

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

**Archival Collection & Rare Books of Odisha State Archives, Bhubaneswar and  
Raghunandan Library at Puri.**

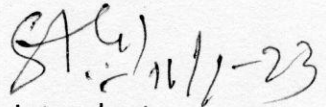
No. 59

Date..11.01.23.....

**TENDER CALL NOTICE**

Sealed tender of rates for "Conservation of Archival Records & Rare Books" preserved at Odisha State Archives, Bhubaneswar & Raghunandan Library, Puri are invited by the undersigned on or before **dt.25/01/2023**. The tenders will be opened on **dt.27/01/2023 at 2 P.M** in the office of the undersigned in the presence of the tenderers or their authorized representatives. The offer on Conservation of Archival Records, Documents & Rare Books. All records irrespective of different sizes A4 & A3 for Conservation purpose. The offer on Conservation of Archival documents, rare books & records etc. Odisha State Archives will not supply any Conservation materials like Tissue paper, Chemical, Tools etc. for the said Conservation Work. The tenderers should mention the rate per sheet clearly excluding their taxes etc. The tenderers should contain all the conditions clearly and no other condition not contained therein, will be entertained in future. The successful tenderer will have to deposit a refundable security deposit of 5% of the tender value in shape of Bank Draft within seven days from the date of receiving the order.

The tenderers should furnish Xerox copies of last three year Income Tax Return , GST registration with Return, Sample of Tissue paper (German made) etc. along with the tender papers. The authority reserves the right to accept reject any or all the tenders or part thereof without assigning any reason thereof. For more details of tender documents visit to <http://www.odishaculture.gov.in> & <http://www.odishaarchives.nic.in>. The detailed specifications and tender documents are available in the office of the undersigned and can be obtained on deposit of Rs. 500.00 in cash on producing authorization letter of the firms. For any further clarification regarding the work firms may contact or meet to the undersigned on any working days during the office hours.

  
Superintendent,

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

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

**TENDER DOCUMENT**

**Conservation of Archival Collection & Rare Books of Odisha State  
Archives, Bhubaneswar & Raghunandan Library at Puri.**

(a)	Period of issue of Tender Document	: Up to <b>dt. 25/01/2023 at 5.00. P.M.</b>
(b)	Last date and time for submission of Tender Document	: From <b>10.30 A.M to 5.00 P.M</b> on any working day. Last date and time for submission of Quotation: <b>dt.25/01/2023 by 5.00 P.M.</b>
(c)	Site visit	<b>19/01/2023 at 11.00 AM</b> Odisha State Archives,Sachivalaya marg,Unit-IV,Bhubaneswar-1,Odisha
(d)	Date and time for opening of	
	(i) Technical Bids	: <b>dt. 27/01/2023 by 2.00 P.M.</b>
	(ii) Financial Bids of eligible Bidders	: <b>dt. 27/01/2023 by 4.00 P.M.</b>



