

DETAILED TENDER CALL NOTICE (DTCN)

**RATE CONTRACT FOR CONSERVATION OF ARCHIVAL RECORDS ,
RARE BOOKS & MANUSCRIPTS (PALM-LEAF) OF ODISHA STATE
ARCHIVES, BHUBANESWAR & RAGHUNANDAN LIBRARY, PURI**



**GOVERNMENT OF ODISHA
ODISHA STATE ARCHIVES
BHUBANESWAR**

NOVEMBER, 2023

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DISCLAIMER

This TENDER DOCUMENT is issued by the **Superintendent, Odisha state Archives, Bhubaneswar**.

While the information in this TENDER DOCUMENT has been prepared in good faith, it does not support to be comprehensive or to have been independently verified. Neither Superintendent, Odisha State Archives, Department of Odia Language, Literature & Culture, Government of Odisha nor any of its officers or employees, nor any of its advisers nor consultants accept any liability or responsibility for the accuracy, reasonableness or completeness of, or for any errors, omissions or misstatements, negligent or otherwise, relating to the proposed assignment, or makes any representation or warranty, express or implied, with respect to the information contained in this TENDER DOCUMENT or on which this TENDER DOCUMENT is based or with respect to any written or oral information made or to be made available to any of the recipients or their professional advisers and, so far as permitted by law and except in the case of fraudulent misrepresentation by the party concerned, and liability therefore is hereby expressly disclaimed.

The information contained in this TENDER DOCUMENT is selective and is subject to updating, expansion, revision and amendment at the sole discretion of the Client. It does not claim to contain all the information that a bidder may require for the purposes for making a decision for participation in this selection process. Each bidder must conduct its own analysis of the information contained in this TENDER DOCUMENT, to correct any inaccuracies therein and is advised to carry out its own investigation into the proposed assignment, the regulatory regime which applies thereto and by and all matters pertinent to the project and to seek its own professional advice on the legal, financial and regulatory consequences of entering into any agreement or arrangement relating to the project.

This TENDER DOCUMENT includes certain statements, information, projections and forecasts with respect to the proposed assignment. Such statements, information, projections and forecasts reflect various assumptions made by the management, officers and employees of the Client, which (the assumptions and the base information on which they are made) may or may not prove to be correct. No representation or warranty is given as to the reasonableness of forecasts or the assumptions on which they may be based and nothing in this TENDER DOCUMENT is, or should be relied on as, a promise, representation or warranty. The issue of this TENDER DOCUMENT does not imply that the Client is bound to select a Bidder or to engage the selected bidder, as the case may be, for the required service and the Client reserves the right to reject all or any of the proposal/s, cancel the selection process without assigning any reasons whatsoever.

The **Superintendent, Odisha state Archives, Bhubaneswar** shall be the sole and final authority with respect to the selection process to determine the competitive rate contract through this TENDER DOCUMENT.

BIDDER DATA SHEET

Sl. No.	Particular	Details
1.	Name of the Client	Superintendent, Odisha State Archives, Bhubaneswar.
2.	Method of Selection	Least Cost Selection (LCS) Method
3.	Date of Issue of TENDER DOCUMENT	09.11.2023
4.	Deadline for Submission of Pre-Proposal Query	18.11.2023 by 5:30 P.M
5.	Pre-Bid Meeting and Site visit	20.11.2023 at 11:30 A.M
6.	Issue of Pre-Proposal Clarification	21.11.2023
7.	Proposal Due Date	30.11.2023 by 5:30 P.M
8.	Date of opening of Technical Proposal	01.12.2023 at 11:30 A.M
9.	Date of Technical Presentation and opening of Financial Proposal	Will be intimated later to the qualified agencies through online.
10.	Expected Date of Commencement of Assignment	DECEMBER, 2023
11.	Cost of Tender Paper/Bid Processing Fee	Rs. 5,000/- (Rupees Five Thousand Only) (Through on-line transfer system)
12.	Earnest Money Deposit (EMD)	Rs. 90,000/- (Rupees Ninty Thousand Only) (Through on-line transfer system)
13.	Contact Person	Upendra Kumar Behera Contact No: -9439410084 Email:- www.odishaarchives.nic.in
14.	Mode of Submission of Proposal	Mode of Submission: Online through e-tender portal of Govt of Odisha at tenderodisha.gov.in. Any other mode and late bid will be rejected.
15.	Venue for Opening of Technical and Financial Proposal	Conference Hall, Office of Superintendent, Odisha State Archives, Sachivalaya Marg, Unit-IV, Bhubaneswar, Odisha. 751001

For download of the complete tender document please visit: www.tenderodisha.gov.in

SECTION: 1

LETTER OF INVITATION

LETTER OF INVITATION

E-TENDER DOCUMENT No: 05/OSA/2023-24 Dated: 09.11.2023

Name of the Assignment: RATE CONTRACT FOR CONSERVATION OF ARCHIVAL RECORDS, RARE BOOKS & MANUSCRIPTS (PALM-LEAF) OF ODISHA STATE ARCHIVES (OSA), BHUBANESWAR & RAGHUNANDAN LIBRARY, PURI

1. **Superintendent, Odisha State Archives (OSA), Bhubaneswar** (The Client) invites sealed tender from eligible agencies through e-tender for " **RATE CONTRACT FOR CONSERVATION OF ARCHIVAL RECORDS, RARE BOOKS & MANUSCRIPTS (PALM-LEAF) OF ODISHA STATE ARCHIVES (OSA), BHUBANESWAR & RAGHUNANDAN LIBRARY, PURI**".
2. More details on the proposed work are provided at **Section-3: Terms of Reference (ToR)** of this Tender Document.
3. An agency will be selected under **Least Cost Based Selection (LCS)** procedure as prescribed in the TENDER DOCUMENT in accordance with the policies and procedures as prescribed in the the Guideline of Finance Department, Government of Odisha for "**Engagement of Consultants and Outsourcing of Services**" circulated vide *Office Memorandum No. 37323/F, Dated: 30.11.2018* of Finance Department, Government of Odisha.
4. The **Cost of Tender Paper** amounting to **Rs. 5,000/- (Rupees Five Thousand only)** and **Earnest Money Deposit (EMD)** amounting to **Rs. 90,000.00 (Rupees Ninety Thousand Only)**, should be furnished online as per the procedure prescribed in the Guideline for E-Tender at **Annexure-IV**, failing which the bid will be rejected.
5. Bid should be submitted On-line in www.tendersodisha.gov.in only. Tender document consisting of qualification, information and eligibility criteria of bidders, specification and Bill of Quantities of the works are available in the web-site www.tendersodisha.gov.in and the set of terms and conditions of contract and other necessary documents can be seen in the web-site till last date of submission of Bid.
6. Bid should be submitted On-line in www.tendersodisha.gov.in only. Tender document consisting of qualification, information and eligibility criteria of bidders, specification and Bill of Quantities of the works are available in the web-site www.tendersodisha.gov.in and the set of terms and conditions of contract and other necessary documents can be seen in the web-site till last date of submission of Bid.
7. Validity period of the Bid is for a period of **90 (Ninety) days** from the last date of submission of bid. Conditional bid is subjected to forfeiture of EMD/Bid Security. If any bidder withdraws his Bid before the said period or makes any modification in the terms and condition of the bid, the EMD deposited at the time of submission of bid shall stand forfeited. Validity of bids can also be extended if required without any monetary compensation.

8. The last date and time for submission of proposal complete in all respects is **30.11.2023 by 5:30 pm** and the date of opening of the technical bid is **01.12.2023 at 11:30 am** .
9. This Tender Document includes following sections:
 - a. Letter of Invitation [**Section – 1**]
 - b. Information to the Bidder [**Section – 2**]
 - c. Terms of Reference [**Section – 3**]
 - d. Technical Proposal Submission Forms [**Section – 4**]
 - e. Financial Proposal Submission Forms [**Section –5**]
 - f. **Annexures** [**Section – 6**]
10. While all information/data given in the Tender are accurate within the consideration of scope of the proposed assignment to the best of the Client's knowledge, the Client holds no responsibility for accuracy of information and it is the responsibility of the bidder to check the validity of information/data provided in this Tender document. The Client reserves the rights to accept / reject any/ all proposals / cancel the entire selection process at any stage without assigning any reason thereof.
11. Any dispute arising out of the above tender call notice shall be subject to Jurisdiction of Hon'ble High Court of Orissa at Cuttack and their subordinate Courts at Bhubaneswar only.

**Superintendent,
Odisha State Archives,
Bhubaneswar**

SECTION: 2

INFORMATION TO THE BIDDER

Conditions of Eligibility:

Bidder should read carefully minimum conditions of eligibility (the “Conditions of Eligibility”) provided herein. Proposals of only those bidders who satisfy the Conditions of Eligibility will be considered for further evaluation. Before evaluation of the technical proposal, the proposal of each bidder will be assessed with respect to the following conditions of eligibility, subject to submission of the required documents / information as part of their technical proposal.

