

**RFP FOR CONSERVATION & RESTORATION OF HISTORICAL  
RECORDS/ARCHIVAL COLLECTIONS AND THEIR ARCHIVAL BINDING OF  
NATIONAL ARCHIVES**

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**RFP FOR CONSERVATION & RESTORATION OF HISTORICAL RECORDS  
/ARCHIVAL COLLECTIONS AND THEIR ARCHIVAL BINDING of NATIONAL  
ARCHIVES**

Ministry of Culture

National Archives of India (NAI)

Request for Proposal (RFP) For Conservation & Restoration of Historical Records  
/Archival Collections and their Archival Binding of National Archives

2024



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RFP FOR CONSERVATION & RESTORATION OF HISTORICAL RECORDS/ARCHIVAL COLLECTIONS AND THEIR ARCHIVAL BINDING OF NATIONAL ARCHIVES

**1. Notice Inviting E-Tender (NleT)  
(Domestic Competitive Bidding)**

Date of Issuance of NleT: 18/01/2024

Director General, National Archives of India (NAI) invites Proposal on behalf of NAI from reputed & experienced Archival Conservation & Restoration Agencies through **electronic tendering (e-tendering)** for "Conservation & Restoration of Historical Records/Archival Collections and their Archival Binding of National Archives", within a period of two years as available onsite at National Archives of India, Janpath, and Lahore Shed, New Delhi along with in Regional Office, Bhopal, Records Centres at Jaipur, Bhubaneswar and Puducherry.

**1. Critical Dates:-**

A	NIT No. & Date	59-4/1/2024-Rep(D)/com unit & 18/01/2024 at 17:00 Hours
B	Time limit of the Work	Project Duration is 2(Two) years from the date of signing of the Agreement. The project is extendable on grounds found justified by NAI or based on mutually agreed terms and conditions.
C	Date of Publication of NIT	18/01/2024
D	Brief description of Work	RFP for Conservation & Restoration of Historical Records /Archival Collections and their Archival Binding of National Archives of an estimated Four and Half (4.5) Crore pages, i.e. 2.25 Crore Sheets* within a period of two years, available onsite at National Archives of India, Janpath, New Delhi,Lahore Shed along with in Regional Office, Bhopal, Records Centres at Jaipur, Bhubaneswar and Puducherry. The number of sheets is calculated on approx basis it can be vary between 2 to 2.5 Cr <b>*One Sheet covers two pages</b>
E	Period for Downloading of Bidding Documents	18/01/2024 at 17:00 Hour
F	Seek Clarification Start Date	19/01/2024 at 10:00 Hour
G	Seek Clarification End Date	05/02/2024 Upto 15:00 Hour
H	Pre-Bid Meeting Date, Time & Venue	06/02/2024 at 11:30 Hour, Atrium, Ground Floor, NAI, Annexe, New Delhi- 110001
I	Bid Submission Start Date & Time	09/02/2024 at 09:00 Hour
J	Bid Submission End	15/02/2024 Upto 17:00 Hour



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	Date & Time	
K	Technical Bid Opening Date & Time	21/02/2024 at 11:30 Hour
L	Presentation Date & Time	To be notified after Technical Bid Opening. Eligible bidders will be intimated.
M	Financial Bid Opening Date & Time	To be notified after Technical Bid Evaluation Technically qualified vendors will be intimated.
N	Place of Opening Bids	Atrium, Ground Floor, NAI, Annexe, New Delhi
O	Tender Fee	No tender fee
P	Bid Security/ Earnest Money Deposit (EMD)	Earnest Money Deposit of Rs 90,00,000 (Rupees Ninety Lakhs i.e. 2% of estimated tender value )in the form of Demand Draft / Banker's Cheque / Bank Guarantee only and the same shall be drawn in favour of "The Director General, National Archives of India, New Delhi" payable at New Delhi. <i>Not required – in-case of MSME/NSIC/SSI</i>
Q	Selection Process	The method of selection is QCBS Technical: 70% and Financial: 30%
R	Officer Inviting Bids	Director General National Archives of India
S	Bid Validity Period	90 days from the date of opening of Technical bid
T	Mode of Tender Submission	Online (only at CPPP website: <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a> )
U	E-tendering	Tender documents may be downloaded from NATIONAL ARCHIVES OF INDIA website: <a href="http://www.nationalarchives.nic.in">www.nationalarchives.nic.in</a> and CPPP site <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a> as per the schedule provided above in this table.

2. Other details can be seen from the RFP document.
3. NAI reserves the right to cancel/withdraw this invitation for bids without assigning any reason and there shall be no liability whatsoever consequent upon such a decision.

**Director General  
National Archives of India (NAI),  
New Delhi**

*(Handwritten Signature)*

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*Shubhankar*

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*S. Anandaram*

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**Acronym**

Acronym	Full Form
ABG	Advance Bank Guarantee
CA	Chartered Accountant
DD	Demand Draft
EMD	Earnest Money Deposit
GST	Goods and Service Tax
HTR	Hand Return Text Recognition
ICAI	Institute of Chartered Accountants of India
LoA	Letter of Award
Lol	Letter of Intent
MoC	Ministry of Culture
NIT	Notice Inviting Tender
NAI	National Archives of India
PBG	Performance Bank Guarantee
PMU	Project Management Unit
PQ	Pre-Qualification
QCBS	Quality Cost Based Selection
RFP	Request for Proposal
SLA	Service Level Agreement

*Signature*

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**2. Fact Sheet**

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O	Tender Fee	No tender fee
P	Bid Security/ Earnest Money Deposit (EMD)	Earnest Money Deposit of Rs.90,00,000 (Rupees Ninety Lakhs i.e. 2% of estimated tender value) in the form of Demand Draft / Banker's Cheque / Bank

*G. Srinivasan*

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		Guarantee only and the same shall be drawn in favour of "The Director General, National Archives of India, New Delhi" payable at New Delhi. <i>Not required – in-case of MSME/NSIC/SSI</i>
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*Shri. V. S. Ramesh*



### 3. Letter of invitation and Background Information

#### 3.1 Letter of Invitation

- a. NAI invites responses ("Proposals") to this Request for Proposals ("RFP") from reputed & experienced Archival Conservation & Restoration Agencies ("Bidders") for Conservation & Restoration of estimated (2.25) Two Crore Twenty Five Lakh Sheets in National Archives of India, Janpath, and Lahore Shed, New Delhi New Delhi along within the Regional Office, Bhopal and the Records Centres at Jaipur, Bhubaneswar and Puducherry as described in this RFP, "Scope of Work" ("the Services"). NAI is the Nodal Agency for this public procurement.
- b. Any contract that may result from this public procurement competition will be issued for a term of 2 Years ("the Term").
- c. NAI reserves the right to extend the Term for a period or periods of up to <one year>with a maximum of <two>such extension or extensions on the same terms and conditions.
- d. Proposals must be received not later than time, date and venue/web-portal mentioned in the Fact Sheet.
- e. Proposals that are received after the deadline WILL NOT be considered in this procurement process.

#### 3.2 About NAI

The National Archives of India (NAI) is the custodian of the records of enduring value of the Government of India. Established on 11 March, 1891 at Calcutta (Kolkata) as the Imperial Record Department, it is the biggest archival repository in South Asia. It has vast corpus of public records which include files, volumes, maps, bills assented by the President, treaties, rare manuscripts oriental records, private papers, cartographic records, important collection of Gazettes and Gazetteers, Census records, assembly and parliament debates, proscribed literatures, travel accounts etc. NAI records constitute an invaluable source of information for scholars, administrators and users of archives. Major chunk of oriental records in Persian and other languages like Sanskrit, Gurmukhi, Odiya, etc.

NAI has the following vision and mission:

##### Vision

- To help in spreading a feeling of national pride in our documentary cultural heritage and ensuring its preservation for posterity.

##### Mission

- To encourage the scientific management, administration and conservation of records all over the country.
- To foster close relations between archivists' and archival institutions, both at the national and international levels.

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- To encourage greater liberalization of access to archival holdings.
- To help in developing greater professionalism and a scientific temper among creators, custodians and users of records for proper care and use of our documentary heritage.

NAI provides following services to the citizens:

- Providing facilities for the public use of reference media, records and publications available among our holdings.
- Searching and issuing of certified extracts of documents to the public for their use in accordance with rules laid down for the purpose.
- Providing assistance to documentary film makers and other professionals in locating, selecting and filming material of their interest.
- Organising conducted tours to our various Sections for the benefit of officials/trainees for education and professional Institutes, as well as groups of individuals, with a view to apprising them with the different activities of the Department.
- Extending professional expertise to Institutions by deputing officers to deliver lectures, conduct workshops on management, administration and preservation of records.

### 3.3 Project Background

The National Archives of India, to ensure easy access and longevity of documents in its custody, is in the process of digitizing/Conservation & restoration its valuable records along with metadata in accordance with standards for electronic archiving and friendly retrieval, as a precautionary measure against loss by fire, flood, war and sabotage. Following are the details of total estimated number of pages which needs to be Conserve & restore by performing tissue conservation of Archival Books, Records, Manuscripts etc. preserved in NAI.

