

**OFFICE OF THE SUPERINTENDENT: ODISHA STATE ARCHIVES,
SACHIVALAY MARG, BHUBANESWAR.**

Date.....

TENDERCALL NOTICE

Sealed tender of rates for "Conservation of Archival Documents, Books, Records & News Paper" preserved in Odisha State Archives are invited by the undersigned on or before **dt. 31.10.2017**. The tenders will be opened on **dt. 01.11.2017 at 3.00 P.M.** in the office of the undersigned in the presence of the tenderers or their authorized representatives. The offer on Conservancy of Archival Documents, Books, Records & News Paper. Odisha State Archives will supply Tissue Paper only for the said Conservation work. Except News paper all other records irrespective of different sizes will be treated as A4 size records for Conservation purpose. The tenderers should mention the rate per page clearly excluding their taxes etc. The tenderers should contain all the conditions clearly and no other condition not contained therein, will be entertained in future. The successful tenderer will have to deposit a refundable security deposit of 5% of the tender value in shape of Bank Draft within seven days from the date of receiving the order.

The tenderers should furnish Xerox copies of Income Tax Clearance Certificate, Services Tax Deposit Clearance, GST registration certificate etc. along with the tender papers. The authority reserves the right to accept or reject any or all the tenders or part thereof without assigning any reason thereof. For more details of tender documents visit to <http://www.odishaculture.gov.in/advertisement.asp> & <http://www.odishaarchives.nic.in/advertisement.asp>. The detailed specifications and tender documents are available in the office of the undersigned and can be obtained on deposit of Rs. 200.00 in cash on producing authorization letter of the firms. For any further clarification regarding the work firms may contact or meet to the undersigned on any working days during the office hours.

Superintendent,
Odisha State Archives, Bhubaneswar.
Phone No. 0674-2501636

**OFFICE OF THE SUPERINTENDENT: ODISHA STATE ARCHIVES,
SACHIVALAY MARG, BHUBANESWAR.**

TENDER DOCUMENT

Conservation of Archival Documents, Books, Records & News paper

(a)	Period of issue of Tender Document	: Up to 30.10.2017 at 5.00 P.M.
(b)	Last date and time for submission of Tender Document	: From 11 A.M to 4.00 P.M on any working day. Last date and time for submission of Quotation: 31.10.2017 by 4.00 P.M.
(c')	Date and time for opening of	
	(i) Technical Bids	: 01.11.2017 by 3.00 P.M.
	(ii) Financial Bids of eligible Bidders	: 01.11.2017 by 3.00 P.M.

Technical & Financial BID

**CONSERVATION OF ARCHIVAL DOCUMENTS, BOOKS, RECORDS & NEWS PAPER
ODISHA STATE ARCHIVES, BHUBANESWAR**

Last Date for Submission of Tender Documents :- **31.10.2017 by 4.00 P.M.**

Place of Submission of Tender Documents:- Odisha State Archives, Sachivalaya Marg,
Bhubaneswar-751001

Opening of Tender Documents :- **01.11.2017**

**ODISHA STATE ARCHIVES,
SACHIVALAYA MARG, BHUBANESWAR-751001
PHONE: 0674-2501636
E-MAIL : odishaarchives@gmail.com**

Cost of tender papers Rs.200.00

TERMS AND CONDITIONS

1. Bidders have to ensure compliance of all clauses as described on the tender document and attached Scope of Work /technical specification indicated at Annexure-VI. **(The estimate value of the tender is Rs. 32 lakhs)** Approximate.
2. All information provided by the Odisha State Archives offices or data collected by the bidder for executing the work will be considered confidential and will be handled by the bidder as it is a Confidential Information. In case of any negligence of the vendor may be penalized.
3. The bidder shall be vicariously liable to indentify the Odisha Stat Archives offices in case of any misuse of data / information by the bidder, deliberate or otherwise, which comes into the knowledge of the Client during the performance or currency of the contract.
4. Safe handling of Archival documents, books, records & news paper is a major responsibility of bidder. While handling these, proper care is to be taken; hence vendor should deploy only experienced persons. In case of any negligence the vendor may be penalized.
5. The Technical & financial bid will be submitted with following Annexures
Annexure-I: - Technical Bid
Annexure-II: - Representative Authorization Letter
Annexure-III: - Self Declaration
Annexure-IV: - Acceptance of Terms and condition.
Annexure-V: - Financial Bid.
6. It will be imperative on each bidder to fully acquaint himself with the local conditions and factors which would have any effect on the performance of the contract and / or the cost.
7. Sealed Tender has to be drop in the tender drop box or send by Regd. Post in the **“Superintendent, Odisha State Archives, SACHIVALAYA MARG, BHUBANESWAR, ODISHA, PIN-751001”**.
Late tender:- Any tender received after scheduled date and time of submission of bids will not be considered.
8. Un-signed & un-stamped financial bids shall not be accepted.
9. Decision of the Conservation Committee for Conservation work of Odisha State Archives in respect of evaluation of bids and/ or award of contract shall be final.
10. Upon verification, evaluation / assessment, if in case any information furnished by the vendor is found to be false/incorrect, their total bid shall be summarily rejected and no correspondence on the same, shall be entertained.

