water proofing cement paint, Repairing of electric light etc. (For any clarification the Bidder may refer Annexure-I and may contact the office).**


**Similar work will be evaluated by the Technical Evaluation Committee on case to case basis according to the requirement of the work.**

**ii) PRICE BID:**

- Schedule of price bid in the form of BoQ\_XXXXX.xls (Will be formulated according to the type of work).
- The rates, which to be quoted by the contractor should include all taxes, GST, Cess & his profits. Nothing extra shall be payable to the contractor beyond the rates quoted by him.
- The bidder should be quoted rate for all items, failing which financial bid will be rejected.

**iii) METHOD OF BIDDING:**

- The bid is invited under Two bid system i.e. of Technical Bid and Financial Bid.
- The Technical Bids will be opened and evaluated by the Technical Evaluation Committee on the date as per CRITICAL DATA SHEET depending upon the past satisfactory service of


  
**SUPERINTENDING ARCHAEOLOGIST**  
**ARCHAEOLOGICAL SURVEY OF INDIA**  
**GUWAHATI CIRCLE, GUWAHATI**

the concern bidder and documents provided as per the **Eligibility Criteria with prescribed bid submission application and acceptance letter.**

3. **Technical Bids in respect of the Bidders who have submitted the Bid security declaration & Cost of Tender Form (Demand Draft or Pay order) before the stipulated time shall only be opened. The technical bids of the bidders who have not submitted the tender fee shall not be opened and shall not be considered for evaluation or not admitted. No representation or other proof of posting/courier receipts/scanned copies will be accepted in this regard. Bidder should ensure that the tender fee reaches to the Superintending Archaeologist(IC), Archaeological Survey of India, Guwahati Circle, postal address- 5<sup>th</sup> floor, West End Block,HOUSEFED Complex, Beltola-Basistha Road Guwahati-781006 well in advance as per stipulated date & time given in the critical date sheet.**
4. **After evaluation of Technical Bids, Financial Bids will be opened by the Financial Bid Evaluation Committee in respect of those Technical Bids, which have been accepted by the Technical Evaluation Committee (the date of open of Financial Bids will be published in the <https://eprocure.gov.in/eprocure/app> after evaluation of Technical Bids).**
5. After of evaluation of the Financial Bids the L-1 bidder will be called for signing the Agreement, PBG and verification of documents subject to the approval of the Competent Authority.
6. The bidder or their authorised representative may remain present during the opening of the technical bid and financial bid.

#### **H. ISSUE OF WORK ORDER :**

1. After the approval of L1 by Competent Authority the L1-Bidder will be called for signing the Agreement, submission of Performance Security (PBG) and Verification of Documents (all original documents should be produced by the Bidder in support of all the documents submitted during the Bid Process.
2. After documents verification and signing of Agreement and receiving of security deposit the Work Order for the work will be issued.
3. If the contracting company/Firm/Agency did not visit the O/o the Superintending Archaeologist, Archaeological Survey of India, Guwahati Circle, Housefed Complex, West End-block, 5<sup>th</sup> Floor,Beltola -Baisistha road, Guwahati, Assam- 781006 alongwith all the original documents, Agreement papers and Performance Security within the stipulated date or failed to provide the acceptance letter, the Bid (L-1) will be rejected. Accordingly Legal action may be initiated against such default Bidder.
4. The contracting company/Firm/Agency shall complete the work as per the work order & instruction of engineer-in-charge.

  
**SUPERINTENDING ARCHAEOLOGIST  
ARCHAEOLOGICAL SURVEY OF INDIA  
GUWAHATI CIRCLE, GUWAHATI**

5. **The quantity/ item of work may increase or decrease due to site conditions, requirement or other administrative reasons. Payment will be released on the basis of the actual executed quantities of work.**

**I. TIME OF COMPLETION:-**

- i) The contractor should be completed/executed the work within 180 days from from the date of placement of work order and it may further be extended for a certain period depending upon unavoiadable circumstances/progress of work after the approval of the competent authority. The decision of the competent authority is final and absolute in this regard.