**Total estimated number of pages to be performed tissue conservation**

S. No.	Records Series	Bundles/Boxes approximately	Volumes	Pages approximately	Remark
1.	R-I	4665 bundles 13010 Boxes	28532	4,95,47,760 pages	1. One volume consist 680 pages 2. One bundle consist 100 files and one box contains 80 files. Each file contains 20 pages.
2.	R-II	20967 bundles 1763 boxes	19729	4,08,76,300 pages	1. One volume consist 300 pages 2. One bundle consist 80 files and one box contains 40 files. Each file contain



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					20 pages
3.	R-III	18566 bundles 7986 boxes	17545	4,50,71,100 Pages	1. One volume consist 300 pages 2. One bundle consist 45 files and one box contains 20 files. Each file contains 40 pages.
4.	R-IV	25276	650	5,07,47,000 Pages	1. One volume consist 300 pages 2. One bundle consist 50 files. Each file contain 40 pages
5.	O.R			28,97,140 pages	
6.	P.A			26,00,000 pages	
7.	Cartography			31,49,752 pages	
8.	Lahore Shed			2,26,54,200 pages	
9.	AR			46,17,585 pages	
10.	RO, RCs			10,43,70,942 pages	RC Bhubaneswar – 35,18,908 pages RC Jaipur - 6,31,02,075 pages RC Pondicherry – 66,16,599 pages RO Bhopal – 3,11,33,360 pages
11.	<b>Total</b>			326,531,779 (approx) pages	

\*Note – Approximately 15% of the above pages need conservation before digitizing i.e 4.5 (Four and Half) Crore pages which will would mean around 2.25 crores sheets (since one sheet will cover two pages).

Through this RFP, NAI is looking to the Conservation & Restoration of estimated Two Crore Twenty Five Lakhs Sheets in two years available onsite at National Archives of India, Janpath, New Delhi – 110001 along with in Lahore Shed, Regional Office, Bhopal and Record Centers in Jaipur, Bhubaneshwar and Puducherry. The number of sheets may vary between 2 to 2.5 crores.

Estimated Tender Cost: Approximately Rs 45 crores (Forty Five Crores Only)\*\*

\*\*Actual amount will emerge after the completion of the tender process

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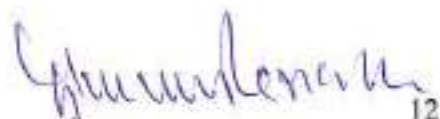

#### 4. Instructions to the Bidders

##### 4.1 General

- a. While every effort has been made to provide comprehensive and accurate background information and requirements and specifications, Bidders must form their own conclusions about the consultancy support required. Bidders and recipients of this RFP may wish to consult their own legal advisers in relation to this RFP.
- b. All information supplied by Bidders may be treated as contractually binding on the Bidders, on successful award of the assignment by NAI on the basis of this RFP.
- c. No commitment of any kind, contractual or otherwise shall exist unless and until a formal written contract has been executed by or on behalf of NAI. Any notification of preferred bidder status by NAI shall not give rise to any enforceable rights by the Bidder. NAI may cancel this public procurement at any time prior to a formal written contract being executed by or on behalf of NAI.
- d. This RFP supersedes and replaces any previous public documentation & communications, and Bidders should place no reliance on such communications.
- e. This RFP will follow the Office Memorandum No. P-45021/2/2017-PP (BE-II) Government of India Ministry of Commerce and Industry Department for Promotion of Industry and Internal Trade (Public Procurement Section) dated 16<sup>th</sup> September, 2020 to encourage Make in India and promote manufacturing and production of goods and services in India with a view to enhancing income and employment.

##### 4.2 Compliant Proposals / Completeness of Response

- a. Bidders are advised to study all instructions, forms, requirements, appendices and other information in the RFP documents carefully. Submission of the bid / proposal shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.
- b. Failure to comply with the requirements of this paragraph may render the Proposal non-compliant and the Proposal may be rejected. Bidders must:
  - i. Comply with all requirements as set out within this RFP.
  - ii. Submit the forms as specified in this RFP and respond to each element in the order as set out in this RFP
  - iii. Include all supporting documentations specified in this RFP



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**5. Pre-Bid Meeting & Clarifications**

**5.1 Bidders Queries**


- a. NAI shall hold a pre-bid meeting with the prospective Service Providers on 06/02/2023 at 11.30 hrs in Atrium, Ground Floor, NAI, Annexe, New Delhi.
- b. The Bidders will have to ensure that their queries for Pre-Bid meeting should reach to Shri Farid Ahmad, DDA, National Archives of India, Janpath, New Delhi 110001 by post or email to [archives@nic.in](mailto:archives@nic.in) or [ddf.nai-archives@gov.in](mailto:ddf.nai-archives@gov.in) or before 05/02/2024 Upto 15:00 Hour.
- c. The queries should necessarily be submitted in the following format:

S. No.	RFP Document Reference(s) (Section & Page Number(s))	Content of RFP requiring Clarification(s)	Points of Clarification
1			
2			
3			
4			
5			

- d. Any requests for clarifications post the indicated date and time may not be entertained by NAI.

**5.2 Responses to Pre-Bid Queries and Issue of Corrigendum**

- a. The Nodal Officer notified by the NAI will endeavour to provide timely response to all queries. However, NAI makes no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does NAI undertake to answer all the queries that have been posed by the bidders.
- b. At any time prior to the last date for receipt of bids, NAI may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the RFP Document by a corrigendum.
- c. The Corrigendum (if any) & clarifications to the queries from all bidders will be posted on the [www.nationalarchives.nic.in](http://www.nationalarchives.nic.in) and CPPP site <https://eprocure.gov.in/eprocure/app> and emailed to all participants of the pre-bid conference.
- d. Any such corrigendum shall be deemed to be incorporated into this RFP.
- e. In order to provide prospective Bidders reasonable time for taking the corrigendum into account, NAI may, at its discretion, extend the last date for the receipt of Proposals.

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**6. Key Requirements of the Bid**

**6.1 Right to Terminate the Process**

- a. NAI may terminate the RFP process at any time and without assigning any reason.
- b. NAI makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- c. This RFP does not constitute an offer by NAI. The bidder's participation in this process may result in NAI selecting the bidder to engage towards execution of the contract.

**6.2 RFP Document Fees**

- a. The RFP documents have been made available to be downloaded without any fee from the website [www.nationalarchives.nic.in](http://www.nationalarchives.nic.in) and CPPP site <https://eprocure.gov.in/eprocure/app>.

**6.3 Earnest Money Deposit (EMD)**

- a. Bidders shall submit, along with their Proposals, an EMD of Rs. 90,00,000 (Ninety Lakhs) only, in the form of Demand Draft / Banker's Cheque / Bank Guarantee only and the same shall be drawn in favour of "The Director General, National Archives of India, New Delhi" payable at New Delhi with a validity of 90 (Ninety) days.
- b. After the award of the contract to the successful bidder, the EMD of the unsuccessful bidders will be refunded in due course of time with no interest thereon.
- c. The EMD of the bidder, whose tender has been accepted, shall be returned on the submission of Performance Security / Performance Guarantee after the award of work or would be adjusted towards the partial amount of Performance Security / Performance Guarantee.
- d. The bid / proposal submitted without EMD, mentioned above, will be summarily rejected.
- e. The EMD may be forfeited:
  - If a bidder withdraws its bid during the period of bid validity.
  - If selected Bidder does not start the job within 45 days from the date of signing the Agreement.
  - In case of a successful bidder, if the bidder refuses to execute the order or fail to furnish the required Performance Security and fail to sign the contract as stipulated in this tender document within the specified time fixed by the NAI.

**Note:** The above mentioned requirement is not applicable in case the bidder is registered as Micro and Small Enterprises (MSEs) as defined in MSE Procurement

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Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organisation or the concerned Ministry or Department. In such cases, bidder will have to submit a self-declaration along with a copy of the MSEs/MSME registration certificate.

#### 6.4 Submission of Proposals

Bids shall be submitted online only at CPPP website:  
<https://eprocure.gov.in/eprocure/app>.

Bidders are advised to follow the instructions provided in the 'Instructions for Online Bid Submission' for the e-submission of the bids online.

Following items to be uploaded on the portal:

- EMD
- Pre-qualification response
- Technical Proposal
- Financial proposal
- Additional certifications/documents e.g. Power of Attorney, CA certificates on turnover, etc.

However, each of the above documents must be uploaded in the format specified for this purpose and as per the specified folder structure in the e-Procurement portal.

The bidder must ensure that the bid is digitally signed by the Authorized Signatory of the bidding firm and has been duly submitted within the submission timelines. NAI will in no case be responsible if the bid is not submitted online within the specified timelines.

All the pages of the Proposal document must be sequentially numbered and must contain the list of contents with page numbers. Any deficiency in the documentation may result in the rejection of the Bidder's Proposal.

#### 6.5 Authentication of Bids

A Proposal should be accompanied by a power-of-attorney and/or board resolution in the name of the signatory of the Proposal. A copy of the same should be uploaded under the relevant section/folder on the eProcurement portal. Furthermore, the bid must also be submitted online after being digitally signed by an authorized representative of the bidding entity.

#### 6.6 Consortium

Consortiums shall be eligible to participate in the bidding process. A maximum of three firms are allowed to enter into the consortium. The Consortiums partner should jointly satisfy the pre-qualifications of bid. The agreement between consortium

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members has to be submitted along with the bid clearly mentioning the roles of the consortium firms.

**Role of the Parties:**

The Parties Shall undertake that Party of the First Part shall be the "Primary Bidder" of the Consortium and shall have the Power of Attorney from all Parties for conducting all business for and on behalf of the Consortium during the Bidding Process and until the signing of the Contract when all the obligations of the Consortium shall become effective. The project shall be executed by the "Primary Bidder" as a whole and solely responsible to NAI for all the activities mentioned in the Tender Document including financial liabilities.

**Joint and Several Liability**

The Parties shall undertake to be jointly and severally responsible for all obligations and liabilities relating to the Project and in accordance with the terms of the Tender Bidding Documents and the Contract, during subsistence of the Contract. The details of each consortium firm/party should be mentioned indicating manpower, turnover, experience and services for which the consortium has been formed.

**Conflict of Interest:**

The Consortium Parties shall undertake to take all necessary measures in order to avoid any conflict of interest during the performance of the project or the contract of NAI and also to identify any conflict of interest so that Consortium Parties can consult with the Lead Partner and other Parties to sort out such conflicts.

