

**RFP FOR COMPREHENSIVE SOLUTION FOR DIGITAL DATA STORAGE WITH
USER-FRIENDLY DIGITAL REPOSITORY –AND WEB CUM MOBILE
APPLICATION ALONG WITH OTHER TASKS SPECIFIED IN THE SCOPE OF
WORK**

GYAN BHARATAM

MINISTRY OF CULTURE (MOC)

**“Under Quality and Cost-Based Selection (QCBS) method with 70% technical weight and
30% financial weight”**



2025

1. Notice Inviting E-Tender (NIT)

(Domestic Competitive Bidding)

Date of Issuance of NIT: 07.07.2025

Gyan Bharatam, Ministry of Culture (MOC), invites proposals from reputed and experienced agencies through electronic tendering (e-tendering) for Digital Data Storage with User-Friendly Digital Repository- And Web cum Mobile Application along with other tasks specified in the scope of work under Quality and Cost-Based Selection (QCBS) method with 70% technical weight and 30% financial weight.

The selected service provider will be responsible for:

- Managing, maintaining, and monitoring the Gyan Bharatam's digitized data for a period of **five (5) years**.
- Implementing a secure and scalable storage architecture utilizing **Cold Cloud, Hot Cloud, and LTO storage** technologies.
- Providing and hosting an intuitive **Digital Repository** through both **Web and Mobile Application Software**, offered on a **Software as a Service (SaaS)** model.

The project is to be executed within a period of five years.

1. Critical Dates: -

A	NIT No. & Date	02/GB/MOC/2025 07.07.2025
B	Time limit of the Work	Project Duration is Five years from the date of signing of the Agreement. The project is extendable on grounds found justified by Gyan Bharatam, MOC or based on mutually agreed terms and conditions.
C	Date of Publication of NIT	07.07.2025
D	Brief description of Work	<p>The scope of work includes Digital Data Storage with User-Friendly Digital Repository- and Web cum Mobile Application along with other tasks specified in the scope of work under the Gyan Bharatam, MoC.</p> <p>The Web cum Mobile Application work must be completed within three months from the date of issue of work order. However, the Project Duration is 05 (five) years from the date of issuance of Letter of Award (LoA).</p> <p>Under Quality and Cost-Based Selection (QCBS) method with 70% technical weight and 30% financial weight</p>
E	Period for Downloading of Bidding Documents	From:- 07.07.2025 at 12 Noon onwards
F	Seek Clarification Start Date	07.07.2025. (Through MS Excel file via email)

G	Seek Clarification End Date	21.07.2025 (Through MS Excel file via email)
H	Pre-Bid Meeting Date, Time & Venue	23.07.2025 at 3:30 P.M. at Ministry of Culture, Shastri Bhawan, New Delhi
I	Bid Submission Date & Time	28.07.2025 upto 5:00 P.M.
J	Technical Bid Opening Date & Time	29.07.2025 at 2:30 P.M.
K	Presentation Date & Time	To be notified after Technical Bid Opening. Eligible Bidders will be intimated.
L	Financial Bid Opening Date & Time	To be notified after Technical Bid Evaluation. Technically qualified vendors will be intimated.
M	Place of Opening Bids	Ministry of Culture, Shastri Bhawan, New Delhi
N	Tender Fee	No tender fee.
O	Bid Security/ Earnest Money Deposit (EMD)	Earnest Money Deposit of Rs. 50 Lakhs (Indian Rupees Fifty Lakhs) in the form of Demand Draft/ Banker's Cheque/ Bank Guarantee only and the same shall be drawn in favor of " Pay and Accounts Officer, Ministry of Culture, New Delhi " payable at New Delhi. <i>*Not required-in-case of MSME/NSIC/SSI</i> <i>* Proof to be enclosed for MSME/NSIC/SSI</i>
P	Selection Process	The method of selection is QCBS Technical:70% and Financial:30%
Q	Officer Inviting Bids	Joint Secretary (Gyan Bharatam) Ministry of Culture, Govt. of India
R	Bid Validity Period	90 days from the date of opening of Financial Bid
S	Mode of Tender Submission	Online (only at CPPP website: https://eprocure.gov.in/eprocure/app)
T	E-tendering	Tender documents may be downloaded from MINISTRY OF CULTURE website: https://www.indiaculture.gov.in/ and CPPP site https://eprocure.gov.in/eprocure/app as per the schedule provided above in this table.

1. Other details can be seen from the RFP document.
2. Gyan Bharatam, MOC reserves the right to cancel/withdraw this invitation for bids without assigning any reason.

Joint Secretary (Gyan Bharatam)
Ministry of Culture, New Delhi

Table of Content

1. Notice Inviting E-Tender (NIeT).....	2
2. Fact Sheet.....	2-3
Letter of invitation and Background Information.....	7
2.1 Letter of Invitation.....	7
2.2 About Gyan Bharatam,MOC.....	7
2.3 Project Background.....	8
3. Instructions to the Bidders.....	8
3.1 General.....	8
3.2 Compliant Proposals / Completeness of Response.....	9
Pre-Bid Meeting & Clarifications.....	9
3.3 Bidders Queries.....	9
3.4 Responses to Pre-Bid Queries and Issue of Corrigendum.....	9
4. Key Requirements of the Bid.....	10
4.1 Right to Terminate the Process.....	10
4.2 RFP Document Fee.....	10
4.3 Earnest Money Deposit (EMD).....	10
4.4 Submission of Proposals.....	12
4.5 Authentication of Bids.....	12
5. Preparation and submission of Proposal.....	12
5.1 Proposal Preparation Costs.....	12
5.2 Language.....	13
5.3 Venue & Deadline for Submission of proposals.....	13
5.4 Late Bids.....	13
6. Acceptance to Terms and Conditions.....	13
7. Evaluation Committee.....	13
8. Tender Opening.....	14
8.1 Tender Validity.....	14
8.2 Tender Evaluation.....	14
9. Criteria for Evaluation.....	14
9.1 Pre-Qualification Criteria.....	14
9.2 Technical Qualification Criteria.....	17
9.3 Commercial Bid Evaluation.....	18
9.4 Combined and Final Evaluation.....	19
10.Appointment of Agency.....	20
10.1Award Criteria.....	20
10.2Right to Accept Any Proposal and To Reject Any or All Proposal(s).....	20

