

OPEN TENDER NOTICE

For MW (Cons) for SR to Devidol at Jaysagar, Sivasagar, Assam (2018-19)

REFERENCE NO. F. NO : 2/13-W(K)/2018-19 -3505 #23 01/19



सत्यमेव जयते

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

K. *[Signature]* 23/01/19  
अधीक्षण पुरातत्त्वविद्  
Superintending Archaeologist  
भारतीय पुरातत्त्व सर्वेक्षण  
Archaeological Survey of India  
गुवाहाटी मण्डल, गुवाहाटी-०१  
Guwahati Circle, Guwahati-01

*[Signature]*

Section-1

Table – A: Time and Work Frame

**FOR EXECUTION OF WORK – MW (Cons) for SR to Devidol at Jaysagar, Sivasagar, Assam (2018-19)**

**Manual bids shall not be accepted**

CRITICAL DATE SHEET

1.	Date of issue of Tender	23.01.2019 at 17.30 Hrs.
2.	Bid Document Download/Sale Start Date	24.01.2019 from 10:00 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.	24.01.2019 from 10.30 Hrs.
5.	Bid Submission End Date	02.02.2019 up to 12.00 Hrs.
6.	Date of opening of Technical/Financial bid	04.02.2019 at 12.05 Hrs.
7.	Date of meeting with Bidders post Technical Bid opening for presentation and Document Verification	N.A.
8.	Validity of Bid	120 Days.

  
R. - अधीक्षण पुरातत्त्वविद्  
Superintending Archaeologist  
भारतीय पुरातत्त्व सर्वेक्षण  
Archaeological Survey of India  
गुवाहाटी मण्डल, गुवाहाटी  
Guwahati Circle, Assam

Dear Sir,


The Archaeological Survey of India invites online Bids in the prescribed form **under the Two Bid system** i.e. Technical Bid and Financial Bid for the Execution of work: – **For MW (Cons) for SR to Devidol at Jaysagar, Sivasagar, Assam (2018-19)**

1. The system of e-tendering shall be adopted, comprising of Technical Bid and the Financial Bid.  
**Document Download: Tender documents may be downloaded from CPPP site <https://eprocure.gov.in/eprocure/app> and [www.asiguwahaticircle.gov.in](http://www.asiguwahaticircle.gov.in) as per the schedule as given in CRITICAL DATE SHEET.**  
Technical Bid should, inter alia, contain all technical details of services and solutions to be provided along with such documentary proofs. Financial Bid should, inter alia, indicate item-wise price and other commercial/financial terms against the items mentioned in the Technical Bid.
2. **Bid Submission:**  
Applicants/intending or interested Bidders are invited to submit their proposal after carefully reading the Request for Proposal (RFP) by providing (a) Technical Bid, and (b) Financial Bid, separately, clearly mentioning (i) 'Technical Proposal', and (ii) 'Financial Proposal' respectively. Such proposals are to be submitted within the stipulated date and time as mentioned in the Bid document **as given in CRITICAL DATE SHEET.**  
**Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>** Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
3. **Earnest Money Deposit:**  
The Hard Copy of original instruments in respect of cost of earnest money must be delivered to the Superintending Archaeologist, Archaeological Survey of India, Guwahati on or before Bid opening date/time as mentioned in critical date sheet. Tenderer shall likely to be liable for legal action for non-submission of original payment instrument like DD etc. against the submitted Bid.  
The offer without EMD will be rejected summarily. EMD is to be supplied by all the bidders except those who are registered with Central Purchase Organization, National Small Industries Corporation (NSIC) or Ministry of Culture.
4. **The EMD be submitted separately as under:**
  1. Tender inviting authority in the **Superintending Archaeologist, Archaeological Survey of India, Guwahati Circle.**
  2. Time period for the execution of work/supply of materials shall be completed within **180 days** from the issue of the work order.
5. **Estimated Cost of Tender:** ₹ **22,33,828/-** (Rupees Twenty Two lakh Thirty Three Thousand Eight Hundred & Twenty Eight only)

Address for communication, are as given below:-

**Contact Details:**

Contact Person	1. Shri K.Amarnath Ramakrishna, Superintending Archaeologist. 2. Shri S. K. Dutta, Dy. Suptdg. Archaeological Engineer.
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

  
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गुवाहाटी मण्डल, गुवाहाटी-०१  
Guwahati Circle, Guwahati-०१

F. No. 2/13-W(K)/2018-19  
Government of India  
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


**TENDER DOCUMENT (Financial Bid)**

For the Work: **MW (Cons) for SR to Devidol at Jaysagar, Sivasagar, Assam (2018-19)**

**Estimated Cost : ₹ 22,33,828/-** (Rupees Twenty Two lakh Thirty Three Thousand Eight Hundred & Twenty Eight only)

READ TERMS AND CONDITION BEFORE FILLING UP THE SCHEDULE.SIGN ON ALL PAGES.  
Open Tender for execution of complete work.