**Post Contract Liabilities:**

For any loss or damage on account of any breach of this Agreement or the contract for NAI or any shortfall in the execution of the Project, meeting the guaranteed performance / parameters as per technical specifications / documents relating to the Tender, "Primary Bidder" shall undertake to promptly make good such loss or damage on NAI's demand without any demur. NAI shall have the right to proceed against any one of the Parties herein in this regard without establishing the individual liability of such party and it shall neither be necessary nor obligatory on the part of NAI to proceed against the "Primary Bidder" before proceeding against the other Parties herein.





## **7. Preparation and submission of Proposal**

### **7.1 Proposal Preparation Costs**

The bidder shall be responsible for all costs incurred in connection with participation in the RFP process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of proposal, in providing any additional information required by NAI to facilitate the evaluation process, and in negotiating a definitive contract or all such activities related to the bid process. NAI will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

### **7.2 Language**

The Proposal should be filled by the bidders in English language only. If any supporting documents submitted are in any language other than English, translation of the same in English language is to be duly attested by the Bidders. For purposes of interpretation of the documents, the English translation shall govern.

### **7.3 Venue & Deadline for Submission of proposals**

Response to RFPs must be submitted on the eProcurement portal (<https://eprocure.gov.in/eprocure/app>) by the date and time specified for the RFP. Any proposal submitted on the portal after the above deadline will not be accepted and hence shall be automatically rejected. Purchaser shall not be responsible for any delay in the submission of the documents.

### **7.4 Late Bids**

Bids submitted after the due date will not be accepted by the eProcurement system (<https://eprocure.gov.in/eprocure/app>) and hence will automatically be rejected. The Purchaser shall not be responsible for any delay in the online submission of the proposal.



### 8. Acceptance to Terms and Conditions

Bidders must accept all the "Terms & Conditions" specified in the Tender Document and the bidder should also certify that he / she has studied and understood the Tender Document carefully. All the uploaded documents should be digitally signed by the bidder and uploaded with the Technical Bid. **Any other condition suggested/imposed by the bidder will not be accepted.**

### 9. Evaluation Committee

- a. NAI will constitute a 'Tender Evaluation Committee' to evaluate the responses of the bidders
- b. The Tender Evaluation Committee constituted by the NAI shall evaluate the responses to the RFP and all supporting documents / documentary evidence. Inability to submit requisite supporting documents / documentary evidence, may lead to rejection
- c. The decision of the Tender Evaluation Committee in the evaluation of responses to the RFP shall be final. No correspondence will be entertained outside the process of evaluation with the Committee
- d. The Tender Evaluation Committee may ask for meetings with the Bidders to seek clarifications on their proposals
- e. The Tender Evaluation Committee reserves the right to reject any or all proposals on the basis of any deviations
- f. Each of the responses shall be evaluated as per the criteria and requirements specified in this RFP

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## **10. Tender Opening**

The Proposals submitted upto 17:00 hour on 15/02/2024 will be opened at 11:30 Hour on 21/02/2024 by Director General, NAI or any other officer authorized by NAI, in the presence of Bidders' representatives.

### **10.1 Tender Validity**

The offer submitted by the Bidders should be valid for minimum period of 90 days from the date of opening of Technical Bid.

### **10.2 Tender Evaluation**

Initial Bid scrutiny will be held and incomplete details as given below will be treated as non-responsive. If Proposals:

- Are not submitted in as specified in the RFP document
- Received without the Letter of Authorization (Power of Attorney)
- Are found with suppression of details
- With incomplete information, subjective, conditional offers and partial offers submitted
- Submitted without the documents requested in the checklist
- Have non-compliance of any of the clauses stipulated in the RFP
- With lesser validity period

All responsive Bids will be considered for further processing as described in the next sections.

NAI will prepare a list of responsive bidders, who comply with all the Terms and Conditions of the Tender. All eligible bids will be considered for further evaluation by a Committee (to be constituted by NAI) according to the Evaluation process defined in this RFP document. The decision of the Committee will be final in this regard.

## **11. Criteria for Evaluation**

### **11.1 Pre-Qualification Criteria**

Sr. No.	Basic Requirements	Specific Requirements	Documents Required
1	Legal Entity	<ul style="list-style-type: none"><li>• Should be a Company registered under Companies Act, 1956/2003 or a partnership firm registered under LLP Act, 2008.</li><li>• A consortium between maximum three firms.</li><li>• Registered with the GST</li></ul>	Copy of Certificate of Incorporation / Registration Certificate, PAN Card and GST Registration Certificate duly signed by authorized signatory for

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Sr. No.	Basic Requirements	Specific Requirements	Documents Required
		<p><b>Authorities</b></p> <ul style="list-style-type: none"> <li>Should have been operating in India or abroad for the last five years as on the last date of RFP response submission and have a registered office in India</li> </ul>	<p>each consortium member.</p>
2	Sales Turnover	<p>Average annual turnover from Conservation &amp; Restoration and other services related to archival documents during the last three years i.e 2020-21, 2021-22 and 2022-23 should be at least Rs. 10 Cr.</p>	<p>Extracts from the audited Balance sheet and Profit &amp; Loss; and Certificate from the statutory auditor/CA clearly mentioning the Annual Sales Turnover from Conservation &amp; Restoration and other services of archival records.</p>
3	Bidders Experience/ Capability	<p>Bidders should together have at least two Projects global experience of Conservation, Preservation, and Binding of Archival Documents, records, Manuscripts in Central or State Government/PSU/Research Institutions/Libraries/private organizations in last three years (03) years i.e., F.Y. 2020-21, 2021-22 and 2022-23.</p> <p>Bidder should have executed at least one project worth not less than 25000 sheets. A certificate of completion of work from the client/s should be uploaded with the technical bid. The work should have been repair/conservation of archival documents as mentioned above</p> <p>Note: a) More than one (1) consecutive year's continuous assignment/project with the same entity would be considered as one (1) assignment/project</p>	<ul style="list-style-type: none"> <li>Citation, as per RFP specified template</li> <li>Work Order/Agreement</li> <li>Copy of Completion Certificate from client/ Performance Certificate from client.</li> <li>In case the above documents do not adequately clarify this, a certificate from the client indicating the percentage value that related to repair/conservation of Archival documents. NAI reserves the right to verify such certification directly from the client.</li> </ul>

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Sr. No.	Basic Requirements	Specific Requirements	Documents Required
4	Quality & Security Certification	The primary bidder should have below mentioned certifications for providing Conservation & Preservation services valid as on the last date of bid submission: <ul style="list-style-type: none"> <li>• ISO 9001:2015 or</li> <li>• ISO 9001:2008</li> </ul>	Copy of valid ISO 9001:2015 or ISO 9001:2008 certificates
5	Manpower Strength	Due to the technical nature of the work, the interested agencies should have in their team domain expert(s) like Conservator, Chemist, Binder and Documentation assistant, experts with sufficient experience to provide the project a professional & right direction.	<b>MINIMUM ELIGIBILITY CRITERIA FOR MANPOWER</b> Annexure-1
6	Non Blacklisting Declaration	The company should not be currently blacklisted by any Central or State Government Organization or PSU or other public funded government institution and should not have faced forfeiture of EMD/PBG by any organization/ institution during the past three years	A Self Certification as per the RFP specified format by each consortium partner
7	Audit report showing net profit of the company	Audit report of the company for the FYs 2020-21, 2021-22 and 2022-23 showing that it's a profit making company. "Audit report and audited balance sheet of the company for FYs 2020-21, 2021-22 and 2022-23 to be submitted	Certificate of the auditor or CA and provisional balance sheet (CA certified) may be submitted for 2022-23. Documents have to be submitted for each consortium partner.

*Subir Kumar*

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Sr. No.	Basic Requirements	Specific Requirements	Documents Required
8	Solvency certificate	Solvency certificate issued in the current financial year i.e. 2022-23 showing the financial stability of the bidder /company	Certificate issued by a reputed bank for each consortium partner.

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**11.2 Technical Scoring Criteria**

Bidders who meet the pre-qualifications/eligibility requirements would be considered as qualified to move to the next stage of Technical evaluation

Sr. No.	Criteria	Requirements	Maximum Marks	Supporting Documents
1	Years of experience in the field of Conservation, Preservation, and Archival Binding of Archival Documents, records, Manuscripts in Central or State Government/PSU/Research Institutions/Libraries /private organizations	Consortium partners should jointly have minimum experience of three years in conservation of Archival documents/ records/Manuscripts as defined in the RFP More than 10 years-20 marks 6 years to 10 years – 15 marks 5 years to 6 years – 10 marks 4 years to 5 years – 5 marks 3 years to 4 years - 3 marks	30	<ul style="list-style-type: none"> <li>A certificate and work order to this effect and certificate for work completion/in progress from the client should also be attached with the technical bid.</li> <li>In case the above documents do not adequately, clarify this, a certificate from the client indicating the percentage value that related to repair/conservation of archival documents, NAI reserves the right to verify such certification directly from the client.</li> </ul>
2	Sales Turnover	Average Annual Sales Turnover of all consortium partners together generated from services related to Conservation /Restoration and other	30	Extracts from the audited Balance sheet and Profit & Loss; and Certificate from the statutory auditor/CA clearly mentioning the Average Annual

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		<p>services related to archival documents/Manuscripts during the last three financial years i.e 2020-21, 2021-22 and 2022-23 should be minimum Rs. 10 Cr.</p> <p>More than Rs 100 Cr- 20 marks  Rs 50 Cr to Rs 100 Cr- 15 marks  Rs 25 Cr to Rs 50 Cr- 10 marks  Rs 10 Cr to Rs 25 Cr- 5 marks</p>		<p>Sales Turnover from conservation/restoration and other services related to Archival documents/ records/Manuscripts only.</p>
3	Bidders Experience/ Capability	<p>Volume of work completed in term of no. of Sheets of Conservation &amp; Restoration of archival records in the last three financial years</p> <p>More than 40,000 – 20 marks  35,000 To 40,000 – 15 marks.  30,000 To 35,000 – 10 marks.  25000. To 30000 – 5 marks</p>	30	<ul style="list-style-type: none"> <li>• Citation, as per RFP specified template</li> <li>• Work Order/Agreement</li> <li>• Copy of Completion Certificate from client/ Performance Certificate from client</li> <li>• The documents submitted should clearly establish the volume of work related to conservation &amp; restoration of archival records. In case the documents do not adequately clarify</li> </ul>



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				this, a clear certificate from the client should be submitted. No benefit of doubt shall be given during scoring.
4	Manpower Strength	<p>The company should jointly have executed works of Conservation and restoration in the reputed Archive or Museum. The applicants should have successfully completed projects. Due to the technical nature of the work the interested agencies should have in their team domain expert(s) like Conservator, Historian, Chemist, Binder and Documentation assistant, experts from reputed background and with sufficient experience to provide the project a professional &amp; right direction. The manpower team should include personnel as mentioned in Annexure__.</p> <p>Total manpower of all consortium partner</p> <p>&gt;100 persons- 15 marks  90 to 100 - 10 marks  85 to 90 -7marks  70 to 85 – 5marks  60 to70 - 3 marks</p>	10	Certification by the authorized signatory or Head of HR Department

Firms that score a minimum of 50 marks in this section would be consider technically qualified and will move to the next stage of financial evaluation.

