

**NIeT for Supplying of Archival Quality Acid Free Carton Boxes for storage of Volumes of Records in National Archives of India, New Delhi**



**F.No. 1-14/2024-Proc. Cell**

**e-Tender for supplying of acid free Carton Boxes  
for storage of volumes of records**

**at**

**National Archives of India  
Janpath, New Delhi-110 001**

Date of Issuance of NIeT- 26 November 2024

Last Date for Tender Submission- 17 December 2024

Opening of Technical Bids- 18 December 2024

**Government of India  
Ministry of Culture  
National Archives of India  
Janpath, New Delhi- 110001**

Email: [dg-nai@gov.in](mailto:dg-nai@gov.in), [nai.dg.office@gmail.com](mailto:nai.dg.office@gmail.com)

Website: [nationalarchives.nic.in](http://nationalarchives.nic.in)

**NIeT for Supplying of Archival Quality Acid Free Carton Boxes for storage of Volumes of Records in National Archives of India, New Delhi**

**F. No.1-14/2024-Proc. Cell**  
National Archives of India  
Ministry of Culture  
Government of India  
Janpath, New Delhi -110001

Subject: Notice Inviting e-Tender (NIeT) for supplying of archival quality Acid Free Carton Boxes for storage of Volumes of Records at National Archives of India, New Delhi- Reg.

**Date of Issuance of NIeT: 26 November 2024**

Director General, National Archives of India (NAI) invites proposal/tender from reputed & experienced Agencies/Vendors/Contractors through electronic tendering (e-tendering/ CPP Portal) for supplying of Archival quality Acid Free Carton Boxes for storage of volumes of records at National Archives of India, New Delhi.

i.	NIeT Ref. No. & Date	F. No.1-14/2024-Proc.Cell, Dt. 26.11.2024
ii.	Date of Publication of NIeT	26 November 2024
iii.	Brief description of Work	NAI is the custodian of the Government of India's records of enduring value. It is one of the biggest archival repository in South Asia. NAI is inviting tenders for <b>supply of Archival Quality Acid Free Carton Boxes</b> for storage of volumes of records.
iv.	Seek Clarification Start Date	27 November 2024
v.	Seek Clarification End Date	30 November 2024
vi.	Pre-bid Conference Date	03 December 2024 (at Ground Floor Atrium, NAI, Annexe Building)
vii.	Bid Submission Start Date	05 December 2024 (Online only at CPPP website: <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a> )
viii.	Bid Submission End Date	17 December 2024 (Online only at CPPP website: <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a> and the physical copy of the original EMD must be submitted to the Procurement Cell, National Archives of India, Janpath, New Delhi prior to the end date of submission of the online bid at CPPP)
ix.	Technical Bid Opening Date	18 December 2024

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x.	Financial Bid Opening Date	To be notified after Technical Bid Evaluation. Agencies/vendors/contractors who will qualify the technical bid will be intimated in respect of financial bid opening in the CPP Portal.
xi.	Place of Opening Bids	National Archives of India, Janpath, New Delhi-1
xii.	Earnest Money Deposit (EMD)	Earnest Money Deposit for an amount of <b>Rs.3,75,000/- (Rupees Three Lakhs Seventy five thousand only)</b> in the form of Demand Draft/Bank Guarantee/Banker's Cheque only, drawn in favour of "The Director General, National Archives of India, New Delhi" payable at New Delhi. <b>Not required - in-case of MSME/NSIC/SSI</b> (supporting documents are to be attached along with the online bid)
xiii.	Selection Process	The method of selection is <b>LCBS</b> (Least Cost Based Selection)
xiv.	Bid Validity Period	90 days from the date of opening of technical bid. However, the said validity period may be extended for a further period of 90 days if required.
xv.	Mode of Tender Submission	Online (only at CPP Portal)  (website: <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a> )
xvi.	E-tendering address	Tender documents may be downloaded from CPPP site <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a> for submission of e-tender as per the schedule provided above in this table. However, the said tender may also be viewed from NAI website: <a href="http://www.nationalarchives.nic.in">www.nationalarchives.nic.in</a> for reference.

Other details may be seen from the tender document. 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.