11. No deviations from tender terms and conditions will be accepted. Any violation thereof will lead to the rejection of the bid.
12. Odisha State Archives reserves all rights to ask for any type of clarification failing which it may leads to CANCELTION the bid.
13. Odisha State Archives will not be responsible for any misinterpretation or wrong assumption by the vendor.
14. Odisha State Archives is not responsible for non-receipt of Tender Documents within the specified date and time due to any reason including postal delay or holidays.
15. Letter of Intent (LOI) will be issued to the successful Bidder after evaluation of the tender. The firm work order will only be issued after the Bidder deposits the Performance Bank Guarantee as per clause 20 within stipulated period.
16. Odisha State Archives will reject the bid at any point of time if bidder found blacklisted, rejection or cancellation of award because of non performance in any Govt. / semi Govt./PSU or Govt. affiliated institution's floated tender/RFP/ Eol process.
17. The authority reserves the right to accept/reject any or part of or all the bids without assigning any reason thereof.
18. **E.M.D. Rs. 64,000/- (Refundable without interest)** in favour of Superintendent, Odisha State Archives, Bhubaneswar from any Nationalize Bank in shape of Demand Draft. The Bid securities (E.M.D.) of the unsuccessful bidders should be returned to them at the earliest after expiry of the final bid, after award of the contract.
19. **Penalty**
2% of contract value will be charged per week or part thereof for delay in completion of work as per the required terms and conditions already there mentioned in earlier EOI/financial bid document subject to maximum of 5%. The order may be cancelled if the delay exceeds five weeks.
20. **Performance Security**
The selected agency will submit 5% of the total bid value of the contract within 7 days of receipt of work order/Lol by way of irrevocable and unconditional Bank Guarantee/ demand draft from Nationalized/Scheduled bank in favour of "Superintendent, Odisha State Archives" for a period of at least 6 months validity. The bank guarantee/DD should contain telephone number and contact office address of the issuing Bank so that the BG/DD can be verified. The proceeds of the Performance Security shall be payable to Superintendent, Odisha State Archives as compensation for any loss resulting from the Company's failure to fulfill its obligations under the terms and conditions of the Work Order.

21. **PAYMENT TERM**

Payment will be made in following manner after completion of work as per scope of work after certified by competent authority. **a)** 50% payment will be released after completion of conservation & 10% sample verification of records. **b)** The final 50% payment will be released after certification from the competent authority. (The T.D.S shall be deducted @ 2% from the bill as per provision of Income tax Deptt. or as amended form time to time)

22. **Termination for Default**

Odisha State Archives may without prejudice to any other remedy for breach up of terms and conditions (including forfeiture of Performance Security by written notice of default sent to the company, terminate the work / task in whole or in part, after sending a notice to the Company in this regard.)

- a) If the bidder fails to deliver or complete the job assigned in the terms and conditions within the time period (s) specified in the Technical Document/Financial Bid document.
- b) If the bidder fails to perform any other obligations under the terms and conditions. In case of the termination of the contract, OSA shall have right to get the remaining work carried out from another vendor.

23. **Evaluation of Commercial offer**

The Final Selection of Bidder will be done based on lowest price quoted by the bidder.

The lowest quoted bid henceforth will be called Lowest One (L1).

24. **Validity of Offer**

The proposals shall remain valid up to **28.02.2018** after the opening of the commercial bids. In exceptional circumstances, the Odisha State Archives may solicit the Bidder's consent for extension of the bid validity period.