**11.3 Commercial Bid Evaluation**

*Chitra. M. S. 25/01/2015*

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- a. The Financial Bids of technically qualified bidders will be opened on the prescribed date in the presence of bidder representatives.
- b. If a firm quotes NIL charges / consideration, the bid shall be treated as unresponsive and will not be considered.
- c. The bidder with lowest qualifying financial bid (L1) will be awarded 100% score (amongst the bidders which did not get disqualified on the basis of point b above). Financial Scores for other than L1 bidders will be evaluated using the following formula:  
Financial Score of a Bidder (Fn) = {(Commercial Bid of L1/Commercial Bid of the Bidder) X 100} (Adjusted to two decimal places)
- d. Only fixed price financial bids indicating total price for all the deliverables and services specified in this bid document will be considered.
- e. The bid price will be excluded all taxes and levies and shall be in Indian Rupees.
- f. Any conditional bid would be rejected

Errors & Rectification: Arithmetical errors will be rectified on the following basis: "If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail".

#### 11.4 Combined and Final Evaluation

- a. The technical and financial scores secured by each bidder will be added (thus having a weightage of 70% and 30% respectively) to compute a Composite Bid Score.
- b. The bidder securing the highest Composite Bid Score will be adjudicated as the most responsive Bidder for award of the Project. The overall score will be calculated as follows:-

$$Bn = 0.70 * Tn + 0.30 * Fn;$$

Where,

Bn = overall score of the bidder

Tn = Technical score of the bidder (out of maximum of 100marks)

Fn = Normalized financial score of the bidder

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



## **12. Appointment of Conservation & Restoration Agency**

### **12.1 Award Criteria**

NAI will award the Contract to the successful bidder whose proposal has been determined to be substantially responsive and has been determined as the most responsive bids as per the process outlined above.

### **12.2 Right to Accept Any Proposal and To Reject Any or All Proposal(s)**

NAI reserves the right to accept or reject any proposal, and to annul the tendering process/ Public procurement process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for NAI action.

### **12.3 Notification of Award**

Prior to the expiration of the validity period, NAI will notify the successful bidder in writing or by fax or email, that its proposal has been accepted. In case the tendering process / public procurement process has not been completed within the stipulated period, NAI may like to request the bidders to extend the validity period of the bid. The notification of award will constitute the formation of the contract. After the award of the contract to the successful bidder, the EMD of the unsuccessful bidders will be refunded in due course of time with no interest thereon.

### **12.4 Performance Guarantee**

The Bidder / Contractor after the award of work shall have to submit interest free Performance Security / Performance Guarantee in prescribed format which is equal to the 3% (Three Percent), of order value within 45 days from the date of the issue of the Letter of Award and it shall be kept valid for a period of 2 years.

The Performance Security / Performance Guarantee shall have to be submitted in the form of Bank Guarantee in the name of DG, NAI, New Delhi. The Performance Guarantee shall be kept valid till completion & closure of the project. The Performance Guarantee shall contain a claim period of three months from the last date of validity. The selected bidder shall be responsible for extending the validity date and claim period of the Performance Guarantee as and when it is due on account of non-completion of the project and Warranty period. In case the selected bidder fails to submit performance guarantee within the time stipulated, the

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NAI at its discretion may cancel the order placed on the selected bidder without giving any notice.

NAI shall invoke the performance guarantee in case the selected Vendor fails to discharge their contractual obligations during the period or NAI incurs any loss due to Vendor's negligence in carrying out the project implementation as per the agreed terms & conditions.

Format of PBG shall be shared along with the Lol/LoA.

### 12.5 Signing of Contract

Post submission of Performance Guarantee by the successful bidder, NAI shall enter into a contract, incorporating all clauses, pre-bid clarifications and the proposal of the bidder between NAI and the successful bidder.

### 12.6 Failure to Agree with the Terms and Conditions of the RFP

Failure of the successful bidder to agree with the Contract terms and Terms & Conditions of the RFP shall constitute sufficient grounds for the annulment of the award, in which event NAI may award the contract to the next best value bidder or call for new proposals from the interested bidders.

In such a case, the NAI shall invoke the PBG of the most responsive bidder.

## 13. Fraud and Corrupt Practices

- a. The Applicants/Bidders and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this RFP, NAI shall reject a Proposal without being liable in any manner whatsoever to the Applicant, if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the "Prohibited Practices") in the Selection Process. In such an event, NAI shall, without prejudice to its any other rights or remedies, forfeit and appropriate the EMD or PBG, as the case may be, as mutually agreed genuine pre-estimated compensation and damages payable to NAI for, inter alia, time, cost and effort of NAI, in regard to the RFP, including consideration and evaluation of such Applicant's Proposal.
- b. Without prejudice to the rights of NAI under Clause above and the rights and remedies which NAI may have under the Lol or the Contract, if an Applicant, as the case may be, is found by NAI to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Selection Process, or after the issue of the Lol or the execution of the Contract, such Applicant shall not be eligible to

*John Michael Smith* 28

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participate in any tender or RFP issued by NAI during a period of two years from the date such Applicant, as the case may be, is found by NAI to have directly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as the case may be.

- c. For the purposes of this Section, the following terms shall have the meaning hereinafter respectively assigned to them:
- i. "corrupt practice" means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Selection Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of NAI who is or has been associated in any manner, directly or indirectly with the Selection Process or the LoI or has dealt with matters concerning the Contract or arising there from, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of NAI, shall be deemed to constitute influencing the actions of a person connected with the Selection Process); or (ii) save as provided herein, engaging in any manner whatsoever, whether during the Selection Process or after the issue of the LoA or after the execution of the Contract, as the case may be, any person in respect of any matter relating to the Project or the Award or the Contract, who at any time has been or is a legal, financial or technical consultant/ adviser of NAI in relation to any matter concerning the Project;
  - ii. "fraudulent practice" means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Selection Process;
  - iii. "coercive practice" means impairing or harming or threatening to impair or harm, directly or indirectly, any persons or property to influence any person's participation or action in the Selection Process;
  - iv. "undesirable practice" means (i) establishing contact with any person connected with or employed or engaged by NAI with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or (ii) having a Conflict of Interest; and
  - v. "Restrictive practice" means forming a cartel or arriving at any understanding or arrangement among Applicants with the objective of restricting or manipulating a full and fair competition in the Selection Process.



**14. Non-Disclosure Agreement**

The successful Bidder would need to sign a Non-Disclosure Agreement. Format of the same would be shared with the LOI/ LOA.

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### 15. Terms of Reference / Scope of Work

Conservation of estimated 2.25 crore sheets in two years onsite at National Archives of India, Janpath, and Lahore Shed, New Delhi -110001 along with in Regional Office, Bhopal, Records Centres at Jaipur, Bhubaneswar and Puducherry.

Scope of Work includes

- o Tissue conservation of Archival Records, Manuscripts etc.
- o All the materials required for conservation of Archival Books & Records will be supplied by the Service Provider. NAI will provide the tissue paper.
- o NAI will provide space, electricity and sanitization services. Setting up of all fixtures and equipment has to be done by the vendor in accordance with floor plans approved by NAI.
- o Daily upload of the conservation of Archival records related activities on the Dashboard created by the digitization vendor.

#### 15.1 Input specification:

1. 70% of NAI documents are in legal size and the remaining are in other sizes such as A-4, A-)/B-4/A-2/A-3. Maps and treaties are to be mainly undertaken in A0 size. (As visual material are part of a file and there is generally no indication about it in the file subject, it is almost impossible to give an exact count of all visual documents. Samples of different types of records will be shown during the pre-bid meeting.)
2. Records are old, fragile, deteriorating, rare and brittle and are to be handled with great care
3. Apart from written documents, they may also contain visual material like photographs, sketches, paintings, Charts, maps, diagrams, photographs, illustrations, etc. (Not possible to state the actual numbers because there is no indication about these parameters until the file is opened.)
4. Some of the pages of the records have stain-marks and worm-marks.
5. The pages of some records have become translucent due to ageing.
6. Bleeding of ink on the reverse of the page may be seen in some records
7. Some documents have illustrations/charts created using ancient inks, vegetable dyes etc. They are very likely to get oxidized or reduced with the effect of chemicals/treatment.
8. All pages of the documents shall be numbered before conservation, if not already numbered.