Assistant Director of Archives  
National Archives of India  
Government of India  
New Delhi



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**1. Preface:** Director General of Archives, National Archives of India (hereafter DG, NAI, Department/Office/Organization/Client) invites e-tender under two Bids System i.e. Technical Bid and Financial Bid from experienced, registered and authorized Agencies (hereafter bidder/agencies/vendors/contractors) for supplying of Carton Boxes for keeping the volumes of records at National Archives of India, Janpath, New Delhi as per the terms & conditions mentioned in this tender document.

**2. The Annexures to this Tender Notice are:**

- i. Tender Acceptance Letter (**Annexure- A**)
- ii. Non-Black listed Certificate in the letter head of agency (**Annexure- B**)
- iii. Images of the carton boxes for storing of volumes of records (**Annexure-C**)

**3. Total quantity required:**

Items Description	Size	Total Qty.	Remarks
Carton Boxes for keeping the Volumes	A- Top Cover B- Bottom Cover (open version of Box) C- 43.6 cm D- 32.0 cm E- 11.7 cm F- 42 cm G- 31 cm H- 11.2 cm Median- I-11.2 cm	10,000 pcs. Of Boxes  (Ordered quantity may vary upto 50%)	A, B, C, D, E, F, G, H and I depicts the images mentioned in the <b>Annexure 'C'</b> .

**4. Terms & Condition (documentary evidence must be attached with the quotations):**

- I. The Company/Firm/Agency/Bidder must be registered with appropriate government registration authority. Registration certificate must be attached with the online bid.
- II. The Bidder must have TAN, PAN and GST number.
- III. The Bidder should have minimum average annual turnover of **Rs.50,00,000/-/- (Rupees Fifty lakh)** or above during last three

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financial years. Copy of the average Annual Turnover Certificate duly verified by CA (with UDIN) must be submitted with the bid.

- IV. The bids/rates quoted will be valid for a period of 90 days from opening of bids. **The rates quoted by the agency/firm must be inclusive of all taxes and duties.**
- V. The Bid may be submitted along with the CIF (Cost, Insurance and Freight) price in Indian Rupees (INR) or included value in Foreign Currency (in the case of imported items) and the tender must be submitted online at CPP Portal (<https://eprocure.gov.in/eprocure/app>).
- VI. Bidder must sign each and every page of the tender document and furnish it with the Bid.

5. The Director General of archives reserves the right to reject any or all tenders without assigning any reason.

**6. Scope of Work/ Technical Specification of the Carton Boxes for storage of Volumes of Records:**

Physical appearance	Size Of Caron Box	Quality of Board	Quality of Cloth
-Made of single ply of good quality with acid free Cardboard having thickness of 3 mm	A- Top Cover	-pH 7.0 (minimum)	-No bleeding of colour.
-Folds i.e. turns must be strongly stitched and Strengthened by cloth.	B- Bottom Cover (open version of Box)		-Free from weaving defect.
-Covered by good quality Calico cloth.	C-43.6 cm		-No cracking upon folding sharply.
- Inner lining of acid free paper pasted with acid free adhesive.	D- 32 cm		
	E- 11.7 cm		
	F- 42 cm		
	G- 31 cm		
	H- 11.2 cm Median- I-11.2 cm		

**7. Pre-bid conference:**

Bidders are required to attend the Pre-bid meeting/conference for clarification on the Tenders' technical specifications, as per the time, date, and place mentioned in the tender schedule. **Participation in the Pre-bid conference is mandatory.** If a bidder does not participate in the pre-bid conference, then no subsequent

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representations from the bidder shall be entertained in regard to the Technical/commercial specifications and other terms and conditions of the present tender. All participating vendors/bidders will have to submit **Two (02) numbers** of sample carton boxes (**as specified at Para-6 above**) at the time of pre-bid conference for scientific/technical evaluation and approval.