Item No.	Item Of Work	Quantity	Unit
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 raching the joints and cleaning, washing etc and preparing the surface for replastering Mukhamandapa (Outside wall).	251	Sqm
2	Renewing lime concrete in (1:1:1) of with 50% mortar lime, surkhi and brick aggregate mixing with organic materials including beating upto 7 days to the floor and roof after removal of old damaged decomposed and deteriorated lime concrete/rubbish etc..	1.1	Cum
3	Provision for stitching of crakes of the monument after cleaning, brushing & washing of the crakes.	26	Rmt
4	Removing brick work manually including stacking of serviceable material and disposal of unserviceable material within 50 metres lead as per direction of Engineer-in-charge. In Cement mortar.	57.00	Cum
5	Providing and laying in position cement concrete of specified grade excluding the cost of centering and shuttering - All work up to plinth level : "1:2:4 (1 cement : 2 coarse sand (zone-III) : 4 graded stone aggregate 20 mm nominal size).	16	Cum
6	Brick on edge flooring/pathway with 80% of new bricks of class designation 7.5 & 20% of old usable bricks on a bed of 12 mm cement mortar, including filling the joints with same mortar, with common burnt clay non modular bricks 1:4 (1 cement : 4 coarse sand).	178.00	Sqm

  
23/01/19  
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Guwahati Circle, Guwahati-01

7	Flush pointing with cement mortar 1:3 (1 cement : 3 fine sand) mixed with 2% of integral water proofing compound by weight of cement for flat tile bricks on top of mud phaska : With F.P.S. brick tiles mixing with red oxide powder.	178.00	Sqm
8	Removing old damaged plaster or skirting raking out joints and cleaning the surface for plaster including disposal of rubbish to the dumping ground within 50 meters lead from boundary wall around monument complex.	326	Sqm
9	20 mm cement plaster : 1:4 (1 cement : 4 fine sand).	326	Sqm
10	Finishing walls with Acrylic Smooth exterior paint of required shade: Old work (Two or more coat applied @ 1.67 ltr/ 10 sqm) on existing cement paint surface.	652.00	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. (As per existing grill with top designable arrow and as per direction of engineer in charge)	2695.00	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.	286.00	Sqm
13	Earth work in rough excavation, banking excavated earth in layers not exceeding 20 cm in depth, breaking clods, watering, rolling each layer with ½ tonne roller or wooden or steel rammers, and rolling every 3rd and top-most layer with power roller of minimum 8 tonnes and dressing up in embankments for roads, flood banks, marginal banks and guide banks or filling up ground depressions, lead upto 50 m and lift upto 1.5 m : All kinds of soil.	2.50	Cum
14	Providing and laying in position specified grade of reinforced cement concrete, excluding the cost of centering, shuttering, finishing and reinforcement - All work up to plinth level : 1:2:4 (1 cement : 2 coarse sand : 4 graded stone aggregate 20 mm nominal size).	63.00	Cum
15	Steel reinforcement for R.C.C. work including straightening, cutting, bending, placing in position and binding all complete above plinth level. Mild steel and Medium Tensile steel bars.	892.00	Kg
16	Centering and shuttering including strutting, propping etc. and removal of form for all heights: Lintels, beams, plinth beams, girders, bressumers and cantilevers.	261.00	Sqm

  
 K. Jha 23/01/19  
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 गुवाहाटी मण्डल, गुवाहाटी-०५  
 Guwahati Circle, Guwahati-01

17	Providing and laying gang saw cut 18 mm thick, mirror polished pre moulded and pre polished machine cut granite stone of required size and shape of approved shade, colour and texture in footpath, flooring in road side plazas and similar locations, laid over 20mm thick base of cement mortar 1:4 (1cement : 4 coarse sand) including grouting the joints with white cement mixed with matching pigment, epoxy touch ups etc. complete as per direction of Engineer-in-Charge. With granite stone of area less than 0.50 sqm.	3	Sqm
18	Provision for engraving charges on stone plate for direction board and CNB.	3.00	Sqm
19	Structural steel work riveted, bolted or welded in built up sections, trusses and framed work, including cutting, hoisting, fixing in position and applying a priming coat of approved steel primer all complete. For road signage.	47	Kg
20	Providing and fixing stainless steel (Grade 304) railing made of Hollow tubes, channels, plates etc., including welding, grinding, buffing, polishing and making curvature (wherever required) and fitting the same with necessary stainless steel nuts and bolts complete, i/c fixing the railing with necessary accessories & stainless steel dash fasteners, stainless steel bolts etc., of required size, on the top of the floor or the side of waist slab with suitable arrangement as per approval of Engineer-incharge, (for payment purpose only weight of stainless steel members shall be considered excluding fixing accessories such as nuts, bolts, fasteners etc.). for road signage.	69	Kg
21	Fixing of Radium Signage on Steel Plate.	4	Sqm
22	Provision for lime surkhi sand (1:1:1) plaster to the base platform of direction board, CNB etc.	10	Sqm
23	Cement plaster 1:3 (1 cement: 3 coarse sand) finished with a floating coat of neat cement. 20 mm cement plaster.	6	Sqm
24	Provision for supplying and fixing in position of decorative iron benches of length 1.50 mtr made of cast iron in both side with arm and rectangular M.S. pipe in sitting and back portion fixing with PCC (1:2:4) platform of size 1 X 2.5 X 1.5 X 0.10 m for sitting facility to the visitors including prime coat and S.E. paint etc as per direction of the engineer in charge.	2	Nos.
25	Provision for ordinary labour for clearance of site during and after completion of work.	30	Units

  
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 Archaeological Survey of India  
 गुवाहाटी मण्डल, गुवाहाटी-०२  
 Guwahati Circle, Guwahati

TENDER NOTICE

Online E-Tender on behalf of the President of India, are invited under **Two Bid System** i.e. **Technical Bid and Financial Bid** from reputed, experienced and financially sound contractors/suppliers/Firms/Agencies who have past experience in conservation works with Archaeological Survey of India for at least **Two years** for the work of **MW (Cons) for SR to Devidol at Jaysagar, Sivasagar, Assam (2018-19)**

1. The time period for execution of the work is **180 days** from the date of issue of work order.
1. Complete Tender Document can be downloaded from the website of CPPP & of this Department (<https://eprocure.gov.in/eprocure/app> and [www.asiguwahaticircle.gov.in](http://www.asiguwahaticircle.gov.in)).
2. 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>.**
3. Two Nos of separate **D.D. (Nationalized Bank)** (issued after publication of NIT) as the (i) **Earnest Money Deposit (EMD) ₹ 55,846/- (Rupees Fifty Five Thousand Eight Hundred & Forty Six only)** & (ii) **Tender cost (Non-refundable) ₹ 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.
4. No tender shall be entertained after the deadline under any circumstances what so ever. **The Technical Bid of tender will be opened on 04/02/2019 at 12.05 hrs.**
5. This ASI reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Superintending Archaeologist, ASI, Guwahati Circle in this regard shall be final and binding on all parties in all circumstances.

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K. ARU 22/1/19  
Superintending Archaeologist  
Archaeological Survey of India, Guwahati Circle  
For and on behalf of the President of India  
**Archaeological Survey of India**  
गुवाहाटी मण्डल, गुवाहाटी-०१  
Guwahati Circle, Guwahati-01


**Copy to:**

1. OFFICE NOTICE BOARD, A.S.I., Guwahati Circle, Guwahati - 6
2. The Web Manager, A.S.I., 24, Tilak Marg, New Delhi – 1.
3. Office Copy.

## SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR TENDERERS

The Superintending Archaeologist, ASI, Guwahati Circle, Guwahati requires online E-Tenders from reputed, well established and financially sound Contractors/Suppliers/Firms/Agencies who have past experience in conservation works with Archaeological Survey of India at least **2 (Two) years** for the work of **MW (Cons) for SR to Devidol at Jaysagar, Sivasagar, Assam (2018-19)**