**J. PROCEDURE FOR PAYMENT OF EXECUTED WORK:-**

1. During or after completion of work, the contractor may submit bills through site in-charge for payment and the same will be processed at the O/o Superintending Archaeologist, ASI, Guwahati Circle and payment will be made to the contracting company/Firm/Agency within reasonable time. **All statutory TDS deductions like IT, GST, labour cess will be deducted on the bill amount as per applicable rates.**
2. An amount of Cess calculated at the rate of 1% of the billed amount shall be progressively recovered from each running bill as well as from the final bill of the contractor for onward transmission of the same by the appropriate authority. Other statutory deductions will also be made as applicable at the time of payment.
3. The contracting contractor/Firm/Agency shall be capable in financialy to complete the whole work from his own resources. The interim or running bill shall be submitted by the contractor for the work executed on the basis of such recorded Measurement through site-incharge as per executed work at site. Without any checked measure no bill will be entiled for payment.
4. The final bill shall be submitted by the contractor in the same manner as specified in interim bills within three months of physical completion of the work through engineer in-charge.
5. No payment shall be made to the contractor for any damage caused by rain, snow fall, floods or any other natural causes whatsoever during the execution of work. The damage caused to work shall have to be made good by the contractor at his own cost and no claim on this account shall be entertained.
6. In any circumstances if the contracting company/Firm/Agency fails to disburse the wages to his labours within the reasonable time/period the Archaeological Survey of India, Guwahati Circle **being the Principal agency would have the liberty to make the payments of pending wages to all the labours on the very next day in terms of Section 21(4) of Contract Labour (Regulation & Abolition) Act, 1970. Such amount in whole will be recovered from the next bill of the concern contracting company/Firm/Agency. In such way if any discrepancies arising out regarding overpayment/ dual payment, concern contracting company/Firm/Agency will be the**

**held responsible for the same. The Archaeological Survey of India, Guwahati Circle will not be liable to pay any compensation for the same.**

**K. WATER :-**

1. Water required for the work shall be arranged by the contractor at his own cost.

**L. POWER SUPPLY :-**

1. Necessary electrical power supply for operating machinery shall be arranged by the contractor at his own cost.

**M. PERIOD OF CONTRACT / TERMINATION OF WORK ORDER**

1. The contract shall be valid initially for a period of 180 days from the issue of work order. The contractor should be completed the work within 180 days. This contract may be extended for further a period on the same terms and conditions as mentioned in the bid document, depending upon the requirement of Archaeological Survey of India, Guwahati Circle. The decision of the competent authority is final and absolute in this regard.
2. The entire work order may be curtailed/terminated at any time before the normal tenure owing to deficiency in service or substandard quality of work by the selected Company/Firm/Agency or due to other administrative or financial reasons or for any other reasons which need not disclosed to the successful bidder from the side of Guwahati Circle, Archaeological Survey of India.

**N. GENERAL / SPECIAL TERMS AND CONDITIONS FOR THIS CONTRACT:**

- a) The contracting Company/firm/Agency shall not be allowed to transfer, assign, pledge or sub contract its right and liabilities under this contract.
- b) The works shall be executed by the Contractor /Firm strictly and in accordance with the A.S.I. Guwahati Circle's specification and as per direction Engineer -in Charge. **The contractor shall execute the work as per programme drawn by the Engineer-In-Charge.**
- c) The competent authority reserves the right to delete any item of work or introduce any new item during execution of work, in the tender, if required to be done to complete the work envisaged. The Engineer also reserves the right to delete and / or modify any Technical Specification or introduce any new modification for any particular item of work or for the scheme as a whole during execution of work.
- d) The rates, which to be quoted by the contractor should include all taxes, leads and lifts ,GST,Cess & his profites. Nothing extra shall be payable to the contractor beyond the rates quoted by him.