25. **Taxes & Duties**

25.1 The prices shall be inclusive of all taxes & duties as applicable.

25.2 Odisha State Archives shall be authorized to deduct any income/Service tax as applicable from the Bidder.

25.3 No escalation of cost is allowed during the validity of bid.

25.4 The prices quoted shall be firm throughout the bid evaluation period and order placement. If any rates of tax are decreased an equitable adjustment of the Contract Price shall be made to fully take into account any such change by deduction there from.

26. **Jurisdiction**

Suites, if any arising out of the contract shall be filed by either party in a court of Law to which the jurisdiction of the Court of Bhubaneswar only.

27. **Right to Reject/Accept the Tender**

- Superintendent, Odisha State Archives reserves the right either to reject or accept any or all bids. The Superintendent of Archives has exclusive right to alter the requirements at the time of placing the final order. After placing the order, the Superintendent of Archives may order to defer the whole contract. It may be clearly understood by the tenderer that the purchaser need not assign any reason for the above action.
28. The conditional Tender shall not be considered and will be out rightly rejected in very first instance.
29. All entries in the Tender form should be legible and filled clearly. If the space for furnishing information is not insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the tender form. In such cases, the Tender shall be summarily rejected. However, the cutting, if any, in the Technical Bid Application must be initialed by the person authorized to sign the tender bids.
30. The tender has been invited under two bid system i.e. Technical Bid and Financial Bid. The interested tenderers are advised to submit two separate sealed envelopes supper scrabbling" Technical Bid for Conservation of Archival documents, books & records of Odisha State Archives and Financial bid for Conservation of Archival documents, books & records of Odisha State Archives. Both sealed envelopes should be kept in a third sealed envelope super scribing "Tender for Conservation of Archival documents, books & records of Odisha State Archives.
31. The Technical bids shall be opened on the scheduled date and time at **3.00 P.M. on 01.11.2017**, in the office room of Superintendent, Odisha State Archives, Sachibalaya Marg, Unit – IV, Bhubaneswar or the date, time & venue fixed by the Authority.
32. The Financial Bid of only those tenderers will be opened whose Technical Bids are found in order. The Financial Bid shall be opened at **3.00 P.M. on 01.11.2017** in the office room of Superintendent, Odisha State Archives, Sachibalaya Marg, Unit – IV, Bhubaneswar or the date, time & venue fixed by the Authority.
33. The interested tenderers may submit the tenders with complete documents in all respects and drop the tender in the tender drop box or sent by Regd. post (should be reach on or before **31.10.2017 by 4.00 P.M.** at office of the Superintendent, Odisha State Archives, Sachivalaya Marg, Bhubaneswar-751001. The same will be opened on **1.11.2017 at 3.00 P.M.** or date, time & venue fixed by the Authority. The interested tenderers/their authorized representatives may like to remain present at the time of opening of the tender.

34. **Final Authority**

The final authority for payments will be the consignee except otherwise specifically stated and if the vendor/supplier desires to appeal against any matter he shall appeal to Superintendent, Odisha State Archives, Sachivalaya Marg, Bhubaneswar-751001 whose decision on such matters shall be final and conclusive.

35. The entire process should be go through a committee for Conservation of Archival Documents.

36. The Conservation work will be done according the procedures as per the Archival guidelines like fumigation, de-acidification work, Tissue Conservation except news paper etc.

37. The tenderer should have **three years** experience on conservancy of Archival Documents.

38. Any deviation of work in future progression the order will be cancelled without any notice.

N.B- Technical Bid & Financial Bid should be submitted separately along with the Tender Documents.

TECHNICAL BID FORM

(For Conservation of Archival Documents of Odisha State Archives, Bhubaneswar)

1. (a) Name of the firm/agency/ _____
Postal Address _____
2. Telephonic/telegraphic
(a) Firm/agency: Land phone (STD) code)-Land line Number)
Fax:- _____
Mobile:- _____
E.mail:- _____
URL (of website) if any _____
3. PAN _____ Number (Xerox copy to be attached)
4. GSTIN/ GSTN No.----- (Xerox copy to be attached)
5. Income Tax Assessment Certificates for last 3 years. (2014-15/2015-16/2016-17)
Xerox copy to be attached.
6. **List of client completed (Work completion certificate to be attached) or undertaken** such type of work during last 3 years.
7. Money receipt No. towards cost
Of tender papers (Rs.)
8. Details of Earnest Money Deposit (E.M.D.).....
.....
.....

