



Government of Odisha
Odisha State Archives
Bhubaneswar

Tender No: 03/OSA/2023-24

Date: 24.07.2023

Tender Notice

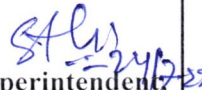
SELECTION OF “AGENCY FOR CONSERVATION OF ARCHIVAL RECORDS & RARE BOOKS OF ODISHA STATE ARCHIVES (OSA) & RAGHUNANDAN LIBRARY, PURI, Superintendent, Odisha State Archives (OSA), Bhubaneswar, Odisha, Government of Odisha invites sealed proposals from eligible bidders to carry out “CONSERVATION OF ARCHIVAL RECORDS & RARE BOOKS OF ODISHA STATE ARCHIVES (OSA) & RAGHUNANDAN LIBRARY, PURI”. Bidders fulfilling the prescribed eligibility criteria of the Tender can access and download the complete Tender Document and other details from <https://www.odishaarchives.nic.in>, <https://culture.odisha.gov.in> The major events under the bid process are:

Sl. No.	List of Key Events	Critical Dates
1	Date of Issue of Tender	25.07.2023
2	Last Date for Submission of Bid	09.08.2023 at 5.00 P.M
3	Date of Opening of Technical Bid	10.08.2023 at 12.30 A.M
4	Date of Opening of Financial Bid	10.08.2023 at 4.30 P.M

The proposal complete in all respect must reach the undersigned through **Speed Post/Registered Post** only latest by **09.08.2023 at 5.00 P.M** in a sealed envelope clearly mentioning on the top of it “CONSERVATION OF ARCHIVAL RECORDS & RARE BOOKS OF ODISHA STATE ARCHIVES (OSA) & RAGHUNANDAN LIBRARY, PURI”. The proposals received beyond the last date and time will be rejected. The authority reserves the right to reject any/ all proposals without assigning any reason thereof.

Address for Submission of Proposal:

Office Superintendent, Odisha State Archives
Sachivalaya Marg, Unit 4, Bhouma Nagar,
Bhubaneswar, Odisha - 751001


Superintendent,
Odisha State Archives
Bhubaneswar

ODISHA STATE ARCHIVES, GOVT. OF ODISHA

ODISHA STATE ARCHIVES (OSA)

ODISHA STATE ARCHIVES,
SACHIVALAYA MARG, BHUBANESWAR-751 001

**TENDER DOCUMENT
FOR
CONSERVATION ARCHIVAL RECORDS & RARE BOOKS A OF ODISHA STATE
ARCHIVES (OSA) & RAGHUNANDAN LIBRARY, PURI**

LAST DATE AND TIME FOR RECEIPT OF TENDER 09-08-2023 UPTO 5.00 PM

THE DATE AND TIME AND PLACE FOR OPENING OF TENDER 10-08-2023 at 12.30
PM IN THE OFFICE OF SUPERINTENDENT
ODISHA STATE ARCHIVES, SACHIVALAYA MARG,
BHUBANESWAR-751 001

- **The detailed specifications and tender documents are available in the office of the undersigned and can be obtained on deposit of Rs. 500/- (Five hundred Only) in cash on producing authorization letter of the firms from 25-07-2023 to 09-08-2023**

Notice Tender Inviting

Advt. No. 03

Date 25-07-2023

S. No.	Details of Quotation Inviting Authority	Description
1	Name, Designation & Address of Tender Inviting Authority	The Superintendent, Odisha State Archives, Sachivalaya Marg, Bhubaneswar-751 001
	Name of the Scheme, Project or Program and time limit of the work for which the procurement is to be effected.	Odisha State Archives Intends to Conserve important Manuscripts/Historical Records/Archival Collection including Dusting, fumigation, Pagination, De-binding, Chemical cleaning, De-acidification, Tissue Lamination and Archival binding). Project duration is one year From the date of signing of the agreement. The project is extendable for a period of another 2 (Two) years on grounds found justified by OSA and based on mutually agreed terms and Conditions.
3	The place where the tender documents to be Purchase.	Office Of Superintendent, Odisha State Archives, Sachivalaya Marg, Bhubaneswar-751 001 The detailed specifications and tender documents are available in the office of the undersigned and can be obtained on deposit of Rs. 500/- (Five Hundred Only) in cash on producing authorization letter of the firms from 25-07-2023 to 09-08-2023
4	Value of Project	Rs 50,00,000/-(Fifty Lakh) only
5	The Amount of EMD Payable with tender documents	Rs. 1,00,000/(One Lakh) in form of D. D. in the Name of the Superintendent, Odisha State Archives, Bhubaneswar
6	Date and time for submitting hard copy of the tender document by post (Speed Post, Register Post, Courier) by hand along with all attachment addressed to The Superintendent, Odisha State Archives, Bhubaneswar	Last Date and Time for Receipt of Tender 09-08-2023 UP TO 5:00 PM office of Superintendent, Odisha State Archives, Sachivalaya Marg, Bhubaneswar-751 001
7.	Pre-bidding meeting & site visit.	01-08-2023 at 12.30 P.M in The Office of Superintendent, Odisha State Archives, Sachivalaya Marg, Bhubaneswar-751 001 & Raghunandan Library, Puri.
8	Date, time and place for opening of technical bid	10-08-2023 at 12.30 P.M in The Office of Superintendent, Odisha State Archives, Sachivalaya Marg, Bhubaneswar-751 001
9	Date, time and place for opening of financial bid	10-08-2023 at 04.30 PM in the office of Superintendent, Odisha State Archives, Sachivalaya Marg, Bhubaneswar-751 001
10	Security Deposit	The successful tendered shall deposit 5% of tender value as Security Deposit beside E. M.D. along with agreement in the stamp paper

ODISHA STATE ARCHIVES, GOVT. OF ODISHA

11	Tender Documents	Purchase from the office of Superintendent, Odisha State Archives, Sachivalaya Marg, Bhubaneswar-751 001 through cash payment or D.D. of Rs :500/- Five Hundred only
12	Contact details	Sri Upendra Kumar Behera, Tech. Asst., Mobile:9439410084

**ODISHA STATE ARCHIVES
FINAL RATE QUOTATION TENDER APPLICATION FORM**

I,

Sir / MadamS/O).....

..... the Authorized person of (Please mention the name and address of the Service Provider)
.....

.....
..... have gone through the terms, conditions and mode of operation of the said project of Odisha State Archives for the Conservation and Tissue Lamination with Archival Binding of Historical Records of Odisha State Archives, Bhubaneswar & Raghunandan Library, Puri. For the purpose of completing the said project, I shall quote my rate/charges, which shall include all applicable taxes, and shall include all services etc., and which shall be for the completion of the said entire project, as follows:

Name of the Project: Archival Records and Rare Books of Odisha State Archives Directorate Conservation of archival Documents, Records & Manuscripts, Documentation includes Procedures – Documentation, Fumigation, Cleaning, De-acidification, Stain/Tape removal Mending, Tissue Lamination, of Archival Records and Rare Books, Archival Binding, Stitching of File and Docketing etc.

SIGNATURE

SEAL OF AUTHORIZED SIGNATORY

Invitation for Open Bid

Introduction and Background

Introduction

Archives are the source of primary information about the economic, political and social development of a nation and as such constitute a priceless part of its cultural heritage. They are connecting link between the past and present and therefore much valued by the creating agencies and academic investigators who are deeply interested in the records of the hoary past. They are valuable treasure of a civilized nation and thus need constant care and maintenance from the time of their creation to their final retirement to an Archival Institution for scientific preservation. In preserving the documentary heritage of a nation, the Archival institutions fulfill the objectives, namely, conservation, organization and service to the public of documents either public or private in nature.

