

सत्यमेव जयते

प्रत्नकीर्तिमपावृणु

SECTION-1

TABLE — A: TIME AND WORK FRAME

SUPPLY OF THERMAL PAPER

**FOR SUPPLY OF MATERIALS WORK UNDER- PROVISION
FOR ANNUAL MAINTENANCE OF TICKETING SYSTEM AT
TAJ MAHAL, AGRA**

MANUAL BIDS SHALL NOT BE ACCEPTED.

CRITICAL DATE SHEET

1.	Bid Start Date	27/09/2023
2.	Bid Document Download / Sale Start Date	27/09/2023
3.	Bid Submission Closing Date	09/10/2023at 15:00
4.	Technical Bid Opening Date	10/10/2023at 15:30
5.	Financial Bid Opening Date/Time	After Opening Technical Bid
6.	Validity of Bid	120 days from the date of opening.



The Archaeological Survey of India invites Online Bids in the prescribed form under the double Bid system i.e. Technical and Financial Bid for the work PROVISION FOR ANNUAL MAINTENANCE OF TICKETING SYSTEM AT TAJ MAHAL, AGRA

1. The system of e-tendering shall be adopted as Double Bid. Tender documents may be downloaded from CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in CRITICAL DATE SHEET.

2. **Bid Submission:**

Applicants/ intending or interested Bidders are invited to submit their online proposal after carefully reading the Request for Proposal (RFP) by providing necessary Documents and BOQ. Such proposals are to be submitted online within the stipulated date and time as mentioned in the Tender document as given in CRITICAL DATE SHEET.

Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>.

Bid documents may be scanned with 100 dpi with black and white option which help in reducing size of the scanned document.

3. **Earnest Money Deposit:**

The Hard Copy of original instruments in respect of cost of earnest money must be deposited to the SUPERINTENDING ARCHAEOLOGIST, ARCHAEOLOGICAL SURVEY OF INDIA, AGRA CIRCLE, 22 MALL ROAD, AGRA on or before Tender opening date/ time as mentioned in critical date sheet.

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)/ MSME or Who have submitted Bid Security Declaration.

4. **Estimated Cost Of Tender:** Rs. 13,03,251.00 (Rs. THIRTEEN LAKHS THREE THOUSAND TWO HUNDRED FIFTY ONE ONLY)

:-Contact Details:-

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





प्रत्यक्षीय निम्नपावणु

FILE NO-05/TAJ/05/2023-2024/W
GOVERNMENT OF INDIA

भारत सरकार

Office of the Superintending Archaeologist

कार्यालय अधीक्षण पुरातत्वविद्

Archaeological Survey of India

भारतीय पुरातत्व सर्वेक्षण

Agra Circle, 22 Mall Road, Agra 282001

आगरा मण्डल, 22 माल-रोड, आगरा 282001

NOTICE INVITING TENDER

निविदा आमंत्रण सूचना

The Superintending Archaeologist, Archaeological Survey of India, Agra Circle, Agra, invites e-tender on the behalf of the President of India, through CPP Portal for the following works as per specification given below under the work **PROVISION FOR ANNUAL MAINTENANCE OF TICKETING SYSTEM AT TAJ MAHAL, AGRA** from the registered contractors of Archaeological Survey of India or any Central Government Department.

अधीक्षण पुरातत्वविद्, भारतीय पुरातत्व सर्वेक्षण आगरा मण्डल, आगरा भारत के राष्ट्रपति की ओर से सी० पी० पी० पोर्टल के माध्यम से कार्य **PROVISION FOR ANNUAL MAINTENANCE OF TICKETING SYSTEM AT TAJ MAHAL, AGRA** हेतु भारतीय पुरातत्व सर्वेक्षण या केंद्र सरकार के किसी विभाग के पंजीकृत ठेकेदारों से ई टेंडर आमंत्रित करता है।