Place:

Date:

Counter signature of Agency/firm

Company Seal

REPRESENTATIVE AUTHORIZATION LETTER

To,

SUPERINTENDENT,
ODISHA STATE ARCHIVES,
SACHIVALAYA MARG, BHUBANESWAR-751 001

Ms. /Mr.is hereby authorized to sign relevant documents on behalf of the company in dealing with Tender reference No. OSA..... She / He is also authorized to attend meetings & submit technical & commercial information as may be required by you in the course of processing above said application.

Thanking you,

Authorized Signatory

Representative Signature

Signature attested

Company Seal

Self Declaration

To,

SUPERINTENDENT,
ODISHA STATE ARCHIVES,
SACHIVALAYA MARG,
BHUBANESWAR-751 001.

In response to the invitation No.....OSA, Dt.Ms. /Mr. _____, as a _____, I / We hereby declare that our company _____ is having unblemished past record and have not declare blacklisted by any Central/State Government institution and there has been no pending litigation with any government department on account of similar services. I/We further declare that our company have not defaulted in executing any Government order in the past.

Signature of witness

Date:-

Place:-

Signature of the Tenderer

Date:-

Place:-

Company Seal

ANNEXURE-IV

**ACCEPTANCE OF TERMS & CONDITIONS CONTAINED IN THE TENDER DOCUMENTS
AND FINANCIAL BID DOCUMENTS**

To,

The Superintendent,
Odisha State Archives,
Sachivalaya Marg Bhubaneswar – 751 001
Odisha.

Sir,

I have carefully gone through the Scope of work, Terms & Conditions contained in the Tender Document and financial bid document OSA-..... regarding For Selection of Agencies for Conservation of Archival Documents of Odisha State Archives, Bhubaneswar.

I declare that all the provisions/terms and conditions/Clauses of the Tender Document document OSA-..... are acceptable to my Company/Organization. I further certify that I am an authorized signatory of my company and am, therefore, competent to make this declaration.

Signature of witness

Date:-

Place:-

Signature of the Tenderer

Date:-

Place:-

A1.1 Technical Scope of the Project Work for Financial Bid

Project Scope:-

The project scope is to tissue conservation of Archival Books, Records, repairing with re-tissue of weekly papers and Daily newspapers houses in the Odisha State Archives, Bhubaneswar. The project, therefore, comprises of tissue lamination (both sides), which includes guarding, binding, covering and paging of records and pagination to appropriate workflows for the activities involved in order to maintain the system in future.

Broadly following scope of work has been outlined:-

- I. Tissue conservation of Archival Books & Records, repairing & binding of weekly papers and newspapers houses in the Odisha State Archives houses in the office premises.
- II. The Tissue papers required for conservation of Archival Books & Records will be supplied by authority of Odisha State Archives.
- III. Development of work flow module for tissue conservation of Archival records related activities.
- IV. Print out data entry summary of each rare Books and Records of Odisha State Archives would be submitted for acceptance and sign off purpose with Govt. officials.

A1.2 Detailing of Scope and Activities to be performed:-

Following activities have to be carried out for conservation of Archival Documents:-

1. Removal of Dusts from Documents, Books & Records.
2. Fumigation (Para dichlorobenzene fumigation and Thymol fumigation)
3. Pagination/Numbering of Records & Books.
4. Unbinding of the Registers and internally marking the sequence of the Documents, Records & Books.
5. De-acidification (The de-acidification is done by immersion of documents in an aqueous alkaline solution (Wherever ink is not soluble in water).
6. If ink is soluble in water, then proper ink fixing is needed to be carried out using proper percentage of consolidant.
7. After deacidification by immersion method, a coat of buffer solution is needed to be provided on the deacidified document for added advantage against further acidification of the documents.
8. Tissue repairing by using antitermite chemical like copper sulphate, clove oil etc or by using CMC pest.
9. Use of gluten free starch paste for tissue repairing work with use of sodium sulphite & orthophenyl phenol or thymol.
10. Guarding, Binding, Covering and Pagination to appropriate work flows.
11. Fresh Rebinding of each unbound record used for conservation activity after tissue conservation.