The professional Archivists engaged in an archival institution are expected to implement this objective in a responsible manner in accordance with the rules and objectives and techniques of the archival profession. The creators and users of archives should lend the Archivists all help possible for enabling them to carry out their primary functions efficiently.

Keeping records in modern times date from the East India Company's administration. Gradually as the years rolled on, the accumulation of records provided the foundations on which government relied for its activities. The French Revolution of 1789 marked the beginning of a new era in records management and archives administration. The principle of accessibility of archives to the public owes its contribution to the Revolution itself.

But in India the setting up of a Central Muniment room known as Civil Secretariat Record Room was the outcome of the recommendations of the Record Commission of 1861 which was headed by Mr. Seton Karr. But the idea of a Central Records Room was abandoned in 1865 in place of separate record room attached to certain departments of the Government of India and Government of Bengal to be styled as permanent offices of Records. Later on the question of better preservation of old historical records in the Secretariat & Mofassil offices was taken up in 1902 by Mr. Hill, the Record Officer of the Government of India. In 1915 after the separation from Bengal the State Government received a memorandum from the Government of India which was prepared by Mr. William Foster.

In 1917 the adoption of the Destruction of Records Act gave it a statutory basis. The urgency of the matter was brought to the notice of the Bihar Government by the Indian Historical Records Commission which was set up in 1919 and more so in 1930 when it held its session in Patna. The Commission recommended to the Government of Bihar and Orissa to establish a Provincial Record Office, at which the records surviving in the districts and divisions would be concentrated, and to place this office in charge of a competent Record Keeper, with facilities for study by genuine students subject to the conditions that usually obtain in other Record Offices.

Odisha State Archives (OSA) is the Central repository meant for housing the non-current records of enduring value for administrative use as well as for historical research. The origin of the State Archives as an independent institution goes back to the year 1960. A separate building was constructed and made available to the State Archives in the year 1971. This building has a large stack area in five floors each measuring 100' X 50' and is insulated from the administrative block. It consists of spacious halls used as Library and research room, committee room and for housing photo Duplication Unit and Repair and Rehabilitation Unit.

Besides there is a room for reception of records. The head of the State Archives is designated as the Superintendent of Archives and entrusted with the following duties and responsibilities:

1. He is the Inspecting Officer of all public records and records of semi- public institutions like the municipalities and Zilla Parishads, etc, “vide Government Resolution No. 1756-CA., dated the 6th March 1978” (See Appendix II).
2. He is responsible for the custody, proper care and management of all records received in the State Archives of Odisha.
3. He is required to co-ordinate and guide all operations connected with the public records in respect of the administration, preservation and elimination with a view to ensuring that records of permanent value are not destroyed and are transferred to the State Archives at the appropriate time.
4. He is required to render such advice and assistance as may be possible to the officers and institutions in respect of technical problems bearing on record management.
5. He is responsible for attending to ancillary matters such as archival commissions and committees, archival publications, organizing exhibitions and for development of general archival consciousness in the State.
6. He is required to submit a report to Government every year on the management of public records with particular reference to actual working of the record management system.
7. Archival Policy of the State Government has appropriately defined the role of Records managers of the State Government and a Resolution to that effect has been issued with the approval of the with the approval of the cabinet. (See Appendix III).

The main functions of the State Archives are the collection, the preservation and the management of records. These functions are performed to serve the creators or records as well as to serve the bona fide users of records.

Archives contain the original and basic information in many important fields of study in humanities and social sciences. Though Archives are nothing more than mere instruments of administration and they are preserved primarily to enable the administrative bodies which created them to function efficiently, as time passes, archives come to acquire values other than purely administrative values – values for historians, economists, sociologists and genealogists; in short, for any enquirer into his country’s past. The special value of archives to research has been realized from the gray down of written history, i.e. from the very moment when archives keeping was started. But it is from the latter half of the 19th century, that the archives have been used as source materials for history.

Holdings Records

The records preserved in the Odisha State Archives (OSA) show the rich wealth of historical material-political, administrative, economic and social. These materials are the outcome of administrative activities of the State Government which have accumulated in course of years. They are virtually the administrative memory of the state preserved in its entirety, in undisturbed continuity and unalloyed integrity.

Odisha State Archives (OSA) holds a valuable collection of documents especially from colonial period. Secretariat Records of the Government of Odisha, Records of Government of Bengal for the Pre 1912 period and considerable amount of Divisional and District Records are significant holdings of Odisha State Archives (OSA).

List of Significant Records Series Preserved in the Odisha State Archives

Secretariat Records

District Records

Board of Revenue

Newspaper

Oral archives

Objectives:

- To provide proper protection in accordance with scientific method of archival conservation.
- As identified by the concerned department of the Government, timely destruction of records which have outlived usefulness and thereby assisting the Government in the smooth running of administration.
- Providing access to non-current and non-confidential records of the Government to Scholars, Researchers, Students and General public to enhance their knowledge.
- Survey, acquisition and scientific preservation of records of Historical value from Autonomous bodies, Private institutions and individuals.
- Publication of Historical documents those are available in the State Archives Private institutions and individuals that are most useful to the society and make them available in the people domain.

The Collection:

The size of the Archival Records and Rare Books will vary from documents to document, but the majority of the Archival Records and Rare Book are of A4, Legal (larger than A4 and smaller than A3), A3, A2, A1, A0 The documents will be in different languages such as Persian, Arabic, Hindi, English etc. Size of collection: A4, Legal (larger than A4 and smaller than A3), A3, A2, A1, A0

Invitation for Open Bid

To undertake the work of Treatment of Archival Records and Rare Books includes Procedures – Examination and condition report, Dusting, fumigation, Pagination, De-binding, Chemical cleaning, Stain/tape removal, De-acidification, Tissue Lamination and Archival binding of Archival Records and Rare Books in Odisha State Archives Bhubaneswar & Raghunandan Library, Puri (including regional Archives) for conservation/restoration purpose using acid free paper for re-strengthening purpose. Odisha State Archives invites the proposal from reputed agencies, established and experienced in conservation and restoration works.

The Service Provider which have requisite experience of conservation of old and valuable Archival Records and Rare Books as per the Standard of Odisha State Archives, Bhubaneswar Standards may come forward with detailed proposal in response to this invitation.

- i. The tender aims at selection of the Service Provider for Conservation of Archival Records, Rare Books, Reports and Manuscripts etc.
- ii. There will be a two part bid, Technical & Financial.
- iii. Bidders are advised to study the Bid Document carefully. Submission of the Technical & Financial Bid shall be deemed to have been done after careful study and examination of all instructions, forms, terms and conditions and requirement specification in the tender document with full understanding of its implications. Bids not complying with all the given clauses in this tender document are liable to be rejected. Failure to furnish all information required by the tender document or submission of a bid not substantially responsive to the tender document in every respect will be at the Service Provider's risk and may result in the rejection of the bid.
- iv. Location for Tissue Lamination/Conservation work: Odisha State Archives, Bhubaneswar and Raghunandan Library, Puri
- v. Orders will be placed to the finally empaneled Service Provider after signing Agreement with Superintendent, Odisha State Archives, Sachivalaya Marg, Bhubaneswar-751 001. The contract will be valid, initially, for one year and may be extended for another two years, subject to the satisfaction of BSA and on mutually agreed term and conditions.
- vi. The bidding rate should have the validity for a period of One financial year since the date of signing the contract. If the work is found unsatisfactory or some corrective measures are required, the Service provider shall have to rectify the mistake within a period of two months without demanding any additional cost.

Scope of the Project

The scope of this project is to perform conservation on public records preserved in Odisha State Archives and to give them new lease of life. The project, therefore, comprises of tissue lamination (both sides), which includes 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 preserved in the collection of Odisha State Archives office.
- ii. All the materials required for conservation of Archival records and Rare Books will be supplied by the vendor.
- 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 would be submitted for acceptance and sign off purpose with Govt. officials.

Input Specification

- i. The input documents are of generally A1 to A4 and also of big sizes.
- ii. Documents at Odisha State Archives need to be conserved at the Odisha State Archives, Bhubaneswar & Raghunandan Library, Puri
- iii. Documents are primarily available on Paper (various types). 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 and Rare Books:-

1. Removal of Dust from Documents, 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 A4/ LEGAL /A3/A2 / A1/A0 minimum standard size.
13. Collection of the Archival Records, Rare Book from the concerned officer to the respective section of the Office.
14. All required material to be procured by the vendor for conservation of Archival Documents, Records & Books.

15. Maintenance of a register for receipts, conservation and handing over of Documents, Records, Books 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 Documents, 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
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 and Rare Books records to the concerned section.
24. The vendor has to establish conservation facilitation Centre hub at Odisha State Archives office premises or at its repositories at Odisha State Archives office 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 book/records.
28. They must employ two persons for dusting, cleaning and transferring the books & records from the concerned sections.
29. The work must end within a stipulated period i.e. three years 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.

Mandatory Compliance for Project Execution

1. Responsibility of the bidder/firm/agency
2. Entering into a project execution agreement with the Odisha State Archives Liaisoning with respective Govt. official/personnel for taking possession of the working space.
3. Liason 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 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 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 A4, Legal, A3, A2, A1, A0
 - 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 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 with the help of binders available with Superintendent, Odisha State Archives, Bhubaneswar operators to wear surgical gloves so as not to damage any of the Archival Records and Rare Books.
- 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) To maintain the sequence of loose documents staff of this Odisha State Archives will be provided by Superintendent, Odisha State Archives, Bhubaneswar to remove the binding, enumerate the pages and record the missing folios and rebound the document after conservation.
- e) 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 (German/Japanese)

- 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

B. Paste

- i. Starch Paste Gluten free or CMC
- ii. Should not lose the flexibility of paper after lining
- iii. Do not use colour
- iv. Fungicide should be added as per conservation ethics (ortho phenyl phenol or benzalkonium chloride BKC or Sodium pentachloro phenate) 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
- v. Zeu Stitching.

Sample of Conservation Materials : Solvent, Hand-made Paper, German/Japanese tissue paper/Mulberry Paper , Nepalese 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 along with the DD for Tender Fee and EMD.

Pre-Qualification /Eligibility Criteria

The vendor(s) must fulfill the following pre-qualification conditions. Technical bid of vendor(s) fulfilling the pre-qualification conditions will only be evaluated by the duly constituted evaluation committee. Bid of vendor(s) not fulfilling the pre-qualification conditions given below will be rejected. Supply of manpower and Polyester film encapsulation work not to be considered under this project.

The Tendering Agency should fulfill the following Technical Specifications:

Pre-Qualification /Criteria: A bidder participating in the procumbent process shall meet the following minimum pre-qualification criteria. Without Work understanding certificate tender not valid.

All the bidder fulfills all requirement as Annexure-B if not fulfill bid will be rejected.

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S. No.	Basic Requirement	Specific Requirement	Documents Required
1	Legal Entity	Proprietorship firm/A company registered under Indian Companies Act, 1956 or A partnership firm registered under Indian Partnership Act, 1932	Copy of valid Registration Certificates or Copy of Certificates of incorporation or Partnership Deed
2	Financial Turnover	The prospective of bidder should have average Annual Turnover of Rs. 50 Lakhs in last three financial years as documentary proof	CA Certificate including CA-Audited balance Sheet & Profit & Loss A/C is to be submitted.(Attach documentary Proof)
3	Financial Net Worth	The Net Worth of the Bidder as on 31.03.2021 should be minimum 60 lakhs	CA Certificate with CA's Registration Number / Seal
3.1		The Bidder should have done the project of Conservation of Archival records and Rare Books in government institute (Museum, Archives and Research institute/Library) value of Rs 150 Lakh in last five-year financial years. 2017-2022.	Work order and completion certificate /CA certificate regarding total value of Project related to Conservation of Archival records and Rare Books in government institute (Museum, Archives and Research institute/ Library)
3.2		Bidder should completed conservation & preservation of Archival records, minimum worth of One Crore 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.
4	Technical Capability	The Agency should have minimum seven years' experience of Archival records and Rare Books in Central or State Government institution.	Work order and Experience Certificate issued by Central or State Government institution
		The agency should have ISO certification Occupational Health & Safety Management System Registration certificate for providing) at least 4 years before the release of this advertisement and Surveillance Audit letter for valid certification	Copies of relevant certificate of registration and Surveillance Audit letter for valid certification
		The agency should have ISO Registration (ISO 9001:2008 or ISO 9001:2015 for providing Conservation & Preservation Services) at least 4 years before the release of this advertisement and Surveillance Audit letter for valid certification	Copies of relevant certificate of registration and Surveillance Audit letter for valid certification

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		They should have their own bank account in the name of the registered agency	Copies of relevant certificate of registration
		Bank Certificate / Solvency Certificate, value of EPC (Rs 50,00,000/-)	Bank Certificate / Solvency Certificate
		The agency should have a valid Permanent Account Number (PAN).	Copies of relevant certificate of registration and
		Income Tax Return(ITR)	ITR last three years
		Goods and Service Tax (GST)	Copies of relevant certificate of registration
		GST return	GST return submitted with last quarter
		It is essential to submit DD of Rs. 1 lakh as Earnest Money Deposit and Rs. 500/- as tender document cost. Tenders shall not be accepted after stipulated date and time.	Scan copy to be uploaded with Bid document. Original DDs to be submitted at Odisha State Archives, Bhubaneswar
		Assignment related to conservation of archival records for Govt. institutions (minimum 7 works can be submitted) in the last 7 years.	Documentary proof upload in technical bid.
		One project should be minimum of 60 thousand folios conservation of Archival records and Rare Books in any state Archives or National Archives of India ((Supply of manpower not to be considered and Polyester film encapsulation work shall not be considered under this project.))	Documentary proof upload in technical bid.
		The bidder must have experience of having successfully completed Conservation/ restoration work of Archival records and Rare Books in any state Archives in India, value of project not less than Rs. 60 Lakhs in a single project in any state Archives or National Archives of India (Supply of manpower not to be considered and Polyester film encapsulation work shall not be considered under this project.)	Documentary proof upload in technical bid.
		Submission of Materials demonstration	Sample of materials to be used in the conservation process should be submitted in office of the Superintendent, Odisha State Archives, Bhubaneswar along with DD of EMD, Tender fee and Tender processing fee

		Team Strength CV's of professionals- Profile, qualification and experience of the manpower to be engaged in the project	CV with Consent letter to the agency
		Project methodology- Detailed methodology to be submitted after receiving the Work Understanding Certificate	Work Understanding Certificate, Detailed methodology write up
		All duly filled annexures should be filled and signed and scan copies should be uploaded online with the technical bid.	Documentary proof upload in technical bid.

Combined Evaluation of Technical bid & Financial Bids

The bidders who secure at least 80% of score in the technical evaluation will be treated as technically qualified.

The Financial Bids of the technically qualified bidders will be opened on the prescribed date in the presence of the bidder or their representatives who are authorized by bidder.

The lowest financial bidder (L1) will be awarded 100% score.

Financial Scores for other than L1 bidders will be evaluated using the following formula: Financial Score of a Bidder = {(Financial Bid of L1/Financial Bid of the Bidder) X 100}% (Adjusted to two decimal places)

Only fixed price financial bids indicating total price for all the services specified in this bid document will be considered

The technical bid, presentation and financial scores secured by each bidder will be added using weightage of 70 for technical evaluation and 30 for financials respectively to compute a Composite Bid Score.

The bidder securing the highest Composite Bid Score will be declared as the Best Value Bidder for award of the Project.

In the event the bid composite bid scores are 'tied', the bidder securing the highest technical score will be declared as the Best Value Bidder for award of the Project.

The successful bidder has to provide a letter of acceptance to Odisha State Archives, Bhubaneswar within Fifteen days of receiving communication about his/her selection from the Odisha State Archives, Bhubaneswar.

The successful bidder shall to sign an agreement with payment schedule at the time of award of the work.

Technical Evaluation

Category - Evaluation of the Work Experience			
		Maximum Marks	Documents to be submitted
Conservation & Preservation of Archival Records and Rare Books - Work Experience (minimum 7 works can be submitted) in the last 7 years.		05	Work Order/Purchase Order/LoA/LoI from the Purchaser along with Completion Certificate. In case, completion certificate is not available, CA certified proof of a project completion in public domain should be submitted.

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Number of Projects in Conservation of Archival Records and Rare Books	0 to 4 = 0 marks 5 to 6 = 3 marks 6 to 10 = 5 marks	05	
Number of years in Conservation of Archival Records and Rare Books	0 to 2 = 0 3 to 5 = 2 6 to 10 and above = 5	05	
One project should be minimum of 60 thousand folios conservation of Archival Documents/Records/Manuscripts in any state Archives or National Archives of India (Supply of manpower not to be considered and Polyester film encapsulation work shall not be considered under this project.)		15	
The bidder must have experience of having successfully completed Conservation/ restoration work of Archival Records/ Manuscripts in any state Archives in India, value of project not less than Rs. 60 Lakhs in a single project. (Supply of manpower not to be considered and Polyester film encapsulation work shall not be considered under this project.)		15	
The agency should have minimum four project execution experience of Conservation/Preservation related work in state Archives anywhere in India. (Supply of manpower not to be considered and Polyester film encapsulation work shall not be considered under this project.)		15	
Evaluation of the Financial Soundness			
Average annual turnover in the last three financial years 2019-2022. For conservation of archival Records/ Manuscripts.	50% of EPC - 15 marks	15	Turnover certificate audited by CA of FY 2019-2022. Audited balance sheet for financial years 2019-2022.

Project capability/strength	Value of work >= 1) 50% of EPC (Including taxes/GST) - 10 marks for each work 2) 80% of EPC (Including taxes/GST) - 12 marks for each work 3) 100% of EPC (Including taxes/GST) - 15 marks for each work	15	
Evaluation of the Technical Presentation			
Submission of Materials/ Presentation/ Demonstration		10	

The firms meeting pre-qualification criteria shall be considered for technical evaluation. The firm which scores 80 out of 100 marks shall be treated as technically qualified and whose financial bid shall be opened.

MINIMUM ELIGIBILITY CRITERIA FOR MANPOWER

Firms/company/individual firms should have executed works of Conservation and restoration in reputed Archive or Museum. The applicants should have successfully completed projects. Due to the technical nature of the work the interested agencies should have in their team domain expert(s) like Conservator, Historian, Chemist, Binder and Documentation assistant, experts from reputed background and with sufficient experience to provide the project a professional & right direction.

LIST OF KEY PERSONNEL

The minimum qualification and experience of key Personnel to be engaged in completion of the assignment shall include:

PROJECT COORDINATOR

The project coordinator shall be responsible for Administrative, technical and coordination the all work and prepare the project report and shall be representative of the firm.

An ideal candidate should be M.A. in Ancient Indian History & Archaeology/Museology /Conservation/History/ Diploma in Archives or any subject related to art and heritage management from a recognized University or reputed Institute having a minimum five (5) years of experience in Conservation & restoration of Archival documents: Conservation process, documentation, collection management, team management, report writing and coordination of the authorities.

CONSERVATION CONSULTANT

The conservation consultant as the team leader shall be responsible for reviewing the entire work. He /She shall be responsible to scrutinize the complete project of Conservation work of Archival documents.

The conservation consultant shall be responsible for the specialized inputs in Conservation & Restoration. The Conservation Expert may be a retired Chief Restorer/Conservator /Curator/Chemist/Director of a Museum (Conservation)/ Archives of repute.

An ideal candidate should be a reputed person having a minimum twenty-five (25) years of experience in conservation & restoration of Archival documents.

CHIEF CONSERVATOR

The Chief Conservator shall be responsible for the specialized inputs in Conservation of the Archival Collection especially of exhibits of organic nature. An ideal candidate should be an M.A. (conservation and restoration) or M.A (AIH&C)/M.F.A (painting)/ M.A.(History) with Diploma in Archives or equivalent with

minimum three months conservation training course from a recognized University or a reputed Institute having minimum five (5) years of experience in conservation & restoration Archival documents.

ASSISTANT CONSERVATOR

Assistant Conservator shall be responsible for conservation process: Documentation, Fumigation, Pagination, Cleaning, De-acidification, Lamination, Tear Mending, and Binding.

An ideal candidate should be M.A. (conservation and restoration) or B.A./B.Sc/ B.F.A. and Certificate of National Archives, New Delhi and at least 3 years of specific experience in conservation of Archival Records/Manuscripts Conservation or a trained person from National Mission for Manuscript, New Delhi other institution.

BINDER

The binder shall be responsible for archival binding. An ideal candidate should be a Certificate holder of National Archives, New Delhi and with at least 3 years of specific experience in Conservation of Archival Collection or a trained person from National mission for Manuscript, New Delhi other institution.

MENDER

Mender shall be responsible for tear mending, hole filling and assist the Conservator. An ideal candidate should have at least 3 years of specific experience in Conservation of Archival Collection.

DOCUMENTATION ASSISTANT

The research assistant shall be responsible for data management: documentation (before, during conservation treatment) condition report, initial condition report and examination and comparative study of collection after and before.

An ideal candidate should be an M.A.(History) with training course and relevant experience in the field of Conservation. An ideal candidate should have at least 3 years of specific experience in Conservation of Archival Collection.

Terms and Conditions

1. The work will be performed as per the norms of Odisha State Archives for tissue laminations.
2. The work will involve Documentation, fumigation, separation, de-acidification, mending/repairing and binding with acid free mount board and preservative materials.
3. The agency will have to physically deposit the earnest money (EMD) as DD in favor of Superintendent, Odisha State Archives, Bhubaneswar
4. EMD furnished by all unsuccessful tenders shall be returned to them without any interest at the earliest after expiry of final tender validity period but not later than 30 days after conclusion of contract.
5. Any wear and tear of rare books shall not be tolerated. The Agency will have to give 2.5% as a bank guarantee after award of the contract as a Fixed Deposit receipts.
6. Odisha State Archives, Bhubaneswar will not allow the Agency to take the historical records /archival collections outside its premises and the work will be performed on site.
7. The Agency is responsible for infrastructure for the purpose of Conservation of historical records/archival collections and their archival binding. However the space with sufficient light & water will be provided by Odisha State Archives, Bhubaneswar
8. The Agency is responsible, for the proper arrangement of historical records /archival collections.
9. The payment will be paid to the Agency on monthly basis as per actual number of folio of Archival Records and Rare Books completed by the agency in a month after being duly checked by the Technical Committee appointed by the Odisha State Archives for this Project.
10. No advance payment will be made to the Agency.

11. Agency will have to submit a sample of conservation work for their technical competence.
12. If the work of the Agency is not found satisfactory, no amount will be paid to the Agency and the order will be terminated / cancelled. The rights in this respect are reserved with the Superintendent, Odisha State Archives, Bhubaneswar, which will be final and binding on the Agency.
13. Superintendent, Odisha State Archives, Bhubaneswar will provide electricity, working space, for conservation team & furniture.
14. The competent authority reserves the right to cancel any or the entire tender without assigning any reason.
15. The awarded Agency will not assign, transfer, pledge or sub-contract the work.
16. The Agency shall not divulge or disclose to any person, any details of office, operational process, administrative/organizational matters etc.
17. The Agency will have to sign an Agreement after award of the contract with Odisha State Archives, Bhubaneswar

Liability of the Bidders

Bidders are advised to study the Bid Document carefully. Bids not complying with all the clauses in this tender document are liable to be rejected. Failure to furnish all the information required by the tender document or submission of a bid not substantially responsive to the tender document in every respect will be at the agency's risk and may result in the rejection of the bid.

Amendment to the Bidding Document

At any time prior to the deadline of submission of bid, Odisha State Archives, Bhubaneswar, for any reason, whether on its own initiative, or in response to clarification requested by prospective bidder, amend the bid document after taking out corrigendum regarding the same and will be communicated to the Bidders.

Documents comprising & submission of the Bid as per Annexure

The Bids prepared by the agency shall comprise the following components:

Documentary proof submit in technical Bid (Hard Copy) as per Annexure-B along with DD of Tender Fee and EMD

Submission of Financial Bid

Financial Bid Comprising the following:

- I. Details of the Cost of Services offered
- II. Price should be submitted in the specified Performa.
- III. The price quoted by the vendor(s) should include labour, material, consultancy, consumables, equipment's land all duties and GST, whatsoever payable for accomplishing the task. Prices, inclusive of all statutory levies, quoted must be firm and final and shall remain valid throughout the period of the contract and shall not be subject to any upward revision whatsoever.
- IV. The price and rates quoted by the bidder shall be fixed and firm for the duration of the contract and shall not be subject to any kind of escalation/adjustment on any account.
- V. It will be imperative on each Vendor(s) to fully acquaint themselves with the local conditions and factors which would have any effect on the performance of the contract and /or the cost.

Bid Submission

- a) The Bid must be in three parts as mentioned below:
 - Technical Bid
 - Financial Bid
 - EMD
- b) The proposal should cover all aspects of the Terms & Conditions of the Tender. Any deficiencies(s) in providing the requisite information may result in rejection of bid.
- c) If the prospective bidder considers that it does not have all the expertise for the proposed work, it may obtain a full range of expertise by associating with individual professional, as appropriate. The complete details of expertise to be obtained along with their Curriculum Vitae (CV) may be sent along with the proposal.
- d) CVs of the Project Coordinator and the professionals to be associated with the work should include number of years working in the associated fields, professional credentials and degree of responsibility held in various assignments in last 1 year.
- e) A description of the work plan for performing the task must be submitted along with the proposal.
- f) Incomplete or unsigned bids are liable to be rejected. All the covers thus prepared should also indicate clearly the name and address of the vendor(s).

Evaluation of Bids

- a) A “Purchase committee” for Bid Evaluation constituted by Director, Odia Language, Literature and Culture Department, Bhubaneswar. Shall undertake the scrutiny of the technical bids to determine whether the Bid is complete in all respects and conforms to the terms & conditions and substantially responsive to the bidding document. It is clarified for benefits of the bidders that a substantial bid response is one that conforms to all term & conditions without material deviation, objections, conditionally or with reservations and is complete in all respects in terms of the information sought along with the Bid for. A material deviation, objection, conditionality or with reservation is one that contract or whose rectification would a fairly affect the competitive position of other bidders who are presenting substantially responsive bids. If the bid is not substantially responsive, it will be rejected by Odisha State Archives, Bhubaneswar, and will not subsequently be allowed to be made responsive by the bidder by correction of deficiencies.
- b) The “Purchase committee” for Bid evaluation shall follow the objective criteria for evaluation of technical bids to assess the prior similar project experience, financial and logistic capacity and proposed work plan. All parties scoring above minimum specified threshold will be treated as technically qualified. The decision of the “Purchase committee” for bid evaluation in this regard shall be final. During the technical evaluation, the “Purchase committee” for bid evaluation may at its discretion ask the bidder for a clarification of its bid. The request for the clarification and the response shall be in writing, and no change in the price or substance in the bid shall be sought, offered or permitted.
- a) Odisha State Archives, Bhubaneswar, further reserves the right to accept or reject any or all Bids, at any time prior to the awarding of the order, without assigning any reasons whatsoever and without thereby incurring any liability to affected bidder or bidders due to such an action taken by Odisha State Archives, Bhubaneswar .
- b) The decision of Odisha State Archives arrived at as above will be final and no representation of any kind will be entertained on the above. Any attempt by any Vendor(s) to influence the selection process shall disqualify the Vendor(s) not only for the present tender but future tenders also.
- c) Odisha State Archives, Bhubaneswar shall however not bind itself to accept the lowest and/or any bid and reserves the right to accept and/or reject any bid, wholly or in part.

- d) Odisha State Archives, Bhubaneswar, reserves the right to accept any bid, and to cancel/abort the tender process and reject all bids at any time prior to the awarding of the contract, without thereby incurring any liability to the affected Vendor(s), of any obligation to inform the affected Vendor(s) of the grounds for Odisha State Archives, Bhubaneswar action and without assigning any reasons.
- e) No Vendor(s) shall contact Superintendent, Odisha State Archives, Bhubaneswar on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded. Any effort by a Vendor(s) to influence Odisha State Archives, Bhubaneswar, bid evaluation, bid comparison or contract award decisions may result in the rejection of the Vendor(s) bid.

27. Payment Terms:

- a) 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 of Archival Records and Rare Books / completed by the agency in a month after being duly checked by the Technical Committee.

Penalty Clause

- i. Vendor(s) selected by Odisha State Archives, Bhubaneswar shall perform their part of the obligations under the contract within the timeframe, not exceeding six weeks from the date of placement of the order. Any delay which is directly attributable to the Vendor(s) and not permitted by Odisha State Archives shall render such Vendor(s) liable to any or all the following penalty.
- ii. Should the selected Vendor(s) during the currency of contract, encounter/face condition and/or circumstance causing delay in timely performance of the contract/order, such Vendor(s) shall promptly notify Odisha State Archives in writing the circumstance leading to delay, its duration and cause(s), such intimation shall not ipso facto entitle these Vendor(s) or bestow them with right to extend the time limit so stipulated in the contract/order. Odisha State Archives reserves the right to accept or refuse extension of time limit without assigning any reasons whatsoever.
- iii. If the empanelled vendor(s) is not able to fulfill its obligations under the contract, which includes non-completion of the work order, the Odisha State Archives reserves the right to get the work accomplished through another vendor(s).

28. Quality Checks

- a) It is imperative for each vendor to perform quality checks on the already conserved documents.
- b) The standards to be followed will be as per the 'International Standards of Conservation' laid by ICCROM or National Archives of India, New Delhi / Odisha State Archives, Bhubaneswar

29. Miscellaneous

- a) The end project of all work assignments carried out by the vendor(s), in any form, will be the sole property of Odisha State Archives, Bhubaneswar
- b) In the event the Vendor Company or the concerned Division of the company is taken over/bought over by another company, all the obligations under agreement Odisha State Archives, Bhubaneswar, should be passed on for compliance by the new Company/new Division in the negotiation for their transfer.
- c) The place of work will be Odisha State Archives and the timing of work shall be 10:00 am to 05:30 pm on all working days (Monday to Saturday as per requirement weekends except govt. holiday). It will be imperative on each vendor(s) to fully acquaint themselves with the local conditions and factors, which would have any effect on the performance of the contract and/or the cost.

