



**ANNUAL MAINTENANCE CONTRACT FOR HOUSE KEEPING MATERIALS
FOR THE WORK UNDER- ANNUAL MAINTENANCE OF
TOILET BLOCKS AT TAJ MAHAL, AGRA**

MANUAL BIDS SHALL NOT BE ACCEPTED.

CRITICAL DATE SHEET		
1.	Bid Start Date	03/08/2023
2.	Bid Document Download Date	03/08/2023
3.	Bid Submission Closing Date	09/08/2023at 15:00
4.	Technical Bid Opening Date	10/08/2023at 15:30
5.	Financial Bid Opening Date/Time	To be notified on CPP Portal
6.	Validity of Bid	120 days from the date of opening

The Archaeological Survey of India Agra Circle, Agra invites Online Bids in the prescribed form under the double Bid system i.e. technical and Financial Bid for work **ANNUAL MAINTENANCE OF TOILET BLOCKS AT TAJ MAHAL, AGRA.**

1. The system of e-tendering shall be adopted as double Bid. Tender documents may be downloaded from CPP 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 document and submission of BOQ. Such proposal are to be submitted within the stipulated date and time as mentioned in the Tender document and as given in CRITICAL DATE SHEET. Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>.

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

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 .

4. Estimated Cost Of Tender: Rs. 4,30,322.00 (Rs. FOUR LAKHS THIRTY THOUSAND THREE HUNDRED TWENTY TWO ONLY).

:-CONTACT DETAILS:-

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

आर्कियोलॉजिकल सर्वेय ऑफ इंडिया
Office of the
Superintending Archaeologist
आर्कियोलॉजिकल सर्वेय ऑफ इंडिया
आर्कियोलॉजिकल सर्वेय ऑफ इंडिया
आर्कियोलॉजिकल सर्वेय ऑफ इंडिया
Agra Circle, Agra



प्रत्यक्षीरिनिपादयु

FILE NO-05/TAJ/01/2023-2024/W

GOVERNMENT OF INDIA

Office of the Superintending Archaeologist

Archaeological Survey of India

Agra Circle, 22 Mall Road, Agra 282001

NOTICE INVITING TENDER

The Superintending Archaeologist, Archaeological Survey of India, Agra Circle, Agra, 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 **ANNUAL MAINTENANCE OF TOILET BLOCKS AT TAJ MAHAL, AGRA** from the registered contractors of Archaeological Survey of India or any Central Government Department.

Eligibility Criteria: -

1. The firm/Agency should have registration in ASI, State PWD or any Central Government Department.
2. The firm/Agency should have GST registration.
3. The Firm/Agency should have income tax return for three financial year (2019-2020, 2020-2021 and 2021-2022) (Assessment Year 2020-2021, 2021-2022, 2022-2023).
4. The Firm /Agency should have experience for similar nature of work.
5. The firm/agency should have average annual financial turnover during financial year 2019-2020, 2020-2021 and 2021-2022, should be at least 30% of the tender cost i.e. Rs. 1,29,097/-. A certificate in this regard issued by the CA has to be submitted.
6. The firm / agency should completed three similar nature of work each costing not less than 40% of the tender cost i.e. 1,72,129/- OR Two Similar Nature of works each Costing not less than 50% of the tender cost i.e. Rs. 2,15,161/- OR One Similar Nature of work costing not less than 80% of the tender cost i.e. Rs. 3,44,258/-. And that/those work/works should have been completed during the last seven financial years. i.e. 2016-2017 to 2022-2023.

The eligible Contractors may upload their tender documents online only at CPPP website: <https://eprocure.gov.in/eprocure/app> upto 15:00 hours of 09/08/2023 which will be opened on dated 10/08/2023 at 15:30 hours.

ESTIMATED COST Rs. 4,30,322.00 (Rs. FOUR LAKHS THIRTY THOUSAND THREE HUNDRED TWENTY TWO ONLY).

EARNEST MONEY Rs. 10,758/- (Rs. TEN THOUSAND SEVEN HUNDRED FIFTY EIGHT ONLY).
(Exemption as per rules)

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

Time allowed for completion of work will be **90 Days** which will be reckoned after fifteen days from the date of issue of order. Tenders of the contractors who do not deposit earnest money in favour of the **SUPERINTENDING ARCHAEOLOGIST, ARCHAEOLOGICAL SURVEY OF INDIA, AGRA CIRCLE** in the prescribed form will be liable to be summarily rejected.