1. The tendering Contractors/Suppliers/Firms/Agencies are required to enclose photocopies of the following documents along with the Technical Bid, failing which their bids shall be summarily/ out-rightly rejected and will not be considered any further:-
  - (a) Copies of the valid Registration Certificate.
  - (b) Copy of PAN/GIR/TIN card No.
  - (c) Copy of IT return filed for the last three financial years along with Proof of annual turnover of the firm for the last 3 years ending on 31/03/2018.
  - (d) Copies of the Service Tax/Sales Tax/GST registration certificate along with latest Service tax/Sales Tax clearance certificate.
  - (e) Declaration regarding black listing as per format attached.
  - (f) Experience certificate of having successfully completed similar works (as mentioned above) of **2 years** ending last financial year.
2. **The rate for complete work should be quoted in figures and words including GST and other Taxes/charges as applicable.**
3. The Contractors/Suppliers/Firms/Agencies will be permitted to attend at the time of tender opening.
4. If the date of opening of the tender happens to be a holiday, the tender will be opened on the next working day.
5. The right of acceptance of a tender will with the Superintending Archaeologist, Archaeological Survey of India, Guwahati Circle who does not bind himself/herself to accept the lower tender and reserves to himself/herself the authority to reject any or all the tenders without assigning any reason. All tenders in which any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected.
6. **Contractor should visit the working site prior to rate tendering as well as have to furnish certificates thereof in written along with the tender.**
7. The work to be executed and deduction of voids will be as per CPWD specifications, IS code and as per Archaeological Survey of India specification.
8. Water arrangement/Scaffolding/T&P articles will be managed by the contractor.
9. The quantity/item of work can be increased / decreased as per site requirements.
10. Before execution of work contractor must sign the agreement in this office.
11. The materials pertaining to this work should be checked by the competent officer.
12. **Security Deposit** – 10% of 1<sup>st</sup> 1,00,000/-  
7.5% of 2<sup>nd</sup> 1,00,000/-  
5% of remaining balance amount of tender cost.
13. The ASI reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Documents or to reject any or all tenders without giving any notice or assigning any reason.

  
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Archaeological Survey of India  
गुवाहाटी मण्डल, गुवाहाटी-०१  
Guwahati Circle, Guwahati-01



The decision of the Superintending Archaeologist, Archaeological Survey of India, Guwahati Circle, Guwahati in this regard shall be final and binding on all parties in all circumstances.

14. Conditional bids shall not be considered and will be out rightly rejected in the very first instance.
15. Contractor will be responsible for timely payment to the supplier/labour and statutory authorities and compliance of all statutory provisions relating to minimum wages/specified contract amount etc. in respect of the person deployed by him in the work.
16. The Contractor shall also be liable for depositing all tax, levies, cess etc on amount of work done/ supply of materials/ service rendered by him to the ASI to the concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
17. Whenever the rates quoted by the contractor in figures and in words tally but the amount is not worked out correctly, the rate quoted by the contractor will be taken as correct and not the amount.
18. The total cost quoted by the bidders shall be worked out for deciding the lowest bidder for acceptance of tender.
19. The rate quoted should include all taxes etc. ASI will not entertain any claim whatsoever in this regard.
20. In case contractor's signature on tender is fixed in an Indian Language, the rate/ amount/ percentage above or below should also be written in the same language. In the case of illiterate contractors the rates/percentage should be attested by a witness.
21. The discretion of acceptance of tender, will rest with the Circle/Branch Officer/Regional Director/Director General, A.S.I who does not bind himself to accept the lowest tender and reserve to himself the authority to reject any or all of the tenders received, without the assigning any reason. Any tender, in which any of the prescribed conditions are not fulfilled or are incomplete in any respect is liable to be rejected.
22. The contractor shall not be permitted to tender for works in the Archaeological Survey of India, Circle/Branch Office (Responsible for award and execution of contracts) in which his near relative is posted as an officer in any capacity.
23. No. Engineer of Gazetted rank or other Gazetted Officer employed in Engineering or Administrative duties in an Engineering Department of the Government of India is allowed to work as a contractor for a period of two years of his retirement from Government service, without the prior permission of the Government of India as aforesaid before submission of the tender or engagement in the contractor's service.
24. The tender of the work shall not be witnessed by a contractor or contractors who himself/themselves/has/have tendered or who may tender for the same work.

**EVALUTION CRITERIA:**

1. The bidder who fulfills Technical Eligibility Requirement mentioned under Technical Eligibility Requirement shall be declared technically qualified and financial bid in respect of only technically qualified bidder shall be opened.
2. The bidder who quotes lowest rates for the work in financial bid will be declared L1.
3. In case of tie in lowest rate, the Contractors/Suppliers/Firms/Agencies who have completed more work orders in last 2 years shall be declared L1. Copies of Work Order and completion certificate from employer shall be provided along with Technical Bid.
4. The work shall be awarded to L1 bidder.

