



Government of Odisha
Odisha State Archives
Bhubaneswar

RFP No: 02/OSA/2023-24

Date: 24.07.2023

REQUEST FOR PROPOSAL


SELECTION OF “AGENCY FOR PREPARATION OF DETAIL PROJECT REPORT FOR MODERNIZATION OF RECORD ROOM OF ODISHA STATE ARCHIVES (OSA), BHUBANESWAR AND RAGHUNANDAN LIBRARY, PURI INCLUDING CONSERVATION OF ARCHIVAL RECORDS, RARE BOOKS AND ARCHIVAL BINDING” Superintendent, Odisha State Archives (OSA), Bhubaneswar, Odisha, Government of Odisha invites sealed proposals from eligible bidders to carry out “MODERNIZATION OF RECORD ROOM OF ODISHA STATE ARCHIVES (OSA), BHUBANESWAR AND RAGHUNANDAN LIBRARY, PURI INCLUDING CONSERVATION OF ARCHIVAL RECORDS, RARE BOOKS AND ARCHIVAL BINDING”. Bidders fulfilling the prescribed eligibility criteria of the RFP can access and download the complete RFP 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 RFP	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 11.00 A.M
4	Date of Opening of Financial Bid	10.08.2023 at 4.00 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 “MODERNIZATION OF RECORD ROOM OF ODISHA STATE ARCHIVES (OSA), BHUBANESWAR AND RAGHUNANDAN LIBRARY, PURI INCLUDING CONSERVATION OF ARCHIVAL RECORDS, RARE BOOKS AND ARCHIVAL BINDING”. 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

REQUEST FOR PROPOSAL

SELECTION OF AGENCY FOR MODERNIZATION OF ODISHA STATE ARCHIVES (OSA), BHUBANESWAR AND RAGHUNANDAN LIBRARY, PURI INCLUDING CONSERVATION OF ARCHIVAL RECORDS, RARE BOOKS AND ARCHIVAL BINDING.

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 dawn 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

Scope of Work

- **Collection Analysis of Archival Records** Condition assessment of Archival Records and Rare books by conducting a comprehensive assessment and inventory of the records to determine their condition, quantity, and value and also identifying any urgent preservation needs, such as damaged or deteriorating records that require immediate attention.
- **Condition assessment of Conservation Laboratory:** Conducting a thorough condition assessment of a conservation laboratory is essential to ensure an optimal working environment for the preservation and treatment of records. Areas to be assessed are Infrastructure, Environmental Conditions, Lighting, Equipment and Safety Measures and finally Compliance and Ethics. If required it should be upgraded to match the requirements.

- **Planning of conservation of Archival collection & Rare Books** by developing a preservation plan that outlines the strategies, methods, and resources required to conserve the records effectively considering the factors such as environmental conditions, handling procedures, storage requirements, and conservation treatments
- **Selection of conservation materials and chemical.** The selection of appropriate materials and chemicals is crucial to ensure the long-term preservation and protection of the documents that meet recognized archival standards, those approved by the International Organization for Standardization (ISO) such as acid-free paper, folders, boxes, and other storage materials, pH-neutral adhesives and tapes, archival-quality plastics for encapsulation, sleeves, or protective covers, sturdy and acid-free board materials for document enclosures, folders, or boxes, non-reactive and non-abrasive tools for handling fragile records, conservation-grade solvents and cleaners.
- **Resource Planning;** - Planning of all resources such as material, equipment and manpower has to be done in advance to ensure smooth and trouble free work.
- **Storage and Housing:** An appropriate storage solution is expected to protect the records from environmental factors, such as temperature, humidity, light, and pests.
- **Collection Management** There should be a clear guideline on Collection Management which is a crucial aspect of record conservation that involves Acquisition and Documentation, Inventory and Cataloging, Preservation Planning, Storage and Housing, Collection, Care and Maintenance, Documentation and Record-Keeping, DE accessioning and Disposal and finally Monitoring and Evaluation
- **Documentation:** System to document and track the conservation activities performed on each record has to be established by maintaining detailed records, including photographs, treatment reports, and any relevant information for future reference
- **Conservation Treatments:** Perform necessary conservation treatments based on the condition of the records and by adopting Conservation technique and methodologies as per the ethics of conservation. This may involve processes such as
 - (i) Surface Cleaning and removing harmful materials
 - (ii) Consolidation by applying a suitable adhesive or consolidant to stabilize the media, such as ink, pigments, or coatings, without causing additional damage
 - (iii) Mold Remediation If records have been affected by mold or mildew, appropriate mold remediation procedures should be implemented.
 - (iv) Stabilizing fragile documents,
 - (v) Repairing Tears and Losses by delicate and reversible techniques, such