Eligibility Criteria: -

- 1- The firm/Agency should have registered with appropriate authority.**
क. फर्म/एजेंसी किसी उपयुक्त प्राधिकारी से पंजीकृत होना चाहिए।
- 2- The firm/Agency should have GST registration.**
फर्म/एजेंसी के पास जी० एस० टी० पंजीकरण होना चाहिये।
- 3- Pan Card.**
पैन कार्ड।
- 4- The Firm/Agency should have income tax return for three financial year 2019-2020, 2020-2021 and 2021-2022. (A.Y. 2020-2021, 2021-2022, & 2022-2023).**
फर्म/एजेंसी को तीन वित्तीय वर्ष 2019-2020, 2020-2021 एवं 2021-2022 (निर्धारण वर्ष 2020-2021, 2021-2022 एवं 2022-2023) का आयकर रिटर्न भरा होना चाहिये।
- 5- The firm/agency should have average annual financial turnover during three financial year (2019-2020, 2020-2021 and 2021-2022), should be at least 30% of the tender cost i.e. Rs. 3,90,975/-.** A certificate in this regard issued by the CA has to be submitted.
फर्म /एजेंसी के पास 3 वित्तीय वर्षों (2019-2020, 2020-2021 एवं 2021-2022)के दौरान औसत वार्षिक वित्तीय करोबार निविदा राशि का कम से कम 30 प्रतिशत होना चाहिये यानी रु० **3,90,975/-** जिसे सी० ए० द्वारा जारी प्रमाण पत्र के रूप में प्रस्तुत करना होगा।
- 6- The firm / agency should have experience of at least three similar nature of work (Means supply of thermal paper/Paper rolls/Stationary/printing materials etc for supply in govt./PSUs) each costing not less than 40% of the tender cost i.e. 5,21,300/- OR Two Similar Nature of works each Costing not less than 50% of the tender cost i.e. Rs. 6,51,626/- OR One Similar Nature of work costing not less than 80% of the tender cost i.e. Rs. 10,42,601/-.** And that/those work/works should have been completed during the last seven financial years. i.e. 2016-2017 to 2022-2023.
फर्म /एजेंसी को समान प्रकृति के तीन कार्य निविदा राशि से 40 प्रतिशत से कम नहीं यानी प्रत्येक रु० **5,21,300/-** या दो समान प्रकृति का काम, निविदा राशि का 50 प्रतिशत से कम नहीं यानी प्रत्येक रु० **6,51,626/-** या एक समान प्रकृति का काम निविदा राशि का 80 प्रतिशत से कम नहीं यानी रु० **10,42,601/-** का होना चाहिये और उन तीन कामों को पिछले सात वित्तीय वर्षों के दौरान पूरा किया जाना चाहिये यानी 2016-2017 से 2022-2023 के मध्य।
- 7- Copy of work order and completion certificate should be uploaded on CPP Portal as per tender required.**

ज. कार्य आदेश और पूर्णता प्रमाण पत्र की प्रतिलिपि आवश्यक निविदा के अनुसार सी० पी० पी० पोर्टल पर अपलोड की जानी चाहिये।

The eligible Contractors may upload their tender documents online only at CPPP website <https://procure.gov.in/eprocure/app> upto **15:00 hours of 09/10/2023** which will be opened on dated **10/10/2023** at **15:30 hours.**



पात्र ठेकेदार केवल सी0 पी0 पी0 वेबसाइट <http://eprocure.gov.in/eprocure/app> पर अपने निविदा दस्तावेज दिनांक **09/10/2023at 15:00** तक ऑनलाइन अपलोड कर सकते हैं जो दिनांक **10/10/2023at 15:30** खोला जाएगा।

TENDER COST Rs. 13,03,251.00 (Rs. THIRTEEN LAKHS THREE THOUSAND TWO HUNDRED FIFTY ONE ONLY)

अनुमानित राशि:- रु0 **13,03,251/-** (रु0 तेरह लाख तीन हजार दो सौ एकावन मात्र)

EARNEST MONEY RS. 32,581/- (THIRTY TWO THOUSAND FIVE HUNDRED EIGHTY ONE ONLY)

अमानत राशि:- रु0 **32,581/-** (रु0 बत्तीस हजार पाँच सौ एकासी मात्र)

(Exemption as per rules)

(नियमानुसार छूट)

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

अमानत राशि एफ0 डी0 आर0 के रूप में निविदा के साथ संलग्न होना चाहिए जो "भारतीय रिजर्व बैंक द्वारा समर्थित आगरा के किसी भी अनुसूचित बैंक में अधीक्षण पुरातत्वविद्, भारतीय पुरातत्व सर्वेक्षण, आगरा मण्डल, आगरा के पक्ष में देय हो।

Time allowed for completion of work will be **60 days** which will be reckoned within fifteen days from the date of issue of order. Tenders of the contractors who do not deposit earnest money in favour of the **SUPERINTENDING ARCHAEOLOGIST, ARCHAEOLOGICAL SURVEY OF INDIA, AGRA CIRCLE** in the prescribed form will be liable to be summarily rejected.

