

Expression of Interest(EOI)

F. No. 1-6/2017-Pr-1.

EOI OF
NATIONAL ARCHIVES OF INDIA
FOR ENGAGEMENT OF MANPOWER FOR THE
PRESERVATION/CONSERVATION AND MANAGEMENT
OF RECORDS/LIBRARY GOVERNMENT OF INDIA

**NATIONAL ARCHIVES OF INDIA
GOVERNMENT OF INDIA
JANPATH, NEW DELHI – 110001
Email:- archives@nic.in**

F. No. 1-6/2017-Pr-1.
National Archives of India
Government of India
Janpath, New Delhi – 110001
(EOI ENQUIRY)

Dated:

Sub: Notice for Expression of Interest from Manpower Agency for engagement of manpower for the preservation/conservation and management of records/library of Government of India

Dear sir/madam,

This office is interested to empanel Manpower Agencies for hiring manpower for various works related to preservation/conservation and management of records/Library of Government of India as per the specification given below:

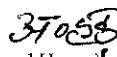
Item Number	Description of works	Manpower Required	Skill Level	Rate per month
1.	Preservation/conservation of records	i) Supervisor (Conservation) ii) Conservator iii) Conservation Attendant	Highly Skilled Skilled Semi-skilled	As per the provision laid down by Government of India for minimum wages
2.	Management of records- i) Appraisal. ii) Accessioning & Arrangement iii) Preparation of Reference Media of Records iv) Management of Library	i) Supervisor ii) Archival Assistant iii) Mender/Binder iv) Records Attendant v) Data Entry Operators vi) Helper vii) Library Professionals	Highly Skilled Highly Skilled Semi-Skilled Semi-Skilled Skilled Un-Skilled Highly Skilled	As per the provision laid down by Government of India for minimum wages

Note: The detail qualification and duties of the manpower required is at **Annexure-I**

1. Expression of Interest (Technical & Financial Bids) are invited for each item separately in two bids from experienced and reputed firms/companies/agencies from all over India having an office in Delhi and having the capacity for providing manpower to carry out the work specified above in the premises of this department and other Government offices.
2. The work order will be issued separately for each item.
3. The work contract for the present work will be for a period of 01 year extendable for another 01 year on satisfactory performance which can also be further extended for a period of 03 months and a maximum of 06 months in case of exigency and unavoidable circumstances to the Department namely the National Archives of India.
4. During the period of work contract, the administrative charges quoted by the firms/companies/agencies would be fixed, even during the extended period. However, statutory increases in wages/DA/Bonus and Service taxes/GST, if so admissible as per government rules/notification are to be absorbed by the department, namely National Archives of India.
5. The services should commence/supplied by the firm/company/agency within 15 days of award of contract.
6. Terms and Conditions: As at **Annexure – II**.
7. Only those who fulfill the minimum criteria (at **Annexure-III**) set out by this department for the present EOI need to submit their EOI.
8. The EOI (both technical and financial bid) should be submitted in sealed covers separately for each of the two items above with the following documents.
 - (i) The proforma at Annexure-IV duly filled in.
 - (ii) Agency profile including previous experience of work done in Government Departments etc along with work Experience Certificate from the Clients.
 - (iii) Acceptance of General terms and conditions (at **Annexure-V**)
 - (iv) Earnest Money Deposit
 - (v) All other relevant/required documents.

The sealed covers should be super scribed “EOI for engagement of manpower for the Preservation/Conservation of Records” and “EOI for engagement of manpower for Management of records/library of Government of India” separately for each bid item wise. This should be addressed to the Director General, National Archives of India, Janpath, New Delhi – 110001 and sent by post or hand delivery latest by 12.00 P.M. of 31-1-2018..

9. The quotations (Technical Bid) will be opened at 03.00 P.M. on 31-1-2018. The financial bids will be opened after due evaluation of technical bids by the Tender/Purchase Committee of this department.
10. The Office of the Director General, National Archives of India reserves the right to withdraw/cancel the said EOI at anytime, if so required.
11. For any information or clarification on the EOI document the bidder can contact this office on the given telephone number in EOI on any working day during the office hours till the closer date of acceptance.