## **Technical & Financial BID**

### **Archival Collection & Rare Books of Odisha State Archives, Bhubaneswar & Raghunandan Library at Puri**

Last Date for Submission of Tender Documents :- **dt. 25/01/2023 by 5.00 P.M.**

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

Opening of Tender Documents :- **dt. 27.01.2023**

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

**Cost of tender papers Rs. 500.00**

## **TERMS AND CONDITIONS**

1. Bidders have to ensure compliance of all clauses as described on the tender document and attached Scope of Work /technical specification indicated at Annexure-VI. **(The estimated value of the tender is Rs.14,00,000/-)** Approximate.
2. All information provided by the Odisha State Archives offices or data collected by the bidder for executing the work will be considered confidential and will be handled by the bidder as it is a Confidential Information. In case of any negligence of the vendor may be penalized.
3. The bidder shall be vicariously liable to indentify the Odisha State Archives offices in case of any misuse of data / information by the bidder, deliberate or otherwise, which comes into the knowledge of the Client during the performance or currency of the contract.
4. Safe handling of Archival documents, rare books and records is a major responsibility of bidder. While handling these, proper care is to be taken; hence vendor should deploy only experienced persons. In case of any negligence the vendor may be penalized.
5. The Technical & financial bid will be submitted with following Annexures  
Annexure-I: - Technical Bid  
Annexure-II: - Representative Authorization Letter  
Annexure-III: - Self Declaration  
Annexure-IV: - Acceptance of Terms and condition.  
Annexure-V: - Financial Bid.
6. It will be imperative on each bidder to fully acquaint himself with the local conditions and factors which would have any effect on the performance of the contract and / or the cost.
7. Sealed Tender has to be drop in the tender drop box or send by Regd. Post in the **“Superintendent, Odisha State Archives, Sachivalaya marg,Bhubaneswar,Odisha,Pin-751001”**.  
Late tender:- Any tender received after scheduled date and time of submission of bids will not be considered.
8. Un-signed & un-stamped financial bids shall not be accepted.
9. Decision of the Conservation Committee for Conservation work of Odisha State Archives in respect of evaluation of bids and/ or award of contract shall be final.
10. Upon verification, evaluation / assessment, if in case any information furnished by the vendor is found to be false/incorrect, their total bid shall be summarily rejected and no correspondence on the same, shall be entertained.



11. No deviations from tender terms and conditions will be accepted. Any violation thereof will lead to the rejection of the bid.
12. Odisha State Archives reserves all rights to ask for any type of clarification failing which it may leads to CANCELATION the bid.
13. Odisha State Archives will not be responsible for any misinterpretation or wrong assumption by the vendor.
14. Odisha State Archives is not responsible for non-receipt of Tender Documents within the specified date and time due to any reason including postal delay or holidays.
15. Letter of Intent (LOI) will be issued to the successful Bidder after evaluation of the tender. The firm work order will only be issued after the Bidder deposits the Performance Bank Guarantee as per clause 20 within stipulated period.
16. Odisha State Archives will reject the bid at any point of time if bidder found blacklisted, rejection or cancellation of award because of non performance in any Govt. / semi Govt./PSU or Govt. affiliated institution's floated tender/RFP/ EoI process.
17. The authority reserves the right to accept/reject any or part of or all the bids without assigning any reason thereof.
18. **E.M.D. Rs. 28,000.00 (Refundable without interest)** in favour of Superintendent, Odisha State Archives, Bhubaneswar from any Nationalize Bank in shape of Demand Draft. The Bid securities (E.M.D.) of the unsuccessful bidders should be returned to them at the earliest after expiry of the final bid, after award of the contract.
19. **Penalty**  
2% of contract value will be charged per week or part thereof for delay in completion of work as per the required terms and conditions already there mentioned in earlier EOI/financial bid document subject to maximum of 5%. The order may be cancelled if the delay exceeds five weeks.
20. **Performance Security**  
The selected agency will submit 5% of the total bid value of the contract within 7 days of receipt of work order/Lol by way of irrevocable and unconditional Bank Guarantee/ demand draft from Nationalized/Scheduled bank in favour of **"Superintendent, Odisha State Archives"** for a period of at least 6 months validity. The bank guarantee/DD should contain telephone number and contact office address of the issuing Bank so that the BG/DD can be verified. The proceeds of the Performance Security shall be payable to Superintendent, Odisha State Archives as compensation for any loss resulting from the Company's failure to fulfill its obligations under the terms and conditions of the Work Order.

**21. PAYMENT TERM**

Payment will be made in following manner after completion of work as per scope of work after certified by competent authority. **a)** 50% payment will be released after completion of conservation & 10% sample verification of records. **b)** The final 40% payment will be released after certification from the competent authority. (The T.D.S shall be deducted @ 2% from the bill as per provision of Income tax Deptt. or as amended form time to time)

**22. Termination for Default**

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

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

**23. Evaluation of Commercial offer**

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

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

**24. Validity of Offer**

The proposals shall remain valid up to **28.02.2023** after the opening of the commercial bids. In exceptional circumstances, the Odisha State Archives may solicit the Bidder's consent for extension of the bid validity period.

