

**OFFICE OF THE SUPERINTENDENT : ODISHA STATE ARCHIVES, SACHIVALAYA
MARG, BHUBANESWR.**

SHORT TENDERCALL NOTICE

Sealed tenders of rates for “Conservation of Archival Documents” preserved in Odisha State Archives are invited by the undersigned on or before 14.10.2015 at 12 noon. The tenders will be opened on the same day i.e on 14.10.2015 at 3 P.M. in the office of the undersigned in the presence of the tenderers or their authorized representatives. The offer should be for preservation of old records. Odisha State Archives will supply Tissue Paper for the said Conservation work. All 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 Project Cost in shape of Bank draft within seven days from the date of receiving the order.

The conservation work will be completed by 28th February, 2016 otherwise the security deposit will be forfeited. The tenderers should furnish Xerox copies of Income Tax Clearance Certificate, Service Tax Deposit Clearance etc., if any along with the tender. 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>.

Superintendent,
Odisha State Archives, Bhubaneswar.

Technical & Financial BID

CONSERVATION OF ARCHIVAL DOCUMENTS

Odisha State Archives

BHUBANESWAR

BID REF. NO : 1331

Last Date for Submission of Financial Bid:- **Dt. 14.10.2015 up to 12.00 Noon**

Place of Submission of Bid:-

Odisha State Archives, Sachivalaya Marg,
Bhubaneswar-751 001

Opening of Financial Bid:-

Dt. 14.10.2015 at 03:00 PM.

**ODISHA STATE ARCHIVES,
SACHIVALAYA MARG, BHUBANESWAR-751013
PHONE: 0674-2501636 FAX :91-0674-2501636
E-MAIL : odishaarchives@gmail.com**

TERMS AND CONDITIONS

- 1.1 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.
- 1.2 All information provided by the OSA (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.
- 1.3 The bidder shall be vicariously liable to indemnify the OSA 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.
- 1.4 Safe handling of archival documents 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.
- 1.5 The Technical & financial bid will be submitted with following Annexures
Annexure-I :- Technical Bid
Annexure-I :- Representative Authorization Letter
Annexure-II :- Self Declaration
Annexure-III :- Acceptance of Terms and condition.
Annexure-IV :- Price Schedule.
Annexure-V :- Financial Bid.
- 1.6 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.
- 1.7 Sealed financial bid has to be send by Regd. Post / Deposit 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.
- 1.8 Un-signed & un-stamped financial bids shall not be accepted.
- 1.9 Decision of OSA(Odisha State Archives) in respect of evaluation of bids and/ or award of contract shall be final.
- 1.10 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.

- 1.11 No deviations from tender terms and conditions will be accepted. Any violation thereof will lead to the rejection of the bid.
- 1.12 OSA(Odisha State Archives) reserves all rights to ask for any type of clarification failing which it may leads to **CANCELATION** the bid.
- 1.13 OSA will not be responsible for any misinterpretation or wrong assumption by the vendor.
- 1.14 OSA is not responsible for non-receipt of financial bids within the specified date and time due to any reason including postal delay or holidays.
- 1.15 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 1.18 within stipulated period.
- 1.16 OSA(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.
- 1.17 **The authority reserves the right to accept/reject any or part of or all the bids without assigning any reason thereof.**

1.18 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.

1.19 Performance Security

The selected agency will submit 10% of the total bid value within 15 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 OSA(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.

The Performance Security regarding commencement of job / task will be discharged by OSA and returned to the company not later than 30 (Thirty) days following the date of completion of the company's performance, related obligations under the terms & conditions of the Work Order.

1.20 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.

1.21 Termination For Default

OSA (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.

1.22 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)**.

1.23 Validity of Offer

The proposals shall remain valid for a period of **180** days after the opening of the commercial bids. In exceptional circumstances, the OSA(Odisha State Archives) may solicit the Bidder's consent for extension of the bid validity period.

1.24 Taxes & Duties

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

1.24.2 OSA shall be authorized to deduct any income/Service tax as applicable from the Bidder.

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

1.24.4 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.