Conditions and tender forms can be downloaded from our ASI website www.asiagracycircle.in and e-portal eprocure.gov.in w.e.f. 03/08/2023 to 09/08/2023 upto 15:00 hours of each day.

No tender shall be entertained after this deadline under any circumstances what so ever. The Bids of tenders will be opened on **10/08/2023 AT 15:30 HRS.** in the presence of authorized representative of Bidders as may wish to be personally present.

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.

ANNUAL MAINTENANCE OF TOILET BLOCKS AT TAJ MAHAL, AGRA 3

प्रत्यक्षीरिनिपादयु
Office of the
Superintending Archaeologist
Archaeological Survey of India
Agra Circle, Agra

NAME OF WORK: ANNUAL MAINTENANCE OF TOILET BLOCKS AT TAJ MAHAL, AGRA

Sl. No.	Description of job Work details	Period	
		Rate	Unit
1.	Hand Wash Liquid (5.00 Ltr Cap pack) Dettol/Life Boy or Eq. Brand (Rate Including GST).	920.00	Ltr.
2.	Phenyl (Lizol or eq.) 500 Ltr. Cap. Bottle (Rate Including GST).	460.00	Ltr.
3.	Toilet cleaner (Harpic or Eq.) 5.00 Ltr Cap Bottle. (Rate Including GST).	610.00	Ltr.
4.	Odonil (50 gm). (Rate Including GST).	120.00	Nos.
5.	Toilet Brush. (Rate Including GST).	24.00	Nos.
6.	Naphthalene balls. (Rate Including GST).	6.00	Kg
7.	Colin (500 ml). (Rate Including GST).	12.00	Nos.
8.	Room Freshener (240 ml). (Rate Including GST).	12.00	Nos.
9.	Tissue paper roll for dispenser (2Ply 160 sheet). (Rate Including GST).	120.00	Nos.
10.	Toilet paper rolls (9.8 cm wide). (Rate Including GST).	300.00	Nos.
11.	Old Dhoti for cleaning. (Rate Including GST).	24.00	Nos.
12.	Plastic Bucket 20.00 lit Capacity. (Rate Including GST).	4.00	Nos.
13.	Plastic Mug 1.00 Lit Capacities. (Rate Including GST).	24.00	Nos
14.	Duster av size 18"x18". (Rate Including GST).	24.00	Nos
15.	Mosquito Spary 400 ML. (Rate Including GST).	12.00	Nos
16.	Wiper 15" to 18". (Rate Including GST).	20.00	Nos
17.	Plastic Dustbin 100 Ltr Cap with pedestal Cello Brand (Cello or Eq.). (Rate Including GST).	4.00	Nos
18.	Jacket (With description as per site in charge to be written on it. (Rate Including GST).	16.00	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- Payment shall be made by service provider to casual labourers by 7th of Every Month through Electronic transfer without waiting for the Bill of the past month to be cleared.
- 4- In the Case of Payment of labourers all mandatory contributions and statutory obligations will be born by the successful bidder/Contractor.
- 5- 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

Office of the
Superintending Archaeologist
Archaeological Survey of India
Agra Circle, Agra

TERMS AND CONDITION FOR SUBMISSION OF TENDER

1. Tenders are hereby invited on behalf of the President of India. For work under Estimated cost of **Rs. 4,30,322.00 (Rs. FOUR LAKHS THIRTY THOUSAND THREE HUNDRED TWENTY TWO ONLY).**

2. Tender document consisting of the detailed plans, complete specifications, the schedule of quantities of the various items of work to be done, and the set of conditions of contract to be complied with by the person whose tenders may be accepted. The tender forms can be downloaded from our website- www.asiagrarcircle.in and e-portal eprocure.gov.in from **03/08/2023 to 09/08/2023.**

2 (a) The site of the work is available, or the site for the work shall be made available by the department.

1. The Contractors should upload their tender documents online only at CPPP website: <https://eprocure.gov.in/eprocure/app>. **upto 15:00 hours of 09/08/2023** which will be opened on dated **10/08/2023 at 15:30 hours.**

3. The time allowed for the work will be **90 Days** which will be reckoned after fifteen days from the date of issue of order to commence work.

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

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

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

7. Earnest money amounting of **Rs. 10,758/- (Rs. TEN THOUSAND SEVEN HUNDRED FIFTY EIGHT ONLY).** (unless exempted) in deposit at call received/FDR of scheduled bank guaranteed by the Reserve Bank of India must accompany each tender.