(Dr. Ansarul Haque)
Deputy Director of Archives
For Director General of Archives
Government of India
Ph: 011 23387509

Annexure: I

(Detail qualification and duties of the manpower required)

Item No. 1 Preservation/Conservation of records

Sl. No.	Description	Minimum Educational qualification and experience.	Nature of duties	Remarks
I.	Supervisor (Conservation) (Highly Skilled)	Graduate with Physics or Chemistry. 5 years minimum experience in the preservation of records. Certificate or diploma in the field of conservation from a recognised institute.	Receiving the job, entering in appropriate registers, distributing the work to the Conservators, Preparation of various reports, ensuring the quality and quantity of the work, maintaining proper work allocation registers, ensuring the stitching and binding and sending it to various branches with receipts, making available the preservative materials and keeping track of their use and any other work as assigned by the department from time to time. 2. Any other job assigned as and when required in the relevant field.	
II.	Conservator (Skilled)	12 th Pass with minimum of 3 years work experience in the preservation of records. Certificate or diploma in the field of conservation from a recognised institute.	On receiving the job, pagination, de-acidification, removal of patches, assembling of pieces of documents wherever necessary, doing the restoration using any of the standard methods, stitching and binding of the documents, maintaining proper diary on job undertaken, ensuring the target of repair of 50 sheets per day per person 2. Any other job assigned as and when required in the relevant field.	
III.	Conservation Attendant (Semi-Skilled)	10 th pass with working knowledge in the field of conservation.	Assisting all the conservators in their respective job including preparation of CMC paste, maida paste, maintaining clean environment in the entire work place, bringing the materials for preservation to the Conservators, handing over the finished job to the respective branches and any other work assigned from time to time 2. Any other job assigned as and when required in the relevant field.	

Item No. 2 A. Management of records-Appraisal, Accessioning and Arrangement, Preparation of Reference Media of Records**B. Management of Library**

A-I.	Supervisor (Records Management) (Highly skilled)	1. Master in History preferably of Modern Period. 2. One year Diploma in Archives and Records Management or Certificate course in Record Management/Archives Management from SAS, National Archives of India. or At least five years experience of working in Archives. 3. Basic knowledge of computer	To supervise the work of Archival Assistants in Appraisal, Accession and Arrangement of Records/Preparation of Reference Media of Records. Preparation of various reports as and when required by the department concerning the assigned work. Any other work assigned by the Divisional Head of the concerned Division. 2. Any other job assigned as and when required in the relevant field.	
A-II.	Archival Assistant (Highly Skilled).	1. Master in History or MA in other stream of Social Science from recognized university. 2. One year Diploma in Archives and Records Management or Certificate course in Record Management/Archives Management from SAS, National Archives of India. or At least two years experience of working in Archives. 3. Basic knowledge of computer	1. Appraisal of Public Records which are more than 25 years old of the various Ministries/Department, PSUs/Offices etc, 2. Preparation of Transfer list of Appraised records in Customised software i.e. AIMS (Archival Information Management System) 3. Arrangement of Appraised records and transfer of records to NAI for permanent preservation. 4. Accessioning and Arrangement of Records transferred from various Ministries/Depts. of GOI. 5. Preparation of Reference Media of various record series. 6. Any other work assigned by the Supervisor/Division Head of the Division.	

A-III.	Mender/Binder (Semi-Skilled)	1. 10 th Pass 2. Certificate course in servicing and repair of records or any other relevant certificate course in the field of Binding and Mending of documents/Books. 3. One Year work experience in any archives or documentation centre.	1. Docketing /Mending/Binding and Stitching of documents/files. 2. Minor repair of documents as and when required.	
A-IV.	Helper (Un-Skilled)	8 th Pass with working knowledge in Government offices.	1. Assisting the Supervisor/Archival Assistants in the Appraisal/Accessioning and Arrangement of Public Records. 2. Any other work related to record management as and when assigned by the supervisors/Archival Assistants	
A-V	Record Assistant (Semi-Skilled)	12 th Pass with working knowledge in handling public records in any Government office.	1. Reception and checking of records of disturbed series, amalgamation and separation of such series. 2. Assisting the Archival Assistant in classifying and cataloguing of records. 3. Maintenance of accession register of records up-to-date. 4. Assisting the Archival Assistant in locating dislocated records. 5. Any other duties assigned in the field of Record Management.	
A-VI	Data Entry Operator (Skilled)	1. Graduate with Certificate Course in Computer. 2. Good command over English language. 3. One Year work experience in Government Office in the relevant filed.	1. Entry of Archival Data in the designed soft ware. 2. Any other data entry work as and when required.	
B.	Library Professionals (Highly skilled)	1. Graduate with Bachelor in Library and Information Sceince. 2. Relevant work experience of One Year in reputed Library is preferred.	1. Technical Processing, classification, cataloguing. 2. Shelve arrangement. 3. Any other work as and when required.	