1.25 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, Odisha only.

1.26 Right To Reject/Accept The Tender

OSA(Odisha State Archives) reserves the right either to reject or accept any or all bids. The purchaser has exclusive right to alter the requirements at the time of placing the final purchase order. After placing the purchase order, the purchaser 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.

1.27 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.**

ANNEXURE-I

**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 TIN/Service Tax_____ No. (Xerox copy to be attached) (Firm/Agency)
- 5 Income Tax Assessment Certificates for last 3 years. (2012-13/2013-14/2014-15) Xerox copy to be attached..
- 6 List of client completed or undertaken such type of work during last 3 years.

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 financial bid reference No. 1331/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 No1331/OSA , 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 1331/OSA regarding For Selection of Agencies for Scanning & Digital Repository of Rare book and Records of Odisha State Archives, Bhubaneswar.

I declare that all the provisions/terms and conditions/Clauses of the Tender Document and financial bid document 1331/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:-

ANNEXURE-V**FORMAT FOR FINANCIAL BIDDING**

Sl. No	Particulars	Page Size	Rate Per Unit /Per page(Rs.)	Taxes and Duties if any (Rs.)	Total Price
A	B	D	E	F	G (E+F)
1.	Conservation of Archival Documents (which includes guarding, binding, covering paging and Pasting of Record labels *)	A4/Legal/B4			

Place :

Date :

Authorised Signatory

Common Seal of company

Annexure-VI

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

Project Scope:

The project scope is to tissue conservation of archival records 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, appropriately indexing 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 records houses in the Odisha State Archives houses in the office premises.
- II. The Tissue papers required for conservation of archival records are supply 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. Setting up of the require Infrastructure for tissue conservation to be done for **B4/ LEGAL/A4 size paper**.
2. Collection of the Archival Documents from record Keeper from the respective section of the Office.
3. Receiving of Tissue paper for conservation of Archival Documents from concerned officer with approximate estimate of requirement.
4. Maintenance of a register for receipts, conservation and handing over of records and consumption of Tissue paper received supported by a automated workflow.
5. The vendor has to develop this workflow application capable of handling document management Viz, from record receiving to final return of the same to the department.
6. Unbinding of the Registers and internally marking the sequence of the records.
7. Fresh Rebinding of each unbound record used for conservation activity after tissue conservation.
8. Tissue conservation of the Archival Documents as per the predefined work flow.
9. Internal checking for the conservation of Archival Documents.
10. Coordinate with the Office representative for regular and random/thorough/detailed check of the conservation activities.

11. Taking necessary steps to rectify any mistake or error during tissue conservation of Archival Documents as per the recommendations of the respective Office personnel.
12. Delivery of Tissue conserved records to the Office.
13. Vendor has to establish conservation facilitation centre hub at OSA office premises with adequate human resource and required materials.
14. Verification & Authentication of Conserved documents by the concerned officials.
15. Minimum 10 nos. of manpower with well experienced is required to the conservation facilitation centre.
16. Vendor has to established seamless project coordination and project management framework to execute this project.
17. The bidder/firm/ agency must take the daily track record for smooth and timely completion of the project. However, in any case, if record 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

- Entering into a project execution agreement with the OSA.
- Liaisoning with respective Govt. official / personnel for taking possession of the working space.
- Liaisoning with the respective Govt. official / personnel for facilitating input archival records.
- Necessary site preparation for establishing the desired work environment and infrastructure.
- Collecting the Archival Documents from the respective Office designated officer and returning the same with;
 - Dedicated resource to receive and return the rare books, Records and Documents.
 - 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 within 28th February' 2016** from the date of award of contract.

- I. Project Execution Plan
- II. Tissue conservation of records as per following specification.
 - comprises of tissue lamination (both sides) irrespective to the size (A4 /Legal/B4)
 - Guarding,
 - Binding,
 - Covering
 - Paging
 - Pasting of Record labels
- III. Summary details of conservation of Archival Documents of Odisha State Archives to suffice sign off and acceptance of the job.