Sl. No.	Eligibility Criteria	Supportive Documents
1	Bidder as single entity to be a Company as registered under Indian Companies Act, 1956 / 2013 or a Society registered under The Societies Registration Act, 1860 or a Trust registered under the Indian Trusts Act, 1882 or a Partnership Firm registered under the Indian Partnership Act, 1932 or a Limited Liability Partnership registered under The Limited Liability Partnership Act, 2008. <i>Consortium or Joint Venture not allowed.</i>	Certificate of Incorporation / Registration / Any valid legal document in support of formation of the entity
2	The bidder should have been in business of Conservation of Archival Documents, Records, Rare Books, Newspapers and Manuscripts under Central or State Government or reputed Archive institutions or Museums or Libraries for more than 5 years at least one project worth Rs. 50 lakhs from the date of Incorporation on the last date of submission of the proposal.	At least one work order each year of last 5 years along with the Completion Certificate.
3	Successfully completed more than 5 assignments with state Archives or National Archives of India having any one project value more than 50 Lakhs. (Supply of manpower not to be considered as similar type of assignment & only completed assignment of similar nature will be taken into consideration)	Copies of Work Order / Contract Document / Completion Certificate from the previous clients

** Assignment of similar nature means execution of work related to modernization of archive record rooms including conservation of archival records, manuscripts and printed materials.*

4	The average annual financial turnover must be Rs. 50.00 Lakh from the conservation of archival records, rare books & manuscripts only during the last 3 financial years*.	Financial Details of the bidder (TECH -3) along with copies of the audited balance sheet and I/E Statement duly sealed and certified by the CA and the authorized representative of the bidder.
5	Bidder shall furnish an affirmative statement as to the existence of any potential conflict of interest on the part of the bidder due to prior, current or proposed agreements, engagements, or affiliations with the Client.	Self-Declaration from the Bidder as per the format (TECH - 5)
6	The bidder should have the following certifications since last 5 years on the last date of submission of bid for providing Conservation services in India : ➤ ISO certification of Occupational Health & Safety Management System Registration certificate and ISO Registration (ISO 9001:2008 or ISO 9001:2015) for providing Conservation & Preservation Services.	Copies of the valid relevant certificates of Registration and Surveillance Audit letter
7	The Bidder should have done Conservation/Equipments Procurement receipts of 10 Lakh Rupees or More in last 5 years.	Copies of Valid GST Bills.
8	The bidder must have experience in successfully completing Conservation/ restoration work of Archival Records/Manuscripts in any state/national Archives in India, with a project value of not less than 60000 folios in a single project (Supply of manpower and Polyester film encapsulation work shall not be considered under this project).	Work Order along with respective Experience Certificates with it.
9	Bidder should completed conservation & preservation of Archival records, minimum worth of 50 Lakhs Rupees in one financial year from any Govt. Institution. Man Power Supply work and polyester film encapsulation work is not consider in this bid.	Documentary proof of work order/ Experience Certificate / CA Certified copy of the work done.
10	The Bidder should have completed a project for the conservation of archival Records/Manuscripts in a government institute (Museum, Archives, and Research institute/Library) worth Rs 200 Lakhs in the last five financial years (2016-2022).	Work Order along with respective Experience Certificates with it.

* Financial Years (20-21 , 21-22 and 22-23)

2. Documents to be submitted along with TECHNICAL PROPOSAL:

The bidders have to furnish the following duly certified documents along with their Technical Proposal as part of their responsiveness as mandatory:

- Filled in Bid Submission Check List in Original (**Annexure-I**)
- Covering letter (**TECH – 1**) on bidder's letterhead to participate in the bidding process.
- Cost of Tender Paper and EMD as applicable
- Copy of Certificate of Incorporation/ Registration
- Copy of PAN
- Copy of Goods and Services Tax Identification Number (GSTIN)
- Copies of IT Return for the last three assessment years (**AY 2020-21, 2021-22 and 2022-23**). (Attach documentary prove)
- General details of the Bidder (**TECH – 2**).
- Financial details of the bidder (**TECH – 3**) along with all the supportive documents as applicable duly signed as per the instruction/s.
- Power of Attorney (**TECH – 4**) in favour of the person signing the bid on behalf of the bidder.
- Self-Declaration regarding any potential Conflict of Interest situations (**TECH -5**)
- Undertaking for not having been black-listed by any Central / State Government / Any other autonomous bodies/ International & National Organization in the recent past on its letter head (**TECH-6**).
- Duly filed in Technical Proposal Submission Forms (**TECH 7 to TECH 13**).
- Bank certificate/Solvency certificate with a value of **50 lakhs (TECH 14)**

NB:

Bidders should submit the required supporting documents as mentioned above. Bids not conforming to the eligibility criteria and non-submission of required documents as listed above will lead to summary rejection of the bid. Submission of forged documents will also result in rejection of the bid. Bidders are advised to study all instructions, forms, terms & conditions and other information as mentioned in the TENDER DOCUMENT. The proposal must be complete in all respect, indexed and hard bound. Each page should be numbered and certified by the authorised representative. Failure to comply with the TENDER DOCUMENT requirements will result in outright rejection of the proposal. The authorities have the rights to sought clarification from the participated bidders during the preliminary stage.

3. Cost of Tender Paper :

The bidder must furnish as part of technical proposal, the required non-refundable Cost of Tender Paper amounting to **Rs. 5,000/- (Five Thousand Rupees Only)** through online mode only. Proposal received without Cost of Tender Paper will be out rightly rejected. The Cost of Tender Paper is non-refundable in any case.

4. Earnest Money Deposit (EMD):

The bidder must furnish, as part of the technical proposal, a refundable Earnest Money Deposit (EMD) amounting to **Rs. 90,000/- (Rupees Ninety Thousand Only)** though online mode. The EMD of unsuccessful bidders shall be refunded without interest after finalization

of selection process and award of contract. The EMD of the successful bidder will be released only after furnishing of the required Performance Security and signing of the contract. The EMD will be forfeited on account of the following reasons:

- Bidder withdraws its proposal during the bid validity period as specified in TENDER DOCUMENT
- Bidder does not respond to requests for clarification of its proposal.
- Bidder fails to provide required information during the evaluation process or is found to be non-responsive or has submitted false information in support of its qualification.
- If the bidder fails to
 - provide any clarification to the Client
 - agree to the decisions of the contract negotiation meeting
 - sign the contract within the prescribed time period
 - furnish required Performance Bank Guarantee within the prescribed time period as per the agreed terms and conditions of the E-TENDER DOCUMENT
- Any other circumstance which holds the interest of the Client during the overall selection process.
- Bid not accompanied by the required EMD shall be rejected by the Client as non-responsive.
- **Further, if the Bidder fails to perform or commit any breach of tender Conditions or fails to execute the Contract within the valid time period, the Client may impose penal action and suspend the bidder from participating in any future tender process of Government of Odisha for a period of three years from the date of notification.**

5. Validity of the Proposal:

Proposals shall remain valid for a period of **90 (Ninety Days)** from the date of opening of the technical proposal. The Client reserves the rights to reject a proposal valid for a shorter period as non-responsive and will make the best efforts to finalize the selection process and award of the contract within the bid validity period. The bid validity period may be extended on mutual consent.

6. Submission of Pre Bid Queries:

Bidders can submit their queries as per the prescribed format provided at (**Annexure-II**) in respect to the tender and other details if any, to the Client by e-mail at odishaarchives@gmail.com by **18.11.2023**. A **Pre Bid Meeting** will be conducted by the Client at **Odisha State Archives, Sachivalaya Marg, Unit-IV, Bhubaneswar, Odisha. 751001** to address the queries of the participated bidders on **20.11.2023 at 11.30 am**. Request for alteration/change in existing terms and conditions of the TENDER DOCUMENT will not be considered /entertained. The interested bidder may visit the site (i.e Odisha State Archives, Bhubaneswar and Raghunandan Library, Puri) on the same day at his own cost. Clarifications to the above will be uploaded in the website for information of the bidders latest by **21.11.2023**. Queries submitted beyond the above deadline will not be entertained.

7. Submission of Proposal:

Bidder must submit their proposals by **online mode** on or before the last date and time for submission of proposals as mentioned in Bidder Data Sheet. The proposal must have to be submitted in two parts i.e Technical and Financial. The Client will not consider any proposal that arrives after the deadline as prescribed in the Bidder Data Sheet. Any Proposal received after the due date will be outrightly rejected by the Client.

Any deviation from the prescribed procedures / information / formats / conditions shall result in outright rejection of the proposal. All the pages of the proposal have to be sealed and signed by the authorized representative of the bidder. Bids with any conditional offer shall be outrightly rejected. All pages of the proposal must have to be sealed and signed by the authorized representative of the bidder. Any conditional bids will be rejected.

8. Opening of the proposal :

The **TECHNICAL PROPOSAL** will be opened in the initial stage by the Client on the date and time specified in the Bidder Data Sheet. The Client will constitute a Consultant Evaluation Committee (CEC) to evaluate the proposals submitted by bidders. The second part containing **FINANCIAL PROPOSAL** only of the technically **qualified bidders** will be opened after completion of technical evaluation stage. The date and time for opening of the financial proposal will be intimated accordingly to the technically qualified bidders well in advance.

