

# **REQUEST FOR PROPOSAL**

**For hiring of a vehicle on monthly basis (INNOVA/SCORPIO) with Driver by  
Office of the Superintending Archaeologist, Archaeological Survey of India,  
Raipur Circle, Raipur - 492006.**

REFERENCE No/ F. No 11-1/07-15-16-Store



**GOVERNMENT OF INDIA  
MINISTRY OF CULTURE  
ARCHAEOLOGICAL SURVEY OF INDIA  
RAIPUR CIRCLE  
CHHATTISGARH-492006.**



## Section-I

### Table — A: Time and Work Frame

For hiring of a vehicle on monthly basis (INNOVA/SCORPIO ) with Driver by  
Office of the Superintending Archaeologist, Archaeological Survey of India,  
Raipur Circle, Raipur- 492006.

Manual bids shall not be accepted.

### CRITICAL DATE SHEET

1.	Publishing Date	10.01.2018	03:00 P.M.
2.	Document Download / Sale Start Date	10.01.2018	03:30 P.M.
3.	Seek Clarification Start Date	12.01.2018	11:00 A.M.
4.	Seek Clarification End Date	15.01.2018	03:00 P.M.
5.	Pre Bid Meeting Date	29.01.2018	11:00 A.M.
6.	Bid Submission Start Date	10.01.2018	04:00 P.M.
7.	Bid Submission Closing Date	30.01.2018	03:00 P.M.
8.	Bid Opening Date	31.01.2018	11:30 A.M.
9.	Date of meeting with Bidders post Technical Bid opening for Document Verification	01.02.2018	11:00 A.M.



Dear Sir,

1. The Archaeological Survey of India invites Online Bids in the prescribed form under the Two Bid system Technical Bid and Financial Bid For hiring of a vehicle on monthly basis (INNOVA/SCORPIO) with Driver by Office of the Superintending Archaeologist, Archaeological Survey of India, Raipur Circle, Raipur-492006 .
2. The system of e-tendering shall be adopted, comprising of the Technical Bid and Financial Bid.

Document Download: Tender documents may be downloaded from CPPP site <https://eprocure.gov.in/eprocure/appas> 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 charge and other commercial / financial terms against the items mentioned in the Technical Bid.

3. Bid Submission:  
Applications/ intending or interested Bidders are invited to submit their online 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 online 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 CPP 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.

4. Earnest Money Deposit:  
The Hard copy of original instruments in respect of cost of earnest money of Rs.12,500/- (Rupees Twelve thousand & five hundred only) must be delivered to the Superintending Archaeologist, Archaeological Survey of India, Raipur Circle, 1<sup>st</sup> floor, "Poorvayatan", Govind Sarang Commercial Complex, New Rajendra Nagar, Raipur Chhattisgarh- 492006 on or 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.



3.

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.

5. The EMD be submitted separately as under
1. Tender inviting authority is the Superintending Archaeologist, Archaeological Survey of India, Raipur Circle, Raipur -492006.
  2. Contract shall be for a period of one year and the same may be extended for further two years depending upon satisfactory performance on yearly basis.
  3. Contract shall be terminated during the period by issuing prior one month notice .
6. Estimated Cost of Tender:  
The estimated cost of the tender is approximately Rs.5.00 lakh (Rupees Five Lakh only).

**Address for communication, is as given below: Contact Details:**

Contact Person	Dr. Manoj Kumar Kurmi, Superintending Archaeologist (I/c)
Address for communication	O/o Superintending Archaeologist, Archaeological Survey of India, Raipur Circle, 1 <sup>st</sup> floor, "Poorvayatan", Govind Sarang Commercial Complex, New Rajendra Nagar, Raipur Chhattisgarh- 492006



कार्यालय अधीक्षण पुरातत्त्वविद्  
भारतीय पुरातत्त्व सर्वेक्षण, रायपुर मंडल,  
पूर्वांचल,  
गोविन्द सारंग व्यवसायिक परिसर,  
(प्रथम तल),  
न्यू राजेन्द्र नगर, रायपुर-492006,  
छत्तीसगढ़  
टेलिफोन एवं फैक्स नं.  
0771-4218483 - 4218484  
ई-मेल : circleraiaasi@gmail.com  
वेब साईट : www.asiraipurcircle.in