<i>10.3 Notification of Award</i>	20
<i>10.4 Performance Guarantee</i>	20
<i>10.5 Signing of Contract</i>	21
<i>10.6 Failure to Agree with the Terms and Conditions of the RFP</i>	21
11. Fraud and Corrupt Practices	21
Non-Disclosure Agreement.....	22
12. Terms of Reference / Scope of Work	23
13. Deliverables & Timelines	27
14. Payment Terms	27
15. Start of Service/SLA & Penalty	27
16. Support to be provided by Gyan Bhartam, MOC	28
17. Limitations of Liability	29
18. Confidentiality	29
19. Termination	29
20. Arbitration	30
21. Instruction for Online Bid Submission	30
22. Annexure: Proposal Templates	34

Acronym

Acronym	Full Form
ABG	Advance Bank Guarantee
AI	Artificial Intelligence
ML	Machine learning
CA	Chartered Accountant
DD	Demand Draft
EMD	Earnest Money Deposit
GST	Goods and Service Tax
ICAI	Institute of Chartered Accountants of India
LoA	Letter of Award
LoI	Letter of Intent
MoC	Ministry of Culture
NIT	Notice Inviting Tender
PBG	Performance Bank Guarantee
PMU	Project Management Unit
PQ	Pre-Qualification
QCBS	Quality & Cost Based Selection
RFP	Request for Proposal
SLA	Service Level Agreement

1. Fact Sheet

As mentioned above under ‘Scope of Work’

2. Letter of invitation and Background Information

2.1 Letter of Invitation

Gyan Bharatam, MOC invites responses (“Proposals”) to this Request for Proposals (“RFP”) from reputed & experienced for Digital Data Storage with User-Friendly Digital Repository- And Web cum Mobile Application along with other tasks specified in the scope of work under Quality and Cost-Based Selection (QCBS) method with 70% technical weight and 30% financial weight. Gyan Bharatam, MOC is the Nodal Agency for this public procurement.

- a) Any contract that may result from this public procurement competition will be issued for a term of 5 Years (“the Term”).
- b) Gyan Bharatam, MOC reserves the right to extend the Term for a period or period of up to one year with a maximum of two such extension or extensions on the same terms and conditions.
- c) Proposals must be received not later than time, date and venue/web-portal mentioned in the RFP.
- d) Proposals that are received after the deadline will not be considered in this procurement process.

The scope of work includes:

- Managing, maintaining, and monitoring the department’s digitized data for a period of **five (5) years**.
- Implementing a secure and scalable storage architecture utilizing **Cold Cloud, Hot Cloud, and LTO storage** technologies.
- Providing and hosting an intuitive **Digital Repository** through both **Web and Mobile Application Software**, offered on a **Software as a Service (SaaS)** model
- **Data Security & Compliance:** Given the heritage and sensitive nature of the data, security is paramount and must be enforced at every stage of the project, including protection against threats such as ransomware attacks. All data must be stored and hosted exclusively within India, using MeitY-approved Data Centers.
- **Software Requirements:** The software solution must be a unified platform capable of maintaining, managing, and monitoring the health of digital data across air-gapped and connected media. It must also include a public-facing interface that allows controlled access to digital derivatives, enabling easy search and retrieval for end users.

2.2 About Gyan Bharatam, MOC

The Gyan Bharatam, an initiative by the Ministry of Culture, Government of India, is committed to preserve and digitize Manuscripts and knowledge sharing for future generations.

2.3 Project Background

The Gyan Bharatam, MOC to ensure easy access and longevity of Manuscripts available at various locations across India is in the process of digitizing its valuable records along with metadata in accordance with standards for electronic archiving and user-friendly retrieval for long-term conservation and preservation of Indian Knowledge System.

3. Instructions to the Bidders

3.1 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 Gyan Bharatam, MOC 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 Gyan Bharatam, MOC. Any notification of preferred bidder status by Gyan Bharatam, MOC shall not give rise to any enforceable rights by the Bidder. Gyan Bharatam, MOC may cancel this public procurement at any time prior to a formal written contract being executed by or on behalf of Gyan Bharatam, MOC.
- 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 16th 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.
- f) The bidder shall not subcontract, outsource, or transfer any portion of the work. All project activities must be executed solely by the bidder's in-house team.
- g) Project Team: The vendor must deploy a qualified project team comprising:
 - a. Project Manager
 - b. Solution Architect
 - c. UI/UX Designer
 - d. Senior Developer
 - e. Developer
 - f. Database Administrator

3.2 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

Pre-Bid Meeting & Clarifications

3.3 Bidders Queries

- a. Gyan Bharatam, MOC will organize a pre-bid meeting with the prospective bidders on 21.07.2025 (3:30 P.M.) at Ministry of Culture, Shastri Bhawan, New Delhi.
- b. The Bidders will have to ensure that their queries for Pre-Bid meeting should reach to Joint Secretary, Gyan Bharatam, Ministry of Culture, Shastri Bhawan, New Delhi 110001 by post or email to email on or before 20.07.2025 before or earlier 02:30 P.M.
- 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 Gyan Bharatam, MOC.