- as German/Japanese paper mending
- (vi) Humidification and Flattening
- (vii) DE acidification
- (viii) Encapsulation or Lamination by German/Japanese Tissue Paper
- (ix) Drying and Flattening
- (x) Cutting of extra laminated tissues
- (xi) Binding of laminated folios.
- **Pest Control:** implement preventive measures to control pests without compromising the safety of the records.
- **Project execution stage and Time line and Milestone-** Selected agency will have to establish a project timeline and allocate resources effectively. They are expected to coordinate with relevant persons such as archivists or librarians to ensure the smooth execution of the conservation project.
- **Risk Analysis and Mitigation:** It is important that risks and mitigation should be analyzed which are a critical components of record conservation for identifying the potential threats or vulnerabilities and to develop strategies to minimize their impact.
- **Project monitoring and maintenance:** A monitoring program has to be implemented to regularly assess the condition of the conserved records and ensure the effectiveness of preservation measures. A maintenance plan should be developed to address on-going conservation needs and identify any emerging risks or issues.
- **Evaluation:** Conduct a final evaluation to assess the success of the conservation project against the defined goals and identify areas for improvement.
- **Reporting:** Regular progress reports have to be provided to the department, detailing the activities undertaken, challenges faced, and outcomes achieved.
- **Conservation training:-** Provide training and guidance to staff members involved in handling and preserving the records and promote best practices in record conservation and educate them on the importance of preserving and caring for historical documents..
- **Ethical consideration:** Record conservation involves ethical considerations to ensure responsible and respectful treatment of the records.
 - (i) Authenticity and integrity of the records should be preserved by using reversible conservation techniques and materials.
 - (ii) Before initiating conservation treatments consent from the department or, record keepers or, custodians should be obtained.
 - (iii) Recognize and respect the cultural, spiritual, and traditional values associated with Indigenous records.
 - (iv) Maintain clear and accurate records of the conservation treatments, including before-and-after photographs, treatment reports, and any relevant documentation.

- (v) Uphold the highest professional standards and stay with current evolving conservation techniques, research, and ethical guidelines
- (vi) Balance the need for access to records for research, education, or public interest with the need to protect personal or sensitive information.
- (vii) Collaborate with department, communities, scholars, and other professionals, to ensure that conservation decisions are made in a collaborative and inclusive manner.
- (viii) Adhere to professional codes of ethics established by relevant organizations and associations, such as the American Institute for Conservation (AIC) or the International Council of Museums (ICOM).

Bid Processing Fee

Bidders are required to submit a non-refundable bid processing fee of **Rs. 500/- (Rupees Five Hundred only)** in the form of a demand draft drawn from a Nationalized/Scheduled Bank located in India in favour of “Superintendent, Odisha State Archives, Bhubaneswar.

Earnest Money Deposit (EMD)

Bidder(s) shall submit along with the Proposal an EMD of **Rs.45,000/- (Rupees Forty-Five Thousand only)** in the form of demand draft drawn from a Nationalized/Scheduled bank located in Indian in favour of “**To, SUPERINTENDENT, ODISHA STATE ARCHIVES, BHUBANESWAR** payable at Bhubaneswar. The EMD of unsuccessful Bidder(s) will be returned without any interest as promptly as possible on acceptance of the bid of the selected Bidder or when the bidding process is cancelled by Odisha State Archives, Bhubaneswar. EMD of the successful bidder will be returned upon submission of Performance Security in the form of Bank Guarantee as mentioned in Clause 6.

The EMD may be forfeited:

- If a Bidder withdraws its bid during the period of bid validity.
- In case of a successful Bidder, if the Bidder fails to sign the contract in accordance with this EOI cum RFP document
- The Bidder being found to have indulged in any suppression of facts, furnishing of fraudulent statement, misconduct, or other dishonest or other ethically improper activity, in relation to this EOI cum RFP.

