

TENDER DOCUMENT

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

TENDER DOCUMENT
OF
NATIONAL ARCHIVES OF INDIA
FOR ENGAGEMENT OF MANPOWER FOR THE
PRESERVATION OF RECORDS OF GOVERNMENT OF INDIA

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

National Archives of India
Government of India
Janpath, New Delhi – 110001

(TENDER ENQUIRY)

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

Dated:

Sub: Enquiry for engagement of manpower for the preservation of records of Government of India

Dear Sir/Madam,

This office is interested in the following works as per specification given below/attached and invites your quotation.

Sl. No.	Description of works	Units	Rate per month	Remarks
1.	Preservation of records of Government of India	As per details specified in Annexure-I & VI	As per minimum wages for the skilled work force as per details specified in Annexure-I & VI	
GST and Administrative charges of the firm/company/agency should be shown separately.				
Detail Scope of the works enclosed (Annexure-I & VI)				

1. Sealed quotations (Technical & Financial Bids) are invited from experienced and reputed firms/companies/agencies from all over India having an office in Delhi and having the capacity for providing skilled manpower to carry out the work of preservation of records as per the procedure prescribed for the conservation of archival records in the premises of this department.
 2. 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 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.
 3. During the period of work contract, the GST/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, if so admissible as per government rules/notification are to be absorbed by the department, namely National Archives of India.
 4. The services should commence/supplied by the firm/company/agency within 15 days of award of contract.
 5. Terms and Conditions: As at **Annexure – II**.
 6. Only those who fulfill the following minimum criteria (**at Annexure-IIA**) set out by this department for the present bid need to submit their tender.
 7. The tenders (both technical and financial bid) should be submitted in sealed covers with the following documents.
 - (i) The proforma at Annexure-III duly filled in.
 - (ii) Agency profile including previous experience of same kind of work done to Government Departments etc.
 - (iii) Acceptance of terms and conditions
 - (iv) Earnest Money Deposit
 - (v) All other relevant/required documents.
- The sealed covers should be super scribed “**Tender for engagement of manpower for the preservation of records of Government of India**”. This should be addressed to the **Director General of Archives, National Archives of India, Janpath, New Delhi – 110001** and sent by post or hand delivery latest by **3.30 P.M. of 3rd October, 2017..**
8. The quotations (Technical Bid) will be opened at **03.00 P.M. on 04.10.2017**. The financial bids will be opened after due evaluation of technical bids by the Tender/Purchase Committee of this department.
 9. The Office of the Director General, National Archives of India reserves the right to withdraw/cancel the said tender at anytime, if so required.
 10. For any information or clarification on the tender document the bidder can contact this office on the given telephone number in the tender notice 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

SCOPE OF WORK

a) Items of work to be done generally daily.

- i. Receiving of documents vols./OC's/files/register/books etc. from various branches of Repositories/Library of this department for their repair and rehabilitation and entering it in proper register as per the name of the branches from where they were sent.
- ii. Distribution of the work of repair of vols/oc's/files/ books as the case may be to individual personnel to be engaged.
- iii. Preparation of adhesives such as CMC (carboxy methyl Cellulose) paste and Maida paste of archival grade quality to carry out the preservation of documents/records.
- iv. Pagination of documents thus received with the maintenance of register at consolidated level of the Project work by a skilled personnel and also making a diary event of the job received by all the engaged personnel individually.
- v. Maintaining a target of 50 sheets per day per person on overall basis including the carrying out of all the process involved in the conservation of documents as per prescribed procedure.
- vi. List of preservative stationery materials/chemicals/ etc to be used are attached vide **Annexure-IV**.
- Vii. Scope of the work and annual target to be achieved and the number of skilled personnel to be deployed are attached vide **Annexure-VI**.

b) Items of work to be done generally once in a week:

- i. Preparation of glue, de-acidification solution
- ii. Cleaning and maintenance of work area, the chamber of de-acidification work place.
- iii. Updating the work issue register and job diary of individual staff to track the progress of work in terms and of both quality and quantity.
- iv. Cleaning the trays, utensils and dusting the machines to keep the work place clean.

c) Duties, Behaviour, Staff Requirement etc:

- i. The Agency shall comply with all the labour laws and regulations applicable in the matter of such workers as are engaged by it.
- ii. The Agency staff shall not disturb the employees of this Office or make any sort of noise in the premises.
- iii. The Agency's workers shall be polite, courteous, well behaved and honest.
- iv. The Agency shall be fully responsible for any theft, burglary, fire or any other mischievous deeds committed by its workers.
- v. The character and antecedents of all the workers on job will be got verified from police by the Agency before deployment for work. A Certificate to this effect shall also be submitted by the Agency at the time of undertaking the work.
- vi. The Agency's workers shall not enter-into any unlawful activity within this Office premises and shall have good moral character.
- vii. This Office shall have the right to impose cash penalty on the Agency or deduct such amounts from the security deposit as deemed fit in case the Board is put to any financial loss directly or indirectly by any act or omission on the part of the Agency's works.
- viii. The Agency **shall be directly responsible for payment of the wages, which should not be less than minimum wages prescribed by Govt. of India/NCT, Delhi whichever is higher and statutory benefits available under the rules to its employees.** This Office shall not entertain any such claim of the persons employed by the Agency.

- ix. All wages due to the employees of the Firm/Company/Agency shall be paid in the first week of the month **only through electronic payment**, informing the same to the Principal Employer as per the provision of Contract Labour (Regulation & Abolition) Act, 1970.
- x. Insurance and accidents of the workers will be the responsibility of the Agency.
- xi. Any liability arising out of any litigation (including those in consumer courts) due to any act of the personnel of the agency shall be directly borne by the said agency including all expenses/fines.
- xii. All the workers of the Agency shall be free from infectious/contagious diseases.
- xiii. The Agency shall in no case transfer the services; it is required to perform under this agreement to any other agency or person without the permission of this Office.
- xiv. Agency shall deploy sufficient number of workers along with a Supervisor to ensure that the work is done to the satisfaction of this Office.
- xv. No of days during the month for which service is required: All days except Saturday, Sunday and Gazetted holidays notified by the Govt. of India/ this Office. No additional charges/wages will be payable for special work if so required by this department on Saturday/Sunday or other holidays.
- xvi. This Office reserves the right to order any worker of the agency to leave the premises of this Office if his/her presence at any time is felt undesirable.
- xvii. In the event of any dereliction/negligence of duty or defaults or breach of terms of agreement on the part of Agency, this Office shall be free to make alternate arrangements as deemed fit. Any additional cost borne by this Office on this account shall be recovered from the payment to be made to the Agency/performance security deposit of the Company.
- xviii. This Office reserves the right to recover liquidated damages for defaults on the part of the Agency.
- xix. The Agency has to replace the worker immediately if at any point of time was found to be under performing or not following the proper discipline during the course of carrying out his/her duties.

d) 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 tender 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.

e) Notice of termination of Contract:

The contract can be terminated by this Office without assigning any reasons by giving one-month notice in writing.

f) Supervision/Inspection:

The Agency shall deploy a person to supervise the work of preservation of records on day to day basis, who will report to the concern in-charge periodically or as and when required.

g) 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.

h) 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. No Exemption on EMD will be entertained.

i) 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 of Archives, 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.

j) Rates:

- i. Rates may be charged per month for payment of wages to the three categories of staffs namely the Supervisor- 1No., Conservators- 20nos. and Conservation Attendant – 2 Nos. The rates once decided shall be final. However, statutory increases in wages/DA/Bonus and Service taxes, if so admissible as per government rules/notification are to be absorbed by the department, namely National Archives of India.
- ii. 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. Details of the price breakup are given in **Annexure-V. If the firm quotes less than 1 % charges/consideration, the bid shall be treated as unresponsive and will not be considered.**

- iii. The decision of the Director General of Archives, 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.

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 **09.30A.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.

(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 personnels 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.

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

(29) This department will conduct a practical test of the personnel supplied by the Service provider to check the efficiency of the individuals before they are deployed on the job of preservation of records.

GENERAL ELIGIBILITY:

It should have at least one office located in Delhi. It may have its registered office anywhere in India.

It should have at least an annual financial turnover of Rs. 2 Crores and above.

It should have valid registration under the PF Act, 1952.