3.4 Responses to Pre-Bid Queries and Issue of Corrigendum

- a. The Nodal Officer notified by the Gyan Bharatam, MOC will endeavor to provide timely response to all queries. However, Gyan Bharatam, MOC makes no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does

Gyan Bharatam, MOC 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, Gyan Bharatam, MOC 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 <https://www.indiaculture.gov.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, Gyan Bharatam, MOC may, at its discretion, extend the last date for the receipt of Proposals.

4. Key Requirements of the Bid

4.1 Right to Terminate the Process

- a. Gyan Bharatam, MOC may terminate the RFP process at any time and without assigning any reason.
- b. Gyan Bharatam, MOC 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 MOC. The bidder's participation in this process may result in Gyan Bharatam, MOC selecting the bidder to engage towards execution of the contract.

4.2 RFP Document Fee

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

4.3 Earnest Money Deposit (EMD)

- a. Bidders shall submit, along with their Proposals, an EMD of Indian Rs. 50 Lakhs only in the form of Demand Draft / Banker's Cheque / Bank Guarantee only and the same shall be drawn in favor of "Pay and Accounts Officer, Ministry of Culture, 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 30 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 MOC.

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 Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organization 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.

f. Consortium Participation (Refer para 9.1)

Consortiums of up to three bidders are permitted to participate. The consortium members must collectively meet all pre-qualification and technical requirements of the tender. Consortiums shall be eligible to participate in the bidding process. A maximum of three Selected Bidders are allowed to enter into the consortium. The consortium members should jointly satisfy the pre-qualifications of bid as per para 9.1. The agreement between consortium members has to be submitted along with the bid clearly mentioning the roles of the consortium members.

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" who will be wholly and solely responsible to Gyan Bharatam, MoC for all the activities mentioned in the Tender Document including financial liabilities.

Joint and Severally 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 Selected Bidder/party should mention 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 Gyan Bharatam, MoC 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 Gyan Bharatam, MoC 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 Gyan Bharatam's demand without any demur. Gyan Bharatam 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 Gyan Bharatam to proceed against the "Primary Bidder" before proceeding against the other Parties herein.

4.4 Submission of Proposals

Bids shall submit the proposals 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. to certify various criteria(s) prescribed.

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. Gyan Bharatam, MOC 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.

4.5 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.

5. Preparation and submission of Proposal

5.1 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 Gyan Bharatam, MOC to facilitate the evaluation process, and in negotiating a definitive contract or all such activities related to the bid process. Gyan Bharatam, MOC will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

5.2 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.

5.3 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 in the RFP. Any proposal submitted on the portal after the above deadline will not be accepted and hence shall be automatically rejected.

5.4 Late Bids

Bids submitted after the due date will not be accepted by the e-Procurement system (<https://eprocure.gov.in/eprocure/app>) and hence will automatically be rejected. Gyan Bharatam, MoC shall not be responsible for any delay in the online submission of the proposal.

6. 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.**

7. Evaluation Committee

- a. Gyan Bharatam, MOC will constitute a ‘Tender Evaluation Committee’ to evaluate the responses of the bidders
- b. The Tender Evaluation Committee constituted by the Gyan Bharatam, MOC 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

8. Tender Opening

The Proposals submitted up to 5:00 P.M. on 28.07.2025 will be opened at 29.07.2025 at 02:30 P.M. by Joint Secretary, Gyan Bharatam, MOC or any other officer authorized by Gyan Bharatam, MOC, in the presence of Bidders' representatives.

8.1 Tender Validity

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

8.2 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;
- Has non-compliance of any of the clauses stipulated in the RFP;
- With lesser validity period;

Note: In case, the deficiencies are corrected within the given timeline then bid can be treated as responsive.

All responsive Bids will be considered for further processing as described in the next sections. Gyan Bharatam, MOC 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 according to the Evaluation process defined in this RFP document. The decision of the Committee will be final in this regard.

9. Criteria for Evaluation

9.1-Qualification Criteria

ELIGIBILITY CRITERIA

Proposals not complying with the 'Eligibility criteria' are liable to be rejected and will not be considered for further evaluation. The proposal should adhere to the following minimum eligibility criteria:

S.N.	Criteria	Document to be submitted as proof / declaration
1.	Should be either a Government Organization/PSU/LLP/PSE/partnership firm/Corporate or a limited Company under Indian Laws or/and an autonomous institution of GOI.	<ul style="list-style-type: none"> i. Partnership firm: certified copy of partnership deed. ii. Limited Company: Certified Incorporation and Certificate of Commencement of Business. iii. Reference of Act/Notification. iv. For other eligible entities: Applicable documents. v. In case of a consortium a valid consortium agreement on a stamp paper to be submitted. vi. Proprietorship firm can be a part of the consortium but not a lead partner.
2.	The bidder should have experience in executing IT/ITES/ICT projects including LTO & cloud services provided on MeitY (Ministry of Electronics and Information Technology) empanelled cloud for any central/State Govt/Private Institute/PSU or Government Body/ Institution/Corporate in India during last five years.	<ul style="list-style-type: none"> i. Client Completion Certificate or Work Order with partial work completion certificate for on-going projects.
3.	The respondent (Consortium) should have a minimum average annual turnover of at least Rs.100 crore during last three financial years i.e., FY 2021-22, FY2022-23 & FY 2023-24. Each member of the consortium should have a minimum average of turnover of at least 10 Crores (Ten Crores) during last three financial years i.e., FY 2021-22, FY2022-23 & FY 2023-24.	<ul style="list-style-type: none"> i. Audited annual reports/Statutory Auditor certificate for FY 2021-22, FY-2022-23, FY2023-24. ii. Provisional Financials accompanied with GST Returns duly certified by a Chartered Accountant will be considered in case non-availability of audited annual report and the statutory auditor's certificate for FY 2023-24.
4.	The respondent should not have been blacklisted by any Public Financial Institutions, Public Sector Banks, RBI or IBA/Corporate or any other Government agencies during the last 3 years. Respondent must certify to that effect.	<ul style="list-style-type: none"> i. Self-declaration/undertaking to this effect on company's letterhead signed by company's authorized signatory as per Form 4.