Office of the Superintending Archaeologist  
Archaeological Survey of India  
Raipur Circle, Poorvayatan  
Govind Sarang Commercial Complex  
(1<sup>st</sup> Floor), New Rajendra Nagar,  
Raipur-492006, Chhattisgarh  
Telephone & Fax No.0771-4218483 &  
4218484  
E-Mail : circleraiaasi@gmail.com  
Website: www.asiraipurcircle.in

F.No- 11-1/07-15-16-Store

Date:- 10.01.18

**TENDER DOCUMENT**

**Name of Work :** Hiring of a vehicle on monthly basis (INNOVA/SCORPIO ) with Driver by Office of the Superintending Archaeologist, Archaeological Survey of India, Raipur Circle, Raipur

**Earnest Money:** Rs 12500/-(Rupees Twelve thousand & five hundred) only.

**Date of Opening of Technical Bid:** 31.01.2018 & 11:30 A.M.

S. No.	Name of the Centrally Protected Monuments/ Sites	Number of Vehicle to be provided of monthly hiring process
1.	Hiring of a vehicle on monthly basis (INNOVA/SCORPIO) with Driver by Office of the Superintending Archaeologist, Archaeological Survey of India, Raipur Circle, Raipur	01no

*Manoj Kumar*  
10.1.18  
Superintending Archaeologist (I/c)



कार्यालय अधीक्षण पुरातत्वविद्  
भारतीय पुरातत्व सर्वेक्षण, रायपुर मंडल,  
पूर्वायतन,  
गोविन्द सारंग व्यावसायिक परिसर,  
(प्रथम तल),  
न्यू राजेन्द्र नगर, रायपुर-492006,  
छत्तीसगढ़  
टेलिफोन एवं फैक्स नं.  
0771-4218483 - 4218484  
ई-मेल : circleraiaasi@gmail.com  
वेब साईट : www.asiraipurcircle.in



Office of the Superintending Archaeologist  
Archaeological Survey of India  
Raipur Circle, Poorvayatan  
Govind Sarang Commercial Complex  
(1<sup>st</sup> Floor), New Rajendra Nagar,  
Raipur-492006, Chhattisgarh  
Telephone & Fax No.0771-4218483 &  
4218484  
E-Mail : circleraiaasi@gmail.com  
Website: www.asiraipurcircle.in

### TENDER NOTICE

1. On behalf of the President of India, e-tender is invited under **Two Bid System** i.e. Technical Bid and Financial Bid from reputed, experienced and financially sound for Hiring of a vehicle on monthly basis (INNOVA SCORPIO) with Driver by Office of the Superintending Archaeologist, Archaeological Survey of India, Raipur Circle, Raipur.
2. Complete e-tender document can be downloaded from the website of this Department i.e. [www.asi.nic.in](http://www.asi.nic.in) & <https://eprocuregov.in>.
3. Interested Firms/ Agencies may submit/ deposit the **Earnest Money Deposit (EMD) Rs 12,500 /-**(Rupees Twelve thousand and five hundred) Only in form of FDR, tender fee Rs. 500/- in form of DD only and **affidavit/declaration (attested with notary)** on **31.01.2018 up to 11:00 A.M.** to the tender box in **O/o The Superintending Archaeologist, Archaeological Survey of India, Raipur Circle, "Poorvayatan", 1<sup>st</sup> floor, Govind Sarang Commercial Complex, New Rajendra Nagar, Raipur-492006.**
4. No e-tender shall be entertained after this deadline under any circumstances what so ever. The Technical Bid of tenders will be opened on **31.01.2018 up to 11:30 A.M.** in the presence of authorized representative of Bidders as may wish to be personally present.
5. 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 Competent Authority, Archaeological Survey of India in this regard shall be final and binding on all parties in all circumstances.

*Manojkumari*  
10.1.18  
(Superintending Archaeologist) (I/c)  
Archaeological Survey of India,  
Raipur Circle, Raipur  
For and on behalf of the President of India

Copy to:

1. Notice Board
2. Website of this Department i.e. [www.asi.nic.in](http://www.asi.nic.in) & <https://eprocuregov.in>



कार्यालय अधीक्षण पुरातत्वविद  
भारतीय पुरातत्व सर्वेक्षण, रायपुर मंडल,  
पूर्वायतन,  
गोविन्द सारंग व्यवसायिक परिसर,  
(प्रथम तल),  
न्यू राजेन्द्र नगर, रायपुर-492006,  
छत्तीसगढ़  
टेलिफोन एवं फैक्स नं.  
0771-4218483 - 4218484  
ई-मेल : circleraiaasi@gmail.com  
वेब साईट : www.asiraipurcircle.in