#### 15.2 Job specification:

Following activities have to be carried out for conservation of Archival Documents:-

1. Removal of Dust from Documents, Books & Records.

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3. Pagination/Numbering of Records & Books.
4. Unbinding of the Registers and internally marking the sequence of the Documents, Records & Books.
5. De-acidification (The de-acidification is done by immersion of documents in an aqueous alkaline solution, wherever ink is not soluble in water.
6. If ink is soluble in water, then proper ink fixing is needed to be carried out using proper percentage of consolidate.
7. After de-acidification by immersion method, a coat of buffer solution is needed to provide on the de-acidified document for added advantage against further acidification of the documents.
8. Tissue repairing by using anti-termite chemical like copper sulphate, clove oil etc or by using CMC paste
9. Use of gluten free starch paste for tissue repairing work with use of sodium sulphite & orthophenyl phenol or thymol.
10. Guarding, Binding, Covering and Pagination to appropriate work flows.
11. Records have to be transferred to DV (Digitization Vendor) in unbound condition after tissue conservation.
12. Setting up of the required infrastructure for tissue conservation is to be done primarily for legal size records. However, there are other records also between sizes A7 to A0.
13. Delivery of the Archival Documents, Records, Books and Manuscripts will take place from the concerned officer from the respective section of the Office. All required materials are to be procured by the Service Provider for conservation of Archival Documents, Records & Books. NAI will provide the tissue paper.
14. Maintenance of all entry for receipts, conservation and handing over of Documents, Records, Books covered under said project will have to be uploaded on the dashboard developed by the digitization vendor.
15. Tissue conservation of the Archival Documents, Records, Books as per the predefined work flow.
16. Internal checking for the conservation of Archival Documents, Records & Books.
17. After Conservation, Pagination Arrangement must be done according to the previous bibliographical descriptions of Books & Records. Coordination with the Office representative for regular and random/thorough/detailed checking of the conservation activities.
18. Taking necessary steps to rectify any mistake or error during tissue conservation of Archival Documents, Records, as per the recommendations of the respective Office personnel.
19. Delivery of Tissue Conserved Documents, Records, Books & Manuscripts to the digitization vendor.
20. Service Provider has to establish conservation facilitation centre hub at National Archives of India, Janpath, and Lahore Shed, New Delhi -110001 along with in Regional Office, Bhopal, Records Centres at Jaipur, Bhubaneswar

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and Puducherry NAI office premises with adequate human resource and required materials.

21. Verification & Authentication of Conserved documents by the the authorized officials of NAI.
22. Deployment of the experienced & technically qualified persons/manpower must be done for the Conservation facilitation Centre as per Annexure-1.
23. Once the work is properly completed, the vendor will send the preserved records to digitization vendor for digitization as per form 17.
24. Every month, the Service Provider has to complete the treatment of, at least, 9,37,500 – 10,00,000 Sheets of documents.
25. The Service Provider has to facilitate seamless project coordination and project management framework for execution of the Project.
26. The Service provider must take the daily track record for smooth and timely completion of the project. However, in any case, if Documents, Records, Books & Manuscripts damaged, then it would be the sole responsibility of the service provider to complete the job without any additional cost or liable for penalty as per the rule.

**Mandatory Compliance for Project Execution:-**

**Responsibility of the Service provider**

1. Entering into a project execution agreement with the Director General, National Archives of India. (NAI)
2. Liaisoning with respective Govt. official / personnel for taking possession of the working space.
3. Liaisoning with the respective Govt. official / personnel for facilitating input archival records.
4. NAI will provide space, electricity and connection of water, other necessary site preparation for establishing the desired work environment and infrastructure shall be the responsibility of the Service Provider.
5. Delivery of the Archival Documents, Books, Records & Manuscripts from the designated officer of respective section and returning the same with;
  - Dedicated resource to receive and return the rare books, Records, Documents & Manuscripts;
  - Dedicated resource to ensure the page count and quality;
  - Dedicated resource to ensure the quantum and quality of output;
  - Insurance of manpower against all risks is necessary (ESI, Medical, PF);
  - All works will be done as per scope of the work;
  - Security and the Safety of the Archival Documents will be the sole responsibility of the Service Provider and in case of any damage the authority can take the appropriate action;

*Shri. M. S. Srinivasan*<sup>33</sup>

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- Security aspect in terms of Physical infrastructure will be the sole responsibility of the Service Provider;
- The Service Provider is needed to work closely with the Project Owner's (Tendering Authority) staff, act within its own authority and abide by directives issued by the Authority;
- Works related to housekeeping will be responsibility of NAI.

**Project Deliverables:**

The complete project has to be delivered before expiry of agreement period from the date of award of contract.

- I. Project Execution Plan
- II. Tissue conservation of Documents, Records, Books & Manuscripts as per following specification.
  - Comprises of tissue lamination (both sides) irrespective of the A7 to A0 size
  - Guarding,
  - Stitching & Binding,
  - Covering
  - Paging
  - Pasting of Record labels (Barcode)?
- III. Summary details of conservation of Archival Documents, Records, Books of National Archives of India to suffice sign off and acceptance of the job.

**Handling and Preparation of Documents**

- a) In general binding is being done within NAI , however, in some cases where it is absolutely necessary to taken out from NAI, due care should be taken to remove the binding and rebind them using sophisticated methods and make it similar to its original form under the supervision of binders of National Archives of India, New Delhi.
- b) Operators to wear surgical gloves and other necessary safety measures so as not to damage any of the manuscripts.
- c) Soft bristled brushes to be used to wipe away accumulated dust and dirt as necessary.
- d) Large size formats required special handling considerations.
- e) All pre conservation activities like piling, stacking, initial cleaning and improving legibility of the document will be ensured by vendor prior to handling of documents for Conservation.

**Conservation Treatment**



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While planning the conservation treatment, the following must be observed strictly.

- a) Make conserved documents appropriate to the ultimate intended use.
- b) Use the approved adhesives for the conservation.
- c) Employ best available Human resource, consultants and conservators for the project.
- d) Choose applicable and feasible conservation strategy, depending on the collection and infrastructure available.
- e) Proper documentation of the conservation treatment and collection should be taken care of.
- f) Minimum Intervention: Before a document is conserved, proper analysis should be done to see whether a particular conservation treatment is required or not. Therefore policy of minimum intervention should be adopted.
- g) Documentation: This will be done according to the prescribed format of NAI and will be discussed before the beginning of conservation work.

**Material Specification for Conservation work:**

**A. Tissue paper (It will provided by NAI)**

**B. Paste**

- i. Starch Paste Gluten free or CMC
- ii. Do not loose flexibility of paper after lining
- iii. Do not shed its colour
- iv. Fungicide should be added as per conservation ethics (ortho phenyl phenol or benzal konium chloride BKC or Sodium pentachlorophenate) etc.

**C. Binding**

- i. Clear full opening i.e. archival binding.
- ii. Each side similar and plain after binding.
- iii. Acid free adhesive should be used for binding.
- iv. Good quality end papers stitched at both ends.
- v. Superior thick quality no tearing acid free cotton thread for binding.
- vi. Archival quality acid free binding, mount board (1500-2000 GSM).
- vii. Half Rexene binding with art canvas cloth.
- viii. Binding cloth to be fixed in the end papers.
- ix. Spine for heavy books to be rounded with curve (360 Degree).



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- x. Golden/Contrast/ embossing on the spine/ Paste of records for title and author, printed clearly.

Working Hours:

Normal working hours of the vendor would be in two shifts from 7.00 AM to 2.00 PM and 2.00 PM to 9.00 PM (Monday-Friday). If the work involves extended hours and additional working days, that may be indicated clearly along with the number of staff proposed to be deployed at various levels. Permission to work on Saturdays and Sundays also may be considered.

*John Mike Green*

#### 16. Deliverables & Timelines

Project Duration is 2(two) years from the date of issuance of Letter of Award (LoA). The project is extendable on grounds found justified by NAI or based on mutually agreed terms and conditions.

#### 17. Payment Terms

- a. Payment will be made to the firm on monthly basis for all end to end completed and delivered components as per the details and accepted by the custodial repository of the NAI or its authorized representatives after checking quality compliance of the Conservation & restoration of records.
- b. Monthly progress of work undertaken is to be provided to the DG, NAI on the last Wednesday of every month. Release of payment would be subject to verification of Conservation & restoration of records.
- c. No advance payment whatsoever will be made to the firm.

#### Note:

- i. GST shall be paid at prevailing rate at the time of billing
- ii. Deduction of all statutory and necessary Tax from each bill will be made as per Government Order prevailing at the time of payment. Necessary tax deduction certificate will be issued on demand by the Company.

*John Under Stone*

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**18. Penalties**

**a. Start of services**

In case of Purchase order being issued to the bidder, the bidder shall start the work for the same PO within maximum of 45 days of issuance of PO. In case of failure to initiate the project in 45 days, penal provisions of 1% of the order value per week of delay shall be levied on the bidder and same shall be deductible from the vendor's payment.

**b. NAI will carry out random checking of the sheets conserved by the vendor. In case more than 5% of the sheets checked during a month turn out to be improperly conserved, a penalty of 5% deduction from the entire month's payment will be imposed.**

**c. The vendor has to work in two Shifts. The vendor has to perform Conservation & restoration of records with an average of 45000 sheets per day and report in this regard has to be submitted on daily basis. The vendor has to scan at least 9,37,500 sheets in a month. There is a penalty/reward clause on output of 2% of the base rate if the vendor unable to achieve the target and also a reward clause of 10% of the base rate if the vendor achieved above the target as per the given table above:**

Sl. No.	Monthly Target (A)	Target Achieved (B)	Base Rate per page (C)	Amount of Reward/ Penalty (B-A)	Total monthly bill amount	Reward/ Penalty	Condition
1.	9,37,500 sheets	>1000000 sheets	P	$(B-A) \times P \times 10\%$	$9,37,500 \times P + (B-A) \times P \times 110\%$	Reward	Only on achieving of 1000000 sheets in a month
2.	9,37,500 sheets	$\leq 9,00,000$ sheets	P	$B \times P \times 2\%$	$B \times P \times 98\%$	Penalty	Only on achieving less than 900000 sheets in a month

**d. The vendor should ensure that the backlog of records pending for conservation does not exceed 4.5 Lakhs sheets. In case the backlog exceeds 4.5 lakhs sheets at any point of time during the pendency of the contract, a flat penalty of 2% on that month's payment will be imposed.**

**e. The maximum penalty at any point of time and for any period should not exceed 20% of project cost as per the Commercial Bid submitted by the successful bidder. If the penalty exceeds this amount, NAI the right to terminate the contract. The project cost for this purpose shall be the rate quoted by the bidder per image in the RFP multiplied by the estimated image volume mentioned in the work order.**

**f. The Penalties shall be calculated and deducted from the immediate payment due.**

**g. All above mentioned penalties are exclusive to each other**

**h. Penalties would not be levied on the successful bidder in the following cases:**

*Signature* 38

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- o The non-compliance to the SLA has been solely due to reasons beyond the control of the bidder.
- o There is a Force Majeure event affecting the SLA which is beyond the control of the successful bidder.