5.	Experience in the handling of LTO drives with full backward read and write compatibility along with LTO Backup management software and assurance for at least 20 years media life.	<p>i. LTO-9 drives or above version which offer full backward read and write compatibility with Native capacity of 18 TB, advertised capacity (compressed) of 45 TB, Max speed MB/s (uncompressed) of 400, Time to write a full tape at max speed (hh:mm) of 12:30.</p> <p>ii. Annexure-II</p>
6.	MeitY empanelled cloud services provider (CSP) under the three service models - Infrastructure as a Service (IaaS), Platform as a Service (PaaS) and Software as a Service (SaaS) - which are based on the controls identified and defined by MeitY in its Cloud Services Empanelment RFP. The CSP should have data centre empanelled by MeitY.	<p>i. Certificate of empanelment. The CSPs has to offer the "Basic Cloud Services" to the Government Organizations under at least one of the Cloud Deployment Models defined by MeitY Public Cloud, Virtual Private Cloud and Government Community Cloud.</p>
7	<p>Data Centres to host the digital data and the application must be compliant at a minimum with the following: Uptime Institute Tier III certification OR ANSI/TIA-942-A RATING 3 certification. Data Centres must have the Hyperscale Hosting, Edge Services, AI/ML pro-active security & SD WAN capabilities and must provide at least 99.995% Data Availability Uptime, Object Storage Durability of 99.999999999% (11 Nine's) and near Zero RTO & RPO</p>	<p>i. DATA Centre Architecture Technical Document.</p> <p>ii. Acknowledgement on the letter head of the Data Centre provider with validation URL.</p> <p>iii. Annexure-III.</p>

Note :

1. The references of the customers must be submitted with official contact details for verification. References which cannot be verified with provided contact details won't be considered as valid evidence.

2. In case the respondent is blacklisted at any stage during the tendering process, the corresponding respondent's proposal will be disqualified.

9.2 Technical Qualification 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	Marks Criteria	Maximum Marks	Supporting Material
1	Experience in providing digital asset management for Long-term storage on cloud (Hot or Cold) to any Central/State Govt/Private Institute/PSU or Government body/Corporate/Institution in India during last five years	a) 05 marks for each eligible project. b) Maximum consideration of upto 2 projects	10	i. Client Completion Certificate or Work Order with partial work completion certificate for on-going projects.
2	Experience in providing digital asset management for Long-term storage on LTO to any Central/State Govt/Private Institute/PSU/Corporate or Government body/Institution in India during last five years.	a) 05 marks for each eligible project. b) Maximum consideration of upto 2 projects.	10	i. Client Completion Certificate or Work Order with partial work completion certificate for on-going projects.
3	Average of Hot Cloud Storage provided during the past five years.	a) 500-800 TB - 02 marks b) 800-1500 TB - 03 marks c) >1500 TB - 05 marks	05	Client Completion Certificate or Work Order with partial work completion certificate for on-going projects
4	Average of Cold (Archival) Cloud Storage provided during the past five	a) 3-5 PB - 02 marks b) 5-10 PB - 03 marks	05	Client Completion Certificate or Work Order with partial work completion certificate for

	years.	c) > 10 PB - 05 marks		on-going projects
5	Average of LTO Storage provided during the past five years	a) 3-5 PB - 02 marks b) 5-10 PB - 03 marks c) > 10 PB - 05 marks	05	Client Completion Certificate or Work Order with partial work completion certificate for on-going projects
6.	The respondent should have, ISO 9001, ISO 27001 certification and valid CMMI Level 3 certificate.	a)ISO 9001 : 2 Marks b)ISO 27001: 2 Marks c)CMMI Level 3 certificate: 1 Mark Total not exceeding to 5 marks	05	i. The respondent should have, ISO 9001, ISO 27001 certification and valid CMMI Level 3 certificate.
7.	Experience and competence of the key Professional/ Staff for the project 1. Project Manager: 2. Solution Architect 3. UI/UX Designer: 4. Developer 5. Database Administrator or	(i) Project Manager who possess MBA Degree with relevant experience. (2-5 Years) -3 Marks More than 5 Years: 6 Marks (ii) Solution Architect who possess B.Tech.(CS)/IT/Softw are Engineering Degree with relevant experience. (2-5 Years)- 3 Marks More than 5 Years: 6 Marks (iii) UI/UX Designer B.Tech.(CS)/IT/Softw are Engineering Degree/B.Design) with relevant experience. (2-5 Years)- 3 Marks More than 5 Years: 6 Marks (iv) Developer: B.Tech.(CS)/IT/Softw are Engineering Degree with relevant experience. (2-5 Years)- 3 Marks More than 5 Years: 6 Marks	30	Annexure-IV (Higher Experience in the field will be awarded higher marks)

		Marks (v) Database Administrator: B.Tech.(CS)/IT/Software/MCA Degree with relevant experience. (2-5 Years)- 3 Marks More than 5 Years: 6 Marks		
8	Presentation	<ul style="list-style-type: none"> - Approach and Methodology proposed for the project. - Vendors Past Experience and Capabilities. - Value Proposition for the project 	30	Vendor must give an on-site presentation to the committee members

Note:

- 1) Experience certificate must be in the name of prime bidder or the consortium partner.
- 2) Experience certificate in the name of the OEM, who is not a consortium partner will not be considered valid for evaluation.