**8. Eligibility Criteria:**

The following documents in support of the eligibility criteria are to be furnished by the agency/firm along with **Technical Bid** as per the tender document:

- i. Scanned copy of **proof for payment of Earnest Money Deposit.**
- ii. Scanned copy of Certificates like Registration certificate of the firm, PAN, TAN and GST.
- iii. Signed and Scanned Copy of **Tender Acceptance Letter & Letter of Authorization to submit the bid.**
- iv. An undertaking (self-certified in the letter head of the agency) that the **agency hasn't been blacklisted** by Central/ State/ UT/any Government organization.
- v. Average Annual Financial Turnover of **Rs.50.00 lakh** or more during the last three years ending March 31, 2024. (Certified copy from CA firm along with UDIN)
- vi. The complete tender document duly signed by the bidder on each and every page with the complete name and address of the firm and the same must be uploaded along with the bid.
- vii. The successful bidder should submit the guarantee/warranty bond (01 year) against the material to be supplied to NAI on a Rs. 500/- stamp paper duly notarized.
- viii. **Testing of Acid Free Box (pH Value):** The Acid Free Box shall be tested as per clause 6 mentioned above. The financial bid of the concerned bidder/firm/agency failing the test will not be opened.
- ix. Prior experience of having supplied archival storage boxes within the past 5 financial years.

**9. Preference to MII (Make in India) product:**

Preference shall be given to Class 1 local supplier as defined in public procurement (Preference to Make in India, Order 2017 as amended from time to time and its subsequent Orders/Notifications issued by concerned Nodal Ministry for specific Goods/Products.

The minimum local content to qualify as a Class 1 local supplier is denoted in the bid document. If the bidder wants to avail the Purchase preference, the bidder must upload a certificate from the OEM regarding the percentage of the local content and the details of locations at which the local value addition is made along with their bid, failing which no purchase preference shall be granted. In case the bid value is more than Rs 10 Crore, the declaration relating to percentage of local content shall be certified by the statutory auditor or cost auditor, if the OEM is a company and by a practicing cost accountant or a chartered accountant for OEMs other than companies as per the Public Procurement (preference to Make-in -India) order 2017 dated 04.06.2020. Only Class-I and Class-II Local suppliers as per iv\II order dated 4.6.2020 will be eligible to bid. Non-Local suppliers as per MII order dated 04.06.2020 are not eligible to participate. However, eligible micro and small enterprises will be allowed to participate .The buyers are advised to refer the OM No.F.1/4/2021-PPD dated 18.05.2023.

OM No.1 4 2021 PPD dated 18.05.2023 for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017.

**Purchase preference to Micro and Small Enterprises (MSEs):**

Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference, the bidder must be the manufacturer of the offered product in case of bid for supply of goods. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service. If L-1 is not an MSE and MSE Seller (s) has/have quoted price within L-1+ 15% (Selected by Buyer)of margin of purchase preference /price band defined in relevant policy, such Seller shall be given opportunity to match L-1 price and contract will de awarded for 25%(selected by Buyer) percentage of total QUANTITY. The buyers are advised to refer the OM No.F.1/4/2021-PPD dated 18.05.2023

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OM No.1 4 2021 PPD dated 18.05.2023 for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India Order, 2017.

Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over.

**10. Evaluation Committee**

- a. NAI will constitute a 'Tender Evaluation Committee' to evaluate the responses of the bidders.
- b. The Tender Evaluation Committee duly constituted by the DG, NAI, shall evaluate the responses to the tender 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 tender shall be final. No correspondence will be entertained outside the process of evaluation with the Committee
- d. The DG, NAI/Tender Evaluation Committee reserves the right to reject any or all proposals on the basis of any deviations
- e. Each of the responses shall be evaluated as per the criteria and requirements specified in this tender.

**11. Dispute Resolution:**

- i. Any dispute and or difference arising out of or relating to this contract will be resolved through joint discussion of the authorized representatives of the concerned parties. However, if the disputes are not resolved by joint discussions, then the matter will be referred for adjudication to a sole Arbitrator appointed by the Director General, National Archives of India.
- ii. The award of the sole Arbitrator shall be final and binding on all the parties. The arbitration proceedings shall be governed by Indian Arbitration and Conciliation Act, 1996 as amended from time to time.
- iii. The cost of Arbitration shall be borne by the respective parties in equal proportions. During the pendency of the arbitration proceeding and currency of contract, neither party shall be entitled to suspend the work/service to which the dispute relates on account of the arbitration and payment to the contractor shall continue to be made in terms of the contract.
- iv. Arbitration proceedings will be held at **New Delhi** only.