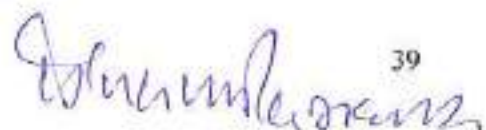
**19. Support to be provided by NAI**

- Assistance and Exemptions: Unless otherwise specified in the RFP, NAI shall make its best efforts to ensure the following:
- Provide the Agency, and Personnel with work permits, sitting space and such other documents, files etc. on time as shall be necessary to enable the Agency or Personnel to perform the Digitization work
- Issue to officials, agents and representatives of the Government all such instructions as may be necessary or appropriate for the prompt and effective implementation of the Digitization work
- Provide to the Agency and Personnel any such other assistance as may be specified in the RFP.
- The furniture and other related equipment's have to be provided by the vendor NAI will only provide space/electricity and tissue paper.
- Change in the Applicable Law Related to Taxes and Duties: If, after the date of this Contract, there is any change in the Applicable Laws of India with respect to taxes and duties, which are directly payable by the Agency for providing the services i.e. GST tax or any such applicable tax from time to time, which increases or decreases the cost incurred by the Agency in performing the Conservation and Restoration work, then the remuneration and reimbursable expenses otherwise payable to the Agency under this Contract shall be increased or decreased.
- Payment: In consideration of the Conservation and Restoration work performed by the Agency under this Contract, NAI shall make to the Company/Firm such payments and in such manner as is provided in this RFP.

**20. Limitations of Liability**

In case of a default on bidder's part or other liability, NAI shall be entitled to recover damages from the selected bidder. In each such instance, regardless of the basis on which NAI is entitled to claim damages from the selected bidder (including fundamental breach, negligence, misrepresentation, or other contract or tort claim), selected bidder shall be liable for no more than:

- Payment referred to in the Patents and Copyrights clause.
- Liability for bodily injury (including death) of personnel or damage to real property and tangible personal property limited to that cause by the Contractor's negligence.
- As to any other actual damage arising in any situation involving non-performance by Contractor pursuant to or in any way related to the subject of this Agreement, the charge paid by NAI for the individual product or Service that is the subject of the Claim. However, the contractor shall not be liable for any indirect, consequential loss or damage, lost profits, third party loss or damage to property or loss of or damage to data.

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- For any direct loss or damage that exceeds the total payment for Contract Price made or expected to be made to the Contractor hereunder.
- Subject to the above, the aggregate liability of the Company/Firm, under this Contract, regardless of the form of claim shall not exceed 200% of the contract value.

### **21. Confidentiality**

Selected Bidder is required to exercise the utmost discretion in all matters relating to the Contract. Unless required in connection with the performance of the Contract or expressly authorised in writing by NAI, the Firm shall not disclose at any time to any third party any information which has not been made public and which is known to the Firm by reason of its association with NAI. The Firm shall not, at any time, use such information to any private advantage. These obligations do not lapse upon any completion, expiration, cancellation or termination of the Contract/ Purchase Order.

The firm should ensure recovery proof deletion of all the digital images from their storage on completion of tender and give the certificate that they have not retained any digital images prepared under the said tender on the company letter head.

### **22. Termination**

NAI may without prejudice to any other remedy or right of claim for breach of contract by giving not less than 30 days' written notice of default sent to the selected bidder, terminate the order in whole or in part. If the company/firm materially fails to render any or all the services within the time period specified in the contract or any extension thereof granted by NAI in writing and fails to remedy its failure within a period of thirty days after receipt of default notice from NAI. If the project is not carried out according to specification due to deficiency in service as per terms of the contract. In such case NAI will invoke the amount held back from the selected bidder as PBG.

### **Force Majeure**

If either of the parties suffer delay in due execution of their contractual obligation due to the operation of one or more of the force majeure events such as but not limited to, war, flood, earthquake, strikes, lockouts, fire, outbreak of pandemic, epidemics, riots, civil commotions etc. the agreed time for the completion of respective obligations shall be extended by a period of the time equal to the period of the delay occasioned by such events. On the occurrence and cessation of any such event, the party effected thereby shall give notice in writing to the other party. Such notices are to be given within 15 days of occurrence / cessation of the event concerned. If the force majeure conditions continue beyond 30 days the parties shall mutually decide about the future course of action.

### **23. Arbitration**

All the disputes or differences arising between the parties out of or relating to the Terms & Conditions of Tender and/or subsequent agreement or breach thereof shall be settled by the sole Arbitrator who may be appointed with the consent of both the





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parties in accordance with the provisions of Arbitration and Conciliation Act, 1966 and any statutory modification or re-enactment thereof. The place of Arbitration shall be New Delhi. The decision of the Arbitrator shall be final and binding upon both the parties. The expenses of the Arbitrator as determined by the Arbitrator shall be shared equally by the Parties. However, the expenses incurred by each Party in connection with the preparation, presentation shall be borne by the Party itself. Arbitration award shall be in writing and shall state the reasons for the award.

*Chawla mehta nam*

#### 24. Instruction for Online Bid Submission

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates (DSC). The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submit their bids online on the CPP Portal.

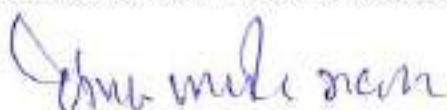
More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

#### REGISTRATION

- 1) Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Online bidder Enrolment" on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

#### SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate



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the bidders through SMS / email in case there is any corrigendum issued to the tender document.

3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

#### PREPARATION OF BIDS

1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.

2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the documents that need to be submitted. Any deviations from these may lead to rejection of the bid.

3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

**Note:** My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.

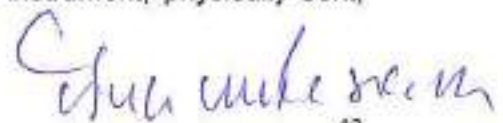
#### SUBMISSION OF BIDS

1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

3) Bidder has to select the payment option as "offline" to submit EMD as applicable and enter details of the instrument.

4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent,



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should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

8) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

9) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

#### ASSISTANCE TO BIDDERS

1. Any queries relating to the process of online submission of bid submission or queries relating to the CPP Portal in general may be directed to the 24X7 CPP Portal Helpdesk "CPP Card Protection Customers – please call our 24 hour toll free helpline number 1800-4000 or 6000 or 4000 (prefix STD code)"
2. A pre-bid meeting will be held after floating of tender as per the schedule given in the 'Important Date Sheet'. Interested vendors may choose to attend the pre-bid meeting at their own cost. In case any vendor requires any clarification on the specification, test parameters, etc. they can raise their query in the pre-bid meeting date given in the tender notice.



**25. Annexure: Proposal Templates**

**Annexure-1: Minimum Eligibility Criteria for Manpower**

The bidders are expected to respond to the RFP using the forms given in this section and all documents supporting Pre-Qualification / Technical Evaluation Criteria.

Pre-Qualification Bid & Technical Proposal shall comprise of following forms:

**Forms to be used in Pre-Qualification Proposal**

- Form 1: Compliance Sheet for Pre-qualification Proposal
- Form 2: Particulars of the Bidders
- Form 3: Letter of Proposal
- Form 4: Declaration of Non Blacklisting
- Form 5: Sales Turnover Format
- Form 6: Citations

**Forms to be used in Technical Proposal**

- Form 7: Performance Bank Guarantee
- Form 8: Compliance Sheet for Technical Proposal
- Form 9: Proposed Approach & Methodology
- Form 10: Proposed Work Schedule & Project Plan
- Form 11: Tender Acceptance Letter
- Form 12: Team Composition and their Availability
- Form 13: Curriculum Vitae (CV) of Key Personnel
- Conservation and Restoration by the Vendor (On company letter head) As per Annexure-1
- Form 15: Format for Roles and Responsibilities of Prime Bidder and Consortium Firms (A consortium of maximum Three Firms is allowed).

**Forms to be used in Financial Proposal**

- Excel File provided in the e-procurement Portal
- Form 14: Format of Financial Proposal  
(Format is for reference only. Bidder need to fill the excel file provided in the e-procurement portal)
- Form 16-Format for delivery of document from Repositories for Conservation/Repair
- Form 17-Format for Handing over document to Repository In-charge after conservation /Repair by the Vendor (On company letter head)



**Annexure 1**  
**MINIMUM ELIGIBILITY CRITERIA FOR MANPOWER**

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

**Persons employed for conservation should have undergone the two weeks basic training for the conservation work designed by NAI before starting the work order.**

**The distribution of manpower in the at National Archives of India, Janpath, Lahore Shed, New Delhi along with in Regional Office, Bhopal, Records Centres at Jaipur, Bhubaneswar and Puducherry NAI office premises will be decide by the NAI**

**LIST OF KEY PERSONNEL**

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

**PROJECT COORDINATOR**

The Project Coordinator shall be responsible for providing administrative, technical inputs and coordinating the all Project work. She/he will prepare the project report and shall be representative of the service provider.

An ideal candidate should be M.A. Ancient/Modern Indian History/Conservation or related discipline from a recognized University or reputed Institute having a minimum three (3) year experience in Conservation & Restoration work; Conservation process, documentation, team management, report writing and coordination of the authorities.

**CONSERVATION CONSULTANT**

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

The conservation consultant shall be responsible for the specialized inputs in Conservation & Restoration. The Conservation Expert may be a retired Chief Restorer/Conservator

/Curator/chemist/Director of a Museum (Conservation) of repute.



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An ideal candidate should be a reputed person having a minimum Two (2) years of experience in Conservation & restoration.

**CHIEF CONSERVATOR**

The Chief Conservator shall be responsible for preparation of various report, ensuring the quality and quantity of conservation work, binding and stitching work and the availability of conservation materials and keeping a track of the stock of conservation / preservation materials or any other job assigned as and when required in the relevant field.

Minimum educational qualification and experience:-

1. B.Sc. (Physics or Chemistry as one of the subject)
2. Two (2) years minimum experience in the conservation of records.  
Desirable- Certificate or diploma in the field of conservation from recognized institute.

**ASSISTANT CONSERVATOR**

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

Minimum educational qualification and experience:-

1. Intermediate or Higher Qualification
2. One (1) year minimum experience in the conservation of records.
3. Desirable- Certificate or diploma in the field of conservation from National Archives, New Delhi or other recognized institute.

**BINDER**

Binder shall be responsible for Archival binding, Minimum educational qualification and experience:-

1. Matric or Higher Qualification
2. One (1) year minimum experience in the Binding of records.
3. Desirable- Certificate holder of National Archives, New Delhi or any other institute. Conservation of archival collection or trained person of National Mission for manuscript, New Delhi.

*Chhavi Malik*

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**MENDER**

Mender shall be responsible for tear mending, hole filling and assist the conservator. An ideal candidate should have at least one year of specific experience in conservation of archival collection.

Minimum educational qualification and experience:-

1. Matric or Higher Qualification
2. One (1) year minimum experience in conservation of archival records.
3. Desirable- Certificate holder of National Archives, New Delhi or any other institute. Conservation of archival collection or trained person of National Mission for manuscript, New Delhi.

**DOCUMENTATION ASSISTANT**

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

An ideal candidate should be an M.A. with training course and relevant experience in the field of Conservation.





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**Form 1: Compliance Sheet for Pre-qualification Proposal**

Sr. No.	Basic Requirements	Documents Required	Compliance (Yes/No)	Reference and Page No.
1	Letter of Proposal	As per Form-3		
2	Tender Fees	Payment Confirmation screenshot from the Portal		
3	EMD	Scanned copy of EMD to be uploaded and physical original of Demand Draft / Banker's Cheque / Bank Guarantee		
4	Particulars of the Bidder	As per Form-2		
5	Legal Entity	Copy of Certificate of Incorporation; and Copy of GST Registration Certificate		
6	Sales Turnover	Extracts from the audited Balance sheet and Profit & Loss; AND/OR Certificate from the statutory auditor/CA		
7	Bidders Experience/ Capability	Citation, as per RFP specified template Work Order/Agreement Copy of Completion Certificate/ Performance Certificate/ Audit Report are to be submitted.		
8	Manpower Strength	Self Certification by the authorized signatory or Head of HR Department		
9	Non Blacklisting Declaration	A Self Certification as per the RFP specified format		
10	Power of Attorney/Letter of Authorization	Power of Attorney/Letter of Authorization		

*As per main*

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**Form 2: Particulars of the Bidder**

<b>Sl. No.</b>	<b>Information Sought</b>	<b>Details to be Furnished</b>	<b>Reference and Page No.</b>
1	Name and address of the bidding Company/Firm		
2	Incorporation status of the Company/Firm (public limited / private limited/LLP etc.)		
3	Year of Establishment		
4	Date of Registration		
5	ROC Reference No.		
6	Details of company registration		
7	Details of registration with appropriate authorities for GST		
8	Name, Address, email, Phone nos. and Mobile Number of Contact Person		

*Refer - mobile nos.*

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**Form 3: Letter of Proposal**

*(On the Letterhead of the Company)*

Date, Place

To,  
The Director General  
National Archives of India (NAI)  
Janpath, New Delhi -110001

**Subject:** Submission of the Prequalification and Technical bid for <provide name of the assignment>

Dear Sir/Madam,

We, the undersigned, offer to provide Conservation and Restoration of estimated 2.25 crore sheets to National Archives of India (NAI) on <provide name of the engagement> with your Request for Proposal dated <insert date> and our Proposal. We are hereby submitting our Proposal, which includes this Prequalification and Technical bid.

We hereby declare that all the information and statements made in this Prequalification and Technical bid are true and accept that any misinterpretation contained in it may lead to our disqualification.

We undertake, if our Proposal is accepted, to initiate the Conservation and Restoration work related to the assignment not later than the date to be indicated in Lol/LoA.

We agree to abide by all the terms and conditions of the RFP document. We would hold the terms of our bid valid for 90 days as stipulated in the RFP document.

We understand you are not bound to accept any Proposal you receive.

..... Name of the Bidder

..... Signature of the Authorized Signatory

..... Name of the Authorized Signatory

Place: \_\_\_\_\_ Date: \_\_\_\_\_ Seal: \_\_\_\_\_



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Form 4: Declaration of Non Blacklisting

*(on non-judicial stamp paper of Rs. 100/- or on the Letterhead of the Company)*


I \_\_\_\_\_ Proprietor/Director/Partner/Authorised Signatory of the company/firm  
M/s \_\_\_\_\_ do hereby solemnly affirm that our firm M/s \_\_\_\_\_ has  
not been currently blacklisted by any Central or State Government Organization or  
PSU or other public funded government institution and have not faced forfeiture of  
EMD/ PBG by any organization/ institution during the past three years.

..... Name of the Bidder

..... Signature of the Authorized Signatory

..... Name of the Authorized Signatory

Place: \_\_\_\_\_ Date: \_\_\_\_\_



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Form 5: Turnover Format

Turnover from repair & conservation and other services related to archival records in the last three audited financial years (in INR):

FY (20-21)	FY (21-22)	FY (22-23)	Average

Signature of Authorised Signatory: Seal:  
Full Name:  
Address:

*Signature name*

Signature of CA with Registration No:

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**Form 6: Citation**

Assignment Name	
Name & address (including contact details) of the client	
No. of Staff-weeks; duration of assignment	
Scope of Work (the specific quantum of work related to repair/ conservation of archival documents to be clearly mentioned)	
Start Date and Completion Date (Month/ Year)	
Fees/Value of Services (in Indian Rs.)	
Supporting Documents	Yes/No Page No-

Note: Please add supporting documents (i.e. Lol/LoA, Completion Certificate, Performance Certificate etc.) against each of the assignment.

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Form 7: Performance Bank Guarantee (Draft Format)

**Format for Performance Bank Guarantee  
(Hard copy required post contract is awarded)**

Ref: \_\_\_\_\_

Date: \_\_\_\_\_

Bank Guarantee No.:

To,

National Archives of India,  
Janpath, New Delhi, Delhi 110011

Dear Sir,

PERFORMANCE BANK GUARANTEE for "CONSERVATION & RESTORATION  
OF HISTORICAL RECORDS /ARCHIVAL COLLECTIONS AND THEIR ARCHIVAL  
BINDING of NATIONAL ARCHIVES, New Delhi- 110001

WHERE AS

M/s. (name of Successful Firms), a company registered under the Companies Act, 1956, having its registered and corporate office at (address of the Successful Firms), (hereinafter referred to as "our constituent", which expression, unless excluded or repugnant to the context or meaning thereof, includes its successors and assigns), agreed to enter into a Contract dated (hereinafter, referred to as "Contract") with you for The CONSERVATION & RESTORATION OF HISTORICAL RECORDS /ARCHIVAL COLLECTIONS AND THEIR ARCHIVAL BINDING of NATIONAL ARCHIVES New Delhi- 110001".

We are aware of the fact that as per the terms of the Contract, M/s. (name of Successful Firms) is required to furnish an unconditional and irrevocable Bank Guarantee in your favour for an amount of 3% of the Total Contract Value, and guarantee the due performance by our constituent as per the Contract and do hereby agree and undertake to pay any and all amount due and payable under this bank guarantee, as security against breach/ default of the said Contract by our Constituent.

In consideration of the fact that our constituent is our valued customer and the fact that he has entered into the said Contract with you, we, (name and address of the bank), have agreed to issue this Performance Bank Guarantee.

Therefore, we (name and address of the bank) hereby unconditionally and irrevocably guarantee you as under:

In the event of our constituent committing any breach / default of the said Contract, and which has not been rectified by him, we hereby agree to pay you



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forthwith on demand such sum/s not exceeding.....<in words>without any demur or protest.

Notwithstanding anything to the contrary, as contained in the said Contract, we agree that your decision as to whether our constituent has made any such default(s) / breach(es), as aforesaid and the amount or amounts to which you are entitled by reasons thereof, subject to the terms and conditions of the said Contract, will be binding on us and we shall not be entitled to ask you to establish your claim or claims under this Performance Bank Guarantee, but will pay the same forthwith on your demand without any protest or demur.

This Performance Bank Guarantee shall continue and shall remain in full force and effect hold good until ., subject to the terms and conditions in the said Contract.

We bind ourselves to pay the above said amount at any point of time commencing from the date of the said Contract until

We further agree that the termination of the said Agreement, for reasons solely attributable to our constituent, virtually empowers you to demand for the payment of the above said amount under this guarantee and we would honor the same without demur.

We hereby expressly waive all our rights:

- i. Requiring to pursue legal remedies against the Department; and
- ii. For notice of acceptance hereof any action taken or omitted in reliance hereon, of any defaults under the Contract and any resentment, demand, protest or any notice of any kind.

We the Guarantor, as primary obligor and not merely Surety or Guarantor of collection, do hereby irrevocably and unconditionally give our guarantee and undertake to pay any amount you may claim (by one or more claims) up to but not exceeding the amount mentioned aforesaid during the period from and including the date of issue of this guarantee through the period.