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

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

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

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

9. The security amount will be deposited by contractor in the form of FDR/CDR of any Bank RBI pledged to the Superintending Archaeologist, Archaeological Survey of India, Agra Circle, Agra. Earnest money deposited at the time of tender, will be treated as a part of the security deposit. The security amount will also be accepted in the shape of Government securities. Fixed deposit receipt of schedule banks will be accepted for this purpose provided confirmatory advice 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 bid himself to accept the lowest tender and reserves to himself the authority to reject any or all of the tenders received without assignment of a reason. All tenders in which any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected.

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

12. All rates shall be quoted on the proper form of the tender alone.

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

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

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

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

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

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

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

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

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

22. If a firm is exempted from submission of EMD as per the government rules, it does not need to submit uploaded documents in hard copy to this office.

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

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

SIGNATURE AND ADDRESS OF CONTRACTOR:

PAN No. _____; Phone No. _____

: Mob. No. _____

Signature & address of witness to signature of tenderer.

1-
2-

The above tender is hereby accepted by me on behalf of the President of India
Dated _____ 2020

Signature of the officer by whom
THE TENDER IS ACCEPTED

ANNUAL MAINTENANCE OF TOILET BLOCKS AT TAJ MAHAL, AGRA 5

आर्कियोलॉजिकल सर्वेय ऑफ इंडिया
अग्रा सर्किल, अग्रा
आर्कियोलॉजिकल सर्वेय ऑफ इंडिया
अग्रा सर्किल, अग्रा
आर्कियोलॉजिकल सर्वेय ऑफ इंडिया
अग्रा सर्किल, अग्रा



FILE NO-05/TAJ/01/2023-2024/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: 10/08/2023at 15.30 Hrs.TENDER DOWNLOADED TILL 09/08/2023at 15.00 Hrs.

NAME OF WORK: ANNUAL MAINTENANCE OF TOILET BLOCKS 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. 10,758/- (Rs. TEN THOUSAND SEVEN HUNDRED FIFTY EIGHT ONLY).

(II) SECURITY DEPOSIT Rs. 28,516.00 (Rs. TWENTY EIGHT THOUSAND FIVE HUNDRED SIXTEEN).

(III) PAYABLE IMMEDIATE ON THE ACCEPTANCE OF THE TENDER (INCLUDING EARNEST MONEY DEPOSITED WITH THE TENDER) -----

(IV) PERCENTAGE TO BE DEDUCTED FROM BILL: Income tax and other taxes as applicable by the government

(V) PLACE OF WORK- TAJ MAHAL, AGRA.

Sl. NO	Description of job Work details	Period		Rate (in words)	Total amount (in words)
1.	Hand Wash Liquid (5.00 Ltr Cap pack) Dettol/Life Boy or Eq. Brand (Rate Including GST).	920.00	Ltr.		
2.	Phenyl (Lizol or eq.) 500 Ltr. Cap. Bottle (Rate Including GST).	460.00	Ltr.		
3.	Toilet cleaner (Harpic or Eq.) 5.00 Ltr Cap Bottle. (Rate Including GST).	610.00	Ltr.		
4.	Odonil (50 gm). (Rate Including GST).	120.00	Nos.		
5.	Toilet Brush. (Rate Including GST).	24.00	Nos.		
6.	Naphthalene balls. (Rate Including GST).	6.00	Kg		
7.	Colin (500 ml). (Rate Including GST).	12.00	Nos.		
8.	Room Freshener (240 ml). (Rate Including GST).	12.00	Nos.		
9.	Tissue paper roll for dispenser (2Ply 160 sheet). (Rate Including GST).	120.00	Nos.		
10.	Toilet paper rolls (9.8 cm wide). (Rate Including GST).	300.00	Nos.		
11.	Old Dhoti for cleaning. (Rate Including GST).	24.00	Nos.		
12.	Plastic Bucket 20.00 lit Capacity. (Rate Including GST).	4.00	Nos.		
13.	Plastic Mug 1.00 Lit Capacities. (Rate Including GST).	24.00	Nos		
14.	Duster av size 18"x18". (Rate Including GST).	24.00	Nos		
15.	Mosquito Spary 400 ML. (Rate Including GST).	12.00	Nos		
16.	Wiper 15" to 18". (Rate Including GST).	20.00	Nos		
17.	Plastic Dustbin 100 Ltr Cap with pedestal Cello Brand (Cello or Eq.). (Rate Including GST).	4.00	Nos		
18.	Jacket (With description as per site in charge to be written on it. (Rate Including GST).	16.00	Nos		