**12. Force Majeure:**

If at any time during the contract, either party is subject to force majeure, which can be termed as civil disturbance, riots, strikes, tempest, acts of God etc. which may prevent either party to discharge his obligation, the affected party shall promptly notify the other party about the happening of such an event. Neither party shall by reason of such event be entitled to terminate the contract in respect of such performance of their obligations. The obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. If the performance of any obligation under the contract is prevented or delayed by reason of the event beyond a period mutually agreed to if any or seven days, whichever is more, either party may at its option terminate the contract.

**13. Jurisdiction of Court:**

The courts at Delhi shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.

**14. Obligations of the Contractor**

- i. The Contractor shall completely indemnify and hold harmless the NAI and its employees against any liability, claims, losses or damages sustained by it or them by reason of any breach of contract, wrongful act or negligence by the Contractor.
- ii. The Contractor shall not Sub-Contract or Sub-let, transfer or assigns the contract or any other part thereof. In the event of the contractor contravening this condition, NAI shall be entitled to place the contract elsewhere on the contractor's risk and cost and the contractor shall be liable for any loss or damage, which the NAI may sustain in consequence or arising out of such replacing of the contract.
- iii. The contractor shall ensure full compliance with tax laws of India with regard to this contract and shall be solely responsible for the same. The contractor shall submit copies of acknowledgements evidencing filing of returns timely and shall keep the NAI fully indemnified against liability of tax, interest, penalty etc. of the contractor in respect thereof, which may arise.
- iv. The contractor shall provide the copies of relevant records during the period of contract or otherwise even after the contract is over, whenever required by the NAI.



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- v. In case of non-performance/inadequate performance, the NAI reserves the right to get the work done from other sources at the risk & cost of the agency.
- vi. This being a supply contract, all men, all material and machinery will be arranged and deployed by the contractor at the rate quoted in the financial bid.
- vii. The firm/agency will submit the bill, in triplicate, after completion of the work along with delivery challan.

**15. Repeat Order:**

Depending on the requirement of the Department, the DG, NAI may, within a period of One year after issuing 1st PO (Purchase Order) issued for the contract, place **a repeat order** to the successful bidder on the same terms and conditions of this NIeT.

**16. Interpretation:**

In case of any dispute with regard to the interpretation of any of the provisions of this document or to the due performance in accordance with the contract terms, the decision of Director General, NAI will be final and binding.

**17. Warranty Period:**

The Warranty period of the product shall be **ONE YEAR** with effect from the date of signing of the contract.

**18. Signing of Contract:**

Post submission of Performance Guarantee by the successful bidder, NAI shall enter into a contract agreement between NAI and the successful bidder.

**19. PAYMENT DETAILS, Penalty provision AND other CONDITIONS:**

- i. Advance payment may be considered as per **Rule 172 of GFR, 2017**.
- ii. The total value of the product shall be released against Bill/Invoice raised by the bidder/vendor only after completion of the supply of the required product as per the term and condition detailed in the purchase/supply/work order and fulfilling the Tender specifications. Payment will be made directly to the bidder/vendor through electronic bank transfer as per the procedure after due deduction of statutory tax liability.



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- iii. The Bidder/Vendor must submit **3% of the total value of the contract as 'Performance Security'** in the form of Demand Draft/Banker's Cheque/Bank Guarantee in the name of "Director General of Archives, National Archives of India, Janpath, New Delhi". The said performance guarantee will be returned to the bidder/vendor after expiry of the WARRANTY Period.
- iv. If part or whole of the products/goods supplied by the bidder/vendor are found damaged/mutilated and are not complying with the approved specification, the bidder/vendor shall take back the part or whole of the products/goods and re-supply the products/goods as per the approved specifications.
- iv. If any of the carton boxes are damaged during the period of warranty, the bidder/vendor will repair/replace as the case may be without any additional cost.
- v. The quantity of the carton boxes may increase or decrease at the time of issue of "Purchase Order" to the tune of 50% of the total proposed quantity.

**20. Delivery Schedule:**

Time is an essence of the contract. Successful bidder is required to ensure complete delivery of required goods at NAI, New Delhi premises within a period of three months from the date of award of the contract.

**21. Subletting:**

Successful bidder shall not sub-let, transfer or assign the contract or any part thereof to any agency, without the written permission of the DG, NAI.

**22. Technical Bid Evaluation:**

Technical Bid Evaluation will be made as per the Clause/Para 4, 6, 7, 8 and 9 mentioned in the above NIeT.