Office of the Superintending Archaeologist  
Archaeological Survey of India  
Raipur Circle, Poorvayatan  
Govind Sarang Commercial Complex  
(1<sup>st</sup> Floor), New Rajendra Nagar,  
Raipur-492006, Chhattisgarh  
Telephone & Fax No.0771-4218483 &  
4218484  
E-Mail : circleraiaasi@gmail.com  
Website: www.asiraipurcircle.in

फा. सं 11-1/07-15-16—भंडार

दिनांक 10.01.18

### ई-निविदा सूचना

क्र.सं.	कार्य का नाम	सत्यंकार राशि	निविदा मूल्य	समय सीमा
1	कार्यालय अधीक्षण पुरातत्वविद, भारतीय पुरातत्व सर्वेक्षण, रायपुर मण्डल, रायपुर हेतु मासिक दरों पर किराये से (INNOVA/ SCORPIO ) वाहन उपलब्ध कराने हेतु	12500.00	500.00	कायदेश की तिथि से

कार्यालय अधीक्षण पुरातत्वविद, भारतीय पुरातत्व सर्वेक्षण, रायपुर मण्डल, रायपुर हेतु मासिक दरों पर किराये से वाहन हेतु लाइसेंस धारक, अनुभवि एवं सुविधा सम्पन्न फर्मों से ई - निविदा निर्धारित निविदा प्रपत्र पर रुपये 12,500/- (बारह हजार पाँच सौ) मात्र का सत्यंकार राशि (EMD) (डिमाण्ड ड्राफ्ट द्वारा) सहित अधोहस्तास्ताधरकर्ता के कार्यालय मे आमंत्रित की जाती है। निविदा दिनांक - 30.01.2018 को अपरान्ह 3:00 बजे तक दिये गये वेबसाईट पर जमा की जा सकती है। दिनांक 31.01.2018 को निविदा पूर्वाहन 11:30 बजे निविदा की तकनीकी जाँच के लिए खोली जाएगी, दिनांक 01.02.2018 को पूर्वाहन 11:00 बजे निविदा डालने वाले फर्मों के साथ कागजातों की सत्यता की जाँच , उनकी अपने अनुभव की प्रस्तुति के लिए बैठक का आयोजन किया जाएगा। सभी उपरोक्त प्रक्रिया कार्यालय अधीक्षण पुरातत्वविद, भारतीय पुरातत्व सर्वेक्षण, रायपुर मण्डल, रायपुर मे पूरी की जायेगी। शर्तों का विस्तृत विवरण एवं निविदा प्रपत्र भारतीय पुरातत्व सर्वेक्षण, रायपुर मण्डल की वेबसाईट [www.asiraipurcircle.nic.in](http://www.asiraipurcircle.nic.in) , [www.asi.nic.in](http://www.asi.nic.in) एवं <https://eprocure.gov.in/eprocure/app> पर उपलब्ध है।



मनोज कुमार कुर्मी  
10.1.18  
अधीक्षण पुरातत्वविद (प्रभारी)

कार्यालय अधीक्षण पुरातत्वविद्  
भारतीय पुरातत्व सर्वेक्षण, रायपुर मंडल,  
पूर्वायतन,  
गोविन्द सारंग व्यावसायिक परिसर,  
(प्रथम तल),  
न्यू राजेन्द्र नगर, रायपुर-492006,  
छत्तीसगढ़  
टेलिफोन एवं फैक्स नं.  
0771-4218483 - 4218484  
ई-मेल : circlerai.asi@gmail.com  
वेब साईट : www.asiraipurcircle.in



Office of the Superintending Archaeologist  
Archaeological Survey of India  
Raipur Circle, Poorvayatan  
Govind Sarang Commercial Complex  
(1<sup>st</sup> Floor), New Rajendra Nagar,  
Raipur-492006, Chhattisgarh  
Telephone & Fax No.0771-4218483 &  
4218484  
E-Mail : circlerai.asi@gmail.com  
Website: www.asiraipurcircle.in

## INSTRUCTION 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 give 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: <http://eprocure.gov.in/eprocure/app>.

## REGISTRATION

- 1) Bidder are required to enroll on the e-Procurement modules of the Central public procurement portal (URL: <http://Qrocure.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 enrollment, 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 DSCs to others which may lead to misuse.
- 6) Bidder then logs in to the site though the secured log-in by entering 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