12. Setting up of the require Infrastructure for tissue conservation to be done for A3/ LEGAL/A4 & minimum standard size. **All Records/Books/Documents irrespective of different sizes will be treated as A4 size records for Conservation purpose except News paper.**
13. Collection of the Archival Documents, Records, Books & News paper from the concerned officer from the respective section of the Office.
14. Receiving of Tissue paper for conservation of Archival Documents, Records & Books from concerned officer with approximate estimate of requirement.
15. Maintenance of a register for receipts, conservation and handing over of Documents, Records, Books and consumption of Tissue paper received supported by automated workflow.
16. The vendor has to develop this workflow application capable of handling document management Viz. from record, books receiving to final return of the same to the department.
17. Unbinding of the Registers and internally marking the sequence of the Documents, Records & Books.
18. Fresh Rebinding of each unbound record used for conservation activity after tissue conservation.
19. Tissue conservation of the Archival Documents, Records, Books as per the predefined work flow.
20. Internal checking for the conservation of Archival Documents, Records & Books.
21. After Conservation Pagination, Arrangement must be according to the previous bibliographical descriptions of Books & Records. Coordinate with the Office representative for regular and random/thorough/ detailed check of the conservation activities.
22. Taking necessary steps to rectify any mistake or error during tissue conservation of Archival Documents, Records, Books & News paper as per the recommendations of the respective Office personnel.
23. Delivery of Tissue conserved Documents, Records, Books & News paper to the concerned section.
24. Vendor has to establish conservation facilitation centre hub at Odisha State Archives office premises with adequate human resource and required materials.
25. Verification & Authentication of Conserved documents by the concerned officials.
26. The manpower employed must be done properly by employing well experienced & technically qualified persons required for the Conservation facilitation Centre.
27. Once the work is properly done it must be certified by the concerned section in charge of book/records.
28. They must employ two persons for dusting, cleaning and transferring the books & records from the concerned sections.
29. The work must be ended within a stipulated period i.e. February 2018.
30. They must employ another two persons to scrutinized the records, selecting and rearranging intellectually as per the records/books original bibliographical description as there are very valuable loose records in fragile conditions must be dealt carefully.
31. Vendor has to established seamless project coordination and project management framework to execute this project.

32. The bidder/firm/ agency must take the daily track record for smooth and timely completion of the project. However, in any case, if Documents, Records, Books & News paper lost or damaged, then it would be the sole responsibility of the bidder/ agency to complete the job without any additional cost.

Mandatory Compliance for Project Execution:-

Responsibility of the bidder/firm/ agency

1. Entering into a project execution agreement with the Superintendent, Odisha State Archives.
2. Liaisoning with respective Govt. official / personnel for taking possession of the working space.
3. Liaisoning with the respective Govt. official / personnel for facilitating input archival records.
4. Necessary site preparation for establishing the desired work environment and infrastructure.
5. Collecting the Archival Documents, Books, Records & News paper from the respective section designated officer and returning the same with;
 - Dedicated resource to receive and return the rare books, Records, Documents & News paper.
 - Dedicated resource to ensure the page count and quality.
 - Dedicated resource to ensure the quantum and quality of output
 - Insurance of manpower against all risks is necessary.
 - All works will be done as per scope of the work.
 - Security and the Safety of the Archival Documents will be the sole responsibility of the bidder/firm/ agency and in case of any damage the authority can take the appropriate action.
 - Security aspect in terms of Physical infrastructure will be the sole responsibility of the bidder/firm/ agency.
 - The bidder/firm/ agency is need to work closely with the Project Owner's (Tendering Authority) staff, act within its own authority and abide by directives issued by the Authority.

Project Deliverables:

The complete project has to be delivered before 28th February' 2018 from the date of award of contract.

- I. Project Execution Plan
- II. Tissue conservation of Documents, Records, Books & News papers as per following specification.
 - Comprises of tissue lamination (both sides) irrespective of the size (A4 /Legal/ A3/Minimum Standard)
 - Guarding,
 - Stitching & Binding,
 - Covering
 - Paging
 - Pasting of Record labels
- III. Summary details of conservation of Archival Documents, Records, Books of Odisha State Archives to suffice sign off and acceptance of the job.

ANNEXURE-V**FORMAT FOR FINANCIAL BID FOR CONSERVATION OF ARCHIVAL DOCUMENTS**

SL. No.	PARTICULARS	PAGE SIZE	RATE PER PAGE / RATE PER VOL (Rs.)	TAXES & DUTIES IF ANY (Rs.)	TOTAL PRICE F(D+E)
A	B	C	D	E	F
1.	Tissue repairing of Books & Records including guarding, binding, covering, paging and pasting	A4			
2.	Repairing of News paper including sorting, guarding, stitching, hardboard binding Vol. per month.	Daily News paper Vol. per month wise			

Place:-

Date:-

Authorized Signatory

Common Seal of the Company