कार्य पूरा होने के लिए अनुमत समय 60 दिन होगा जिसे कार्य आदेश जारी होने की तारीख से पंद्रह दिनों के अंदर माना जाएगा। उन ठेकेदारों की निविदाएं निरस्त मानी जाएगी जो अधीक्षण पुरातत्वविद्, भारतीय पुरातत्व सर्वेक्षण, आगरा मण्डल, आगरा के पक्ष में निर्धारित राशि जमा नहीं करते हैं।

Conditions and tender forms can be downloaded from our ASI website www.asiagracycircle.in and e-portal eprocure.gov.in. **w.e.f. 27/09/2023 to 09/10/2023 upto 15:00** hours of each day.

निविदा शर्तें एवं प्रपत्र हमारी वेबसाइट www.asiagracycircle.in और e-portal eprocure.gov.in से दिनांक **27/09/2023** से दिनांक **09/10/2023 upto 15:00** बजे तक डाउनलोड किए जा सकते हैं।

No tender shall be entertained after this deadline under any circumstances what so ever. The Bids of tenders will be opened on **10/10/2023AT 15:30 HRS.** in the presence of authorized representative of Bidders as may wish to be personally present.

इस समय सीमा के बाद किसी भी परिस्थिति में कोई भी निविदा पर विचार नहीं किया जाएगा। निविदाओं की तकनीकी बोलियां बोलीदाताओं के अधिकृत प्रतिनिधि की उपस्थिति में या व्यक्तिगत रूप से उपस्थिति में दिनांक **10/10/2023** को **15:30** बजे खोली जाएगी।

Tender documents are available in the ASI website www.asiagracycircle.in and e-portal eprocure.gov.in. The bidder must attach the copy of EMD should be deposited in ASI, Agra Circle Agra on or before the date of opening the tender.

भारतीय पुरातत्व सर्वेक्षण, आगरा की वेबसाइट www.asiagracycircle.in और e-portal eprocure.gov.in पर निविदा दस्तावेज उपलब्ध हैं। बोली लगाने वाले को तकनीकी निविदा खोलने से पहले भारतीय पुरातत्व सर्वेक्षण, आगरा मण्डल, आगरा में अमानत राशि की प्रति जमा करनी होगी।

The Archaeological Survey of India 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 given any notice or assigning any reason. The decision of the Archaeological Survey of India, in this regard shall be final and binding on all parties in all circumstances.

भारतीय पुरातत्व सर्वेक्षण निविदा दस्तावेज में शामिल किसी भी नियम और शर्तों को संशोधित करने या वापस लेने या किसी भी नोटिस दिए बिना या कोई कारण बताए किसी भी या सभी निविदाओं को अस्वीकार करने का अधिकार सुरक्षित रखता है। इस सम्बंध में भारतीय पुरातत्व सर्वेक्षण का निर्णय सभी परिस्थितियों में सभी पक्षों पर अंतिम और बाध्यकारी होगा।




LIST OF SUPPLY OF MATERIALS

NAME OF WORK: PROVISION FOR ANNUAL MAINTENANCE OF TICKETING SYSTEM AT TAJ
MAHAL, AGRA

Sl. No.	Description of supply of thermal paper	Quantity	
1.	Thermal Pos Roll (78 mm X 65mm dia and length 50 mtr.) 55 GSM. (Rate Including GST).	19900.00	Nos

Evaluation Criteria

- 1- All documents to be uploaded in CPPP portal properly.
- 2- This is not an item wise bid. The L1 will be selected depending upon the overall lowest bid of all the items.
- 3- The bidders are requested to visit the site and examine the requirement and its rate accordingly before quoting the rate in Online BOQ. If the Quoted rate is obvious Vague (Extremely High or Extremely Low) the Same will not be considered and will be rejected at Financial Stage.


Superintending Archaeologist



TERMS AND CONDITION FOR SUBMISSION OF TENDER

1. Tenders are hereby invited on behalf of the President of India. For execution of work under Estimated cost of Rs. 13,03,251.00 (Rs. THIRTEEN LAKHS THREE THOUSAND TWO HUNDRED FIFTY ONE ONLY).