9. Evaluation of Proposal:

A three stage process will be adopted as explained below for evaluation of the proposals:

- **Preliminary Evaluation (1st Stage):** Preliminary evaluation of the proposals will be done to determine whether the proposal comply to the prescribed eligibility condition and the requisite documents / information have been properly furnished by the bidder or not. Submission of following documents / information will be verified:
 - ✓ Filled in Bid Submission Check List in Original (**Annexure-I**)
 - ✓ Covering letter (**TECH – 1**) on bidder's letterhead requesting to participate in the selection process.
 - ✓ Cost of Tender Paper and EMD as applicable
 - ✓ Copy of Certificate of Incorporation/ Registration
 - ✓ Copy of PAN
 - ✓ Copy of Goods and Services Tax Identification Number (GSTIN)
 - ✓ Copies of IT Return for the last three assessment years (**AY 2020-21, 2021-22 and 2022-23**).
 - ✓ General Details of the Bidder (**TECH – 2**)
 - ✓ Financial Details of the bidder (**TECH – 3**) along with all the supportive documents as applicable duly signed and certified as per the instruction.
 - ✓ Power of Attorney (**TECH – 4**) in favour of the person signing the bid on behalf of the bidder.
 - ✓ Self-Declaration on Conflict of Interest (**TECH - 5**)
 - ✓ Undertaking for not being blacklisted in the recent past (**TECH -6**)
 - ✓ Duly filled in Technical Proposal Forms **TECH - 7 to TECH -13**.

- ✓ All the relevant documents and information towards confirmation of the facts and requirements.
- ✓ All the pages of the proposal and enclosures / attachments are signed by the authorized representative of the bidder

Bid not complying to any of the above requirement will be out rightly rejected.

- **Technical Presentation (2nd Stage):** Technical presentation stage will be conducted to measure the capability and understanding of those bidders who qualify the preliminary evaluation stage. The bidders will make the technical presentation before the Consultant Evaluation Committee (CEC) as per the following technical parameters:

Sl no	Technical Parameters	Maximum Mark
1	Understanding, Approach & Methodology of the bidder in response to the TENDER DOCUMENT A) Understanding about the objective and the scope of the proposed assignment B) Proposed Approach and Methodology C) Staff Deployment Strategy and Work Plan	10

The objective of the presentation is to enable the Client to evaluate the bidders about their understanding and preparedness for the proposed assignment. Clarifications, if any, as required by the Client will be discussed during the meeting. The detail schedule along with an outline for presentation will be intimated to the qualified bidders through email. The financial proposals of the technically qualified bidders will be opened on same day / subsequent working day. Hence, the bidder should make available for the same. Bidder securing a technical score more than **7 Marks** in the technical presentation stage, will be qualified for financial evaluation stage.

- **FINANCIAL EVALUATION (3rd Stage):** The financial proposals of the technically qualified bidders only shall be opened at this stage . The name of the bidder along with the quoted financial price inclusive of all only will be announced during the meeting.

10. Evaluation Process:

Least Cost Based Selection (LCSS) method will be followed during the overall selection process. Based on the evaluation of technical proposal, the technically qualified bidders shall be ranked highest to lowest financial bid price as announced during the meeting. Bid with lowest evaluated financial price for the particular item / work will be the preferred bidder for recommended for award of the contract observing due procedure. For the purpose of evaluation, the total evaluated cost shall be inclusive of all taxes & duties for which the Client will make payment to the consultant for the required service.

After opening of financial bids, lowest financial bid price exclusive of GST will be considered as L1 for the respective category of the work. All the other technically qualified bidders of the respective category will have to match their financial quotes with the lowest rate (L1) for

rate contract. It shall be obligatory on the part of the technically bidders to match the lowest rate (L1) in each category with submission of a written undertaking on its letter head for the purpose. In order to create a price discovery for each category, the other technically qualified bidders for the same category shall be offered to match the lowest rate (L1) in each category applicable to their respective category. All the technically qualified bidders, who agreed to match the L1 rate shall be empanelled by Odisha State Archives for future requirements. In this context preference will be given to the bidder who quoted lowest rate (L1 rate) in each category. If L1 bidder will refuse to do the work, preference will be given to other qualified bidders at L1 rate. Upon completion of the tender process and signing of contract, the authority will notify the list of agencies and the category wise discovered price chart after seeking necessary approval of the competent authority.

11. Performance Security:

Within 7 days of notifying the acceptance of proposal for the award of contract, the qualified bidder shall have to furnish a Performance Security amounting to **10 % of the order value** in the form of Bank Guarantee (BG) / Fixed Deposit Receipt (FDR) from a scheduled commercial bank pledged to **“The Superintendent, Odisha State Archives (OSA), Bhubaneswar”** on its local branch situated at Bhubaneswar for a period of three months beyond the entire contract period (i.e. Performance Security must be valid from the date of effectiveness of the contract to a **period of 3 months beyond the contract period** as its commitment to perform services under the contract.

If the Performance Security to be furnished through BG, it must be furnished as per the format provide at **Annexure-III** of the Tender Document only. Any deviation to the prescribed format will lead to rejection of the BG by the Authority. The BG is to be authenticated by the local branch of the issuing bank at “Bhubaneswar” and a confirmation letter towards the same must be furnished by the bidder’s representative at the time of signing of the contract.

Failure to comply with the terms and conditions of the contract requirements shall constitute sufficient ground for the forfeiture of the performance security and disciplinary actions will be imposed against the Consultant as per the provisions. The performance security shall be released immediately after three months of expiry of contract provided there is no breach of contract on the part of the selected bidder. No interest shall be paid on the performance security.

12. Award of Contract:

After completion of the contract negotiation stage, the Client will notify the successful bidder in writing by issuing an offer letter for signing the contract and promptly notify all other bidders about the result of the selection process. The successful bidders will be asked to sign the contract after fulfilling all formalities within 15 days of issuance of the offer letter. After signing of the contract, no variation or modification of the terms of the contract shall be made except by written amendment signed by both the parties. The contract would be valid for 90 days from the date of effectiveness of the contract and will be extended on mutual consent. ***Sub-contracting / outsourcing of any form shall not be allowed for any activities under the scope of the work as mentioned in this TENDER DOCUMENT.***

13. Validity of the Rate Contract: The validity period of the empanelment of the agencies and rate contract for the service will be for a period of **2 Financial Year (2023-24 & 2024-25)** from the date of notification with yearly review provision regarding performance of the empanelled agencies. The Client reserves the rights to remove any agency from the empanelled list on the basis of its past performance during the empanelment period.

14. Conflict of Interest:

Conflict of Interest exists in the event of: (i) conflicting assignments, typically monitoring and evaluation/environmental assessment of the same project by the eligible bidder; (ii) Consultants, agencies or institutions (individuals or organisations) who have a business or family relation with the Client directly or indirectly; and (iii) practices prohibited under the anti-corruption policy of the Government of India and Government of Odisha. The bidders are to be careful so as not to give rise to a situation where there will be any conflict of interest with the Client as this would amount to their disqualification and breach of contract.

15. Disclosure:

- a. Bidders have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the bidder or termination of its contract.
- b. Bidders must disclose if they are or have been the subject of any proceedings (such as blacklisting) or other arrangements relating to bankruptcy, insolvency or the financial standing of the Bidder, including but not limited to appointment of any officer such as a receiver in relation to the Bidder's personal or business matters or an arrangement with creditors, or of any other similar proceedings.
- c. Bidders must disclose if they have been convicted of, or are the subject of any proceedings relating to:
 - a criminal offence or other serious offence punishable under the law of the land, or where they have been found by any regulator or professional body to have committed professional misconduct;
 - corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract;
 - failure to fulfill any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

16. Anti-corruption Measure:

- a. Any effort by Bidder(s) to influence the Client in the evaluation and ranking of financial proposals, and recommendation for award of contract, will result in the rejection of the proposal.
- b. A recommendation for award of Contract shall be rejected if it is determined that the recommended bidder has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question. In such cases, the Client shall blacklist the bidder either indefinitely or for a stated period of time, disqualifying it from participating in any related bidding process for the said period.

17. Language of Proposals:

The proposal and all related correspondence exchanged between the bidder and the Client shall be written in the **English** language. Supporting documents and printed literature that are part of the proposal may be in another language provided they are accompanied by an accurate translation of the relevant passages in English with self-certification for accuracy, in which case, for the purposes of interpretation of the Proposal, the translated version shall govern.

18. Cost of bidding:

The Bidder shall bear all costs associated with the preparation and submission of its proposal. The Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process. Bidder/s are not allowed to submit more than one proposal under the selection process. Alternate bids are also not allowed.

19. Legal Jurisdiction:

All legal disputes are subject to the jurisdiction of civil court of Bhubaneswar, Odisha only.

20. Governing Law and Penalty Clause:

The timeline given for delivery is to be strictly adhered to in view of the strict time schedule. Any unjustified and unacceptable delay in delivery of the deliverable/s shall render the Consultant liable for liquidated damages and thereafter the Client holds the option for cancellation of the contract for pending activities and completes the assignment through any suitable source of delivery. The Client may deduct such sum from any money from their hands due or become due to bidder. The payment or deduction of such sums shall not relieve the Consultant from his obligations and liabilities under the contract. The rights and obligations of the Client and the Consultant under this contract will be governed by the prevailing laws of Government of India / Government of Odisha. Failure on Consultant's part to furnish the deliverables as per the agreed time line will enforce a penalty **@ 1% per week subject to maximum of 10% of the billing amount**. The amount will be deducted from the subsequent payment. The implications of penalty will be governed by the agreed terms and conditions of the contract between parties.