Performance Bank Guarantee

The selected Bidder shall have to furnish performance security by way of an irrevocable bank guarantee/FDR (Fixed Deposit Receipt), issued by a nationalized/scheduled bank located in India in favour of the **SUPERINTENDENT, ODISHA STATE ARCHIVES, SACHIVALAYA MARG, BHUBANESWAR-751 001** for an amount calculated@10% (Ten Percent) of the total contract value (including Applicable Taxes) within 7 (Seven) days from the date of issue of LoI. The Performance bank guarantee should be valid for 6 (Six) month.

Contract Agreement

The selected Bidder will be issued a Letter of Intent (LoI) prior to signing a contract agreement with Odisha State Archives, Bhubaneswar. The contract agreement will have to be signed by the selected Bidder within the stipulated time mentioned in the LoI.

Right to amend document

Odisha State Archives (OSA), Bhubaneswar reserves right to modify the EOI cum RFP document through addendum/corrigendum, any time prior to the last date for submission of Proposal. In order to provide prospective Bidder(s) reasonable time to respond to the modifications, Odisha State Archives (OSA), Bhubaneswar may, at its sole discretion, extend the last date for submission of bids.

Right to accept or reject bids

Odisha State Archives, Bhubaneswar reserves right to accept or reject any or all bids without assigning any reason whatsoever. The decision of Odisha State Archives (OSA), Bhubaneswar in this regard will be final.

Number of Proposals

No Bidder shall submit more than one Proposal for the proposed work.

Currency

The Bidder(s) shall express the price of their Assignment / Job in Indian Rupees only. All payments will be made in Indian Rupees only.

Due diligence

The Bidder is expected to and shall be deemed to have examined all instructions, forms, terms, guidelines and specifications in this EOI cum RFP document. The Proposal should be precise, complete and in the prescribed format as per the requirement of the EOI cum RFP document. Failure to furnish all information required by the EOI cum RFP document or submission of Proposal not responsive to the RFP document in every respect will be at the Bidder's risk and may result in rejection of Proposal. Odisha State Archives, Bhubaneswar shall at its sole discretion be entitled to determine the adequacy / sufficiency of the information provided by the Bidder. Odisha State Archives (OSA), Bhubaneswar

Cost of bidding

The Bidder shall bear all costs associated with the preparation and submission of its Proposal and Odisha State Archives (OSA), Bhubaneswar shall in no event or circumstance be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

Period of Validity

1. Proposals shall remain valid for 120 (One Hundred and Twenty) days after the last date of submission of bids. Odisha State Archives, Bhubaneswar holds the right to reject a Proposal valid for a period shorter than 120 days as nonresponsive, without any correspondence.
2. In exceptional circumstances, Odisha State Archives, Bhubaneswar may solicit the Bidder's consent to an extension of the period of validity.

The request and the response thereto shall be made in writing. Extension of validity period by the Bidder shall be unconditional. EMD provided may also be mutually extended. A Bidder may refuse the request without forfeiting the EMD. A Bidder granting extension of validity will not be permitted to modify his Proposal.

Time of Completion

Selected Bidder within 60(Sixty) days from the date (T) of signing the contract agreement

Pre-bidding meeting and Site visit

A Pre-bidding meeting and Site visit is scheduled on 01.09.2023 at 11.30 a.m. at office Superintendent, Odisha State Archives, Bhubaneswar.

Contact details

Regarding any queries or clarification bidder can contact Sri Upendra Kumar Behera, Tech. Asst., Odisha State Archives, Bhubaneswar during office hour from 10.30 a.m to 5.30 p.m. Contact No- 9439410084.

Delay in Completion of Work

In case of any delay by the selected Bidder to complete the work in the scheduled time, Odisha State Archives (OSA), Bhubaneswar will serve show cause notice to it. Depending on the reply of the selected Bidder and subsequent enquiry regarding the matter, Odisha State Archives(O SA), Bhubaneswar may extend the time period for the proposed work or impose a penalty @ **1% (One Percent)** of the total Contract Value per week delay on the selected Bidder or terminate the contract which it deems fit. In case the performance of the selected Bidder is not found satisfactory even after serving of show cause notice or imposition of penalty, Odisha State Archives (OSA), Bhubaneswar reserves the right to Blacklist the selected Bidder with immediate effect.

Termination of Contract

Odisha State Archives (OSA), Bhubaneswar reserves the right to terminate the agreement with immediate effect at any stage in case of breach of any of the terms and conditions by the selected Bidder or in case their performance is not found satisfactory. Odisha State Archives (OSA), Bhubaneswar shall be entitled to terminate the agreement in case of any neglect or lapse on the part of the selected Bidder. Odisha State Archives (OSA), Bhubaneswar may also terminate the Contract at any time without cause by providing at least 15 (Fifteen) days' prior written notice to selected Bidder.

Sub-Contracting

Any part of the Assignment as per the scope of work mentioned in the EOI cum RFP document shall not be outsourced to a third party without seeking the consent of the Odisha State Archives

(OSA), Bhubaneswar Authority in writing. The Authority may allow or disallow sub-contracting of a part of the Assignment depending upon the justification for the necessity of subcontracting.

Indemnity

The selected Bidder shall have to indemnify Odisha State Archives (OSA), Bhubaneswar against any loss/expenditure incurred or any disputes/claims from anybody for having used/using patented design. Any patented design shall be under manufacturer's license agreements and a copy of such agreement authorizing the selected Bidder to manufacture the patented designs shall be given to Odisha State Archives (OSA), Bhubaneswar.

Date of Reckoning

The experience of the Bidder(s) and their professionals should be reckoned from the last date of submission of Proposal for the proposed work of Odisha State Archives (OSA), Bhubaneswar

Eligibility Criteria: The Bidder should have the following eligibility criteria to participate in the technical bid-

The Bidder must satisfy all of the following qualification criteria for experience.

Technical Capacity:

- Profile of the Firm/Agency
- The Agency should have minimum ten years' experience of Conservation, Preservation, and Archival Binding of Archival Documents, records, Manuscripts in Central or State Government institution.
- Bidder Should be four year experience in conservation of archival records in any state archives 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.)
- 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.
- Work Understanding Certificate from Odisha State Archives(OSA), Bhubaneswar, Without work understating tender will be rejected

- The agency should have a valid Permanent Account Number (PAN).
- Income Tax Return(ITR) - last Three Year(2019-20, 2020-21 , 2021-22)
- GST Certificate-
- GST Return : last three years
- Team Strength CV's of professionals- Profile, qualification and experience of the manpower to be engaged in the project

Financial Capacity:

- A Bidder should have an average annual turnover in last three financial years of at least Rs.50 Lakh.
- 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. Work order and completion certificate /CA certificate regarding total value of Project related to Conservation of archival Records/ Manuscripts in government institute (Museum, Archives and Research institute/ Library)
- The Net Worth of the Bidder of last three financial year should be minimum 60 lakhs which is to be certified from C.A.

Evaluation of Technical Proposal

Category - Evaluation of the Work Experience			
		Maximum Marks	Documents to be submitted
Conservation & Preservation of Manuscripts and Archival records - Work Experience (minimum 3 works can be submitted) in the last 5 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.
Number of Projects in Conservation of archival records and manuscripts	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 manuscripts	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.	Rs 60 lakh - 5 marks	15	Turnover certificate audited by CA of FY 2019-2022. Audited balance sheet for financial years 2017-2022.
Project capability/strength	Value of work >= 1) 50lakh of - 10 marks for each work 2) Rs 100 Lakh - 25 marks for each work	15	
Technical presentation	the pre-qualified bidder to know about his understanding about the assignment	10	Work methodology and details presentation submit in technical bid

Compliance with the criteria prescribed as Eligible Experience is mandatory. Bidders who do not meet the minimum requirements of the Eligibility Criteria shall not be qualified for technical evaluation stage. Bidders must secure a score of 70 mark above during the technical evaluation stage to be qualify for the Financial Evaluation.

Selection Criteria:

The financial evaluation of the technically qualified bids will be based on Least cost selection (L1) basis. The technically qualified bid with lowest evaluated competitive price will be the preferred bidder for further consideration and award of contract observing due procedure.

Language of Proposal

The language of Proposal, all related correspondence and supporting documents should be written only in English. In case language of any document submitted is other than English, a translated English version duly certified by competent authority should be submitted.

Validation of Interlineations in Proposal

Any interlineations, erasures, alterations, overwriting, additions shall be valid only if the person or persons signing the Proposal have authenticated the same with signature.

Sealing and Marking of Proposal

The envelopes for the technical bid and the financial bid shall be placed in a sealed outer envelope clearly marked as as “**Selection of Agency for Preparation of DPR MODERNIZATION OF ODISHA STATE ARCHIVES (OSA), BHUBANESWAR AND RAGHUNANDAN LIBRARY, PURI INCLUDING CONSERVATION OF ARCHIVAL RECORDS, RARE BOOKS AND ARCHIVAL BINDING**, including conservation of archival records, rare books and archival binding. ”. If the outer envelope is not sealed and marked as required, Odisha State Archives (OSA), Bhubaneswar will assume no responsibility for the Proposal’s misplacement or premature opening.