2. Tender document consisting of the detailed plans, complete specifications, the schedule of quantities of the various classes of work to be done, and the set of conditions of contract to be complied with by the person whose tenders may be accepted. The tender forms can be downloaded from our website- www.asiagracycircle.in and e-portal eprocure.gov.in from 27/09/2023 to 09/10/2023.

2 (a) The site of the work is available, or the site for the work shall be made/available in parts.

1. The Contractors should upload their tender documents online only at CPPP website: <https://eprocure.gov.in/eprocure/app>. upto 15:00 hours of 09/10/2023 which will be opened on dated 10/10/2023 at 15:30 hours.

2. The tender form can be downloaded from our website- www.asiagracycircle.in and e-portal eprocure.gov.in.

3. The time allowed for execution of work will be 60 days which will be reckoned after fifteen days from the date of issue of order to commence work.

4. The contractors should quote in figures as well as in words the rate and amount tendered by them. The amount for each item should be worked out and the requisite totals given.

5. When the contractors signs a tender in an Indian Language the percentage above or below and the tendered amount in case of PWD form No.7 and the total amount tender in the case of PWD form No.7 and total amount tendered in the case of PWD form No.8 and should also be written in the same language. In a case of illiterate contractors the rates or the amounts tendered should be attested by a witness.

6. Issue of tender form will be stopped one days before the date fixed for opening of tenders.

7. Earnest money amounting of RS. 32,581/- (THIRTY TWO THOUSAND FIVE HUNDRED EIGHTY ONE ONLY) (unless exempted) in deposit at call received of scheduled bank guaranteed by the Reserve Bank of India must accompany each tender which is to be in sealed cover super scribed tender for THERMAL PAPER FOR E- TICKETING OF AGRA CIRCLE AGRA and addressed to Superintending Archaeologist, Archaeological Survey Of India, Agra Circle, 22 Mall Road, Agra.

8. The contractor whose tender is accepted (unless exempted) will be required to be furnish by way of security deposit for the due fulfillment of his contract.

I) In the case of works costing upto Rs. 1,00,000/- to 10% of the estimated cost of work put to tender.

II) In the case of works costing more than Rs.1,00,000/- and upto 2,00,000/- to 10% on the first Rs.1,00,000/- and 7 % on the balance.

III) In the case of works costing more than Rs.2,00,000/-, 10% on the first Rs.1,00,000/-, 7 % on the next Rs. 1,00,000/- and 5% on the balance amount.

9. The security amount will be deposited by contractor in the form of FDR/CDR of any Nationalised Bank pledged to the Superintending Archaeologist, Archaeological Survey of India, Agra Circle, Agra. Earnest money deposited at the time of tender, will be treated as a part of the security deposit. The security amount will also be accepted in the shape of Government securities. Fixed deposit receipt and Guarantee bonds of schedule banks and State Bank of India will also be accepted for this purpose provided confirmatory advise is forthcoming from the Reserve Bank of India.

10. The right of acceptance of a tender will with SUPERINTENDING ARCHAEOLOGIST, ARCHAEOLOGICAL SURVEY OF INDIA, AGRA CIRCLE, AGRA who does not bind himself to accept the lowest tender and reserves to himself the authority to reject any or all of the tenders received without assignment of a reason. All tenders in which any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected.

11. Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the contractors who resort to Canvassing will be liable to rejection.

12. All rates shall be quoted on the proper form of the tender alone, amount tendered in the case of tender.

13. The criteria for approval of the lowest tender is over all lowest one against the total cost of the tender amount amount of all tenders.

14. On acceptance of the tender, the name of the accredited representative(s) of the contractor who would be responsible for taking instructions from the Engineer in charge shall be communicated to the Engineer in charge.

15-Special care should be taken to write the rates in figures as well as in words and the amounts in figures only, in such a way that interposition is not possible. The total amount should be written both in figures and words. The case of figures, the word Rs. should be written before rupees and word (P) after the decimal figures e.g. 2.15 p and case of words the word (Rupees) should proceed and the word 'only' it should in variably upto decimal places. While quoting the area in the schedule of quantities the word only should be written closely following the amount and it should not be written closely following the amount and it should not be written in the next line.

16. The President of India does not bind himself to accept the lowest or any tender and reserves to himself the right of accepting the whole or any part of the tender and tenderer shall be bound to perform the same at the rates quoted.

17. GST or any other or material in respect of this contracts shall be payable by the contractor and Government will not entertain any claim whatsoever in this respect.

18. The Contractor shall not be permitted to tender for works in the ASI circle (responsible for award and execution of the contracts) in which his near relative is posted as an officer in any capacity between the grades of Superintending Engineer and Assistant (both inclusive). He shall also intimate the names of persons who are working with him in capacity or are subsequently employed by him and who are near relatives to any Gazetted officer in ASI or in the Ministry of Tourism and Culture by the contractor should render him liable to be removed from the approved list of contractors of this Department.

19. The tender of works shall remain open for acceptance for a period of 120 days from the date of opening of tenders. If any tender withdraws his tender before the said period or make any modifications in the terms and conditions of the tender, which are not acceptable to the department. Then the Government shall forfeit 100% of the said earnest money absolutely.

20. Contractors exempted from payment of Earnest money and Security Deposit in individual cases should attach with the tender an attested Copy of Competent authorities letter exempting them from the payment of Earnest Money and Security Deposit and should produce the original whenever called upon to do so.

21. The tender for the work shall not be witnessed by a contractor or contractors who himself/themselves has /have tendered or who may and has /have rendered for the same work. Failure to observe this condition would render of the contractors tendering as well as witnessing the tender liable to summary rejection.

Should this tender be accepted, I/we hereby agree abide by and fulfil all the terms and provisions of the said conditions annexed hereto so far as applicable and or in detail thereof to forfeit and pay to the President of India or his successor in office the sum of money mentioned in the said conditions.

A sum of Rs. _____ (Rupees _____) is herewith forwarded in F.D.R. vide No. _____ dated _____ as earnest money. If I /we fails to commence the work as specified in the above memorandum or is I/we fail to deposit the amount of security deposit specified against (ii) a in the above memorandum in accordance with the clause I of the said conditions of contract. I/we agree that the said President of India or his successor in office shall/without prejudice to any other right or remedy, shall be retained by him towards such security deposit. I/we further agree that the said President of India or his successor in office shall also be at liberty to cancel the acceptance of the tender if I / we fail to deposit security amount as aforesaid. SIGNATURE AND ADDRESS OF CONTRACTOR:

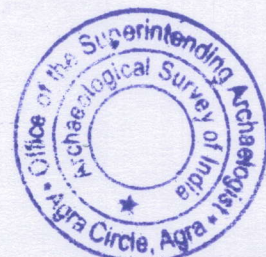
PAN No. _____: Phone No. _____: Mob. No. _____: _____ Signature & address of witness

to signature of tenderer.

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

Dated 20....

Signature of the officer by whom THE TENDER IS ACCEPTED





FILR NO. 05/TAJ/05/2023-2024/W
GOVERNMENT OF INDIA
OFFICE OF SUPERINTENDING ARCHAEOLOGIST
ARCHAEOLOGICAL SURVEY OF INDIA
AGRA CIRCLE, THE 22 MALL ROAD, AGRA

NAME & ADDRESS OF CONTRACTOR

DATE OF OPENING: 10/10/2023 at 15.30 Hrs. TENDER DOWNLOADED TILL 09/10/2023 at 15.00 Hrs.

NAME OF WORK: PROVISION FOR ANNUAL MAINTENANCE OF TICKETING SYSTEM AT TAJ MAHAL, AGRA
I/We hereby tender for the President of India of the materials described in the under mentioned memorandum according to the specification within the times specified and at the rates specified therein subject to the conditions to the contractor: -

MEMORANDUM

- (I) EARNEST MONEY RS. 32,581/- (THIRTY TWO THOUSAND FIVE HUNDRED EIGHTY ONE ONLY)
(II) SECURITY DEPOSIT RS. 72,163/- (SEVENTY TWO THOUSAND ONE HUNDRED SIXTY THREE ONLY)
(V) PLACE OF WORK- TAJ MAHAL, AGRA.

Sl. No.	Works details	Quantity	Rate (in words)	Total amount (in words)
	SUPPLY OF THERMAL PAPER AT AGRA CIRCLE, AGRA AGRA			
1.	Thermal Pos Roll (78 mm X 65mm dia and length 50 mtr.) 55 GSM. (Rate Including GST).	19900.00	Nos	

Signature of Contractor

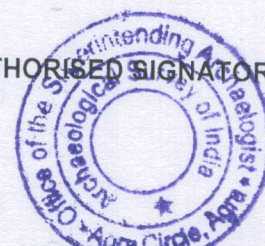


(TECHNICAL ELIGIBILITY CRITERIA)
ELIGIBILITY CERTIFICATES TO BE ENCLOSED BY THE COMPANY/ FIRM/ AGENCY/
CONTRACTOR (self-attested copy).

Sl. NO.	REQUIREMENT	COPY OF RELEVANT DOCUMENT	Enclosed Yes/No	PAGE NO. Of Bid Document
1.	The firm/Agency should have registered with appropriate registration Authority.	Copy of Registration certificate to be provided	YES/NO	
2.	The firm/Agency should have GST registration.	Copy of Registration Certificate to be provided	YES/NO	
3.	Pan Card	Copy of Pan Card should be provided	YES/NO	
4.	The Firm/Agency should have income tax return for three financial year 2019-2020, 2020-2021 and 2021-2022. (A.Y. 2020-2021, 2021-2022, & 2022-2023).	Copy of I.T.R for financial year 2019-2020, 2020-2021 and 2021-2022 (A.Y. 2020-2021, 2021-2022 & 2022-2023).	YES/NO	
5.	The firm/agency should have average annual financial turnover during three financial year (2019-2020, 2020-2021 and 2021-2022), should be at least 30% of the tender cost i.e. Rs. 3,90,975/-. A certificate in this regard issued by the CA has to be submitted.	Copy to be provided. (Balance Sheet will not be valid).	YES/NO	
6.	The firm / agency should have experience of at least three similar nature of work each costing not less than 40% of the tender cost i.e. 5,21,300/- OR Two Similar Nature of works each Costing not less than 50% of the tender cost i.e. Rs. 6,51,626/- OR One Similar Nature of work costing not less than 80% of the tender cost i.e. Rs. 10,42,601/-. And that/those work/works should have been completed during the last seven financial years. i.e. 2015-2016 to 2021-2022.	Copy of work order / completion certificate to be provided. (Completion Certificate must contain amount in which work completed).	YES/NO	
7.	EMD (in FDR form) or Exemption Certificate or Bid Security Declaration Certificate,	Copy to be provided.	YES/NO	
8.	Tender acceptance Letter on letter head and Declaration Certificate of black listing.	Copy to be provided.	YES/NO	

- Those Bidders who have not mentioned page number against the above point 1-8 in the column of **PAGE NO. Of Bid Document** will not be evaluated and may be rejected in Technical Stage.
- The bidders are requested to enclose only required documents.
- For experience against Para 6 both work order and its completion certificate is mandatory. The copy of work order without completion certificate and Completion Certificate without Copy of Work Order will not be considered.
- Similar Nature means supply of thermal paper/paper rolls/Stationary/Printing Materials etc for supply in Govt./PSUs.**

AUTHORISED SIGNATORY



INSTRUCTIONS FOR ONLINE BID SUBMISSION

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

REGISTRATION

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

SEARCHING FOR TENDER DOCUMENTS

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

PREPARATION OF BIDS

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

SUBMISSION OF BIDS

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

ASSISTANCE TO BIDDERS

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



TENDER ACCEPTANCE LETTER
(TO BE GIVEN ON COMPANY LETTER HEAD)

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

SUB: ACCEPTANCE OF TERMS & CONDITIONS OF TENDER.

TENDER REFERENCE NO: 05/TAJ/05/2023-2024/W (PINE CODE 282001)

NAME OF TENDER / WORK: - PROVISION FOR ANNUAL MAINTENANCE OF TICKETING SYSTEM AT TAJ MAHAL, AGRA

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: for the work of PROVISION FOR ANNUAL MAINTENANCE OF TICKETING SYSTEM AT TAJ MAHAL, AGRA
2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. -- to --- (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organization to have also been taken into consideration, while submitting this acceptance letter.
5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
6. I / We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.
7. I / We agree to supply the sample of the materials after acceptance of the tender.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)



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 has not been blacklisted/ debarred from participating in tender by 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

Full Name:

Seal:

Date:

Place:

