

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

SHORT TENDERCALL NOTICE

Sealed tenders of rates for "Conservation of Archival Documents" preserved in Odisha State Archives are invited by the undersigned on or before 14.12.2012. The tenders will be opened 14.12.2012 at 3.30 P.M. in the undersigned office in the presence of the tenderers or their authorized representatives. Non-sealed tenders will be rejected. The offer should be for preservation of old records in frail condition, sheet-wise which shall include preservation. Odisha State Archives will supply Tissue Paper for the said Conservation. All records irrespective of different sizes will be treated as A4 size records for Conservation purpose. 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 10% of the Project Cost in shape of Bank Draft within seven days from the date of receiving the order.

The conservation work will be completed by 15th March, 2013 otherwise the security deposit will be forfeited. The tenderers should furnish Xerox copies of Income Tax Clearance Certificate, Service Tax Deposit Clearance etc., if any along with the tender. The authority reserves the right to accept or reject any or all the tenders or part thereof without assigning any reason thereof. For more details and tender documents visit to <http://www.odishaculture.gov.in/advertisement.asp>

Superintendent,
Odisha State Archives,
Sachivalaya Marg,
P.B. No. 35,
Bhubaneswar-751001

Technical & Financial BID

CONSERVATION OF ARCHIVAL RECORDS

Odisha State Archives

BHUBANESWAR

BID REF. NO : OSA- 3/2012

Last Date for Submission of Financial Bid: **Dt. 14.12.2012 up to 03:30 PM.**

Place of Submission of Bid: Odisa State Archives,
Sachivalaya Marg,
Bhubaneswar-751 001

Opening of Financial Bid **Dt. 14.12.2012 at 03:30 PM.**

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

TERMS AND CONDITIONS

- 1.1 Bidders have to ensure compliance of all clauses as described on the tender document and attached Scope of Work /technical specification indicated at Annexure-VI.
- 1.2 All information provided by the OSA offices or data collected by the bidder for executing the work will be considered confidential and will be handled by the bidder as it is a Confidential Information. In case of any negligence of the vendor may be penalized.
- 1.3 The bidder shall be vicariously liable to indemnify the OSA offices in case of any misuse of data / information by the bidder, deliberate or otherwise, which comes into the knowledge of the Client during the performance or currency of the contract.
- 1.4 Safe handling of archival 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.
- 1.5 The Technical & financial bid will be submitted with following Annexures
Annexure-I : Technical Bid
Annexure-I : Representative Authorisation Letter
Annexure-II : Self Declaration
Annexure-III : Acceptance of Terms and condition
Annexure-IV : Price Schedule
- 1.6 It will be imperative on each bidder to fully acquaint himself with the local conditions and factors which would have any effect on the performance of the contract and / or the cost.
- 1.7 Sealed financial bid has to be send by Regd. Post / Deposite in the “Superintendent, Odisha State Archives,SACHIVALAYA MARG, BHUBANESWAR, ODISHA, PIN-751001”
Late tender: Any tender received after scheduled date and time of submission of bids will not be considered.
- 1.8 Un-signed & un-stamped financial bids shall not be accepted.
- 1.9 Decision of OSA in respect of evaluation of bids and/ or award of contract shall be final.
- 1.10 Upon verification, evaluation / assessment, if in case any information furnished by the vendor is found to be false/incorrect, their total bid shall be summarily rejected and no correspondence on the same, shall be entertained.

- 1.11 No deviations from tender terms and conditions will be accepted. Any violation thereof will lead to the rejection of the bid.
- 1.12 OSA reserves all rights to ask for any type of clarification failing which it may leads to **CANCELATION** the bid.
- 1.13 OSA will not be responsible for any misinterpretation or wrong assumption by the vendor.
- 1.14 OSA is not responsible for non-receipt of financial bids within the specified date and time due to any reason including postal delay or holidays.
- 1.15 Letter of Intent (LOI) will be issued to the successful Bidder after evaluation of the tender. The firm work order will only be issued after the Bidder deposits the Performance Bank Guarantee as per clause 1.18 within stipulated period.
- 1.16 OSA will reject the bid at any point of time if bidder found blacklisted, rejection or cancellation of award because of non performance in any govt / semi govt/PSU or govt affiliated institution's floated tender/RFP/ Eol process.
- 1.17 The authority reserves the right to accept/reject any or part of or all the bids without assigning any reason thereof.

1.18 Penalty

2% of **contract value** will be charged per week or part there of for delay in completion of work as per the required terms and conditions already there mentioned in earlier EOI/financial bid document subject to maximum of 5%. The order may be cancelled if the delay exceeds five weeks.

1.19 Performance Security

The selected agency will submit 10% of the total bid value within 15 days of receipt of work order/Lol by way of irrevocable and unconditional Bank Guarantee/ demand draft from Nationalized/Scheduled bank in favour of "Superintendent, Odisha State Archives" for a period of at least 6 months validity. The bank guarantee/DD should contain telephone number and contact office address of the issuing Bank so that the BG/DD can be verified. The proceeds of the Performance Security shall be payable to OSA as compensation for any loss resulting from the Company's failure to fulfill its obligations under the terms and conditions of the Work Order.

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

1.20 PAYMENT TERM

Payment will be made in following manner after completion of work as per scope of work after certified by competent authority

- a) 50% payment will be released after completion of conservation & 10% sample verification of records.
- b) The final 50% payment will be released after certification from the competent authority.

1.21 Termination For Default

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

- a) If the bidder fails to deliver or complete the job assigned in the terms and conditions within the time period (s) specified in the Technical Document/Financial Bid document.
- b) If the bidder fails to perform any other obligations under the terms and conditions.

In case of the termination of the contract, OSA shall have right to get the remaining work carried out from another vendor.

1.22 Evaluation of Commercial offer

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

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

1.23 Validity of Offer

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

1.24 Taxes & Duties

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

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

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

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

1.25 Jurisdiction

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

1.26 Right To Reject/Accept The Tender

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

1.27 Final Authority

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

ANNEXURE-I

TECHNICAL BID FORM

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

1. (a) Name of the firm/agency/ _____
Postal Address _____

2. Telephonic/telegraphic
(a) Firm/agency: Land phone (STD) code)- Land line Number) _____
Fax _____
Mobile:- _____
E.mail: _____
URL (of website) if any _____
3. PAN _____ Number (Xerox copy to be attached)
4. TIN/Service Tax _____ No. (Xerox copy to be attached)
(Firm/Agency)
5. Income Tax Assessment Certificates for last 3 years. (2009-10/2010-11/2011-12)
Xerox copy to be attached.
6. List of client completed or undertaken such type of work during last 3 years.

Place:

Date:

Counter signature of Agency/firm

Company Seal

ANNEXURE-II

REPRESENTATIVE AUTHORIZATION LETTER

To,

ODISA STATE ARCHIVES
SACHIVALAYA MARG,
BHUBANESWAR-751 001

Ms. /Mr. _____ is hereby authorised to sign relevant documents on behalf of the company in dealing with financial bid reference No. OSA-03/2012. S/He is also authorised to attend meetings & submit technical & commercial information as may be required by you in the course of processing above said application.

Thanking you,

Authorised Signatory

Representative Signature

Signature attested

Company Seal

ANNEXURE-III

Self Declaration

To,

Odisha State Archives
SACHIVALAYA MARG,
BHUBANESWAR-751 001

In response to the invitation No. OSA-03/2012 , 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-03/2012] regarding For Selection of Agencies for Scanning & Digital Repository of Rare book and Records Of Odisha State Archives, Bhubaneswar.

I declare that all the provisions/terms and conditions/Clauses of the Tender Document and financial bid document [OSA-03/2012] are acceptable to my Company/Organisation. I further certify that I am an authorised signatory of my company and am, therefore, competent to make this declaration.

Signature of witness
Date:
Place:

Signature of the Tenderer
Date:
Place:

ANNEXURE-V
FORMAT FOR FINANCIAL BIDDING

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

Authorised Signatory

Place : _____

Date : _____

Common Seal of company

Annexure-VI

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

Project Scope:

The project scope is to tissue conservation of archival records houses in the Odisha State Archives, Bhubaneswar. The project, therefore, comprises of tissue lamination (both sides), which includes guarding, binding, covering and paging of records, appropriately indexing and pagination to appropriate workflows for the activities involved in order to maintain the system in future.

Broadly following scope of work has been outlined:

- I. Tissue conservation of archival records houses in the Odisha State Archives houses in the office premises.
- II. The Tissue papers required for conservation of archival records are supply by authority of Odisha State Archives.
- III. Development of work flow module for tissue conservation of Archival records related activities.
- IV. Print out data entry summary of each rare books and records of Odisha State Archives would be submitted for acceptance and sign off purpose with Govt. officials.

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

Following activities have to be carried out For Tissue conservation of archival

Records:

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

11. Taking necessary steps to rectify any mistake or error during tissue conservation of records as per the recommendations of the respective Office personnel.
12. Delivery of Tissue conserved records to the Office.
13. Vendor has to establish conservation facilitation centre hub at OSA office premises with adequate human resource and required materials.
14. Verification & Authentication of Conserved records by the concerned officials.
15. Minimum 10 nos of manpower with well experienced is required to the conservation facilitation centre.
16. Vendor has to established seamless project coordination and project management framework to execute this project.
17. The bidder/firm/ agency must take the daily track record for smooth and timely completion of the project. However, in any case, if record lost or damaged , then it would be the sole responsibility of the bidder/ agency to complete the job without any additional cost

Mandatory Compliance for Project Execution:

Responsibility of the bidder/firm/ agency

- Entering into a project execution agreement with the OSA.
- Liaisoning with respective Govt. official / personnel for taking possession of the working space.
- Liaisoning with the respective Govt. official / personnel for facilitating input archival records.
- Necessary site preparation for establishing the desired work environment and infrastructure.
- Collecting the Archival Records from the respective Office designated officer and returning the same with;
 - Dedicated resource to receive and return the rare books and Records.
 - Dedicated resource to ensure the page count and quality of book
 - 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 Record will be the sole responsibility of the bidder/firm/ agency and in case of any damage the authority can take the appropriate action.
- Security aspect in terms of Physical infrastructure will be the sole responsibility of the bidder/firm/ agency.
- The bidder/firm/ agency is need to work closely with the Project Owner's (Tendering Authority) staff, act within its own authority and abide by directives issued by the Authority.

Project Deliverables:

The complete project has to be **delivered within 15th of March 2013** from the date of award of contract.

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