Further, if the Consultant fails to perform or commit any breach of TENDER DOCUMENT Conditions/Contract, the Client may impose penal action and suspend the Consultant from participating in any future tender process of Government of Odisha for a period of three years from the date of notification.

21. Confidentiality:

Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the bidders who submitted the proposals or to other persons not officially concerned with the process, until the publication of the award of contract. The undue use by any Consultant of confidential information related to the process may result in

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rejection of its proposal and may be subject to the provisions of the Client's antifraud and corruption policy. During the execution of the assignment except with prior written consent of the Client, the consultant or its personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the contract.

22. Amendment of the Tender Document:

At any time before submission of proposals, the Client may amend the TENDER DOCUMENT by issuing an addendum through its website. Any such addendum will be binding on all the bidders. To give bidders reasonable time in which to take an addendum into account in preparing their proposals, the Client may, at its discretion, extend the deadline for the submission of the proposals. All clarifications and outcomes of the selection process will be published through the website of the Client. Hence, bidders are advised to refer to the designated website for all updates on the selection process.

23. Client's right to accept any proposal, and to reject any or all proposals

The Client reserves the right to accept or reject any /all proposal, and to annul or amend the bidding / selection / evaluation process at any time prior to award of contract award, without assigning any reason there of and thereby incurring any liability to the bidders.

24. Copyright, Patents and Other Proprietary Rights:

Odisha State Archives (OSA), Bhubaneswar shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights and trademarks, with regard to documents and other materials which bear a direct relation to or are prepared or collected in consequence or in the course of the execution of this contract. At the Client's request, the Consultant shall take all necessary steps to submit them to the Client in compliance with the requirements of the contract.

25. Replacement of Key Personnel:

The Key professionals to be deployed under this contract must be dedicated in nature. However, the Client reserves the right to request the Consultant to replace the deployed professional if they are not performing to a level of satisfaction. After written notification, the Consultant will provide CV of appropriate candidates within Seven (7) days for review and approval. The Consultant must replace the Professional within seven (7) working days from the date of approval of replacement. If one or more key personnel become unavailable / leave the project for any reason midway under the contract, the Consultant must notify the Client at least Fifteen (15) days in advance and obtain the approval prior to making any substitution. In notifying the Client, the Consultant shall provide an explanation of circumstances necessitating the proposed replacement and submit justification and qualification of replacement personnel in sufficient detail to permit evaluation of the impact

TENDER DOCUMENT

on the engagement. Acceptance of a replacement person by the Client shall not relieve the consultant from responsibility for failure to meet the requirements of the contract. The Client expects all the Key Professional to be available during implementation of the assignment. The Authority will not consider substitution of Key Personnel except for reasons beyond its capacity or due to any critical health issues. Such substitution shall ordinarily be limited to One (1) Key Professional subject to equally or better qualified and experienced Professional being provided to the satisfaction of the Client. In case of more than the above prescribed limit to such substitution, a sum equal to 1% of the agreed Contract value shall be deducted from the subsequent Invoice of the Consultant. Frequent substitution of key Personnel and any non-involvement of proposed resources during the Contract period may leads to termination of the agreement. Change in Key Professional due to request of the Client also comes under this condition.

26. Force Majeure:

For purpose of this clause, "Force Majeure" means an event beyond the control of the agency and not involving the agency's fault or negligence and not foreseeable. Such events may include, but are not restricted, wars or revolutions, fires, floods, riots, civil commotion, earthquake, epidemics or other natural disasters and restriction imposed by the Government or other bodies, which are beyond the control of the agency, which prevents or delays the execution of the order by the agency. If a force Majeure situation arises, the agency shall promptly notify Client in writing of such condition, the cause thereof and the change that is necessitated due to the condition. Until and unless otherwise directed by the Client in writing, the Agency shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. The agency shall advise Client in writing, the beginning and the end of the above causes of delay, within seven days of the occurrence and cessation of the Force Majeure condition. In the event of a delay lasting for more than one month, if arising out of causes of Force Majeure, Client reserve the right to cancel the contract without any obligation to compensate the agency in any manner for what so ever reason.

27. Settlement of Dispute:

The Client and the Consultant shall make every effort to resolve amicably, by direct informal negotiation, any disagreement or dispute arising between them under or arising from or in connection with the Contract within thirty (30) days from the commencement of such informal negotiation. All dispute resolution proceedings shall be held at Bhubaneswar, Odisha, and the language of such proceedings and that of all documents and communications between the parties shall be in English. Director, Odisha State Archives will be the final authority to resolve any dispute arising between Client and the Consultant.

28. Disqualification of Proposal:

The proposal is liable to be disqualified in the following cases as listed below:

- Proposal submitted without Cost of Tender Paper and EMD as applicable
- Proposal not submitted in accordance with the procedures and formats as prescribed in the tender
- During validity of the proposal, or its extended period, if any, the bidder increases his quoted prices or tries to withdraw its proposal
- Proposal is received in incomplete form or formats
- Proposal is received after due date and time for submission of bid
- Proposal is not accompanied by all the requisite documents / information / filled in proposal formats
- A commercial bid submitted with own assumptions or conditions
- Bids with any conditional technical and financial offer
- If the bidder provides any assumptions in the financial proposal or qualifies the financial proposal with its own conditions, such proposals will be rejected even if the commercial value of such proposals is the lowest / best value
- Proposal is not properly sealed or signed
- Proposal is not conforming to the requirements of the scope of the work
- Bidder tries to influence the proposal evaluation process by unlawful/ corrupt/ fraudulent means at any point of time during the bid process
- If, any of the bid documents (including but not limited to the hard and soft/electronic copies of the same, presentations during evaluation, clarifications provided by the bidder), excluding the commercial bid, submitted by the bidder is found to contain any information on price, pricing policy, pricing mechanism or any information indicative of the commercial aspects of the bid;
- Bidders or any person acting on its behalf indulges in corrupt and fraudulent practices
- *Any other condition / situation which holds the paramount interest of the Client during the overall section process.*

29. Payment Terms:

Payments shall be a subject to deduction of any amount for which the Vendor is liable under the agreement against this contract. Further, all payment shall be made subject to deduction of TDS (Tax Deduction at Source) as per the Income-Tax Act, 1961 and any other taxes.

- The payment will be paid to the Agency on monthly basis as per actual number of folio/Sheet/Volume of Archival Records, Rare Books & Manuscripts(palm-leaf) completed by the agency in a month after being duly checked by the Competent Authority.

SECTION – 3
TERMS OF REFERENCE
&
SCOPE OF WORK

Scope of the Project

The scope of this project is to perform conservation on public records, books, manuscripts (palm-leaf) preserved in Odisha State Archives, Bhubaneswar & Raghunandan Library, Puri and to give them new lease of life. The project, therefore, comprises of tissue lamination (both sides), which includes Archival guarding, binding, covering and paging of records to appropriate workflows for the activities involved in order to maintain the system in future.

The following broad scopes of work have been outlined:-

- i. Tissue conservation of Archival records and Rare Books & palm leaf manuscripts (Palm-leaf) preserved in the collection of Odisha State Archives office and Raghunandan library, Puri.
- ii. All the materials required for conservation of Archival records and Rare Books etc will be supplied by the vendor/bidder.
- iii. Development of work flow module for tissue conservation of public records related activities.
- iv. Print out data entry summary of each record volume of Odisha State Archives, Bhubaneswar and Raghunandan library, Puri would be submitted to concerned authority for acceptance and sign off purpose with Govt. officials.

Input Specification

- i. The input documents are of generally legal, A4 & of small sizes.
- ii. Archival Documents & Books at Odisha State Archives need to be conserved at the Odisha State Archives, Bhubaneswar and Documents, Books & Manuscripts (Palm-Leaf) etc preserved at Raghunandan Library, Puri need to be conserved at Raghunandan Library, Puri.
- iii. Documents are primarily available on Paper (various types) and some are in the form of palm-leaf manuscripts also. They are generally very old, delicate, fragile and brittle and need special and sophisticated handling and conservation techniques.
- iv. Some documents have illustrations/charts created using ancient inks, vegetable dyes etc. They are very likely to get oxidized or reduced with the effect of chemicals/treatment.
- v. All pages of the documents shall be numbered before conservation, if not already numbered.