27. Address for Proposal submission

The Proposal complete in all respect should be submitted to the following To, THE SUPERINTENDENT, ODISHA STATE ARCHIVES SACHIVALAYA MARG, BHUBANESWAR-751 001.

Rejection of Proposal

Incomplete in any respect or received without drafts for EMD or received after due date and time will be summarily rejected.

Conflict of Interest:

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

Consultant Monitoring Committee (CMC)

A Consultant Monitoring Committee (CMC) will be constituted by the Director, Odia Language, Literature and Culture Department an, consisting of officials from stakeholder department/agencies to monitor the activities and deliverables of the Consultant for the proposed assignment from time to time. Monitoring in each phase of the assignment will be done by the Committee and comments provided by the Committee must have to be complied by the Consultant accordingly.

Submission of Work Plan

Bidder(s) need to submit its work plan for the approach and methodology to be adopted in carrying out the proposed assignment as a part of the technical bid. The work Plan should contain all the technical specifications, workflow, process flow, interaction among modules, implementation strategy, maintenance procedure etc.

Payment Terms:

The payment will be made on achievement of the following milestones:

Sl.No.	Description of Deliverable	Payment in
1	Submission of Inception report	20%
2	Submission of Draft DPR with cost estimates	30%
3	Submission and approval of the Final DPR by OSA	50%
	Total	100%

Confidentiality The selected Bidder shall be responsible to maintain the confidentiality of data and any other information and make sure that information is not shared outside the Odisha State Archives (OSA), Bhubaneswar. No information either in softcopy or hardcopy is allowed to take outside the specific area of Odisha State Archives (OSA), Bhubaneswar. The required confidentiality agreement shall be signed by the selected Bidder.

Covering Letter
(On Bidder's letterhead)

FROM: (Full name and address of the Bidder)

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

To,
THE SUPERINTENDENT,
ODISHA STATE ARCHIVES,
SACHIVALAYA MARG, BHUBANESWAR- 751 001.

Sub: - RFP preparation of Detail Project Report for MODERNIZATION OF ODISHA STATE ARCHIVES (OSA), BHUBANESWAR AND RAGHUNANDAN LIBRARY, PURI INCLUDING CONSERVATION OF ARCHIVAL RECORDS, RARE BOOKS AND ARCHIVAL BINDING..

Ref:

Sir,

We hereby submit our Proposal in full compliance with terms & conditions of the above referred RFP document. A copy of the RFP document, duly signed on each page is also submitted as a proof of our acceptance of all specifications as well as terms & conditions. We have submitted the requisite amount of Bid Processing Fee and EMD in the form of Demand Draft.

Yours faithfully,

Signature of the authorized signatory of the Bidder with name,

Designation,

Date

Place

Seal

ANNEXURE-II
Self-Declaration

To,
THE SUPERINTENDENT,
ODISHA STATE ARCHIVES,
SACHIVALAYA MARG, BHUBANESWAR- 751 001.

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

Signature of the Tenderer

Date:-

Place:-

Company Seal

**INFORMATION REGARDING ANY CONFLICTING ACTIVITIES AND
DECLARATION THEREOF IN BIDDERS LETTER HEAD**

I, hereby declare that our agency as Individual / as a member of any consortium is not indulged in any such activities which can be termed as the conflicting activities as mentioned in **under Eligibility Criteria**

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

Authorized Signatory [*In full initials with Date and Seal*]: _____
Communication Address of the Bidder: _____

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

S.No	Work Description	Unit	Price In INR	GST	Price Including GST In INR
1	Preparation Detailed Project Report for MODERNIZATION OF ODISHA STATE ARCHIVES (OSA), BHUBANESWAR AND RAGHUNANDAN LIBRARY, PURI INCLUDING CONSERVATION OF ARCHIVAL RECORDS, RARE BOOKS AND ARCHIVAL BINDING, as per Scope of Work. Submit soft copy of DPR along with 4 –set of hard copy	1 Job			

Signature of the Tenderer

Name of Bidder:

Address of Bidder:

Email:

Contact No:

Date:-

Place:-

Company Seal