  
**SUPERINTENDING ARCHAEOLOGIST  
ARCHAEOLOGICAL SURVEY OF INDIA  
GUWAHATI CIRCLE, GUWAHATI**



- e) **As per CPWD manual and Archaeological Works Code the rate in excess of 5% with reference to overall estimate are not acceptable.**
- f) In case the material/executed work are not as per specification of CPWD & estimate and the same shall be replaced by the contractor/firm with own cost. The department shall not be responsible for any theft or loss.
- g) No payment shall be made to the contractor/firm if materials /executed work are damaged due to natural calamities before measurement.
- h) It shall be the responsibility of the contractor/firm to ensure that no damage is caused to Govt. Property at the site by his /their vehicle or labour party .Cost of such damages. if any ,will be assessed at the discretion of the Superintending Archaeologist, Archaeological survey of India, Guwahati Circle and the same will have to be made good by the contractor/firm with own cost.
- i) The tender submitted on behalf of a firm shall be signed by all the partners of the firm or by a partner who is duly authorized on behalf of the firm to enter into contract .Otherwise the tender is liable to be rejected.
- j) The firm/contractor must ensure the fulfilment of time line given by the officer in the supply order/work order failing which the firm /contractor shall be debarred from further tender process in this office and the security deposit shall be forfeited. The action pertaining to black listing the firm /contractor may also take place.
- k) All gold, silver.or any other materials or any antiques and other similar things which may be found in or upon the site shall be the property of the Archaeological Survey of India Contractor/firm shall deliver the same to such person as the Department may from time to time appoint to receive the same.
- l) If any litigation arises through labour court or labour commissioner & other court .etc on account of litigation through labourers engaged by him the contractor will be fully responsible .Moreover if claim arises out of any litigation the contractor will be responsible for payment of such claim.
- m) The security deposit (PBG) of the successful contractor /firm will be forfeited if he fails to comply with any of the condition of the contract and work shall be carried out at risk and cost of the contractor /firm.
- n) If any document furnished by contracting Company/firm/Agency is found false and fabricated at any stage, it would be deemed to be the breach Contract and the concern Company/firm/Agency liable for legal action besides termination of contract immediately.
- o) The contracting company/Firm/Agency shall be solely responsible for the redressal of grievances/resolution of disputes relating to the work. Guwahati Circle, Archaeological Survey of India shall not be responsible for any damages, losses, claims, financial or injury to any other person deployed by Contractor/agency.

- p) The contracting company /Firm/Agency shall not be allowed to transfer/ Assign pledge or subcontract its rights and liabilities under the contract to any other agency without prior written consent of ASI. The circumstances for change will be submitted in writing to ASI for approval in first.
- q) All measurements and levels shall be taken jointly by the Engineer-in-Charge or his authorized representative and by the Contractor or his authorized Representative from time to time during the progress of the work and such measurements shall be signed and dated by the Engineer-in-Charge and the Contractor or his Representative in token of their acceptance. If the contractor objects to any of the measurements recorded, a note shall be made to that effect with reason and signed by both the parties.
- r) If for any reason the Contractor or his authorized Representative is not available and the work of recording measurements is suspended by the Engineer-in-Charge/ competent authority or his Representative, the Engineer-in-Charge and the Department shall not entertain any claim from contractor for any loss or damages on this account. If the Contractor or his authorized Representative does not remain present at the time of such measurements after the Contractor or his authorized Representative has been given a Notice in writing three (3) days in advance or fails to countersign or to record objection within a week from the date of the measurement, then such measurements recorded in his absence by the Engineer-in-Charge or his Representative shall be deemed to be accepted by the Contractor

**O. LEGAL:**

- a) The contracting company /Firm/Agency shall also be liable for depositing all taxes, levies, Cess etc. on account of service rendered by him to the office to the concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
- b) The Tax Deduction at Source (TDS) shall be deducted as per the provisions of the Income Tax Department, Labour Welfare cess and GST applicable as amended from time to time and a certificate to this effect shall be provided to the agency by this Department.
- c) In case, the contracting company/Firm/Agency fails to comply with any statutory/taxation liability under appropriate law, and as a result thereof the office is put to any loss/obligation, monetary or otherwise, the office will be entitled to get itself reimbursed out of the outstanding bills or the Security deposit cum Performance guarantee of the agency, to the extent of the loss or obligation in monetary terms.