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ANNEXURE-II**TERMS AND CONDITIONS**

- (1) All services shall be performed by persons qualified and skilled in performing such services as per the eligibility criteria indicated for each category.
- (2) The persons supplied by the Agency should not have any Police records/criminal cases against them. The Agency should make adequate enquiries about the character and antecedents of the persons whom they are recommending. The character and antecedents of each personnel of the service provider will be got verified by the service provider before their deployment after investigation by the local police, collecting proofs of identity like driving license, bank account details, previous work experience, proof of residence and recent photograph and a certification to this effect submitted to the Office. The service provider will also ensure that the personnel deployed are medically fit and will keep in record a certificate of their medical fitness. The Service Provider shall withdraw such employees who are not found suitable by the office for any reasons immediately on receipt of such a request.
- (3) The service provider shall engage necessary persons as required by this office from time to time. The said persons engaged by the service provider shall be the employee of the service provider and it shall be the duty of the service provider to pay their salary every month. There is no Master & Servant relationship between the employees of the service provider and this Office and further that the said person of the service provider shall not claim any absorption.
- (4) The service provider's person shall not claim any benefit/compensation /absorption/regularization of services from/in this Office under the provision of Industrial Disputes Act., 1947 or Contract Labor (Regulation & Abolition) Act, 1970. Undertaking from the persons to this effect shall be required to be submitted by the service provider to the Office.
- (5) The service provider's personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements, and administrative/organizational matters as all are of confidential/secret nature.
- (6) The service provider's personnel working should be polite, cordial, positive and efficient, while handling the assigned work and their actions shall promote good will and enhance the image of this office. The service provider shall be responsible for any act of indiscipline on the part of persons deployed by him.
- (7) That the persons deputed shall not be below the age of 18 years and they shall not interfere with the duties of the employees of the Office.
- (8) The Office may require the service provider to dismiss or remove from the site of work, any person or persons, employed by the service provider, who may be incompetent or for his/her/their misconduct and the service provider shall forthwith comply with such requirements. The Service provider shall replace immediately any of its personnel, if they are unacceptable to the Office because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from office. The service provider has to provide Photo Identity Cards to the persons employed by him/her for carrying out the work. These cards are to be constantly displayed & their loss reported immediately.
- (9) The service provider shall ensure proper conduct of his person in office premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work.
- (10) The transportation, food, medical and other statutory requirements in respect of each personnel of the service provider shall be the responsibility of the service provider.
- (11) Working hours would be normally from **09.30 A.M. to 06.00 P.M.**, including half hour lunch break from 01.30 pm to 0 2.00 pm in between from Monday to Friday (5 days). However, in exigencies of work, they may be required to sit late and the personnel may be called on Saturday, Sunday and other gazette holidays, if required.
- (12) That the agency will be wholly and exclusively responsible for payment of wages to the persons engaged by it in compliance of all the statutory obligations under all related legislations as applicable to it from time to time including **Minimum Wages Act, (as per Govt. of India, Min. of Labour & Employment/Government of NCT, Delhi order), EPF, ESI Act etc.** and the Office shall not incur any liability for any expenditure whatsoever on the persons employed by the agency on account of any obligation. The agency will require to provide particulars of EPF, ESI of its employees engaged in the Office.
- (13) The service provider will submit the bill in triplicate in respect of a particular month in the first week of the next month. The payment will be normally released by the third week of the following month after deduction of taxes deductible at source under the laws in force.
- (14) Payments to the service provider would be strictly on certification by the officer with whom he is attached that his services were satisfactory and attendance as per the bill preferred by the service provider.
- (15) No wage/remuneration will be paid to any staff for the days of absence from duty.