Those who will score minimum of 60 marks in this section, would be considered as Technically Qualified and will move to the next stage of the Financial Bid evaluation.

9.3 Commercial Bid Evaluation

- 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”.

9.4 Combined and Final Evaluation

- a. The technical and financial scores secured by each bidder will be added using 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.

10. Appointment of Agency

10.1 Award Criteria

Gyan Bharatam, MOC 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.

10.2 Right to Accept Any Proposal and To Reject Any or All Proposal(s)

Gyan Bharatam, MOC 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 Gyan Bharatam, MoC action.

10.3 Notification of Award

Prior to the expiration of the validity period, Gyan Bharatam, MOC 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, Gyan Bharatam, MOC 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.

10.4 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 5 years.

The Performance Security / Performance Guarantee shall have to be submitted in the form of Bank Guarantee in the name of Pay and Accounts Officer, Ministry of Culture, 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 Gyan Bharatam, MOC at its discretion may cancel the order placed on the selected bidder without giving any notice.

Gyan Bharatam MOC shall invoke the performance guarantee in case the selected Vendor fails to discharge their contractual obligations during the period or Gyan Bharatam, MOC 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 LoI/LoA.

10.5 Signing of Contract

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

10.6 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 Gyan Bharatam, MOC may award the contract to the next best value bidder or call for new proposals from the interested bidders.

In such a case, the Gyan Bharatam, MOC shall invoke the PBG of the most responsive bidder.

11. 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, Gyan Bharatam, MOC 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, Gyan Bharatam, MOC 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 Gyan Bharatam, MOC for, inter alia, time, cost and effort of Gyan Bharatam, MOC, in regard to the RFP, including consideration and evaluation of such Applicant's Proposal.
- b. Without prejudice to the rights of Gyan Bharatam, MOC under Clause above and the rights and remedies which Gyan Bharatam, MOC may have under the LoI or the Contract, if an Applicant, as the case may be, is found by Gyan Bharatam, MOC 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 LoI or the execution of the Contract, such Applicant shall not be eligible to participate in any tender or RFP issued by Gyan Bharatam, MOC during a period of three years from the date such Applicant, as the case may be, is found by Gyan Bharatam, MOC 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 Gyan Bharatam, MOC 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 Gyan Bharatam, MOC, 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 Gyan Bharatam, MOC 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 Gyan Bharatam, MOC 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.

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.

12. Terms of Reference / Scope of Work

The scope of work for this project is divided into the following four parts:

PART I: Web & Mobile Application Development

The selected service provider will be responsible for the **conceptualization, architecture, design, development, deployment, and maintenance** of a **customized digital repository solution**, comprising the following modules:

Module I: Digital Data Repository Management Software

To provide a unified interface for managing and maintaining the digital assets of Gyan Bharatam and ensuring long-term data integrity and health.

Key Features:

- Use of a trusted digital repository software for managing air-gapped LTO and connected media.
- Support for workload management, proactive backup, and disaster recovery.
- Real-time MIS dashboards for monitoring workflows and system health.
- Authorization workflows for anomaly reporting and approval-based corrective actions.
- Generation of irrevocable logs for all data-handling operations.
- Support for air-gapped architecture to safeguard against ransomware and other cyber threats.
- End-to-end data encryption (in transit and at rest) using industry-leading standards.
- Adherence to ISO 16363 digital repository compliance, including automated audit trails and reporting.
- Support for detailed analytics, data classification, immutable snapshots, intelligent migration, and space optimization.
- Features such as data deduplication, compression, deletion control, eDiscovery tools, and multi-cloud support.

Module II: Public-Facing Web Portal

To provide easy, secure, and global access to digital PDF content from the repository via a modern web interface. The source code and complete documentation will be required to handover to Gyan Bharatam to facilitate in technology transfer of existing portal to the next vendor after completion of contract period/ or termination of contract period.

Key Features:

- Responsive, dynamic, and user-friendly website design.
- Advanced document viewer with **download control**.
- Full range of **search functionalities**: Simple, Boolean, Full-text, Semantic, Contextual, and Fuzzy.
- **Faceted filtering** and **advanced search options**.
- **User registration** and **record requisition workflows**.
- User Preference-based Dynamic Explore and Home Page
- Admin and repository manager panels for content and user management.
- **Page-on-demand** and **Digitize-on-demand** e-commerce workflows.

- "Scholar Section" for creating virtual research papers.
- **Nexus Timeline** for analytics and insights.
- **Interactive tutorials**, tips, and guided on boarding.
- **Multi-tier approval workflows** for content with role-based access control.
- **Institutional membership** management with concurrent user access.
- **Search engine optimization (SEO)** and integrated **payment gateway**.
- Dashboard for Usage Report
- Social Media Integration
- Flipbook option with icon for documents view
- Interactive Tips & Tutorials (Video, Text and Podcast), User Manual, Systems Manual
- **AI Model Development and Maintenance**
 - AI-powered document translation engine.
 - Fine-tune an open-source AI model using Gyan Bharatam's digitized data to enhance search, translation, and content analysis.
 - AI-Powered Chat Bot
 - Intelligent Document Viewer with Instant Translation to some extent.
 - Speech commands/Icon for Search. Display the Icon or make a provision for typing text based on speech.
 - Multilingual support for natural language queries for search, retrieval, transliteration, translation to some extent.
 - Provision GPU hardware infrastructure within Meity empaneled Data Centre in India for training and inferencing.
 - Perform ongoing optimization to improve AI accuracy and performance.

Module III: Mobile Application Interface

To provide access to digital PDF content via mobile apps on **Android and iOS platforms**. Fields required in Mobile application for capturing/ entering Survey Data, View Digitized Manuscripts, MIS etc. will be finalized after discussion with Gyan Bharatam officials.

Key Features:

- Modern, intuitive UI/UX optimized for mobile devices.
- Personalized feed based on user behavior and preferences.
- Integrated secure in-app document viewer with download restrictions.
- Support for all advanced search types mentioned above.
- Federated architecture with OAI-PMH compatibility.
- User registration and secure login with record requisition workflows.
- E-commerce enabled Page-on-Demand and Digitize-on-Demand services.
- Real-time document translation within the app.
- In-app on boarding, help, and interactive tutorials.
- Full support for mobile search optimization and OS-level integration.
- Secure mobile payment gateway for services and subscriptions.

PART II: Archival Storage on Cold Cloud

For long-term, secure storage of digital assets (TIFF, JPEG, PDF, XML, CSV, Checksum etc.) on cold cloud infrastructure.

Key Responsibilities:

Archival storage of 20 PB of digital data (per set), approx with **three redundant copies**.

- Guarantee of **on-demand availability** of stored data.
- **Real-time health analysis** and checksum validations to ensure data integrity.
- Cloud application architecture must guarantee **99.995% uptime**.
- Object storage durability of **99.999999999% (11 nines)**.
- Automatic replacement of corrupt or degraded data with clean versions.
- Retrieval of digital data **within 24 hours** of request.
- Free service for **up to 10 data retrieval requests per month**, up to **1 TB per request**.
- Staff training on **data retrieval procedures** from cold cloud storage.
- Bandwidth provisioning from GYAN BHARATAM MISSION HQ to cloud data center to be arranged by the bidder.

PART III: Archival Storage on LTO Media

To preserve one full set (30 PB) approx of digital data using **LTO storage infrastructure** at Gyan Bharatam.

Key Responsibilities:

- Setup of **LTO-based archival infrastructure**
- Provisioning of at least **2 LTO writers (24 TB/day)** and **2 LTO readers**, with vaults/safes for storage.
- Supply of **LTO management software** with features for data integrity verification, quality control, and reporting.
- **Quarterly health analysis** and checksum validations of LTO tapes.
- Timely replacement of potentially corrupted LTO data.
- Department will provide **temperature-controlled storage space**.
- Provision of **barcodes, fireproof & electromagnetic-safe vaults**, cases, and accessories by the vendor.
- Vendor must provide **LTO libraries/drives** for future scalability (24 TB/day).
- **Unlimited data retrieval** service with **1 TB/month free**.
- Staff training on LTO handling and data retrieval procedures.

PART IV: Hot Cloud Storage and Hosting Infrastructure

For real-time access to selected PDFs, XMLs, CSVs hosted on the **public web portal**, supported by high-availability infrastructure.

Key Responsibilities:

- **On-demand, scalable, high-availability** hosting for the public portal.
- Provision of **1500 approx TB hot cloud storage** for phased hosting of PDFs and metadata.
- Infrastructure must support **business continuity and disaster recovery**, with replication across **two seismic zones** in India.
- Support for **selective on-demand PDF page downloads** for registered users, integrated with a payment mechanism.
- Infrastructure must scale for traffic spikes to maintain **uninterrupted user experience**.
- Support **unlimited real-time page downloads**, without restrictions.
- **Bidder to provision required** bandwidth and connectivity infrastructure **between Gyan Bharatam and the hosting data center**.

General Terms and conditions:

1. The Web cum Mobile Application work must be completed with three months from the date of issue of work order. However, the Project Duration is 05 (five) years from the date of issuance of Letter of Award (LoA).
2. Providing and hosting an intuitive **Digital Repository** through both **Web and Mobile Application Software**, offered on a **Software as a Service (SaaS)** model
3. **Data Security & Compliance:** Being the heritage and sensitive nature of the data, security is paramount and must be enforced at every stage of the project, including protection against threats such as ransomware attacks. All data must be stored and hosted exclusively within India, using MeitY-approved Data Centers.
4. **Software Requirements:** The software solution must be a unified platform capable of maintaining, managing, and monitoring the health of digital data across air-gapped and connected media. It must also include a public-facing interface that allows controlled access to digital derivatives, enabling easy search and retrieval for end users.
5. Agency will be required to setup related infrastructure for the purpose.
6. The agency should have adequate number of skilled manpower and other infrastructure to complete the assigned work.
7. It will be the responsibility of the vendor to coordinate with the digitization vendor to facilitate in terms of uploading the digitized data, required functionalities, APIs/software utilities to go live the Gyan Bharatam's portal successfully.
8. The Agency is required to setup the infrastructure On-Site for the work, if required, for which adequate space at all locations will be provided by Gyan Bharatam, MoC, Gyan Bharatam, MoC will not be responsible for installation of the required infrastructure /setup. The space, electricity, electrical points, AC environment would be provided by the Gyan Bharatam, MoC and cluster centers.
9. Agency should setup a Project Management Unit (PMU) with a professionally qualified team consisting of Cloud System Architects, LTO Technical Experts, Project Managers etc. for executing and monitoring the project at the national level. PMU shall also supervise the work of the personnel engaged by the Agency and to ensure and supervise quality compliance of the activity at all locations across the country. MIS report shall also be generated for monitoring of the work project progress and to be shared with the Gyan Bharatam, MoC.
10. All the stored data will be sole property of Gyan Bharatam, MoC and after completion of the contract period, the same needs to transfer/ handover to newly selected agency or Gyan Bharatam, MoC as the case may be and should delete the same in their stand alone and other stored devices in the presence of staff of concerned unit of Gyan Bharatam, MoC and get a certificate to the effect for final payment of the bill.
11. If the performance of work is not satisfactory or do not meet the terms and conditions outlined in the contract, the Gyan Bharatam, MoC reserves the right to terminate the contract and forfeit the Performance Security.
12. The selected vendor will provide support to digitization vendor for the complete migration and transformation of all existing data into the current portal infrastructure. This portal was originally developed by the Ministry of Communications (MoC) under the scope of the ongoing initiative titled "Project Improve."

13. No Subcontracting: Subcontracting any portion of the project is strictly prohibited. Any violation may result in cancellation of the contract.

Working Hours:

Normal working hours of the vendor would be from 7.00 AM to 2.00 PM and 2.00 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 also may be considered.

13. Deliverables & Timelines

The Web cum Mobile Application work must be completed within 3 (three) months from the date of issue of work order. However, the Project Duration is 05 (five) years from the date of issuance of Letter of Award (LoA). The project is extendable on grounds found justified by Gyan Bharatam, MOC or based on mutually agreed terms and conditions.

Deliverables

As per standards mentioned in Scope of Work section. After award of the contract, the vendor shall submit a monthly productivity plan to achieve the target. Based upon the Gyan Bharatam, Ministry of Culture to set up a monitoring mechanism.

14. Payment Terms

- a. Payment will be made to the firm on quarterly basis for storage and for web portal and mobile application, all end to end completed and delivered components as per the details and accepted by the Gyan Bharatam, MOC.
- b. Monthly progress of work undertaken is to be provided to the Joint Secretary, MOC on the last Wednesday of every month. Release of payment would be subject to verification of work.
- 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.

15. Start of service/SLA & Penalty

In case of Purchase order being issued to the bidder, the bidder shall start the work for the same PO within maximum of 30 days of issuance of PO. In case of failure to initiate the project in 30 days, penal provisions of 2% of the order value per month of delay shall be levied on the bidder and same shall be deductible from the vendor's payment.

16. Support to be provided by Gyan Bharatam, MOC

- Assistance and Exemptions: Unless otherwise specified in the RFP, Gyan Bharatam, MOC shall use its best efforts to ensure that the Government shall:
 - Provide the Agency, and Personnel with work permits, sitting arrangements and such other documents, files etc. on time as shall be necessary to enable the Agency or Personnel to perform the work as mentioned in scope of 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 work as mentioned in scope of work.
 - Provide to the Agency and Personnel any such other assistance as may be specified in the RFP
- 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 assigned 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 work as mentioned in scope of work performed by the Agency under this Contract, Gyan Bharatam, MOC shall make to the Company/Firm such payments and in such manner as is provided in this RFP.

17. Limitations of Liability

In case of a default on bidder's part or other liability, Gyan Bharatam, MOC shall be entitled to recover damages from the selected bidder. In each such instance, regardless of the basis on which Gyan Bharatam, MOC 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 Gyan Bharatam, MOC 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.
- 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.

18. 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 MOC, 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 Gyan Bharatam, MOC. 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 of knowledge transfer as well as data transfer from their side to new vendor on completion/termination of tender and give the certificate that they have not retained any digital images/ source code prepared under the said tender on the company letter head.

19. Termination

Gyan Bharatam, MOC 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 specified in the contract or any extension thereof granted by Gyan Bharatam, MOC in writing and fails to remedy its failure within a period of thirty days after receipt of default notice from Gyan Bharatam, MOC. If the project is not carried out according to specification due to deficiency in service as per terms of the contract. In such case Gyan Bharatam, MOC 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.

20. 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 parties in accordance with the provisions of Arbitration and Conciliation Act, 1996 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.

21. 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 enroll 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 is 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 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, 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 hours 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.

22. Annexure: Proposal Templates

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 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

Vendor (On company letter head)

Form 15: Format for Roles and Responsibilities of Prime Bidder and Consortium Firms (A consortium of maximum Three Firms is allowed)

Form 7: Performance Bank Guarantee

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 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		

Form 2: Particulars of the Bidder

Sl. No.	Information Sought	Details to be Furnished	Reference and Page No.
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		

Form 3: Letter of Proposal

(On the Letterhead of the Company)

Date:.....

To,

The Joint Secretary
Gyan Bharatam
Ministry of Culture (MOC)
Shastri Bhawan,
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 work as per the scope of work under said RFP to Gyan Bharatam, (MOC) 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 Digital Data Storage with User-Friendly Digital Repository- And Web cum Mobile Application along with other tasks specified in the scope of work not later than the date to be indicated in LoI/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: _____

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/Corporate 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: _____

Form 5: Turnover Format

Turnover from Digital Data Storage with User-Friendly Digital Repository- And Web cum Mobile Application in the last three audited financial years (in INR):

FY (21-22)	FY (22-23)	FY (23-24)	Average

Signature of Authorized Signatory: Seal:

Full Name:

Address:

Signature of CA with Registration No:

Form 6: Citation

Assignment Name	
Name & address (including contact details) of the client	
No. of Staff-weeks; duration of assignment	
Scope of Work	
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.

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,

The Joint Secretary,
Gyan Bharatam,
Ministry of Culture
Shastri Bhawan, New Delhi, Delhi 110011

Dear Sir,

PERFORMANCE BANK GUARANTEE for "Digital Data Storage with User-Friendly Digital Repository- And Web cum Mobile Application along with other tasks specified in the scope of work.

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 Digital Data Storage with User-Friendly Digital Repository- And Web cum Mobile Application along with other tasks specified in the scope of work.

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 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 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 I 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.....2025.

Yours faithfully,

For and on behalf of the Bank,

(Signature)

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.

Form 8: Compliance Sheet for Technical Proposal

Sr. No.	Criteria	Supporting Documents	Bidders Response	Reference & Page No.
1	Years of Operation in India	Work Order/Agreement and/or Copy of Completion Certificate/ Performance Certificate/ Audit Report clearly stating the start date of the assignment/audit Copy of Certificate of Incorporation		
2	Turnover	Extracts from the audited Balance sheet and Profit & Loss; AND/OR Certificate from the statutory auditor/CA		
3	Bidders Experience/ Capability	Citation, as per RFP specified template Work Order/ Agreement Copy of Completion Certificate/ Performance Certificate/ Audit Report are to be submitted.		
4	Tools & Machines	Self-Certification by the authorized signatory along with documentary evidences like work orders, purchase orders of hardware and their invoices		
5	Quality & Security Certification	Copy of valid ISO 9001:2015 & ISO/IEC 27001:2013 certificates		
6	Manpower Strength	Self-Certification by the authorized signatory or Head of HR Department		
7	Approach & Methodolog			

	y			
--	---	--	--	--

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.

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.

Form 11: Tender Acceptance Letter

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

Date:

To,

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender / Work: -

Dear Sir,

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

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/ organization 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/Corporate.

6. I/We certify that all information furnished by 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)

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

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:

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

Form 14: Format of Financial Proposal

FINANCIAL BID FORMAT

S. No.	Particulars	Capacity Required (in TB)	Unit Rate /TB /Month	Monthly Cost
1	PART I: Web & Mobile Application Development comprising of the Digital Data Repository Management Software and Public Facing Web Portal with continuous development and optimization.	N/A	N/A	The vendor has to develop and launch successfully the Web Portal and Mobile Application within 03 Months from the date of Award. The delay in the activity will attract penalty of 1% of the total tender value.
2	PART II: Archival Storage of the complete digital data comprising of TIFF, JPEG, PDF, XML, CSV, and other file formats on archival cold cloud . [Three Copies]	30000 TB		
3	Part III: Archival Storage of the complete digital data comprising of TIFF, JPEG, PDF, XML, CSV, and other file formats on LTO media . [One Copy]	30000 TB		

4	PART IV: Hot Cloud Storage for the PDF's/CSV/XML being hosted on the public facing interface of the portal along with providing the VM's, Load Balancers, Firewall, Routers, and other infrastructure for seamless worldwide user access. [Six Copies with Business Continuity and Disaster Recovery provision].	1500 TB		
Total Cost Per month (excl. taxes)				

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. Payment shall be made on monthly basis.
- iv. Payments for S.N. 2,3 & 4 will be paid for on the actual data storage consumption by the department at the end of every month.
- v. In case the capacity exceeds the ordered capacity, additional capacity will have to be provisioned for by the vendor on a monthly pro-rata basis as per the /TB/month proposal provided above.

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- _____

3. List of past work order _____

ANNEXURE II

{on non-judicial stamp paper of Rs.100/- or on the bidder's letter head}

LTO DRIVES COMPATABILITY, LIFESPAN & SOFTWARE DECLARATION

I hereby declare that we will be using the following LTO Media to store the digital data of the Gyan Bharatam, MoC

LTO Drive Specifications:

This is to certify that the above mentioned LTO -9 drives proposed to be used in this project offer full backward read and write compatibility with native capacity of 18TB, advertised capacity (compressed) of 45TB, Max speed MB/s (uncompressed) of 400, Time to write a full tape at max speed (hh:mm) of 12:30.

I further acknowledge to provide an assurance of at least 20 years media life for the drives being used in the project & that the data will be written to the tape drives using an industry standard LTO Backup Management Software.

It is also understood that if this declaration is found to be false in any particular manner, GYAN BHARATAM shall have the right to reject my/our response, and if the response has resulted in a contract, the contract is liable to be terminated.

Name of the Bidder:

Signature of the Authorized Signatory:

Name of the Authorized Signatory:

Place: _____ Date: _____ Seal: _____

ANNEXURE III:

{on non-judicial stamp paper of Rs.100/- or on the bidder's letter head}

DATA CENTER COMPLIANCE DECLARATION

I hereby declare that we will be hosting the data of the Gyan Bharatam, MoC within the following data centers.

Data Centre I: {Address}

Data Centre II: {Address}

I acknowledge that the above-mentioned Data Centers are compliant to _____ (Tier3/Tier4) as per ANSI/TIA-942 or Uptime Institute standards under the following scope: -
Architecture, Telecom, Electrical & Mechanical.

I acknowledge that the above-mentioned Data Centers are compliant to the following:
Data Availability Uptime Commitment of 99.995% or more & Object Durability Commitment of 99.999999999% (11 Nines)

I further acknowledge that the setup supports the following services:-

Hyperscale hosting (Yes/No) _____
Edge Services (Yes/No) _____
AI/ML Pro-active Security (Yes/No) _____
SD WAN (Yes/No) _____
Near Zero RTO & RPO (Yes/No) _____

It is also understood that if this declaration is found to be false in any particular manner, GYAN BHARATAM shall have the right to reject my/our response, and if the response has resulted in a contract, the contract is liable to be terminated.

Name of the Bidder:

Signature of the Authorized Signatory:

Name of the Authorized Signatory:

Place: _____ Date: _____ Seal: _____

ANNEXURE -IV

Team Composition and Task Assignments

Professional Staff							
S. No	Designation of Personnel	Name	Educational Qualification	Length of Professional Experience	Area of Expertise	Present Employment Name of Firm/ Employed since	No of Eligible Assignment