



Government of Odisha
Odisha State Archives
Bhubaneswar

E-Tender No: 06/OSA/23-24

Date: 15.11.2023

REQUEST FOR PROPOSAL

**PREPARATION OF DETAILED PROJECT REPORT (DPR) FOR
DIGITIZATION OF ODISHA STATE ARCHIVES (OSA), BHUBANESWAR**

The Superintendent, Odisha State Archives (OSA), Bhubaneswar invites sealed proposals from eligible bidders for "PREPARATION OF DETAILED PROJECT REPORT (DPR) FOR DIGITIZATION OF ARCHIVAL RECORDS AND RARE BOOKS OF ODISHA STATE ARCHIVES (OSA), BHUBANESWAR". Bid documents such as DTCN/Financial Bid and other details of the e-tender can be seen and downloaded from <https://tendersodisha.gov.in> and www.odishaarchives.nic.in.

The major events under the bid process are:

Sl. No.	List of Key Events	Critical Dates
1.	Date of Issue of RFP	15.11.2023
2.	Pre-Bid Meeting	24.11.2023 at 11:30
3.	Last Date for Submission of Bid	05.12.2023 by 17.30
4.	Date of Opening of Technical Bid	06.12.2023 at 11.30

The proposal complete in all respect must be submitted through the online mode i.e the e-procurement portal of Govt. of Odisha <https://tendersodisha.gov>. The bidder shall deposit Bid processing fee/Cost of RFP documents and EMD through online as specified in e-tender document. The authority reserves the right to reject any/all proposals / cancel the bidding process without assigning any reason thereof.

Modification/alternation/corrigendum if any will be hosted in the website only.

Sd/-
14/11-23
Superintendent

Odisha State Archives (OSA)
Sachivalaya Marg, Bhubaneswar-751001
0674-2501636
odishaarchives@gmail.com

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 RFP	15.11.2023
4.	Deadline for Submission of Pre-Proposal Query	23.11.2023 by 17:30
5.	Pre-Bidding Meeting	24.11.2023 at 11:30
6.	Issue of Pre-Proposal Clarification	28.11.2023
7.	Proposal Due Date	05.12.2023 by 17:30
8.	Date of opening of Technical Proposal	06.12.2023 at 11:30
9.	Date of Technical Presentation and opening of Financial Proposal	To be intimated to qualified bidders through email.
10.	Expected Date of Commencement of Assignment	DECEMBER, 2023
11.	Tender Paper Cost	Rs. 2,000/- (Rupees Two Thousand Only) (Through on-line transfer system)
12.	Earnest Money Deposit (EMD)	Rs. 45,000/- (Rupees Forty Five Thousand Only) (Through on-line transfer system)
13.	Contact Person	Prasant Kumar Mohakud Tel no.: 9338214542 Email: odishaarchives@gmail.com
14.	Mode of Submission of Proposal	Mode of Submission: Online through e-tender portal of Govt of Odisha at www.tendersodisha.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.tendersodisha.gov.in and www.odishaarchives.nic.in