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Superintending Archaeologist  
Archaeological Survey of India, Guwahati Circle  
For and on behalf of the President of India

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Archaeological Survey of India  
गुवाहाटी मण्डल, गुवाहाटी-०१  
Guwahati Circle, Guwahati-01



**TECHNICAL ELIGIBILITY REQUIREMENT FOR THE TENDERING CONTRACTORS/  
SUPPLIERS/FIRMS/AGENCIES (Technical Bid)**

The tendering Contractors/Suppliers/Firms/Agencies should fulfill the following **ELIGIBILITY** requirement and furnish the same with self attested copies of documents with technical bid.

Sl No	REQUIREMENT	COPY OF RELAVANT DOCUMENT	ENCLOSED YES/NO.	PAGE NO. OF BID DOCUMENT
1	Contractors should be registered with the appropriate registration authority.	Copy of Registration Certificate issued by CPWD/PWD		
2	Copy of PAN/GIR/TIN card No.	Copy of PAN/GIR /TIN No.		
3	IT returns / Annual turnover for the last 3 FY years	Copy of IT returns of last 3 years along with certificate of annual turnover of last 3 years from Statutory Auditor/authority		
4	Contractors should be registered with GST and Labour Act.	Copy of registration certificates along with latest GST		
5	Contractors should have registered with EPF/ ESI	Copy of EPF / ESI Registration certificate		
6	Declaration regarding black listing as per format attached	Declaration in enclosed format.		
7	Contractors should have past experience in similar works with ASI for <b>02 years</b> .	Copy of the Work Order/completion certificates.		

(Signature of the Bidder, with official Seal)

*K. H. H. 25/10/19*  
अधीक्षण पुरातत्त्वविद्  
Superintending Archaeologist  
भारतीय पुरातत्त्व सर्वेक्षण  
Archaeological Survey of India  
गुवाहाटी मण्डल, गुवाहाटी-०१  
Guwahati Circle, Guwahati-01

## DECLARATION

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:

  
अधीक्षण पुरातत्त्वविद्  
Superintending Archaeologist  
भारतीय पुरातत्त्व सर्वेक्षण  
Archaeological Survey of India  
गुवाहाटी मण्डल, गुवाहाटी-०१  
Guwahati Circle, Guwahati-01  


## DECLARATION

Should this tender be accepted I/We hereby do agree to abide to by and fulfil all the terms and provisional of the said conditions annexed hereto so far as applicable and or in default 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 ₹ .....(Rupees ..... **only**) **is herewith forwarded in Bank Demand Draft as Earnest Money.** If I/we fail to commence the work as specified in the above memorandum or I/we fail to deposit the amount of Security Deposit specified in the Contract of the Memorandum in accordance with the clause applicable of the said conditions of contract I/we agree that the said President or his successors in office shall without prejudice to any other right or remedy be at liberty to forfeit the Earnest Money absolutely otherwise the said Earnest Money shall be retained by him towards such security deposit . I/we further agree that the said President or his successor in office shall also be at liberty to cancel the acceptance of the tender if I/We fail to deposit security amount as aforesaid.

- Give particulars & number:
  
- Signature of Tenderer:
  
- Address with TIN & GST No:
  
- Signature of Witness:
  
- Address:
  
- Date:

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

Signature of the officer by whom  
tender is accepted.

*K. Anil* 23/1/19  
अधीक्षण पुरातत्त्वविद्  
Superntending Archaeologist  
भारतीय पुरातत्त्व सर्वेक्षण  
Archaeological Survey of India  
गुवाहाटी मण्डल, गुवाहाटी-०१  
Guwahati Circle, Guwahati-01

## Instructions for online Bid Submission

The Bidders are required to submit soft copies of their Bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the Bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their Bids online on the CPP Portal.

More information useful for submitting online Bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

### REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL:<http://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 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, where in 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 Tender’ 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.


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## PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their Bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the Bid. Please note the number of covers in which the bid document – 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 Id 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, etc.) has been provided to the Bidders. Bidders can use “My Space” of “Other Important Documents” are 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 documents. 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 Bid 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 download the BOQ

  
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file, open it and complete the white colored (unprotected) cells with their respective financial quotes and other details (such as name of the Bidder). No other cells 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 a symmetric 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 Number:0120-4200462, 0120- 4001002.

  
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