Following activities have to be carried out for conservation of Archival records, Rare Books & Manuscripts (Palm-Leaf):-

1. Removal of Dust from Documents, manuscripts, Books & Records.
2. Fumigation (Para dichlorobenzene fumigation and Thymol fumigation, if required)

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 the ink is not soluble in water.
6. If the ink is soluble in water, then proper ink fixing is needed to be carried out using proper percentage of consolidates.
7. After de-acidification by immersion method, a coat of buffer solution is needed to be provided on the de-acidified document for added advantage against further acidification of the documents.
8. Tissue repairing by using anti-termite chemicals like copper sulphate, clove oil etc. or by using CMC paste.
9. Use of gluten free starch paste for tissue repairing work with use of sodium sulphite ortho phenyl phenol or thymol.
10. Guarding, Binding, Covering and Pagination to appropriate workflows.
11. Fresh Rebinding of each unbound record used for conservation activity after tissue conservation.
12. Setting up of the required infrastructure for tissue conservation to be done for LEGAL /A4/or any smaller sizes.
13. Collection of the Archival Records, Rare Books, Manuscripts(Palm-leaf) from the concerned officer to the respective section of the Office.
14. All required material to be procured by the vendor for conservation work.
15. Maintenance of a register for receipts, conservation and handing over of Documents, Records, Books, Manuscripts supported by automated workflow.
16. The vendor has to develop this flowchart application capable of handling document management Viz. from Archival records and Rare Books received to finally return the same to the Department.
17. Unbinding of the Registers and internally marking the sequence of the Archival Documents, Manuscripts(Palm-leaf),Records & Books.
18. Fresh Rebinding of each unbound record used for conservation activity after tissue conservation.
19. Tissue conservation of the Archival Records and Rare Books as per the predefined workflow.
20. Internal checking for the conservation of Archival Records and Rare Books etc.
21. After Conservation the arrangement must be according to the previous bibliographical descriptions of Archival Records and Rare Books. Coordination with the Office representative for regular and random/thorough/detailed check of the conservation activities will be done.

22. Taking necessary steps to rectify any mistake or error during tissue conservation of Archival records and Rare Books as per the recommendations of the respective Office personnel.
23. Delivery of Tissue conserved Archival Records, Manuscripts and Rare Books to the concerned section.
24. The vendor has to establish conservation facilitation centre hub at office premises of Odisha State Archives, Bhubaneswar and Raghunandan library, Puri with adequate human resources and required materials.
25. Verification & authentication of conserved Archival records and Rare Books by the Superintendent, Odisha State Archives or authorized 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 Books/Records/Manuscripts.
28. They must employ two persons at Odisha State Archives, Bhubaneswar and one person at Raghunandan Library, Puri for dusting, cleaning and transferring the books & records etc from the concerned sections.
29. The work must end within a stipulated period i.e.90 days from the date of MoU.
30. The vendor has to established seamless project coordination and project management framework to execute this project.
31. The bidder/firm/agency must map the daily track record for smooth and timely completion of the project. However, in any case, if Archival Records and Rare Books are lost or damaged, it would be the sole responsibility of the bidder/ agency to rectify the damage without any additional cost.
32. Preventive & Curative Conservation of palm-leaf need to be done as per the Palm-leaf Manuscripts conservation ethics.
33. Highly Fragile palm-leaf manuscripts should be avoided from the conservation process.

Mandatory Compliance for Project Execution

1. Responsibility of the bidder/firm/agency
2. Entering into a project execution agreement with the Odisha State Archives Liaison with respective Govt. official/personnel for taking possession of the working space.
3. Liaison 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 records and Rare Books from the respective section designated officer and returning the same with;

- Dedicated resource to receive and return the rare books, Records, Documents & Manuscripts.
- 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 needed to work closely with the Department (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 expiry of agreement period from the date of award of contract.

- I. Project Execution Plan
- II. Tissue conservation of Archival Records and Rare Books as per following specification.
 - Comprises of tissue lamination (both sides) irrespective of the Legal, A4 & of small sizes,
 - Guarding,
 - Stitching & Binding,
 - Covering
 - Paging
 - Pasting of Record labels
- III. Summary details of conservation of Archival Records and Rare Books of Superintendent, Odisha State Archives, Bhubaneswar to suffice sign off and acceptance of the job.

Handling and Preparation of Documents

- a) In general binding is not allowed to be taken out as it may damage the Archival records and Rare Books etc however in some cases where it is absolutely necessary, due care should be taken to remove the binding and rebind them using sophisticated methods and make it similar to its original form as per the instruction of Superintendent, Odisha State Archives, Bhubaneswar. Operators need to wear surgical gloves so as not to damage any of the Archival Records and Rare Books etc.

TENDER DOCUMENT

- b) Soft bristled brushes to be used to wipe away accumulated dust and dirt as necessary.
- c) Large size formats required special handling considerations.
- d) All pre-conservation activities like piling, stacking, initial cleaning and improving legibility of the document will be ensured by Odisha State Archives prior to handling documents for Conservation.

Conservation Treatment

While planning the conservation treatment, the following must be observed strictly.

- a) Make conserved documents appropriate to the ultimate intended use.
- b) Use the best available handmade paper, adhesives for the conservation.
- c) Employ best available Human resource, consultants and conservators for the project.
- d) Choose applicable and feasible conservation strategy, depending on the collection and infrastructure available.
- e) Proper documentation of the conservation treatment and collection should be taken care of.
- f) Minimum Intervention: Before a document is conserved, proper analysis should be done to see whether a particular conservation treatment is required or not. Therefore policy of minimum intervention should be adopted.
- g) Documentation: This will be done according to prescribed Odisha State Archives format and will be discussed before the start of conservation.

Material Specification use of Conservation work:

A. Tissue paper/paper

- i. 8-9 GSM
- ii. Transparent after lining
- iii. Should have buffer
- iv. Sides should be properly trimmed
- v. Guarding around four sides will be preferred
- vi. Paper for guarding should be acid free tissue paper 20 GSM
- Vii. German/Japanese Tissue Paper acquired from Klug Conservation Agency, German or his authorized dealer as practices in National Archives in India, New Delhi.

B. Paste

- i. Starch Paste Gluten free or CMC
- ii. Should not loose the flexibility of paper after lining
- iii. Do not use colour
- iv. Fungicide should be added as per conservation ethics (ortho phenyl phenol or benzalkoniumchloride BKC or Sodium pentachlorophenate) etc.

C. Binding

- i. Clear full opening
- ii. Every side after binding should look similar and plain/even
- iii. Acid free adhesive should be used for binding
- iv. Signal or double end paper should be stitched to the end and beginning

Conservation Materials :

Solvent, Hand-made Paper, German/Japanese tissue paper , Funori sheets, , pH strip, pH pen, Book keeper, Acid free bloating paper, CMC, Klucel G, MC, Jin Shofu, Gluten free starch powder, and 1500 & 2000 GSM, Acid free mount board Methanol, Barium Hydroxide, P.V.A., Thymol, Toluene , Ammonia, PDCB and Acetone and Binding Materials including leather and cloth to be used for binding will need to be submitted .

SECTION: 4

TECHNICAL PROPOSAL SUBMISSION FORMS

TECH -1
COVERING LETTER
(ON BIDDERS LETTER HEAD)

[Location, Date]

To

**The Superintendent
Odisha State Archives (OSA)
Bhubaneswar**

Subject: RATE CONTRACT FOR CONSERVATION OF ARCHIVAL RECORDS , RARE BOOKS & MANUSCRIPTS (PALM-LEAF) OF ODISHA STATE ARCHIVES, BHUBANESWAR & RAGHUNANDAN LIBRARY, PURI. [TECHNICAL PROPOSAL]

Dear Sir,

I, the undersigned, offer to provide the services for the proposed assignment in respect to your Request for Proposal No. _____, Dated: _____. I hereby submitting the proposal which includes this technical proposal sealed under a separate folder. Our proposal will be valid for acceptance up to **90 Days** and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.

All the information and statements made in this technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. If negotiations are held during the period of validity of the proposal, I undertake to negotiate on the basis of the proposal submitted by us. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations.

I have examined all the information as provided in your E-TENDER DOCUMENT and offer to undertake the service described in accordance with the conditions and requirements of the selection process. I agree to bear all costs incurred by us in connection with the preparation and submission of this proposal. In case, any provisions of this TENDER DOCUMENT/ ToR including of our technical & financial proposal is found to be deviated, then your department shall have rights to reject our proposal absolutely. I confirm that, I have the authority to submit the proposal and to clarify any details on its behalf.

I understand you are not bound to accept any proposal you receive.

Yours faithfully,

Authorized Signatory with Date and Seal:

Name and Designation: _____

Address of Bidder: _____

TECH -2

General Details of Bidder

Sl No.	Description	Full Details
1	Name of the Bidder	
2	Address for communication: Tel : Email id :	
3	Name of the authorized person signing & submitting the bid on behalf of the Bidder: Mobile No. : Email id :	
4	Registration / Incorporation Details Registration No: Date & Year. :	
5	Local office in Odisha If Yes, Please furnish contact details	Yes / No
6	Cost of Tender Paper Details Amount :	
7	EMD Details Amount :	
8	PAN Number	
9	Goods and Services Tax Identification Number (GSTIN)	
10	Willing to carry out assignments as per the scope of work of the TENDER DOCUMENT	YES
11	Willing to accept all the terms and conditions as specified in the TENDER DOCUMENT	YES

Authorized Signatory [In full and initials]:

Name and Designation with Date and Seal: _____

TECH -3

Financial Details of Bidder

Financial Information in INR				
Details	FY 2020-21	FY 2021-22	FY 2022 -23	Average
Turnover from Conservation of Archival Records, Rare Books & Manuscripts Only (In Lakh)				
<p>Supporting Documents:</p> <p>Audited certified financial statements for the last 3 FYs (2020-21, 2021-22 and 2022-23) (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with the Technical Proposal)</p> <p><i>Filled in information in this format must have to be jointly certified and sealed by the CA and the authorized representative of the bidder and to be furnished in original along with the technical proposal failing which the proposal will be out rightly rejected. No scanned copy will be entertained.</i></p>				

Signature and Seal of the Auditor with Date and Seal (In original)

Name of the Audit Firm:

Unique Document Identification Number (UDIN):

ICAI Membership No:

Address with Contact Details:

Authorized Signatory [In full initials with Date and Seal]: _____

Communication Address of the Bidder: _____

[NB: No Scanned Signature will be entertained]

TECH – 4

(On Bidder's Letter Head)

FORMAT FOR POWER OF ATTORNEY

I, _____, the <Designation> of <Name of the Organisation> in witness whereof certify that <Name of person> is authorized to execute the attorney on behalf of <Name of Organisation>, <Designation of the person> of the organisation acting for and on behalf of the organisation under the authority conferred by the Date <date of reference> has signed this Power of attorney at <place> on this day of <day><month>, <year>.