**23. Financial Bid Opening Procedure:**

(a) The Financial Bids of all the technically qualified bidders shall be opened by the Tender Evaluation Committee in presence of the qualified bidders/their authorized representatives, who choose to be present at the time of opening of the financial bids.

(b) All the technically qualified bidders/their authorized representatives present at the time of opening of the Financial Bids shall be required to submit

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the Authorization letter from their Firms/Companies and shall be asked to sign on Financial Bid downloaded online through the CPP Portal.

(c) Absence of bidders or their authorized representatives shall not impair the legality of the process. The financial bid price as indicated in the financial bid submission form of each bidder shall be read out on the spot. However, it shall be clearly stated that the final financial bid prices would be arrived at after detailed scrutiny/correction of arithmetical error if any in the financial bid.

(d) Merely becoming the lowest bidder in the Financial Bid, prior to detailed scrutiny of the Financial Bid by the designated Tender Evaluation Committee, will not give any right to the lowest bidder to claim that he is successful in the bidding process.

**24. BOQ details**

**Note: Please submit separately and do not quote the price here**

Tender Inviting Authority: Director General, National Archives of India (NAI)							
Name of Work:							
Contract No:							
Name of the Bidder/ Bidding Firm / Company :							
<b>PRICE SCHEDULE</b>							
<b>(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only in the specified excel sheet)</b>							
NUMBER #	TEXT #	NUMBER #	TEXT #	TEXT #	NUMBER #	NUMBER #	TEXT #

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Sl. No.	Item Description	Quantity	Units	Quoted Currency in INR / Other Currency	Per box RATE In <b>Figures</b> To be entered by the <b>Bidder</b> in <b>Selected currency (INCLUSIVE OF ALL TAXES such as CIF (Cost, Insurance, and Freight charges))</b>	TOTAL AMOUNT, It will be convert in <b>Rs. P</b>	TOTAL AMOUNT In Words
1	2	4	5	6	7	8	9
1	Carton Box for storing the volumes of Records (for size and specification kindly refer Tender Document)	10000	Per box	INR		0.0000	INR Zero Only
<b>Total in Figures</b>						<b>0.0000</b>	Zero Only



**TENDER ACCEPTANCE LETTER**

(To be given on Company/Firm/Agency Letter Head)

**Date:**

To

**The Director General**  
National Archives of India  
Janpath, New Delhi-110001

**Sub: Acceptance of Terms & Conditions of Tender.**

Tender Reference No:

**Name of Tender/Work: -**

Dear Sir,

I/We have downloaded/obtained the tender document(s) for the above-mentioned 'Tender' from the **CPP Portal**

I/We hereby certify that I/we have read the entire terms and conditions, scope of works of the tender documents (including all documents like annexure(s), schedule(s) etc.), which form part of the contract agreement and I/we shall abide here by the terms/conditions/clauses contained therein.

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

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

**In case any provisions of this tender are found violated, then your department/organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full earnest money deposit absolutely.**

Signature  
Name of Authorized Signatory



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**Annexure-B**

Non-Blacklisted Certificate

**(Anaffidavit onRs.100/-Non-Judicial Stamp Paper/Letter Head of the Agency)**

It is certified that my Firm/Agency/Company has never been black listed by any of the Department/Autonomous Institutions/Universities/Public Sectors Undertakings of the Government of India or Government of NCT of Delhi or any other State Government or Public Sector Banks or Local Bodies/Municipalities and no criminal case is pending against the said Firm/Agency as on\_\_\_\_\_