**25. Taxes & Duties**

- 25.1 The prices shall be inclusive of all taxes & duties as applicable.
- 25.2 Odisha State Archives shall be authorized to deduct any income tax & GST as applicable from the Bidder.
- 25.3 No escalation of cost is allowed during the validity of bid.
- 25.4 The prices quoted shall be firm throughout the bid evaluation period and order placement. If any rates of tax are decreased an equitable adjustment of the Contract Price shall be made to fully take into account any such change by deduction there from.



26. **Jurisdiction**

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

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

Superintendent, Odisha State Archives reserves the right either to reject or accept any or all bids. The Superintendent of Archives has exclusive right to alter the requirements at the time of placing the final order. After placing the order, the Superintendent of Archives may order to defer the whole contract. It may be clearly understood by the tenderer that the purchaser need not assign any reason for the above action.

28. The conditional Tender shall not be considered and will be outrightly rejected in very first instance.
29. All entries in the Tender form should be legible and filled clearly. If the space for furnishing information is not sufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the tender form. In such cases, the Tender shall be summarily rejected. However, the cutting, if any, in the Technical Bid Application must be initialed by the person authorized to sign the tender bids.
30. The tender has been invited under two bid system i.e. Technical Bid and Financial Bid. The interested tenderers are advised to submit two separate sealed envelopes super scribing "Technical Bid for Conservation of Archival documents, books & records of Odisha State Archives and Financial bid for Conservation of Archival documents, books & records of Odisha State Archives. Both sealed envelopes should be kept in a third sealed envelope super scribing "Tender for Conservation of Archival documents, books & records of Odisha State Archives.
31. The Technical bids shall be opened on the scheduled date and time at **2.00 P.M. on dt.27/01/2023** in the office room of Superintendent, Odisha State Archives, Sachivalaya Marg, Unit – IV, Bhubaneswar or the date, time & venue fixed by the Authority.
32. The Financial Bid of only those tenderers will be opened whose Technical Bids are found in order. The Financial Bid shall be opened at **4.00 P.M. on dt.27.01.2023** in the office room of Superintendent, Odisha State Archives, Sachivalaya Marg, Unit – IV, Bhubaneswar or the date, time & venue fixed by the Authority.
33. The interested tenderers may submit the tenders with complete documents in all respects and drop the tender in the tender drop box or sent by Regd. post (should be reach on or before **dt.25/01/2023 by 5.00 P.M.** at office of the Superintendent, Odisha State Archives, Sachivalaya Marg, Bhubaneswar-751001. The same will be opened on **dt. 27/01/2023 at 2.00. P.M.** or date, time & venue

fixed by the Authority. The interested tenderers/their authorized representatives may like to remain present at the time of opening of the tender.

34. **Final Authority**

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

- 35. The entire process should be go through a committee for Conservation of Archival Documents.
- 36. The Conservation work will be done according the procedures as per the Archival guidelines like fumigation, de-acidification work, Tissue Conservation except news paper etc.
- 37. The tenderer should have at least **five years** experience on conservation of Archival Documents.
- 38. Any deviation of work in future progression the order will be cancelled without any notice.

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



**TECHNICAL BID FORM**

**(For Conservation of Archival documents and Rare Books of Odisha State Archives,  
Bhubaneswar and Raghunandan Library at Puri)**

1. (a) Name of the firm/agency/ \_\_\_\_\_  
Postal Address \_\_\_\_\_
2. Telephonic/telegraphic  
(a) Firm/agency: Land phone (STD) code)-Land line Number) \_\_\_\_\_  
Fax:- \_\_\_\_\_  
Mobile:- \_\_\_\_\_  
E.mail:- \_\_\_\_\_  
URL (of website) if any \_\_\_\_\_
3. PAN \_\_\_\_\_ Number (Xerox copy to be attached)
4. GSTIN/ GSTN No. \_\_\_\_\_ (Xerox copy to be attached)
5. Income Tax Assessment Certificates for last 5 years. (2017-18/2018-19/ 2019-20/2020-21/2021-22) Xerox copy to be attached.
6. The bidder Should have annual turnover 45 lakhs in last three years as documentary proof, CA -Audited balance sheet, profit & loss A/C is to be submitted.
7. Sample of Tissue paper to be attached (German made).
8. **List of client completed (Work completion certificate to be attached) or undertaken** such type of work during last 5 years in any state Archives/National Archives of India.
9. Money receipt No. towards cost .....  
Of tender papers (Rs.)
10. Details of Earnest Money Deposit (E.M.D.) .....  
.....
10. The bidder should have ISO registration (ISO 9001: 2008 or ISO 9001:2015 for providing Conservation & preservation service certificate date should be before 4 years publishing of this tender paper (copy of certificate to be attached)
11. The bidder should have OHSAS registration (OHSAS 18001: 2007 for providing Conservation & preservation service certificate date should be before 4 years publishing of this tender paper (copy of certificate to be attached)
12. The bidder should have minimum four project execution experience of conservation/preservation related work in state archives in anywhere in India. One project value should be minimum 25 lakh .