The signatures of <Name of person> in whose favour authority is being made under the attorney given below are hereby certified.

Name of the Authorized Representative:

(Signature of the Authorized Representative with Date)

CERTIFIED:

Signature, Name & Designation of person executing attorney with Seal:

Address of the Bidder:

TECH – 5

**INFORMATION REGARDING ANY CONFLICTING ACTIVITIES AND
DECLARATION THEREOF**

Are there any activities carried out by your agency which are of conflicting nature as mentioned in Section 2: [Information to the Bidder] under Eligibility Criteria: Para (6). If yes, please furnish details of any such activities.

If no, please certify,

IN BIDDERS LETTER HEAD

I, hereby declare that our agency as Individual / as a member of any consortium is not indulged in any such activities which can be termed as the conflicting activities as mentioned in **Section 2: [Information to the Bidder] under Eligibility Criteria: Para (5)**.

I, also acknowledge that in case of misrepresentation of any of the information, our proposal / contract shall be rejected / terminated by the Client which shall be binding on us.

Authorized Signatory [In full initials with Date and Seal]: _____

Communication Address of the Bidder: _____

TECH - 6

Undertaking regarding not Banned / Blacklisted

(To be submitted on Bidder's Letter Head)

In response to the TENDER DOCUMENT No. _____, Dated:

Name of the Assignment: _____

I/We hereby declare and solemnly swear that our Company / firm is not been banned / blacklisted as on date by any competent court of Law, forum or any State Government or Central Government or their agencies or by any statutory entities or any PSUs.

AND, if at any stage the declaration/statement on oath is found to be false in part or otherwise, then without prejudice to any other action that may be taken, I/We, hereby agree to be treated as a disqualified Bidder for the on-going tender process. In addition to the disqualification the proposal, our concern/entity may be banned / blacklisted.

AND, that I/We shall have no right whatsoever, to claim for consideration of our bid at any stage and the TENDER DOCUMENT, if any to the extent accepted may be cancelled.

Authorized Signatory : _____

Name and Designation with Date and Seal: _____

TECH - 7

BIDDER'S ORGANISATION
(Brief Profile)

[Provide here a brief description regarding professional background of the organisation]

Authorized Signatory *[In full and initials]*: _____
Name and Designation with Date and Seal: _____

[NB: Bidder needs to restrict the above information within 3-5 pages only]

TECH - 8

Bidder's Experience

CATEGORY -I

(TABLE- A)

(List of completed assignment of similar nature in any sector during last 3 FYs)

Sl. No.	Period	Name of the Assignment with details thereof	Name of the Client	Contract Value in INR	Date of Award / Commencement of assignment	Date of Completion of assignment	Remarks if any
A	B	C	D	E	F	G	H
1							
2							

Authorized Signatory [*In full and initials*]: _____
Name and Title of Signatory with date and seal _____

NB:

- *Bidders are requested to furnish the information up to 2 completed projects of similar nature. Copies of Work Order / Contract Document / Completion Certificate for the respective assignments need to be furnished along with the technical proposal.*

TECH - 9

Bidder's Experience

[Using the format below, provide information on each assignment for which your organisation was legally contracted as **single entity** for carrying out consulting services similar to the ones requested under this assignment during last **three financial years**]

FORM – I

(Assignment of similar nature in any sector)

Assignment name:	Value of the contract (in INR):
Location:	Duration of assignment (months):
Name of Client:	Total No. of staff-months of the assignment:
Address:	
Start date (month/year):	No. of professional staff-months provided by associated Consultants:
Completion date (month/year):	
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	

Authorized Signatory [In full and initials]:

Name and Designation with Date and Seal: _____

[NB: 2 Assignments of similar nature only]

TECH - 10

**Comments and Suggestions of the Consultant on the Terms of Reference / Scope of Work
and Counterpart Staff and Facilities to be provided by the Client**

A: On the Terms of Reference / Scope of Work:

[The consultant needs to present and justify in this section, if any modifications to the Terms of Reference he is proposing to improve performance in carrying out the assignment (such as deleting some activity considering unnecessary, or adding another, or proposing a different phasing of the activities / process modifications).

B: On Input and Facilities to be provide by the Client:

[Comment here on inputs and facilities to be provided by the Client with respect to the Scope of Work and Study Implementation]

Authorized Signatory *[In full and initials]*:

Name and Designation with Date and Seal: _____

TECH -11

**DESCRIPTION OF APPROACH, METHODOLOGY AND WORKPLAN TO
UNDERTAKE THE ASSIGNMENT**

[Technical approach, methodology and work plan are key components of the technical proposal. In this Section, bidder should explain his understanding of the scope and objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output.]

A. Understanding of Scope, Objectives and Completeness of response

Please explain your understanding of the scope and objectives of the assignment based on the Terms of Reference (ToR), the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s), and the degree of detail of such output. ***Please do not repeat/copy the ToR here.***

B. Description of Approach:

C. Assignment Management Plan:

D. Staff Deployment Strategy:

The bidder should propose and justify the structure and composition of the team and should enlist the main activities under the assignment in respect of the Key Professionals responsible for it.

Team Composition and Task Assignment

Sl. No.	Name of Key Professional / Staff	Position Assigned	No. of Input Days	Task assigned
1				
2				
3				
4				
5				

(Please provide the details of all the Key Experts and Support Staff to be deployed for the proposed assignment as per the format.

Authorized Signatory [In full and initials]:

Name and Designation with Date and Seal: _____

NB: Bidders are requested to furnish the above information limiting it up to 5-7 pages only with Arial Font Size-11.

TECH - 12

Manpower Resources Strength of the Bidder under current payroll

Sl No	Emp Id	Name of the Staff	Designation
1			
2			
3			

Authorized Signatory [*In full and initials*]: _____

Name and Designation with Date and Seal: _____

TECH – 13

WORK PLAN FOR THE PROPOSED ASSIGNMENT

PROPOSED WORKPLAN

<u>Month</u> →	1	2	3	4	5	6
<u>Sequence of Alignments Activities / Sub Activities</u> ↓						

Indicate all main activities and related sub activities under the proposed assignment and proposed schedule of Implementation.

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

TECH -14

BANK CERTIFICATE / SOLVENCY CERTIFICATE

(With a value of 50 lakhs)

This is to certify that M/s. is a reputed company with a good financial standing.

If the contract for the work, namely..... is awarded to the above firm, we shall be able to provide overdraft/credit facilities to the extent of Rs. to meet their working capital requirements for executing the above contract.

Name of Bank

___ Sd. ___

()

Name and Signature of Branch Bank Manager

Seal :

Address of the Bank:

Date:

Place:

TENDER DOCUMENT

SECTION: 5

FINANCIAL PROPOSAL SUBMISSION FORMS

FIN-1

COVERING LETTER

(In Bidder's Letter Head)

[Location, Date]

To

**The Superintendent
Odisha State Archives (OSA)
Bhubaneswar**

**Subject: RATE CONTRACT FOR CONSERVATION OF ARCHIVAL RECORDS ,
RARE BOOKS & MANUSCRIPTS (PALM-LEAF) OF ODISHA STATE
ARCHIVES (OSA), BHUBANESWAR & RAGHUNANDAN LIBRARY, PURI
[FINANCIAL PROPOSAL]**

Sir

I, the undersigned, offer to provide the consulting services for *[Insert title of assignment]* in accordance with your Tender No. _____, Dated: _____. Our attached Financial Proposal is exclusive of all the taxes .I will pay all the taxes ie. GST,TDS etc at the time of payment. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the tender document.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal of **90 days**. I have carefully read and understood the terms and conditions of the tender and do hereby undertake to provide the service accordingly.

I understand that you are not bound to accept any proposal you receive.

I remain,

Yours faithfully,

Authorized Signatory *[In full and initials]:*

Name and Designation of Signatory with Date and Seal:

Address of the Bidder:

—

**Amount must match with the one indicated in FIN-2*

TENDER DOCUMENT

FIN-2

To
The Superintendent,
Odisha State Archives, Bhubaneswar .