Signature of the Tenderer

**Name of Signatory**

Name of the Firm/Agency

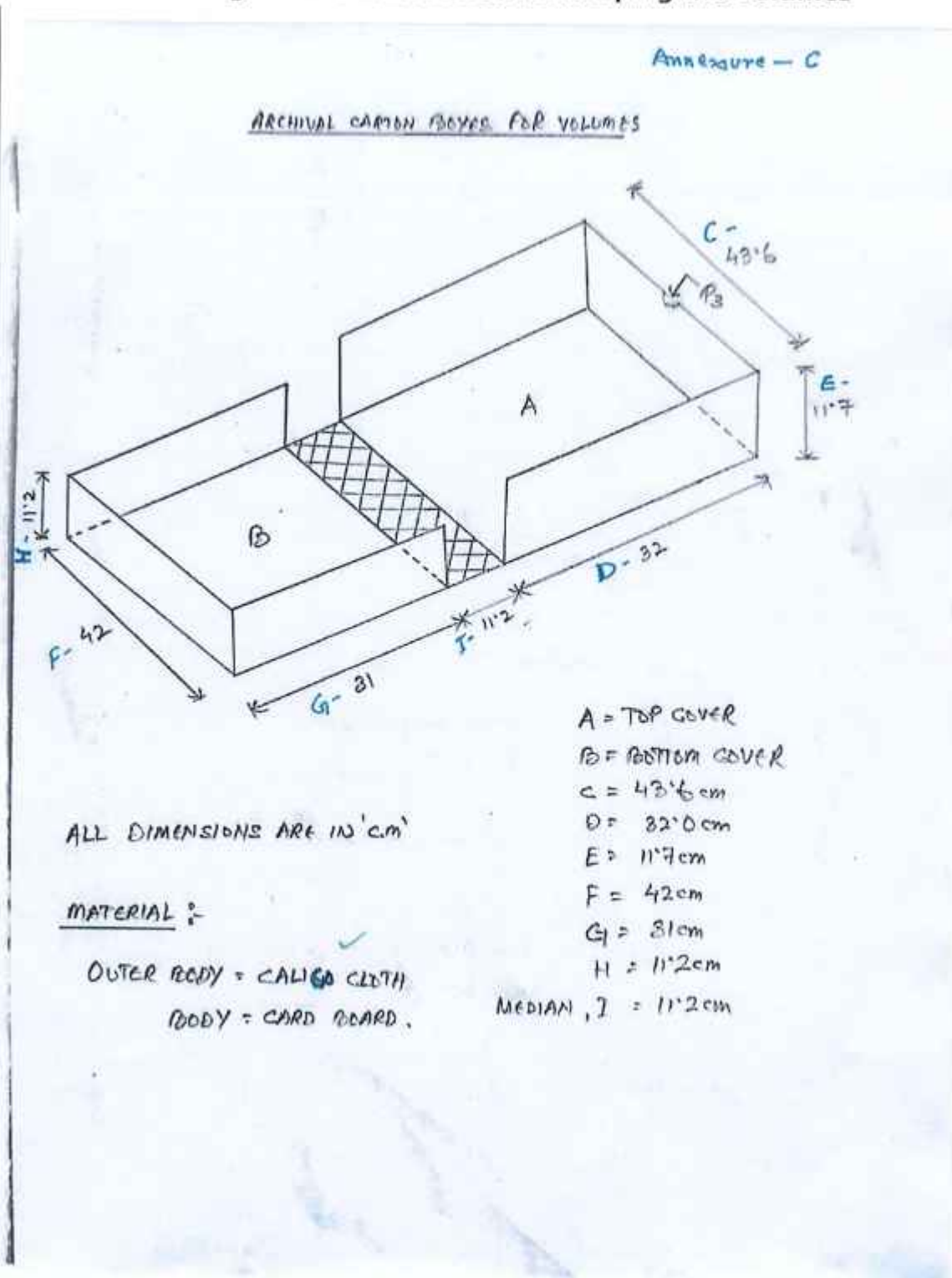
**Seal of the Firm/Agency**

Place:

**Date:**



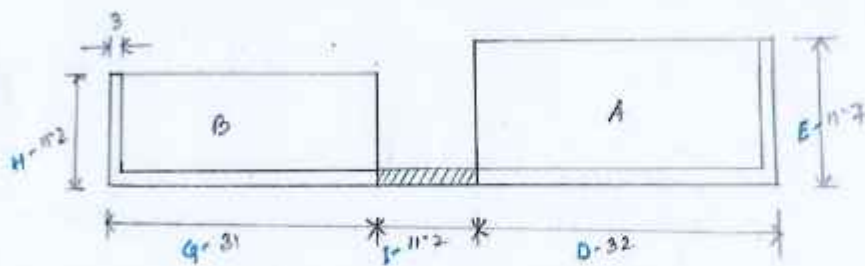
Image of the Carton Box for keeping the Volumes



*Handwritten signature*



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As TOP COVER  
for BOTTOM COVER

CROSS SECTIONAL VIEW X-X (SECTIONAL SIDE VIEW)

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