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(16) The service provider will provide the required personnel for a shorter period also, in case of any exigencies as per the requirement of this Office.

(17) The service provider shall provide a substitute within seven days if there is any probability of the person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the service provider.

(18) The service provider shall be contactable at all times and message sent by phone/email/Fax/Special Messenger from Office to the service provider shall be acknowledged immediately on receipt on the same day. The Service Provider shall strictly observe the instructions issued by the Office in fulfilment of the contract from time to time.

(19) This Office shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel of the service provider.

(20) That the agency on its part and through its own resources shall ensure that the goods, materials and equipment's etc. are not damaged in the process of carrying out the services undertaken by it and shall be responsible for acts of commission and omission on the part of its staff and its employees etc. If the Office suffers any loss or damage on account of negligence, default or theft on the part of the employees/agents of the agency, then the agency shall be liable to reimburse to the Office for the same. The agency shall keep the office fully indemnified against any such loss or damage.

(21) The Office will maintain an attendance register in respect of the staff deployed by the agency on the basis of which wages/remuneration will be decided in respect of the staff at the approved rates.

(22) The service provider shall not assign, transfer, pledge or subcontract the performance of services without the prior written consent of this office.

(23) However, the agreement can be terminated by either party by giving one month's notice in advance. If the agency fails to give one month's notice in writing for termination of the Agreement then one month's wages etc. and any amount due to the agency from the Office shall be forfeited by the Office.

(24) That on the expiry of the agreement as mentioned above, the agency will withdraw all its personnel and clear their accounts by paying them all their legal dues. In case of any dispute on account of the termination of employment or non-employment by the personnel of the agency, it shall be the entire responsibility of the agency to pay and settle the same.

(25) In the event, if any dispute arises touching any of the clauses of the agreement, the matter will be referred to the Director General of Archives, National Archives of India, Janpath, New Delhi whose decision shall be binding on both the parties.

(26) This office shall levy appropriate penalty for deficiency in services or for violation of any terms of the contract.

(27) The Service provider likely to be engaged must be having adequate experience in the field of conservation of records.

(28) The payment to the personnel deployed should be made within the following month after receipt of the same from this department and the disbursing of the payment should be done through e-payment.

(29) The service provider should be a registered firm/company as per Government instructions in this regard.



GENERAL ELIGIBILITY:

1. It should have at least one office located in Delhi. It may have its registered office anywhere in India.
2. It should have at least an annual financial turnover of Rs. 2 Crores and above for the last 3 Years.
3. It should have valid registration under the PF Act, 1952.
4. It should have valid registration under the ESI Act, 1948
5. It should have valid registration for GST number.
6. It should possess the PAN number.
7. It should have filed IT returns of last three Financial years(i.e. 2014-15, 2015-16, 2016-17)
8. It should not have been blacklisted / debarred over last three years.
9. Minimum two years of work experience in providing manpower services to Central Government/State Government/PSU establishments. They may have two years experiences in a single establishment or one year experience in two different establishments for which necessary performance certificate from the client will have to be produced.
10. It should possess the ISO-Certificate 9001-2008 or any other certification of this category or equivalent. (Companies/Firms having the ISO certification ISO-14001:2004 will be given preference while finalizing the bid).
11. Any offer/bid not in compliance with Minimum Wages Act and any other Labour laws will be treated as invalid.
12. It should be willing to take up the contract on the terms and conditions at "Annexure-II".

Note: The bidder must read carefully and fill up the tender document without any mistake. Tender incomplete and not submitted as per instruction will be rejected. The submitted tender forms must be accompanied with attested copies of all documents asked for.