**P. TERMINATION AND PENALTIES :**

- a) This agreement may be terminated by either partly or fully by giving one months' notice in writing of the intention to terminate without specifying any reason(s) for termination. On termination of the contract, the contractor shall take steps to withdraw all employees in a smooth and orderly manner.

- b) **The tender will be bound by the details furnished to the ASI while submitting the tender or at subsequent stage. In case any of such documents furnished is found to be false at any stage, it would be deemed to be a breach of terms of Contract, making it liable for legal action besides termination of contract and forfeiture of Performance security. The decision of ASI is final in the matter**

**Q. FORCE MAJEURE :**

Force majeure clause will mean and be limited to the following in the execution of the contract/purchase order placed by ASI:


“if at any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract shall be prevented or delayed by reason of any war, hostility, acts of public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of God (here in after referred to events) provided, notice of 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 events 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 ”.

**R. ARBITRATION :**

ASI and the selected vendor shall make every effort to resolve amicably by direct negotiation, any disagreement or dispute arising between them under or in connection with the work order, if any dispute arises between parties on aspects not covered by this agreement, or the construction or operation thereof, or the right, duties or liabilities under these expect 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 the 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 and the language of arbitration shall be English.

**S. APPLICABLE LAW :**

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

  
**SUPERINTENDING ARCHAEOLOGIST  
ARCHAEOLOGICAL SURVEY OF INDIA  
GUWAHATI CIRCLE, GUWAHATI**

## APPLICATION FOR TECHNICAL BID


(To be given on Company/contractor's letter Head)

[Editable Word file will be sent by mail on request]

The bidding Contractor/ Firm/ Agency should fulfil the following ELIGIBILITY requirement in same format and furnish self-attested copies of documents with technical bid.

### A. Profile of Company/ Firm/ Agency:

Sl. No	Particular	Details
1	Name of the contractor/ Firm/ Agency (As given in the registration certificate)	
2	Registered Address	
3	Branch office /Operating Address	
4	E-mail id.  (This will used for all correspondence from and with us. A delivered mail sent to this id is taken as receipt by the bidding Company/ Firm/ Agency)	
4	Name of Authorised signatory including full address, e-mila ID, <b>Mobile No.</b> (Supported by required documents )	
5	All statutory numbers, id etc like PAN, GST, etc (Add rows)	

  
SUPERINTENDING ARCHAEOLOGIST  
ARCHAEOLOGICAL SURVEY OF INDIA  
GUWAHATI CIRCLE, GUWAHATI

**B. Technical Eligibility Criteria:**

SIN o	ELIGIBILITY CONDITION	COPY OF RELEVANT DOCUMENT REQUIRED WITH SELF ATTESTED	ENCLOSED YES/NO.	PAGE NO. OF BID DOCUMENT
1.	The Company/Firm/Agency should be registered with the appropriate registration authority. <b>(It may be registered with CPWD /PWD of state Govt./MES/Railways /Govt. Department /Registered under companies Act 2013).</b>	Copy of valid Registration certificate.		
2.	The Company/Firm/Agency should be registered with the GST Department	Copy of the registration with latest GST Returns and /or GST ECR of last four Quarters filed with the authority.		
3.	PAN card in the name of Comopany/firm/Agency.	Copy of PAN card in the name of Firm/Self proprietorship etc. Else duly notarized affidavit confirming ownership/self proprietorship to be provided for.		
4.	Income Tax Return for the last three financial years.	Copy of IT returns of last 3 years. (i.e. 2018-19, 2019-20, 2020-21)		
5.	The Contractors/Firms/ Agency should be registered with labour department	Copy of valid Registration Certificate/Number		
6.	The Contractors/Firms/ Agencies shall have experience of having successfully completed <b>similar works* in ASI/ other Government department/ Government Organization during last 7 (seven) years</b> and should fulfil either of the following- a) Three similar completed works of costing not less than the amount equal to 40% of the estimated cost. <b>or</b>	Copies of Work Award letters/ work orders along with Completion Certificates  (The Work award certificates should clearly mention the quantity, amount & work order number and quality of performance. <b>Only Copy of work order without completion certificate will not be considered as experience</b> ).		

	<p>b) Two similar completed works costing not less than the amount equal to 50% of the estimated cost</p> <p><b>or</b></p> <p>c) One similar completed work costing not less than the amount equal to 80% of the estimated cost.</p>			
7.	The Company/Firm/Agency shall have <b>average annual financial turnover</b> during last 3 years should be at least 30% of the estimate cost.	Certificate from Statutory Auditor.		
8.	The Head or Branch Office of the Contractor/Firm/ Agency shall be located in North East, India.	Full Address, Location, e-mail address & contract number of Branch Office should be provided in vendor's letter head.		
9.	Bid Security Declaration	Annex-II to be given on Company's letter Head		
10.	Declaration regarding black listing.	Annex-III to be given on Company's letter Head		
11.	Letter of acceptance	Annex-IV to be given on Company's letter Head		

**C. Details of Experience :**

Sl.No	Year	Name of Govt. department	Work Order Reference no.	Total value executed	Page No. of Bid Documets
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					

**D. List of Documents attached (Add rows. Pl enumerate all the documents) :**

Sl.No	Criteria	Details of the document
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		


I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them:

My agency has not been blacklisted/ debarred from participating in tender of any Ministry/ Department of Government of India and Government of India undertaking or state Govt. in the last Three (3) Years as on date of opening of this Tender.

The Information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief.

I/we are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law:

Place		
Date		
		Signature of the Authorised signatory

  
**SUPERINTENDING ARCHAEOLOGIST**  
**ARCHAEOLOGICAL SURVEY OF INDIA**  
**GUWAHATI CIRCLE, GUWAHATI**

**Bid Security Declaration**

**(To be given on Company's letter Head)**

Date:

To

The Superintending Archaeologist  
Archaeological Survey of India  
Guwahati Circle, Guwahati.

Reference: Our Bid No..... Dt.....

Sub: Submission of Bid Security Declaration under Tender No....., Tender Reference No: ....., for **the work namely "MW (Conservation) SR to Vishnudol at Jaysagar, Sivasagar (2021-22)"**

Sir,

I/We , ..... irrevocably declare as under:

I/We understand that, as per **Clause 6 & (D)** of Tender/bid conditions, bids must be supported by a Bid Security Declaration in lieu of Earnest Money Deposit.

I/We hereby accept that I/We may be disqualified from bidding for any contract with you for a period of Three years from the date of disqualification as may be notified by you (without prejudice to FACT's rights to claim damages or any other legal recourse ) if,

- 1) I am /We are in a breach of any of the obligations under the bid conditions,
- 2) I/We have withdrawn or unilaterally modified/amended/revise, my/our Bid during the bid validity period specified in the form of Bid or extended period, if any.
- 3) On acceptance of our bid by FACT, I/we failed to deposit the prescribed Security Deposit or fails to execute the agreement or fails to commence the execution of the work in accordance with the terms and conditions and within the specified time.

Signature:


Name & designation of the authorized person signing the Bid-Securing Declaration Form:

Duly authorized to sign the bid for and on behalf of:

Yours faithfully

(Signature of the Bidder, with Official Seal)

(Note: In case of a Joint Venture, the Bid Security Declaration must be in the name of all partners to the Joint Venture that submits the bid).

  
**SUPERINTENDING ARCHAEOLOGIST  
ARCHAEOLOGICAL SURVEY OF INDIA  
GUWAHATI CIRCLE, GUWAHATI**



**(To be given on Company/contractor's letter Head)**

**DECLARATION REGARDING BLACKLISTING**

1. I, ....., Son/Daughter of Shri..... signatory of the agency/firm mentioned above, is competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
3. My agency/firm has not been blacklisted/debarred from participating in tender of any Ministry/ Department of Government of India and Government of India undertaking in the last Three (3) years as on date of opening of this Tender.
4. The information/ documents furnished along with the above application are true and authentic to the best of my knowledge and belief.
5. I/We am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

**Signature of Authorized person(s)**

Date:

Full Name:

Place:

Seal:

  
**SUPERINTENDING ARCHAEOLOGIST  
ARCHAEOLOGICAL SURVEY OF INDIA  
GUWAHATI CIRCLE, GUWAHATI**

ACCEPTANCE LETTER

(To be given on Company's letter Head)

Date:

To

The Superintending Archaeologist  
Archaeological Survey of India  
Guwahati Circle, Guwahati.

Sub: Acceptance of terms & conditions of Tender under Tender No...../2021,  
Tender Reference No: ....., **for the work namely "MW  
(Conservation) SR to Vishnudol at Jaysagar, Sivasagar (2021-22)"**

Dear Sir,

I/We have download / obtained the tender document(s) for the above mentioned  
Tender/work' from the web site(s) namely <https://eprocure.gov.in/eprocure/app>:

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 the terms / conditions / clauses contained therein.

The corrigendum (s) issued from time to time by your department/ organization to  
have also been taken into consideration, while submitting this acceptance letter.

I/We do hereby declare that our firm has not been blacklisted/ debarred by any  
Govt. Department/Ministry /Public sector undertaking.

I/We certify that all information furnished by the our Firm is true & correct and in  
the event that the information is found to be incorrect/untrue or found violated, then  
your department/ Organization shall without giving any notice or reason therefore or  
summarily reject the bid or terminate the contract, without prejudice to any other rights  
or remedy including the forfeiture of the full said earnest money deposit absolutely.

I/We hereby declare no officer/staff of Guwahati Circle, ASI is related to us.

Yours faithfully

(Signature of the Bidder, with Official Seal)

  
SUPERINTENDING ARCHAEOLOGIST  
ARCHAEOLOGICAL SURVEY OF INDIA  
GUWAHATI CIRCLE, GUWAHATI

## **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 Bidder 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) Bids 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 Bidder will be required to choose a unique username and assign a password for their accounts.
- 3) Bidder are advised to register their valid email address and mobile number as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the Bidder will be required to register their valid Digital Signature Certificate  
  
(Special Class, Class-A, Class-B, Class-C Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (eg. Sify/ NCode/ Emudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a Bidder. Please note that the Bidder is 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 is various search option 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 Bidder 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 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 name 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/ DWE/ 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**

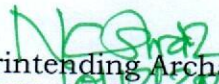
- 1) Bidder should log into the site well in advance for bid submission so that they can upload the Bid in time i.e. on or before the Bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The Bidder has to digitally sign and upload the required bid documents one by one 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 instruction 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 required 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 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 Bidder should follow this time during Bid submission.
- 7) All the documents being submitted by the Bidder would be encrypted using PKI encryption technique 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 Bidder 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 related to the tender documents and the term and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online Bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk Mobile Number - +918826246593 Tel: The 24x7 Help Desk Number 0120-4200462, 0120-4001002.

  
Superintending Archaeologist  
Archaeological Survey of India  
Guwahati Circle, Guwahati  
**ARCHAEOLOGICAL SURVEY OF INDIA**  
**GUWAHATI CIRCLE, GUWAHATI**