SIGNATURE OF CONTRACTOR

ANNUAL MAINTENANCE OF TOILET BLOCKS AT TAJ MAHAL, AGRA

Office of the
Superintending Archaeologist
Archaeological Survey of India
Agra Circle, Agra

(TECHNICAL ELIGIBILITY CRITERIA)
ELIGIBILITY CERTIFICATES TO BE ENCLOSED BY THE COMPANY/ FIRM/ AGENCY/ CONTRACTOR

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

Sl. NO.	REQUIREMENT	RELEVANT DOCUMENT TO BE PROVIDED	Enclosed Yes/No	PAGE NO. Of Bid Document
1.	The firm/Agency should have registration in ASI/ State PWD or any central Government department.	COPY OF REGISTRATION CERTIFICATE TO BE PROVIDED	Yes/No	
2.	The Firm/ Agency/ Contractor should be registered with GST.	COPY OF REGISTRATION CERTIFICATE TO BE PROVIDED	Yes/No	
3.	The Firm/Agency should have income tax return for three financial years 2019-2020, 2020-2021 and 2021-2022. (A.Y. 2020-2021, 2021-2022 and 2022-2023)	COPY OF ASSESSMENT YEAR TO BE PROVIDED	Yes/No	
4.	Pan Card	COPY TO BE PROVIDED.	Yes/No	
5.	The firm/agency should have average annual financial turnover financial year (i.e. 2019-2020, 2020-2021 and 2021-2022), should be at least 30% of the tender cost i.e. Rs. 1,29,097/-. A certificate in this regard issued by the CA has to be submitted.	COPY TO BE PROVIDED.	Yes/No	
6.	The firm / agency should completed three similar nature each costing not less than 40% of the tender cost i.e. 1,72,129/- OR Two Similar Nature of works each Costing not less than 50% of the tender cost i.e. Rs. 2,15,161/- OR One Similar Nature of work costing not less than 80% of the tender cost i.e. Rs. 3,44,258/-. And that/those work/works should have been completed during the last seven financial years. i.e. 2016-2017 to 2022-2023.	Copy of Work Order along with completion Certificate issued by Government Organizations/Public Sector Undertakings/Autonomous Bodies.	Yes/No	
7.	EMD (in FDR form) in favour of S.A. Agra Circle, Agra,	COPY TO BE PROVIDED.	Yes/No	
8.	Tender Acceptance Letter and Declaration Certificate	COPY TO BE ENCLOSED.	Yes/No	

Those bidders who do not mention page number against the above point 1-6, their bids will not be evaluated and rejected in technical stage.

- The bidders are requested to enclose only required documents.
- For experience against para 5 both work order and its completion certificate is mandatory.

Similar Nature of Work Means:- The Bidder should have experience for supply of housekeeping materials in Government organization/Public Sector Undertakings/Autonomous Bodies

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 ways to search for tender documents. The first way is to search for tender documents on the CPP Portal. The second way is to search for tender documents on the e-Procurement module of the Central Public Procurement Portal. The third way is to search for tender documents on the e-Procurement module of the Central Public Procurement Portal.

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.

ANNUAL MAINTENANCE OF TOILET BLOCKS AT TAJ MAHAL, AGRA 8

120-4001002
काशी
Office of the
अधीक्षक पुरातत्त्वविद्
Superintending Archaeologist
भारतीय पुरातत्त्व सर्वेक्षण
Archaeological Survey of India
आगरा मण्डल, आगरा
Agra Circle, Agra

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/01/2023-2024/W (PIN CODE 282001)

NAME OF TENDER / WORK: - ANNUAL MAINTENANCE OF TOILET BLOCKS 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 ANNUAL MAINTENANCE OF TOILET BLOCKS 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.
4. I/ We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
5. I/ We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.
6. I/ We agree to complete the work after acceptance of the tender.

Yours Faithfully,

(Signature of the Bidder)
with Official Seal

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:

कार्यालय
Office of the
अपरिचालन पुरातत्वविद्
Superintending Archaeologist
भारतीय पुरातत्व सर्वेक्षण
Archaeological Survey of India
आगरा मण्डल, आगरा
Agra Circle, Agra