

F. No. 1-1/2017-Cash Section  
Government of India  
National Archives of India  
Janpath, New Delhi-110 001  
E-mail: [nationalarchives@nic.in](mailto:nationalarchives@nic.in)

### **NOTICE INVITING TENDER**

Sealed Tender/quotation are invited by the Deputy Director of Archives (Administration), National Archives of India, Janpath, New Delhi on behalf of Director General of Archives, Government of India for providing services of one Operational/application Technical Support Executive for COMP. DDO/PFMS etc. in Cash Section to this office. Estimated value of the tender is Rs. 2.5 Lakhs.

2. The financial bid is to be submitted in prescribed forms (**Form II**) attached to this tender notice.
3. The sealed tender for providing the services of one Operational Manager for DDO/PFMS pay package in Cash Section may be submitted to **DDA (Admn.) till 23/03/2018 at 12.00 Noon** .
4. The "Bid" will be opened on **23/03/2018 on 3.00 pm**. Any form of conditional bid will be summarily rejected. The tenders shall not be entertained after this deadline under any circumstances whatsoever.
5. The decision of the Director General of Archives in this regard is final who is also not bound to accept the lowest rate and reserves the right to cancel all the bids without assigning any reason. No correspondences in this regard will be entertained. It is not mandatory on the part of this department to award the contract to the lowest financial bidder.
6. Before commencing the work order the successful bidder will enter into an agreement with this Department in the prescribed format in stamp papers. The cost of the stamp papers will be borne by the bidder.
7. The contract will be for a period of one year from the date of deployment of services of one Operational/application Technical Support Executive for COMP. DDO/PFMS pay package in Cash Section as required.
8. Canvassing or offer of an advantage or any other inducement by any person with a view to influencing acceptance of a bid will be an offence under Laws of India. Such action will result in the rejection of bid, in addition to other punitive measures.

#### **GENERAL ELIGIBILITY:**

1. It should have at least one office located in Delhi NCR. It may have its registered office anywhere in India.
2. It should have valid registration for GST no.
3. It should possess the PAN number.
4. General terms and conditions of the contract see at Annexure-I.
5. Should have work experience in the field of providing application support/software support services to central Government/State Government/PSU establishments or Should have experience with atleast 3 Government departments in similar kind of services Necessary performance certificate from the client will have to be produced.

The successful Agency will enter into a one year agreement with this office for providing the services. It may be renewed for a further periods subject to the satisfactory service and discretion of the competent authority. For detail about the tender documents, terms and conditions and procedures please go through the dossier attached herewith.

Yours faithfully,

Sd/  
( SANJAY GARG)  
Dy. Director of Archives  
Government of India  
National Archives of India

**GENERAL TERMS AND CONDITIONS OF THE CONTRACT**

1. The Operational/application Technical Support Executive for COMP. DDO pay package in Cash Section provided will be the employee of the Service provider and all statutory liabilities will be paid by the service provider. The list of staff going to be deployed shall be made available to the Department and if any change is required on part of the Department fresh list of staff shall be made available by the agency after each and every change.
2. It is clarified that under no circumstances, the Operational/application Technical Support Executive provided by the Service provider shall be treated, regarded or considered or deemed to be the employee of the National Archives of India and the Service provider alone shall be responsible for them.
3. All wages due to the deployed employee of the service provider shall be paid by the agency. There will be no role of NAI for the same.
4. Any damage or loss caused by contractor's persons to the Department in whatever form would be recovered from the contractor.
5. The contractor shall ensure that its personnel shall not at any time, without the consent of the Department in writing, divulge or make known any trust, accounts matter or transaction undertaken or handled by the Department and shall not disclose to any information about the affairs of Department. This clause does not apply to the information, which becomes public knowledge.
6. The Contractor will not allow or permit his / their employee to participate in any Trade Union activities or agitation in the premises of this office, violation of which may result in the termination of the contract immediately.
7. The Department will not be responsible for any injury or loss of life of personnel deputed by the contractor which may take place in the course of their deployment.
8. Any personnel engaged by the Agency if found indulged in illegal and intolerable activities is to be handed over to the police or any other administrative action deemed fit against him will be taken besides termination of the contact immediately. Agency shall be solely responsible for the conduct and behaviour of persons deployed by the agency.
9. The acceptance of the quotation will rest with the competent authority of NAI, who does not bind himself to accept the lowest quotation and reserves the right to himself to reject, or partially accept any or all the quotations received, without assigning any reason. The quotations are liable to be rejected, if any of the above conditions are not complied with. Tenderers conditions printed on the tender or otherwise sent along with the tender shall not be binding on us.
10. The successful bidder shall accept the LOA and shall furnish Performance Security of Rs. 20,000/- (Rupees twenty thousand only) within 15 days of receipt of LOA in the form of an Account Payee DD, or Fixed Deposit Receipt from commercial bank, or Bank Guarantee in favour of Drawing & Disbursing Officer (DDO), National Archives of India , New Delhi. No interest will be paid on Performance Security Deposit.
11. The successful bidder will be required to execute an Agreement/Contract with the National Archives of India within a period of 30 days from the date of issue of LOA.

**Annexure-II**

**Financial Bid for one Operational/application Technical Support Executive for COMP. DDO/PFMS Pay Package in Cash Section**

(Rate to be quoted for one Operational/application Technical Support Executive for one month along with the total expenses for one year inclusive of all taxes/charges)

| Sno. | Particulars  | Rate per month (in Rs.) |
|------|--|-------------------------|
| 1.   | <b>One</b> Operational/application Technical Support Executive |                         |
| 2.   | GST and other taxes extra                                      |                         |
|      | Total per month  |                         |

**Grand Total (for one Operational/application Technical Support Executive for COMP. DDO pay package in Cash Section for one year)-Rs. -----**

Signature  
(with seal)