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Particulars to be filled in by the Manpower Agency

1. Name of the Agency
 2. Date of establishment of the agency
 3. Detailed office address of the Agency with Office Telephone Number, Fax No.
 4. Mobile Number and name of the contact person
 5. Whether registered with all concerned Government Authorities (Copies of all certificates of registration to be enclosed.)
 6. PF Registratin No:
 7. ESI Registration no:
 8. LabourLicense : (Attach photocopy of the Certificate)
 - 9 .PAN Number (copy to be enclosed)
 10. GST Registration Number (copy to be enclosed)
 11. Whether the firm is blacklisted by any Government Department or any criminal case is registered against the firm or its owner/partners anywhere in India.(If no, a certificate/affidavit is to attached in this regard.)
 12. List of clients and experience in the field.
 - 13 Details of Contracts executed of similar works
 - 14 Whether a copy of the terms and conditions (Annexure-II), duly signed, in token of acceptance of the same, is attached.
- (Authorized Signatory)**
Date:
Place:
Seal of the Agency



General conditions:

- i. **Agreement:** For one year extendable for one more year on mutual consent of both the parties, if the performance of the Agency is **outstanding/excellent**. However, the period of contract/agreement can be further extended for a period of 03 months and a maximum of 06 months in case of exigency and unavoidable circumstances to the Department namely the National Archives of India. The Agreement shall be executed on a stamp paper of Rs. 100/- incorporating all the EOI conditions. The cost of stamp paper and agreement shall be borne by the Agency.
- ii. **Terms and Conditions of payment:** This Office shall pay the agreed amount to the agency on monthly basis after completion of the month and **on submission of a certificate by the concerned Section of this Office "that the work has been done satisfactorily"**. In case the work is found unsatisfactory, deduction as deemed fit shall be made from the monthly bill and warning shall be issued in writing. The agency shall also have to submit a declaration that the payment of the workers deployed, are being paid as per approved wages of Govt. of India/NCT Delhi and the Agency has been complying with all the statutory provisions in respect of the workers deployed and in agreement of the terms & conditions. In case no further improvement is noticed, the work shall be terminated and Security Deposit shall be forfeited. The Agency will also liable to be debarred by this Office for further work.
- iii. **Notice of termination of Contract:**
The contract can be terminated by this Office without assigning any reasons by giving one-month notice in writing.
- iv. **Supervision/Inspection:** The Agency shall deploy a person to supervise the work on day to day basis, who will report to the concern in-charge periodically or as and when required.
- v. **Arbitration/Jurisdiction:**
 - (a) Any dispute and/ or difference arising out of or relating to this contract will be resolved through joint discussion of the authorized representatives of the concerned parties. However, if the disputes are not resolved by joint discussions, then the matter will be referred for adjudication to a sole Arbitrator to be appointed by the Director General of Archives, National Archives of India.
 - (b) The award of the sole Arbitrator shall be final and binding on all the parties. The arbitration proceedings shall be governed by Indian Arbitration and Conciliation Act 1996, as amended from time to time.
 - (c) The cost of Arbitration shall be borne by the respective parties in equal proportions. During the pendency of the arbitration proceeding and if the period of contract is still valid, neither party shall be entitled to suspend the work/service to which the dispute relates on account of the arbitration and payment to the Contractor shall continue to be made in terms of the contract. Arbitration proceedings will be held in Delhi only.
- vi. **EMD:**
The Tender will be accepted only along with Earnest money of **Rs. 1,00,000/- (one Lakh Only)** through A/c payee Demand Draft in favour of Director General of Archives, National Archives of India, Janpath, New Delhi. If the firm/company does not have other option, exemption on EMD will not be entertained.
- vii. **Security Deposit:**
The successful bidder will have to deposit an amount equal to **05 % (FIVE PERCENT)** of the Contract value as security deposit. The amount should be payable through A/c payee D.D./B.D. in favour of Director General, National Archives of India, Janpath, New Delhi. The security deposit shall be refunded to the Agency within sixty days beyond the date of completion of all contractual obligations by the Agency.

Signature

- b. No upward revision of rates in regard to service charges/administrative charges of the Firm/Company/Agency will be made during the concurrency of agreement. Agency must not quote rates below/or contrary to minimum wages prescribed by appropriate authority. **If the firm quotes less than 1% charges/consideration, the bid shall be treated as unresponsive and will not be considered.**
- c. The decision of the Director General, National Archives of India, Janpath, New Delhi in all matters of this contract shall be final and binding on both the parties i.e. this Office and the Firm/Company/Agency.

Present