Place:

Date:

Counter signature of Agency/firm

**Company Seal**

**REPRESENTATIVE AUTHORIZATION LETTER**

To,

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

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

Thanking you,

Authorized Signatory

Representative Signature

Signature attested

**Company Seal**



**ANNEXURE-III**

**Self Declaration**

To,

SUPERINTENDENT,  
ODISHA STATE ARCHIVES,  
SACHIVALAYA MARG,  
BHUBANESWAR-751001.

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

Signature of witness

Date:-

Place:-

Signature of the Tenderer

Date:-

Place:-

**Company Seal**

**ANNEXURE-IV**

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

To,

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

Sir,

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

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

Signature of witness

Date:-

Place:-

Signature of the Tenderer

Date:-

Place:-



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

### **Project Scope:-**

The project scope is to tissue conservation of Archival Books, Records in the Odisha State Archives, Bhubaneswar and Raghunandan Library at Puri. The project, therefore, comprises of tissue lamination (both sides), which includes guarding, binding, covering and paging of records and pagination to appropriate workflows for the activities involved in order to maintain the system in future.

Broadly following scope of work has been outlined:-

- I. Tissue conservation as per of Archival Books & Records, repairing & binding of Odisha State Archives, Bhubaneswar and Raghunandan Library at Puri.
- II. The all required materials for Conservation work of Archival Records, Rare Books will not be supplied by the authority of Odisha State Archives.
- III. Development of work flow module for tissue conservation of Archival records related activities.
- IV. Print out data entry summary of each rare Books and Records of Odisha State Archives would be submitted for acceptance and sign off purpose with Govt. officials.

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

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

1. Tissue Paper white, 9-11 GSM, 500 sheets per ream, size – 510 X 760 mm, Alpha cellulose content – not less than 88%, Copper Number – Not more than 1.5, Ash content – Not more than 0.05%, pH – Not less then 6. When subjected to accelerated ageing test, i.e., when heated up to 103 (+ or -) 2 deg C for 72 hours, tissue paper should not show any change in colour nor should develop opacity. Alpha Cellulose contents should not decrease by more than 1% while increase in copper number should not be more than 0.15 and pH should not be less than 6.
2. Removal of Dusts from Documents, Books & Records.
3. Fumigation (Para dichlorobenzene fumigation and Thymol fumigation)
4. Pagination/Numbering of Records & Books.
5. Unbinding of the Registers and internally marking the sequence of the Documents, Records & Books.
6. De-acidification (The de-acidification is done by immersion of documents in an aqueous alkaline solution (Wherever ink is not soluble in water).
7. If ink is soluble in water, then proper ink fixing is needed to be carried out using proper percentage of consolidant.
8. After deacidification by immersion method, a coat of buffer solution in needed to be provided on the deacidified document for added advantage against further acidification of the documents.
9. Tissue repairing by using antitermite chemical like copper sulphate, clove oil etc or by using CMC pest.
10. Use of gluten free starch paste for tissue repairing work with use of sodium sulphite & orthophenyl phenol or thymol.
11. Guarding, Binding, Covering and Pagination to appropriate work flows.