It should have valid registration under the ESI Act, 1948

It should have valid registration for GST number.

It should possess the PAN number.

It should have filed IT returns of last three Financial years(i.e. 2014-15, 2015-16, 2016-17)

It should not have been blacklisted / debarred over last three years.

Minimum two years of work experience in the field of providing manpower services in the filed of conservation of documents 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.

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).

Any offer/bid not in compliance with Minimum Wages Act and any other Labour laws will be treated as invalid.

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.

Particulars to be filled in by the tenderer

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

Annexure – IV

Preservative stationery materials, machineries and chemicals:-

All the materials required for repair and rehabilitation of the records/manuscripts will be provided by this department and the Supervisor of the Project will be responsible for the proper use of the materials as and when demanded by the personnel on duty. Any wastage or misuse of the materials and chemicals will be viewed strictly.

Annexure: V

- A. PRICE BREAKUP FOR the deployment of the following personnel (As per the government provision for minimum wages of contractual staff)

Sl. No.	Description	Supervisor 1 No. (Skilled)	Conservator 20 Nos (Semi-Skilled)	Conservation Attendant- 2Nos. (Un Skilled)
1.	Basic Salary	Rs.17604/-	Rs. 14698/-	Rs. 13350/-
2.	ESI@4.75%	Rs.836.19	Rs.698.15	Rs.634.12
3.	EPF@13.36%	Rs.2351.89	Rs.1963.65	Rs.1783.56
4.	Grand Total A GST applicabe as per Government rate may be added and Administrative/service charges of the company should be added separately.	R.20252.08/- (Per person per month)	Rs.17359.80/- (Per person per month)	Rs.15767.68/- (Per person per month)
5.	Minimum Educational qualification and	Graduate with Physics or Chemistry.	12th Pass with minimum of 3 years	10th pass with working

	experience.	5 years minimum experience in the preservation of records. Certificate or diploma in the filed of conservation from a recognised institute.	work experience in the preservation of records. Certificate or diploma in the field of conservation from a recognised institute.	knowledge in the field of conservation.
6.	Nature of duties	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	On receiving the job, pagination, de-acidification, removal of patches, assembling of pieces of documents wherever necessary, doing the restoration using any of the methods given in Annexure-VI, stitching and binding of the documents, maintaining proper diary on job undertaken, ensuring the target of repair of 50 sheets per day per person	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

Target of work:-

The target includes repair and rehabilitation of 50 sheets per day per person and the 20 Conservators to be deployed on the job will complete 20000 sheets in a month of 20 working days. The work should also include completion of stitching and binding of 50 volumes or stitching and docketing of 150 files equivalent to 3000 sheets which can be adjusted out of the total target of 20000 sheets.

The annual target should be completion of repair and rehabilitation of 240000 sheets which include stitching and binding of 600 volumes or stitching and docketing of 1800 files

Annexure: VI

Nature of job to be undertaken for the preservation of records of National Archives of India

1. Volumes and files which may include maps of all the Repository branches namely RI, RII, RIII, and RIV.
2. Private paper collections available in the Repositories and PA section in the form of books, volumes, files etc.
3. Books of Library of National Archives of India
4. Persian records available in the OR division and in some Repositories of this department.

5. Any other work as assigned by the Director General of Archives from time to time

The detailed process of work to be carried out while undertaking the work of preservation of records:-

1. To carry out the Preventive conservation of the all the records which include cleaning and fumigation using the infrastructure available in this department.
2. The process to carry out the Curative conservation including the de-acidification of records using the aqueous, non-aqueous or vapour phase methods of treatment as per individual cases of the nature of documents.
3. To carry out the Restorative conservation of the records using any of the restoration techniques such as tissue repairing, full pasting, solvent lamination, minor repairing, docketing, stitching and binding using the materials and chemicals available in this department.
4. To prepare pastes such as Carboxy methyl cellulose paste for tissue repairing and other minor repairing, and maida paste as adhesive for full pasting, map mounting and binding etc.
5. The personnel to be deployed must be well experienced to undertake all the above methods and should have a minimum of 3-5 years work experience in the repair and re-habilitation of records and should have obtained a certificate or diploma from a recognized institution to this effect.