FINANCIAL BID

Name of Agency :-

Sl. No.	Size Per Sheet	Tissue Lamination Conservation including Stitching & Binding (Price In INR Excluding GST)
A	legal/A4 & of small size paper	
	In Words	

Sl. No.	Size Per Volume	Only Stitching & Binding (Price In INR Excluding GST)
A	legal/A4 & of small sizes paper	
	In Words	

Sl. No.	Size Per Folio	Manuscripts Conservation (Price In INR Excluding GST)
A	Palm-leaf Manuscripts	
	In Words	

Name of Bidder:
Address of Bidder:
Email:
Contact No:
Date:-
Place:-

- Bidder shall submit the financial proposal as per the prescribed format given above in both figures and words, and signed by the Bidder's Authorized Representative. In the event of any difference between figures and words, the amount indicated in words shall prevail. Taxes will be paid by the bidder as per the applicable rate under GST Act from time to time.

Authorized Signatory [In full and initials]: _____
Name and Designation with Date & Seal: _____

TENDER DOCUMENT

SECTION - 6

ANNEXURES

Annexure – I

BID SUBMISSION CHECK LIST

Sl. No.	Description	Submitted (Yes/No)	Page No.
TECHNICAL PROPOSAL			
1	Filled in Bid Submission Check List (ANNEXURE-I)		
2	Covering Letter (TECH -1)		
3	Cost of Tender Paper of Rs. 5,000/- (Online)		
4	EMD of Rs. 90,000/- (Online)		
5	Copy of Certificate of Incorporation / Registration of the Bidder		
6	Copy of PAN		
7	Copy of Goods and Services Tax Identification Number (GSTIN)		
8	Copies of IT Returns for the last 3 AYs (2020-21, 21-22 and 22-23)		
9	General Details of the Bidder (TECH - 2)		
10	Financial details of the bidder (TECH - 3) along with all the supportive documents such as copies of Profit – Loss Statement and Balance Sheet for the concerned period		
11	Power of Attorney (TECH - 4) in favour of the person signing the bid on behalf of the bidder.		
12	Self-Declaration on Potential Conflict of Interest (TECH - 5)		
13	Undertaking for not have been black-listed by any Central / State Govt./any Autonomous bodies during in the recent past (TECH-6)		
14	Duly Filled in Technical Forms along with required documents (TECH 7 to TECH 13)		
FINANCIAL PROPOSAL			
1	Covering Letter (FIN-1)		
2	Summary of Financial Proposal (FIN-2)		

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

Undertaking:

- *All the information have been submitted as per the prescribed format and procedure.*
- *Each part has been separately bound with no loose sheets and each page of all the two parts are page numbered along with Index Page.*

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

FORMAT FOR SUBMISSION OF PRE-PROPOSAL QUERY

The bidders will have to ensure that their queries in soft copy should reach to the office of the Superintendent, Odisha State Archives, Bhubaneswar through email at **odishaarchives@gmail.com** latest by **18.11.2023** as per the prescribed format mentioned below.

Sl. No.	Page Number / Section of TENDER DOCUMENT	Current Provision / TENDER DOCUMENT Text	Query from the Bidder
1.			
2.			
3.			
4.			
5.			
6.			

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

[Any deviation to the above prescribed format will not be taken into consideration for clarification. The Client shall not responsible for ensuring that the bidders' queries have been received by them. Any requests for clarifications post submission date and time as per the Bidder Data Sheet of the TENDER DOCUMENT, shall not be entertained by the Client. The purpose of pre proposal clarification is to provide the bidders with information regarding the TENDER DOCUMENT terms and conditions, selection process and terms of reference for the assignment. The Client will endeavour to provide timely response to the queries by uploading the same in its website. No individual responses to be provided and its responsibility of the bidder to acknowledge the clarification from the reliable sources prior to preparation of its proposal. However, the client makes no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does it undertake to answer all the queries that have been submitted by the bidders.]

PERFORMANCE BANK GUARANTEE FORMAT

To

The Superintendent,
Odisha State Archives, Bhubaneswar.

WHEREAS..... (Name and address of the Consultant) (hereinafter called “the Consultant”) has undertaken, in pursuance of TENDER DOCUMENT No..... Dated to undertake the service of (description of services) (herein after called “the contract”).

AND WHEREAS it has been stipulated by (Name of the Client) in the said contract that the Consultant shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the Consultant, up to a total of (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the consultant to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the consultant before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the consultant shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This performance bank guarantee shall be valid until the day of, 2023

Our branch at Bhubaneswar (Name & Address of the Bank) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our Bhubaneswar branch a written claim or demand and received by us at our Bhubaneswar branch on or before Dt.....otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

.....
(Signature of the authorized officer of the Bank)

.....
Name and designation of the officer

.....
Seal, name & address of the Bank & Branch

Guideline for E-Tender

E-Tender Notice No. 05 /OSA/dated 07.11.2023

Procedure for Electronic receipt, accounting and reporting of Cost of Tender Paper and Earnest Money Deposit on submission of bids. (Vide Works Department of Govt. of Odisha O.M. No. 6785 /W. Dtd. 09.05.2017)

- i. The State Government have formulated rules and procedures for Electronic receipt, accounting and reporting of the receipt- of Cost of Tender Paper and Earnest Money Deposit on submission of bids through the e-procurement portal of Government of Odisha i.e. "<https://tendersodisha.gov.in>".
- ii. Electronic receipt of cost of tender paper has been successfully tested through SBI payment gateway. Now it has been decided to introduce electronic receipt of Cost of Tender Paper and Earnest Money Deposit on submission of bids through payment gateway of designated banks such as SBI/ICICI Bank/HDFC Bank for all Government Departments, State PSUs, Statutory Corporations, Autonomous Bodies and Local Bodies etc. in phases (Annexure-1). The process outline as well as accounting and reporting structure are indicated below :
 - a) It will be carried out through a single banking transaction by the bidder for multiple payments like Cost of Tender Paper and Earnest Money Deposit on submission of bids.
 - b) Various payment modes like Internet banking/ NEFT/RTGS of Designated Banks and their Aggregator Banks as well can be accessed by the intending bidders.
 - c) Reporting and accounting of the e-receipts will be made from a single source.
 - d) Credit of receipts in to the Government accounts and to the designated Bank account of the participating entities indicated in Para ii above would be faster.
- iii. Only those bidders who successfully remit their Cost of Tender Paper and Earnest Money Deposit on submission of bids would be eligible to participate in the tender/bid process. The bidders with pending or failure payment status shall not be able to submit their bid. Tender inviting authority, State Procurement Cell, NIC, the designated Banks shall not be held responsible for such pendency or failure

iv. **Banking arrangement:**

a) Designated Banks (SBI/ICICI Bank/HDFC Bank) payment gateway are being integrated with e- Procurement portal of Government of Odisha (<https://tendersodisha.gov.in>)

b) The Designated Banks participating in Electronic receipt, accounting and reporting of Cost of Tender Paper and Earnest Money Deposit on submission of bids will nominate a Focal Point Branch called e-FPB, who is authorized to collect and collate all e-Receipts. Each such branch will act as the Receiving branch and Focal Point Branch notwithstanding the fact that the bidder might have debited his account in any of the bank's branches while making payment.

v. **Procedures of bid submission using electronic payment of tender paper cost and EMD by bidder :**

a) Log on to e-Procurement Portal: The bidders have to log onto the Odisha e-Procurement portal (<https://tendersodisha.gov.in>) using his/her digital signature certificate and then search and then select the required active tender from the "Search Active Tender" option. Now submit button can be clicked against the selected tender so that it comes to the "My Tenders" section.

b) Uploading of Prequalification/Technical/Financial bid: The bidders have to upload the required Prequalification /Technical/Financial bid, as mentioned in the bidding document and in line with Works Department office memorandum no.7885, dt.23.07.2013

Electronic payment of tender paper cost and EMD:

Then the bidders have to select and submit the bank name as available in the payment options

- i. A bidder shall make electronic payment using his/her internet banking enabled account with designated Banks or their aggregator banks.
- ii. A bidder having account in other Banks can make payment using NEFT/RTGS facility of designated Banks. Online NEFT/RTGS payment using internet banking of the bank in which the bidder holds his account, by adding the account number as mentioned in the challan as an inter bank beneficiary.

Bid submission:

Only after receipt of intimation at the e-Procurement portal regarding successful transaction by bidder the system will activate the 'Freeze Bid Submission' button to conclude the bid submission process.

System generated acknowledgement receipt for successful bid submission:

System will generate an acknowledgement receipt for successful bid submission. The bidder should make a note of 'Bid ID' generated in the acknowledgement receipt for tracking their bid status.