- d) The agency will be given maximum of 1 week to start the work after signing of the contract.
- e) Performance of services shall be made by the selected vendor in accordance with the time schedule specified by Odisha State Archives in the contract. If at any time during the performance of the contract, the selected vendor(s) should encounter condition impeding timely performance of the services, the selected vendor shall promptly notify the Superintendent, Odisha State Archives, Bhubaneswar writing of the fact of the delay, its likely duration and its causes. On the receipt of selected vendor(s) notice, Odisha State Archives shall evaluate the situation and try to solve the problem.
- f) Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtaining by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words shall prevail. If the vendor does not accept the correction of the errors, its bid will be rejected.
- g) The Superintendent, Odisha State Archives, Bhubaneswar reserves the right to call the vendor for any kind of corrections in the work assigned within one year from the date of completion of the contract.
- h) **No accommodation facility will be provided by OSA.**

full liquidated damages, the recovery shall be made on the basis of following percentages of value of service which the selected bidder has failed to provide: -

No.	Condition	LD %*
a.	Delay up to one fourth period of the prescribed period of delivery of services	2.5 %
b.	Delay exceeding one fourth but not exceeding half of the prescribed period of delivery of services	5.0 %
c.	Delay exceeding half but not exceeding three fourth of the prescribed period of delivery of services	7.5 %
d.	Delay exceeding three fourth of the prescribed period of delivery of services	10.0 %
e.	Fraction of a day in reckoning period of delay in delivery and completion of work shall be eliminated, if it is less than half a day.	
f.	The maximum amount of liquidated damages shall be 10% of the contract value.	
g.	If Successful bidder requires an extension of time in completion of contractual delivery of services on account of occurrence of any hindrances, he shall apply in writing to the authority which had placed the work order, for the same immediately on occurrence of the hindrance but not after the stipulated date of completion of delivery of services.	

Termination for Insolvency

Odisha State Archives may at any time terminate the contract by giving written notice of two weeks to the vendor(s), without any compensation to the vendor, if the vendor becomes bankrupt or otherwise insolvent.

Termination for default

- a) Default is said to have occurred

If the vendor(s) fails to deliver any or all of the services within the time period(s) specified in the work order or any extension granted by the Odisha State Archives, Bhubaneswar If the vendor(s) fails to perform any other obligation(s) specified under the contract.

- b) If the vendor(s), in either of the above circumstance, does not taken remedial steps within a period of the 15 days after receipts of the default notices from Odisha State Archives, Bhubaneswar (or take longer period in spite of the Odisha State Archives may terminate the contract in whole or in part.

Arbitration

Odisha State Archives, Bhubaneswar and the vendor(s) shall make every effort to resolve amicably by direct negotiation any disagreement or dispute arising between parties on aspect not covered by this agreement, or construction or operation thereof, or the rights, duties or liabilities under these except as any matters the decision of which is specially provided for the general or special conditions, such dispute be referred to an Arbitral Tribunal to be appointed by each part and the said arbitrator shall appoint an umpire in writing before entering on the reference and the award of the arbitration tribunal, shall be final and binding on the parties. The Arbitral Tribunal, with the consent of parties, may modify the time frame for making and publishing the award. Such arbitration shall be governed in all respects by the provision of the Arbitration & Conciliation Act, 1996 and the rule there under and statutory modification or re-enactment, thereof. The Arbitration proceeding shall be held at Bhubaneswar.

Applicable Law

The vendor(s) shall be governed by the laws and procedures established by Govt. of Odisha, within the framework of applicable legislation and enactment made from time to time concerning such financial and other related dealing/processing/obligations etc.

Bid Letter

To,
Superintendent,
Odisha State Archives, Bhubaneswar
Ref. Tender No.....

Sub: Tender for Conservation Archival Records and Rare Books and their archival binding

Sir,

We, undersigned agency, having read and examined in detail the specifications and all the binding documents do propose to provide the Services as specified in the binding document.

We are well equipped with all the latest Conservation methods and facilities required for providing services. All prices mentioned in our proposal are in accordance with the terms and condition specified in the bidding document.

All the price and other terms and conditions of this proposal are valid for a period of 120 calendar days from the opening of the bids.

We are an Indian firm and do hereby confirm that our bid prices are all inclusive.

We have carefully read and understood the terms and conditions of the contract applicable to the tender and we do hereby undertake to provide the services as per these terms and conditions.

We enclose herewith the complete Technical Bid as required by you. Certified that we are:

A sole proprietor firm and the person signing the tender is the sole proprietor/constituted attorney of the sole proprietor,

Or

A Partnership firm and the person signing the tender is the signing authority and he/she has the authority to refer to arbitration disputes concerning the business of the partnership by the virtue of the partnership agreement/by virtue of general power of attorney.

Or

A company and the person signing the tender is the constituted attorney.

Note: Delete whatever is not applicable. All corrections/deletions should invariable be duly attested by the person authorized to sign the tender document.

We do undertake that, unit a formal contract is prepared and executed, this bid, together with your acceptance thereof, the tender document and placement of letter of intent awarding the contract, shall constitute a binding contract between us.

Dated this.....Day of 2023

Signature of Agency
Full Address

Telephone No.
Details of Enclosur

Company Seal

Technical Bid**Annexure-B****Technical Bid Performa**

S. No	Company Details	Documentary proof submitted Yes or No	Page No.
1	Name of the Service Provider, Registration Number & Date of Registration. GST No. (Enclose copy of certificate)		
2	Registered Address		
3	Profile of the Firm/Agency		
4	Details of GST Registration		
5	Tel No./Fax/e-mail		
6	Name of the Contact Person with Telephone/Mobile/Fax Numbers/e-mail id		
7	How long have you been in the business? (Attach documentary Proof)		
8	PAN No. (Attach documentary Proof)		
9	Proof of bank account of the registered agency		
10	Bank Certificate / Solvency Certificate, value of EPC (Estimated Project Value)		
11	ITR of last three years (Attach documentary Proof)		
12	GST no. and details of returns filed for the last quarter of the current financial year as well (Attach documentary Proof)		
13	Details of EMD of Rs. 1 Lakhs (Amount / DD Number / Date / Bank Name / Branch Name)		
14	Receipt of tender documents cost (Amount/Receipt number /Date). Scan copy of receipts should be attached to the technical bid. The original DDs should be submitted at Odisha State Archives, Bhubaneswar,		
15	The bidder should have average annual turnover of Rs. 60 lakh in last 3 years (Financial year 2019-20, 2020-21 & 2021-22) as documentary proof, CA -Audited Balance Sheet & Profit & Loss A/c is to be submitted. (Attach documentary Proof)		

16	The Bidder should have done the project of Conservation of archival Records/ Manuscripts in government institute (Museum, Archives and Research institute/Library) value of Rs 150 Lakh in last five year financial years. 2017-2022.		
17	Bidder should completed conservation & preservation of Archival records, minimum worth of One Crore Rupees in one financial year from any Govt. Institution. Man Power Supply work and polyester film encapsulation work is not consider in this bid.		
18	Assignment related to conservation of archival records for Govt. institutions (Museum, Archives and Research institute/Library) (minimum 7 works can be submitted) in the last 7 years.		
19	Copy of Net worth certificate issued by CA		
20	The agency should have ISO Registration (ISO 9001:2008 or ISO 9001:2015 for providing Conservation & Preservation Services) at least 5 years before the release of this advertisement and Surveillance Audit letter for valid certification		
21	The agency should have ISO certification Occupational Health & Safety Management System Registration certificate for providing) at least 5 years before the release of this advertisement and Surveillance Audit letter for valid certification		
22	Work orders and completion certificates of minimum four project execution experience of conservation/preservation related work in state archives anywhere in India. (Attach documentary Proof). Supply of Manpower and Polyester film encapsulation work shall not be		

	considered under this project.(Attach documentary Proof)		
23	The Agency should have minimum seven years continuous project execution experience in Conservation, Preservation, and Archival Binding of Archival Documents, records, Manuscripts in Central or State Government with at least one project worth Rs. 60 Lakhs any state archives of India. (Attach documentary Proof). Supply of Manpower and Polyester film encapsulation work shall not be considered under this project.		
24	Details of the Manpower with Experts		
25	The bidder must have experience of having successfully completed Conservation/restoration work of Archival Records/ Manuscripts in any state Archives in India, value of project not less than 60000 folios in a single project in any state Archives or National Archives of India (Supply of manpower not to be considered and Polyester film encapsulation work shall not be considered under this project.)		
26	Number of technical professionals		
27	Contact details of past institutions/ organization (enclose successful completion certificate)		
28	Infrastructure details – details of equipment's available with the agency		
29	Service provider's project methodology pertaining to this project		
30	Whether any legal/arbitration proceeding is instituted on the service provider or the service provider has lodged any claim in connection with works carried out by them. if yes, give details		
31	Any other information on special features/ added services the Service Provider wishes to submit		
32	Acceptance of terms & conditions contained in the tender documents and financial bid documents		

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33	Self-Declaration		
34	Representative authorization letter		
35	Work understanding certificate		
36	Signed copy of tender document		
37	Money Receipts No. towards cost of tender Paper (Original Receipts /D.D. to be submitted along with technical Bid)		

Note: Submission of materials should be made at office of the Superintendent, Odisha State Archives, Bhubaneswar. Hard copy of the signed in technical bid should also be submitted at Odisha State Archives, Bhubaneswar before the opening of technical bid (09/08/2023 till 5.00 PM).

Certified that the above particulars are true.

Date:

Signature of the Authorized Signatory

Place:

(Name of company/firm)

Company Seal

Technical Bid

Project Methodology

Vendor(s) Project Methodology Pertaining to this Project of Odisha State Archives with special reference to the Conservation work to be adopted for Conserving Manuscript, including project management methodology and technical process with materials and tools, equipment use in conservation, preservation and digitization process.

(Please attach additional sheets, if required)

Technical Bid
Details of the Manpower

1. Name of the Company and Address:

2. Details of the Manpower

S.No	Name	Post	Qualification	Area of expertise / Year of Experience	Previous organization
1		Project Coordinator			
2		Conservation Scientist /Conservation Consultant			
3		Chief Conservator			
4		Conservator			
5		Assistant Conservator			
6		Binder			
7		Documentation Assistant			
8		Mender			

Signature of the Agency

Date

Place

Company Seal

Note: Separate sheets may be attached as required.

Technical Bid**Financial Information**

Please provide CA Certified financial information of last three declared financial years.

Description	Financial Year 2019-20	Financial Year 2020-21	Financial Year 2021-22
Annual turnover			

Note

- Please attach copies of relevant financial statements and audited accounts for the three last declared financial year
- Certificate from Statutory Auditor is mandatory for turnover

Signature:

Name:

Designation:

Seal:

Date:

Place:

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

To
The Superintendent,
Odisha State Archives, Bhubaneswar
Sir,

I have carefully gone through the Scope of work, Terms & Conditions contained in the Tender Document and financial bid document of **Odisha State Archives, Bhubaneswar** -..... regarding the Selection of Agencies for Conservation & Restoration of historical records /archival collections and their archival binding **Odisha State Archives, Bhubaneswar**. I declare that all the provisions/terms and conditions/Clauses of the Tender Document Odisha State Archives, Bhubaneswar -..... 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 Signature of the Tenderer

Date:-

Place:-

Technical Bid

Annexure-G

Self-Declaration

To,
The Superintendent,
Odisha State Archives, Bhubaneswar

In response to the invitation No.....of Odisha State Archives, Dt.Ms./Mr.

.....
_____, as a _____, I / We hereby declare that our company
_____ has unblemished past record and has not been 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 has not defaulted in
executing any Government order in the past.

Signature of witness Signature of the Tenderer

Date:-

Place:-

Company Seal

Technical Bid**BANK GUARANTEE FORMAT PERFORMANCE SECURITY (PSD)**

(To be stamped in accordance with Stamp Act and on a Stamp, Paper purchased from Odisha State only and to be issued by a Nationalized Scheduled bank having its branch at Bhubaneswar and payable at par at Bhubaneswar, Odisha)

To,
The Superintendent
, Odisha State Archives, Bhubaneswar

1. In consideration of the Superintendent, Odisha State Archives, Bhubaneswar (hereinafter called "OSA") having agreed to exempt M/s.....(hereinafter called the said Contractor(s)) from the demand, under the terms and conditions of an Agreement No..... dated.....made between the OSA through.....and (Contractor) for the work..... (hereinafter called "the said Agreement of Security Deposit for the due fulfillment by the said Contractor (s) of the terms and conditions contained in the said agreement Rs.....(rupees.....only), we (Indicate the name of the Bank), (hereinafter referred to as "the Bank") at the request ofContractor(s) do hereby undertake to pay to the OSA an amount not exceeding Rs. (Rupees only) on demand.
2. We..... (Indicate the name of Bank), do hereby undertake to pay Rs..... (Rupeesonly), the amounts due and payable under this guarantee without any demur or delay, merely on a demand from the OSAI. Any such demand made on the bank by the OSA shall be conclusive as regards the amount due and payable by the Bank under this guarantee. The Bank Guarantee shall be completely at the disposal of the OSA and We..... (Indicate the name of Bank), bound ourselves with all directions given by Odisha State Archives, Bhubaneswar regarding this Bank Guarantee. However, our liability under this guarantee shall be (Rupees.....only).
3. We..... (Indicate the name of Bank), undertake to pay to the OSA, any money so demanded notwithstanding any dispute or disputes raised by the contractor(s) in any cult or proceeding pending before any Court or Tribunal or Arbitrator etc. relating thereto, our liability under these presents being absolute, unequivocal and unconditional.
4. We..... (indicate the name of Bank) further agree that the performance guarantee herein contained shall remain in full force and effective up to <DATE> and that it shall continue to be enforceable for above specified period till all the dues of OSA under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till the OSA certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the said Contractor(s) and accordingly discharges this guarantee.
5. We..... (indicate the name of Bank) further agree with the OSA that the OSA shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extend time of performance by the said Contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the OSA against the said Contractor(s) and to forbear or enforce any of the

terms and conditions relating to the said Agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Contractor(s) or for any forbearance, act or omission on the part of the OSA or any indulgence by the OSA to the said Contractor(s) or by any such matter or thing whatsoever which would but for this provision, have effect of so relieving us,

6. The liability of us..... (indicate the name of Bank), under this guarantee will not be discharged due to the change in the constitution of the Bank or the contractor(s).
7. We (indicate the name of Bank), lastly undertake not to revoke this guarantee except with the previous consent of the OSA in writing.
8. This performance Guarantee shall remain valid and in full effect, until it is decided to be discharged by the OSA. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs. (Rupees.....only)
9. It shall not be necessary for the OSA to proceed against the contractor before proceeding against the Bank and the guarantee herein contained shall be enforceable against the Bank notwithstanding any security which the OSA may have obtained or obtain from the contractor.
10. We..... (indicate the name of Bank) verify that we have a branch at Bhubaneswar. We undertake that this Bank Guarantee shall be payable at any of its branch at Bhubaneswar. If the last day of expiry of Bank Guarantee happens to be a holiday of the Bank, the Bank Guarantee shall expire on the close of the next working day.
11. We hereby confirm that we have the power(s) to issue this guarantee in your favour under the memorandum and articles of Association/constitution of our bank and the undersigned is/are the recipient of authority by express delegation of power(s) and has/have full power(s) to execute this guarantee for the power of attorney issued by the bank.

Dated.....day of.....For and on behalf of the <Bank> (indicate the Bank)

Signature
(Name & Designation)

Bank's Seal

The above performance Guarantee is accepted by the OSA
For and on behalf of the OSA

Signature
(Name & Designation)

Technical Bid**DRAFT AGREEMENT FORMAT (on Rs. _____ Non Judicia Stamp Paper)***(To be mutually signed by selected bidder and procuring entity)*

This Contract is made mod catered into on this _____ day of _____, 2022 by and between Superintendent, Odisha State Archives, Bhubaneswar having its office Odisha State Archives, Bhubaneswar (herein after referred to as purchaser OSA) which term of expression, unless excluded by or repugnant to the subject or context, shall include his successors in office and assignees on ONE PART

And

M/s _____, company its registered office at _____ (herein after referred as the "Successful Bidder Supplier") which team or expression, unless excluded by or repugnant to the subject or context, shall include his successors ia office and assignees on the OTHER PART.

Whereas,

Purchaser is desirous of appointing an agency for <project title> as per the Scope of Work and Terms and Conditions as set forth in the Bid document dated _____ of <NIB No _____>.

And whereas

M/s _____ represents that it has the necessary experience for carrying out the overall work as referred to herein and has submitted a bid and subsequent clarifications for providing the required services against said NIB and Bid document issued in this regard, in accordance with the terms and conditions set forth herein and any other reasonable requirements of the Purchaser from time to time.

And whereas

Purchaser has accepted the bid of successful bidder and has placed the Work Order vide Letter No. _____ dated _____, on which successful bidder has given their acceptance vide their Letter No. _____ dated _____.

And whereas

The successful bidder has deposited a sum of Rs. _____ /- (- (Rupees _____) in the form of _____ ref no. _____ dated _____ of _____ Bank and valid up to _____ as security deposit for the due performance of the contract.

Now it is hereby agreed to by and between both the parties as under. -

1. The NIB Ref. No. _____ dated _____ and RFP document dated _____ issued by Odisha State Archives, Bhubaneswar along with its enclosures/annexures, wherever applicable, are deemed to be taken as part of this contract and are binding on both the parties executing this contract.
2. In consideration of the payment to be made by Odisha State Archives, Bhubaneswar to service provider at the rates set forth in the work order no. _____ dated _____ will duly deliver services set forth in the Scope of Work of Bid Document, along with its enclosures/annexures and Technical Bid along with subsequent clarifications submitted by successful bidder.
3. The Odisha State Archives, Bhubaneswar do hereby agree that if successful bidder shall duly provide services in the manner aforesaid observe and keep the said terms and conditions of the Bid Document and Contract, the Odisha State Archives, Bhubaneswar will pay or cause to be paid to successful bidder, at the time and the manner set forth in the said conditions of the Bid Document, the amount payable for each and every project milestone & deliverable. The mode of Payment will be as specified in the Bid document.

ODISHA STATE ARCHIVES, GOVT. OF ODISHA

4. The timelines for the prescribed Scope of Work, requirement of services and deployment of resources shall be affected from the date of work order i.e. _____ and completed by successful bidder within the period as specified in the Bid document.
5. In case of extension in the delivery period is granted with full liquidated damages, the recovery shall be made on the basis of following percentages of value of service which the selected bidder has failed to provide: -

No.	Condition	LD %*
a.	Delay up to one fourth period of the prescribed period of delivery of services	2.5 %
b.	Delay exceeding one fourth but not exceeding half of the prescribed period of delivery of services	5.0 %
c.	Delay exceeding half but not exceeding three fourth of the prescribed period of delivery of services	7.5 %
d.	Delay exceeding three fourth of the prescribed period of delivery of services	10.0 %
e.	Fraction of a day in reckoning period of delay in delivery and completion of work shall be eliminated, if it is less than half a day.	
f.	The maximum amount of liquidated damages shall be 10% of the contract value.	
g.	If Successful bidder requires an extension of time in completion of contractual delivery of services on account of occurrence of any hindrances, he shall apply in writing to the authority which had placed the work order, for the same immediately on occurrence of the hindrance but not after the stipulated date of completion of delivery of services.	

6. All disputes arising out of this agreement and all questions relating to the interpretation of this agreement shall be decided as per the procedure mentioned in the Bid document.
7. This rate contract shall be valid for a period of Five Year from the date signing of Agreement. The rate contract may be further extended for a period of one more year on same terms and conditions of the Rate Contract, agreed mutually by both the parties.

In witness whereof the parties have caused this contract to be executed by their Authorized Signatories on this _____ day of _____ 2023.

Signed By:	Signed By:
Designation: Company:	
In the presence of:	In the presence of:
() Designation: Company:	() Designation: Odisha State Archives, Bhubaneswar
() Designation: Company:	() Designation: Odisha State Archives, Bhubaneswar

REQUEST FOR WORK UNDERSTANDING CERTIFICATE

To,

Date:

The Superintendent,
Odisha State Archives, Bhubaneswar

Sub: Request for work understanding certificate against the tender No. of Odisha State Archives,
Bhubaneswar Dt.

I/Wehereby declare that our company _____ has unblemished past record and has not been 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 has not defaulted in executing any Government Order in the past.

I/We hereby declare that the I/representatives of my company/agency have made a site visit at your institution and met the authorized person to view the condition of Archival Records and Rare Books and understand the work process to be involved in the conservation work. We declare that we have understood the entire process of work and willing to undertake the project as per your satisfaction if the project awarded to us. We also declare that without the work understanding certificate issued by Odisha State Archives, Bhubaneswar our bid shall be rejected.

Signature of the Tenderer

Date:-

Place:-

Note: To procure the work understanding certificate following documents should be submitted

1. Company/PAN/GST Registration certificate
2. Company profile
3. Documentary proof of Conservation of manuscripts/Archival Records

SAMPLE FORMAT FOR EVIDENCE OF ACCESS TO OR AVAILABILITY
OF CREDIT FACILITIES

Technical Bid

Annexure K

BANK CERTIFICATE/SOLVENCY CERTIFICATE

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:

Technical Bid

Office of the Superintendent
Odisha State Archives, Bhubaneswar

No.F.....Date

WORK UNDERSTANDING CERTIFICATE

To,

Date:

.....
.....
.....

Sub: WORK UNDERSTANDING CERTIFICATE FOR CONSERVATION ARCHIVAL RECORDS AND RARE BOOKS

This is to certify that the representatives of have visited our Institute on/...../2023 to view the collection and understand the work process. They have been shown the collection and explained the complete procedure. The representatives of the agency have gained clarity on this project and are willing to undertake the project if awarded. This certificate should be enclosed with the bid document.

Note: This certificate is only for Odisha State Archives, Bhubaneswar Tender not for any other use

Signature of authorized signatory

Date:-

Place:-

Format for Financial Proposal

(To be enclosed in a separate cover) (On the Letterhead of the Bidder)

Date:

To
The Superintendent
Odisha State Archives
Bhubaneswar

Financial Bid

Name of Agency

Sl. No.	Size Per folio	Price In INR
1	Up to A4 & legal	
2	Above A4 & Legal to A3	
3	Above A3 to A2	
4	Above A2 to A1	
Stitching/ Binding – Price In INR		
1	Up to A4 & Legal	
2	Above A4 & Legal to A3	
3	Above A3 to A2	
4	Above A2 to A1	

Bidder should be Rate quoted for conservation work in INR Per folios and binding work volume wise without GST – GST will pay as per GST guidelines as per Government of India.

Signature of the Tenderer

Name of Bidder:

Address of Bidder:

Email:

Contact No:

Date:-

Place:-

Company Seal