12. Fresh Rebinding Rexin of each unbound record used for conservation activity after tissue conservation.
13. Setting up of the require Infrastructure for tissue conservation to be done for A3/LEGAL/A4 & minimum standard size. **All Records/Books/Documents irrespective of different sizes A4 & A3 for Conservation purpose.**
14. Collection of the Archival Documents, Rare Books and Records from the concerned officer from the respective section of the Office.
15. Conservation of Archival Documents, Rare Books and Records from concerned officer with approximate estimate of requirement.
16. Maintenance of a register for receipts, conservation and handing over of Documents, Records, Books received supported by automated workflow.
17. The vendor has to develop this workflow application capable of handling document management Viz. from record, books receiving to final return of the same to the department.
18. Unbinding of the Registers and internally marking the sequence of the Documents, Records & Books.
19. Fresh Rebinding of each unbound record used for conservation activity after tissue conservation.
20. Tissue conservation of the Archival Documents, Rare Books and Records as per the predefined work flow.
21. Internal checking for the conservation of Archival Documents, Rare Books and Records.
22. After Conservation Pagination, Arrangement must be according to the previous bibliographical descriptions of Books & Records. Coordinate with the Office representative for regular and random/thorough/ detailed check of the conservation activities.
23. Taking necessary steps to rectify any mistake or error during tissue conservation of Archival Documents, Records, Books & News paper as per the recommendations of the respective Office personnel.
24. Delivery of Tissue conserved Documents, Records, Books to the concerned section.
25. Vendor has to establish conservation facilitation centre hub at premises of Odisha State Archives office, Bhubaneswar and District Collector office at Puri with adequate human resource and required materials.
26. Verification & Authentication of Conserved documents by the concerned officials.
27. The manpower employed must be done properly by employing well experienced & technically qualified persons required for the Conservation facilitation Centre.
28. Once the work is properly done it must be certified by the concerned section in charge of book/records.
29. They must employ two persons for dusting, cleaning and transferring the books & records from the concerned sections.
30. The work must be ended within a stipulated period i.e.1<sup>st</sup> Week of March 2020.
31. They must employ another two persons to scrutinized the records, selecting and rearranging intellectually as per the records/books original bibliographical description as there are very valuable loose records in fragile conditions must be dealt carefully.



32. Vendor has to established seamless project coordination and project management framework to execute this project.
33. The bidder/firm/ agency must take the daily track record for smooth and timely completion of the project. However, in any case, if Documents, Rare Books and Records lost or damaged, then it would be the sole responsibility of the bidder/ agency to complete the job without any additional cost.

**Mandatory Compliance for Project Execution:-**

**Responsibility of the bidder/firm/ agency**

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

**Project Deliverables:**

The complete project has to be delivered before 1<sup>st</sup> week of March 2020 from the date of award of contract.

- I. Project Execution Plan
- II. Tissue conservation of Documents, Records, Books as per following specification.
  - Comprises of tissue lamination (both sides) irrespective of different sizes - A4 & A3
  - Guarding,
  - Stitching & Binding,
  - Covering
  - Paging
  - Pasting of Record labels
- III. Summary details of conservation of Archival Documents, Rare Books and Records of Odisha State Archives, Bhubaneswar and Raghunandan Library at Puri to suffice sign off and acceptance of the job.

**ANNEXURE-V**  
**FORMAT FOR FINANCIAL BID FOR CONSERVATION OF ARCHIVAL DOCUMENTS**  
**AND RARE BOOKS OF ODISHA STATE ARCHIVES,BHUBANESWAR AND**  
**RAGHUNANDAN LIBRARY,PURI.**

SL. No.	PARTICULARS	SHEET SIZE	RATE PER SHEET (Rs.)	TAXES & DUTIES IF ANY (Rs.)	TOTAL PRICE F(D+E)
A	B	C	D	E	F
1.	Tissue repairing of Books & Records including tissue paper, Dusting, Pagination, binding, Chemical Cleaning, De-Acidification & Tissue Lamination (with materials). Cutting, Gather, Section preparation, Flattering, Stitching with end paper (Hand made paper) Cutting after stitching preparation of cover (Acid free mount board, marvel sheets & Rexin) with materials.	A4			
		A3			
2.	Stitching and Binding of Rare Books & Records with materials Rate per volume	A4			
		A3			

Place:-

Date:-

Authorized Signatory  
Common Seal of the Company