Settlement of Cost of Tender Paper:

- a) Cost of Tender Paper: In respect of Government receipts on account of Cost of Tender Paper, the e- Procurement portal shall generate a MIS for the State Procurement Cell (SPC). The MIS will contain an abstract of the cost of tender paper collected with reference to Bid Identification Number. The State Procurement Cell shall generate Bank-wise-head-wise challans separately for Cost of Tender Paper and instruct the designated Banks to remit the money to the State Government account under different heads. In respect of the cost of tender paper received through the e-procurement portal, the remittance to the Cyber Treasury account will be made to the Head of Account 0075-Misc, General Services-800- Other Receipts 0097-Misc. Receipts-02237-Cost of Tender Paper.
- b) For the time being, the State Procurement Cell (SPC) will use over the counter payment facility of the Odisha Treasury portal. Thereafter, remittance through NEFT & RTGS will be facilitated through the Odisha Treasury portal.
- c) Similarly, in case of State PSUs, Statutory Corporations, Autonomous Bodies and Local Bodies etc., Cost of Tender Paper, the e-Procurement portal shall generate a MIS for the State Procurement Cell (SPC). The MIS will contain an abstract of the cost of tender paper collected with reference to Bid Identification Number. The State Procurement Cell shall generate Bank-wise list of challans and instruct the designated Banks to remit the money through the Odisha Treasury portal. The cost of tender papers will be credited to the registered Bank account of the concerned State PSUs, Statutory Corporations, Autonomous Bodies and Local Bodies etc.
- d) Bank will refund (in case the Tender Inviting Authority (TIA) issues such instructions) the tender fee, EMD to the bidder, in case the tender is cancelled before opening of Bid as per direction received from TIA through e-procurement system.
- e) Back-end Transaction Matrix of Electronic receipt of Cost of Tender Paper and Earnest Money Deposit on submission of bids is enclosed in the Annexure.1.Settlement of Earnest Money Deposit on submission of bids:a) The Bank will remit the Earnest Money Deposit on submission/cancellation of bids to respective bidders accounts as per direction received from TIA through e-procurement system.

Forfeiture of EMD :

Forfeiture of Earnest Money Deposit on submission of bid of defaulting bidder is occasioned for various reasons as follows.

- a) In case the Earnest Money Deposit on submission of bid is forfeited, the e-Procurement portal will direct the Bank to transfer the EMD value from the Pooling Account of SPC to the registered account of the tender inviting authority.
- b) The Tender inviting authorities of the Government Departments will deposit the forfeited Earnest Money Deposit on submission of bid, in the State Government Treasury under the appropriate head (8782-Cash Remittances and Adjustments between the officers rendering accounts to the same Accounts Officer-102 P.W.Remittances-1683-Remittances-91028-Remittances into Treasury) after taking the amount as a revenue receipt in their Cash Book under the head 0075-Misc. General Services-00-101 - Unclaimed Deposits-0097 Misc, Receipts-02080-Misc. Deposits and submit the detail account to DAG(Puri) as a deposit of the Division.
- c) By clicking submit button, system will initiate the forfeiture of EMD. System will not allow the evaluator to edit the initiation after clicking the submit button. Forfeiture option can be carried out in phased manner like one bidder at a time.

Role of the Banks:

- a) Make necessary provision / customizations at their end to enable the provision for online payments / refunds as per this document.
- b) Provide necessary real-time message to bidders regarding successful or unsuccessful transactions during online payment processes and redirect them to e-Procurement website with necessary transaction reference details enabling them to submit their bids.
- c) The bank shall ensure transfer of funds from the pooling account to the Government Head/current account of PSUs/ULBs within the next bank working day as per the directions generated from e- Procurement portal.
- d) Bank should provide timely reports and reference details to NIC enabling them to carry out their role as stated below.
- e) Refund of amount to bidders as per the XML file provided by e-Procurement system on the next bank working day from the date of generation of the XML file and also provide a confirmation

Role of State Procurement Cell:

- a) Communicate requirements of Government departments/ State PSUs/ Autonomous Bodies/ ULBs online payment requirements to National Informatics Centre / the authorized Banks for mapping/ customization.
- b) In every working day, the State Procurement Cell shall generate MIS from the e-Procurement portal to ascertain the tender paper cost received in the e-Tendering process separately bank-wise for the Government Department and the

PSUs/ULBs. The SPC shall generate bank-wise separate online challans from the Odisha Treasury portal and make the remittance through over the counter facility or NEFT/RTGS (as and when this functionality is available in Treasury portal) and issue instruction to the bank for remittance of the receipt to the State Government account.

- c) The State Procurement Cell shall be responsible for providing challan details and MIS in respect of the remittance towards tender paper cost to the Tender inviting authorities for their record.
- d) State Procurement Cell shall monitor the progress of e-Tendering by different Government departments / State PSUs/ Autonomous Bodies / ULBs through an MIS. State Procurement Cell shall monitor and send monthly progress reports to the Government.
- e) The e-Procurement system will generate a consolidated refund & settlement XML file as an end of the day activity.
- f) E-procurement system will provide a web service for payment gateway (PG) provider to pull the encrypted refund and settlement details in XML file against a day.
- g) Similarly, payment gateway (PG) provider will provide a web service to pull the refund and settlement status against a day
- h) E-procurement system will update the status accordingly for reconciliation on report.

Role of National Informatics Centre:

- a) Customize e-Procurement software and web-pages of Government of Odisha (<https://tendersodisha.gov.in>) to enable the provision for electronic payment.
- b) The NIC, Odisha will modify /rectify the errors in electronic data relating to the Chart of Account.
- c) NIC will provide an inter facet organizations to download the electronic receipt data.
- d) Enable automatic generation of daily XML files from e-Procurement system and ensure delivery of the same to the authorized Banks for enabling automatic refund/settlement of funds.
- e) NIC shall enable the e-Procurement portal to generate MIS as required for the State Procurement Cell in order to make remittance of the tender paper cost to the State Government account using the Odisha Treasury portal.

Role of Cyber Treasury:

- a) The cost of the tender paper deposited by the SPC using the Odisha Treasury Portal will be accounted for by the Cyber Treasury and it shall submit the accounts to A.G (O) as per the established process.
- b) The Cyber Treasury will provide MIS as required to the SPC for the purpose of accounting and reconciliation of the electronic remittances made to the State Government account.

Redressal of Public Grievances:

The State Procurement Cell, Odisha, National Informatics Centre, Odisha and the e-FPB will have an effective procedure for dealing with public complaints for e-Receipt related matters. In case, any mistake is detected by any of the stakeholders in reporting of receipt of tender paper cost and EMD, either suomoto or on being brought to its notice, the State Procurement Cell, Odisha, National Informatics Centre, Odisha unit, Cyber Treasury and the bank will promptly take steps for rectification. The e-Focal Point Branch of the participating Banks, National Informatics Centre, Odisha and the State Procurement Cell, Odisha will notify the contact number and address of the Help Desk for resolution of any dispute regarding e-Receipt.

Applicability and modification of existing rules/orders:

The modalities prescribed in this Office Memorandum for downloading of tender paper, submission and rejection of bid, acceptance of Bids as well as refund and forfeiture of earnest deposit will be applicable for electronic submission of bids through e-procurement portal. Existing provisions regulating cost of tender paper, earnest money deposit in OPWD Code and OGFR would stand modified to the extent prescribed. 15. These arrangements would be made effective after signing of MoU between the designated Banks and the State Procurement Cell, firming up of Banking arrangements and technical integration between designated Bank and e-Procurement Portal.

Back-end Transaction Matrix of Electronic receipt and remittance of Cost of Tender Paper and Earnest Money Deposit on submission of bids.

	Cost of Tender Paper on submission of bids	Earnest Money Deposit on submission of bids
Government Departments	<p>I. The payment towards the cost of Tender Paper, in case Government Departments, shall be collected in separate Pooling accounts opened in Focal Point Branch called e-FPB of respective designated banks [as stated in Para 2] at Bhubaneswar on T+1_day.</p> <p>II. With reference to the Notice Inviting Tender/ Bid Identification Number, the amounts released is to be remitted to Government Account under the Head Of Account 0075- Misc. General Services-800-Other Receipts-0097Misc. Receipts-02237- Cost of Tender Paper through Odisha Treasury Portal after opening of the bid.</p>	<p>I. In case of tenders of Government Departments, amount towards Earnest Money Deposit on submission of bids shall be collected in a pooling account opened for this purposes Focal Point Branch called e-FPB of respective designated banks at Bhubaneswar and the banks will remit the amount to respective bidder's account within two working days on receipt of instruction from TIA through refund and settlement of e- procurement system.</p> <p>II. In case of forfeiture of Earnest Money Deposit on submission of bids, the e-Procurement portal will direct the Bank to transfer the EMD value from the Pooling Account of SPC to the registered account of the tender inviting authority within two working days of receipt of instruction from TIA.</p>
State PSUs Statutory Corporations, Autonomous Bodies and Local Bodies.	<p>I. In case of State PSUs, Statutory corporations, Autonomous Bodies and Local Bodies etc. the amount towards Cost of Tender Paper, on submission of bids shall be collected in separated pooling accounts opened in Focal Point Branch called e-FPB of respective designated Banks at Bhubaneswar on T+1 days.</p> <p>II. The Paper cost will be transferred to the respective current accounts of concerned</p>	<p>Statutory Corporations, Autonomous Bodies and Local Bodies.</p> <p>I. Amount towards EMD on submission of bids shall be collected in a separate pooling account of Focal Point Branch called e-FPB of respective designated banks at Bhubaneswar and the banks will remit the amount to respective bidder's account on receipt of instruction from TIA through refund and settlement of e-procurement system within two working days from receipt of such instruction.</p> <p>II. In case of forfeiture of Earnest</p>

	State PSUs, Statutory Corporation, Autonomous Bodies and Local Bodies etc. after opening of bid.	Money deposit on submission of bids, the e-Procurement portal will direct the Bank to transfer the EMD value from the Pooling Account of SPC to the registered account of the tender inviting authority within two working days of receipt of instruction from TIA.
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