We specifically confirm that no proof of any amount due to you under the Contract is required to be provided to us in connection with any demand by you for payment under this guarantee other than your written demand.

Any notice by way of demand or otherwise hereunder may be sent by special courier, telex, fax, registered post or other electronic media to our address, as aforesaid and if sent by post, it shall be deemed to have been given to us after the expiry of 48 hours when the same has been posted.

If it is necessary to extend this guarantee on account of any reason whatsoever, we undertake to extend the period of this guarantee on the request of our constituent under intimation to you.

This Performance Bank Guarantee shall not be affected by any change in the constitution of our constituent nor shall it be affected by any change in our constitution or by any amalgamation or absorption thereof or therewith or reconstruction or winding up, but will ensure to the benefit of you and be available to

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and be enforceable by you during the period from and including the date of issue of this guarantee through the period.

Notwithstanding anything contained herein above, our liability under this Performance Guarantee is restricted to 3% of the Contract Value, and shall continue to exist, subject to the terms and conditions contained herein, unless a written claim is lodged on us on or before the aforesaid date of expiry of this guarantee.

We hereby confirm that we have the power/s to issue this Guarantee in your favour under the Memorandum and Articles of Association / Constitution of our bank and the undersigned is / are the recipient of authority by express delegation of power/s and has/ have full power is to execute this guarantee under the Power of Attorney issued by the bank in your favour.

We further agree that the exercise of any of your rights against our constituent to enforce or forbear to enforce or any other indulgence or facility, extended to our constituent to carry out the contractual obligations as per the said Contract, would not release our liability under this guarantee and that your right against us shall remain in full force and effect, notwithstanding any arrangement that may be entered into between you and our constituent, during the entire currency of this guarantee.

Notwithstanding anything contained herein:

This Performance Bank Guarantee shall be valid only till .....

We are liable to pay the guaranteed amount or part thereof under this Performance Bank Guarantee only and only if we receive a written claim or demand on or before

Any payment made hereunder shall be free and clear of and without deduction for or on account of taxes, levies, imports, charges, duties, fees, deductions or withholding of any nature imposts.

This Performance Bank Guarantee must be returned to the bank upon its expiry. If the bank does not receive the Performance Bank Guarantee within the above-mentioned period, subject to the terms and conditions contained herein, it shall be deemed to be automatically cancelled.

This guarantee shall be governed by and construed in accordance with the Indian Laws and we hereby submit to the exclusive jurisdiction of courts of Justice in India for the purpose of any suit or action or other proceedings arising out of this guarantee or the subject matter hereof brought by you may not be enforced in or by such court.

Dated..... this ..... day.....2023.

Yoursfaithfully,

For and on behalf of the Bank,

(Signature)



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Designation  
(Address of the Bank)

Note: This guarantee will attract stamp duty as a security bond.  
A duly certified copy of the requisite authority conferred on the official/s to execute  
the guarantee on behalf of the bank should be annexed to this guarantee for  
verification and retention thereof as documentary evidence in the matter.

Note: In case of additional order, separate Performance Bank Guarantee will have  
to be submitted/deposited by the selected firms.

*Chandra Mohan*

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**Form 8: Compliance Sheet for Technical Proposal**

Sr. No	Criteria	Supporting Documents	Bidders Response	Reference & Page No.
1	Years of experience in the field of Conservation, Preservation, and Archival Binding of Archival Documents, records, Manuscripts in Central or State Government/P SU/Research Institutions/Libraries /private organizations	<ul style="list-style-type: none"> <li>• A certificate and work order to this effect and certificate for work completion/in progress from the client should also be attached with the technical bid.</li> <li>• In case the above documents do not adequately, clarify this, a certificate from the client indicating the percentage value that related to repair/conservation of archival documents, NAI reserves the right to verify such certification directly from the client.</li> <li>• Mere incorporation certificate will not be sufficient.</li> </ul>		
2	Sales Turnover	Extracts from the audited Balance sheet and Profit & Loss; and Certificate from the statutory auditor/CA clearly mentioning		

*Shweta Kulkarni* 59

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		the Average Annual Sales Turnover included should be from repair/conservation and other services related to Archival documents/ records/Manuscripts only.		
3	Bidders Experience/ Capability	<ul style="list-style-type: none"> <li>• Citation, as per RFP specified template</li> <li>• Work Order/Agreement</li> <li>• Copy of Completion Certificate from client/ Performance Certificate from client</li> <li>• Client certification should clearly indicate the quantum of repair/ conservation of archival documents. No benefit of doubt shall be given.</li> </ul>		
4	Manpower Strength	Certification by the authorized signatory or Head of HR Department		

*Adarsh Kumar*

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Form 9: Proposed Approach & Methodology

Approach, methodology and work plan are key components of the Proposal. You are suggested to present Approach and Methodology divided into the following sections:

Understanding of the project  
Technical Approach and Methodology

Approach and Methodology:

You should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output.

You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

*Shivendra Singh*

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Form 10: Proposed Work Schedule & Project Plan

In this section you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Purchaser), and delivery dates of the reports.

The proposed work plan should be consistent with the approach and methodology, showing understanding of the Scope of Work/TOR and ability to translate them into a feasible working plan.

*Shiv Kumar Singh*

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Form 11: Tender Acceptance Letter

TENDER ACCEPTANCE LETTER  
(To be given on Company Letter Head)

Date:

To,

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Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: \_\_\_\_\_

Name of Tender / Work: -

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Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

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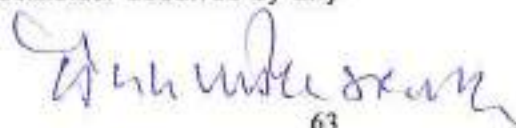
as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organisation too have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.



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6. I/We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract , without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

A handwritten signature in blue ink, appearing to read "May Wilson", is written in a cursive style.



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**Form 12: Team Composition and their Availability**

In this chapter you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical staff.

Name of Staff with Qualification and Experience	Area of Expertise	Position Assigned	Task Assigned	Time Committed for the Engagement

*John Williams*

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**Form 13: Curriculum Vitae (CV) of Key Personnel**

Name of Firm:  
 Position in the Firm:  
 Name of Staff:  
 Date of Birth:  
 Date of Joining:  
 Total No. of years of experience:  
 Total No. of years with the firm:  
 Nationality:  
 Education & Certification:

Duration From (MMM-YYYY) – To (MMM-YYYY)	Name of Institution/ College/ Affiliated University	Degree/ Diploma/ Certification with Specialization details

Membership of Professional Associations/ Trainings:

Countries of Work Experience:

Languages:

Language	Speaking	Reading	Writing

Employment Record:

Firm	From – To Date	Designation / Role	Location

**Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned**

Name of assignment or project: Year: Location: Client: Main project features: Positions held: Value of Project: Activities performed:
Name of assignment or project: Year: Location:

*Yashwanth* 66

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Client:

Main project features:

Positions held:

Value of Project:

Activities performed:

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience.

Signature of staff member or authorised signatory of the firm:

Note: Submission of proposed Supervisor Resume is mandatory



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Form 14: Format of Financial Proposal

Description of work	Rate per Sheet (excluding GST)
Conservation and Restoration of Records as per Scope of Work	

**Note:**

- i. GST shall be paid at prevailing rate at the time of billing
- ii. Deduction of all statutory and necessary Tax from each bill will be made as per Government Order prevailing at the time of payment. Necessary tax deduction certificate will be issued on demand by the Company.
- iii. Two pages will be conserved One sheet

*Asw. M. K. Srinivas*

**Form 15**

**Format for Roles and Responsibilities of Prime Bidder and Consortium Firms  
(A consortium of maximum Three Firms is allowed)**

**Details of Prime Bidder**

1. Name of Prime Bidder- \_\_\_\_\_
2. Role & Responsibilities of Prime Bidder- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. List of past work order \_\_\_\_\_

**Details of Consortium Bidder No.1**

1. Name of Consortium Bidder No.1 \_\_\_\_\_
2. Role & Responsibilities of Bidder No. 1- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. List of past work order \_\_\_\_\_

**Details of Consortium Bidder No.2**

1. Name of Consortium Bidder No. 2- \_\_\_\_\_
2. Role & Responsibilities of Bidder No. 2- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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3. List of past work order

*John McKinney*

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Form 16

Sl. No. \_\_\_\_\_

Format for delivery of document from Repositories for Conservation/Repair

I \_\_\_\_\_ supervisor of M/s \_\_\_\_\_  
taken over total files \_\_\_\_\_ consisting of \_\_\_\_\_ pages  
from the Series/Department \_\_\_\_\_ Branch \_\_\_\_\_ Part  
\_\_\_\_\_ Year \_\_\_\_\_. On \_\_\_\_\_ From Repository No. \_\_\_\_\_ for  
conservation/Repair.

Name of supervisor \_\_\_\_\_

M/s \_\_\_\_\_

Date:

*[Handwritten signature]*

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From 17

Sl. No. \_\_\_\_\_

Format for Handing over document to Digitization Vendor after conservation  
/Repair by the Vendor (On company letter head)

I \_\_\_\_\_ Supervisor of M/s \_\_\_\_\_ handed  
over total files \_\_\_\_\_ consisting of \_\_\_\_\_ pages from the  
Series/Department \_\_\_\_\_ Branch \_\_\_\_\_ Part \_\_\_\_\_  
Year \_\_\_\_\_ on \_\_\_\_\_ That had been taken over vide Form No. 15  
Sl. No. \_\_\_\_\_. They are properly conservation/Repair, and are as per terms  
and condition of tender and are ready for digitization.

File Received (\_\_\_\_\_)

Name of Supervisor

M/s \_\_\_\_\_

Date:

Name of Repository In-charge

\_\_\_\_\_  
Designation \_\_\_\_\_

Date:

