

F.No18-4/2014-NMMA  
Government of India  
Archaeological Survey of India  
National Mission on Monuments and Antiquities

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Red Fort, Delhi.  
Dated: the 14<sup>th</sup> October, 2016

TENDER NOTICE

Sealed tenders are invited under TWO BID SYSTEM i.e. Technical Bid and Financial Bid from reputed, experienced and financially sound Companies/Firms/Agencies for processing, checking and uploading of documented data in respect of approximately 12 lakh antiquities in NMMA Templates designed for the purpose on the web site of NMMA **on per document (template) basis**. The data is available in different formats and the job assignment will include conversion of data from MS excel, MS Word and MS Access into template designed in NMMA Software. This work involves using utility to be developed by the tenderer. Similarly images in JPEG format also to be converted in to the format of NMMA Software. The firm will have to utilize the services of expert Archeologists (for checking), software engineer (JAVA) with a team of Data Entry Operators for getting the data processed, checked and uploaded.

**A pre-bid conference will be held in the Conference Room, Archaeological Survey of India, Janpath, New Delhi-110011 at 3.00 P.M. on 25<sup>th</sup> October, 2016 to explain to the tenderers about the scope of the work involved.**

Bidders are advised to study the tender documents carefully & thoroughly with full understanding of its implications.

The interested companies/Firms/Agencies can submit the tender documents complete in all respects along with Earnest Money Deposit (EMD) of Rs.50,000/- (Rs. fifty thousand only) along with other requisite documents addressed to **Director NMMA, G.E. Building, Red Fort, Delhi – 110006** The last date of receipt of tender is 7<sup>th</sup> November, 2016 at 11.30 A.M. The Technical Bids will be opened at 3.00 PM and financial bids of successful bidders will be opened at 4.00 P.M. on the same date.

  
Director, NMMA

## SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR TENDERS

1. The work involves checking of the documented data with images in respect of antiquities received in various formats viz. MS Excel, MS Word, MS Access, JPEG/Tiff format etc. (images in MB sizes) from various Data Resource Centres from different parts of India, getting converted into the template designed in NMMA software and to be uploaded on the web site of NMMA. Broadly the work involves following:
  - (a) Data Entry in NMMA Web Application by DEOs
  - (b) Daily Report of Data Entry
  - (c) Response of Queries (eg PQ)
  - (d) Database and Application Backup of live Server of NMMA using Virtual Private Network (VPN)
  - (e) Import of Data along with Images (resize if required) from different formats as received from various stakeholder e.g. MS excel, MS Word, MS Access, etc. into template designed in NMMA Web Application
  - (f) Export of Data to the Live Server using VPN after verification by Expert/NMMA
  - (g) The data entry along with image upload may be done directly in the templates available in the NMMA online application in the cases where there may be issues in exporting the data through the Utility/Software developed by the vendor, as the data is available in different formats
  - (h) The data already uploaded needs to be verified/checked and maintained by the vendor.
2. The firm will have to use the services of Archeologists ( for checking), software engineer (JAVA) ( for supervision of data to be uploaded), and Data Entry Operators. The payment will be made by NMMA on piece rate basis per template on monthly basis.
3. Firm has to make its own arrangements for Infrastructure such as computers, computer tables, High speed Internet connection and office space etc.
4. The selected Company/Firm/Agency will adhere to all the provisions of Minimum Wages Act. Provident fund, ESI etc. and shall be solely responsible for any legal action in this regard.

*R.L.*



5. The various crucial dates relating to "Tender for checking and uploading of approx. 12 lakh documented data on NMMA web site is as under:-
- |  |  |
|--|--|
| (a) Pre Bid Conference   | 3.00 P.M. on 25.10.2016.                         |
| (b) Date and time for submission of Quotation (Technical & Financial): | TILL 11:30 A.M. ON 7 <sup>th</sup> November,2016 |
| (c) Date & time for Opening of Technical Bids:                         | 3:00 P.M. ON 7 <sup>th</sup> November, 2016      |
| (d) Date & time for opening of Financial bid                           | 4.00 P.M. on same day of successful bidders      |
6. The tenders have been invited under two bid system i.e. Technical Bid and Financial Bid. The interested agencies are advised to submit two separate sealed envelopes super-scribing "Technical Bid" and "Financial Bid" and kept in one bigger cover super-scribing **"TENDER FOR CHECKING AND UPLOADING OF DOCUMENTED DATA(INCLUDING IMAGES) ON THE NMMA WEB SITE."** EMD must be kept with the technical bid.
7. The Earnest Money Deposit (EMD) of Rs.50,000/- (Rupees Fifty thousand only), should be necessarily accompanied with the Technical Bid of the Company/Firm/Agency in the form of Demand Draft drawn in favour of **Pay & Accounts Officer, Archeological Survey of India, Janpath,New Delhi-110001. Failing which the tender shall be rejected summarily.**
8. EMD will be forfeited in full for the following reasons:
- The Agency/Firm withdraw or modified the offer after opening of Tender.
  - When Tenderer does not execute the agreement if any, prescribed with the specified time.
  - When the tenderer fails to commence the work as per work order within the time prescribed.
9. The successful bidder will have to submit Performance Security Deposit equivalent to 5% of the total tender amount payable to the firm.
10. **The successful bidder will be given one thousand documented data to do processing & uploading of data on trial basis to assess the quality of processing and uploading the data. In case the work of processing and uploading the data is not found upto mark the tender will be cancelled.**

*N. Pantam*



11. The Director General, Archeological Survey of India does not bind himself to accept the lowest or any other bid and reserves the authority to reject any, part or all of the bids received without assigning any reason(s) thereof. All bids, in which any of the prescribed conditions are not fulfilled or any condition including that of conditional rebate is put forth by the Agency/Firm, shall be summarily rejected.
12. Canvassing whether directly or indirectly, in connection with bids is strictly prohibited and the bids submitted by the Agencies/Firms who resort to canvassing will be liable to rejection.
13. The tendering Companies/Firms/Agencies are required to enclose photocopies of the following documents along with the Technical Bid, failing which their bids shall be summarily/out-rightly rejected and will not be considered any further:
  - (a) Attested/certified copy of registration certificate of agency for providing manpower:
  - (b) Attested/certified copy of PAN Card:
  - (c) Attested/certified copy of Service Tax registration Certificate:
  - (d) Attested/certified copy of the P.F. Registration letter/certificate:
  - (e) Attested/certified copy of the last two years Income Tax return filed by agency:
  - (f) Attested/certified copy of the E.S.I. Registration letter/certificate:
  - (g) EMD of Rs. 50,000/- (Rupees fifty thousand only):
  - (k) The firm should not have been blacklisted by any Ministry/Department of the Government of India. The tendering firms/ bidders shall have to submit notarized affidavit on a stamp paper of appropriate value to this effect that they have not been blacklisted or their business dealings with the Government Ministries/ Departments have not been banned.
14. The conditional bid shall not be considered and will be out-rightly rejected in very first instance:
15. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the Financial Bid Form. In such case, the tender shall be summarily rejected. However, the cuttings, if any, in the Technical Bid Application must be initialed by the person authorized to sign the tender bids.
16. The Technical Bids shall be opened on the scheduled date and time (4:00 P.M. on 7<sup>th</sup> November, 2016), by the Tender Opening Committee.

## TECHNICAL REQUIREMENTS FOR THE TENDERING COMPANY/FIRM/AGENCY

The tendering manpower Company/Firm/Agency should fulfill the following technical specifications:

- (a) The Registered Office or one of the Branch Offices of the Company/Firm/Agency should be located either in Delhi/ New Delhi or in NCR:
- (b) The Company/Firm/Agency should be registered with the appropriate registration authority:
- (c) The Company/Firm/Agency should have at least Two years experience in providing manpower to Public Sector Companies/ Banks and Governments Ministries/Departments etc:
- (d) The Company/Firm/Agency should have its own Bank Account:
- (e) The Company/Firm/Agency should be registered with Income Tax and Service Tax departments:
- (f) The Company/Firm/Agency should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts:
- (g) The Agency / Firm should have sufficient number of Software engineers (JAVA) and Domain Experts (Archeologists) for the proper execution of the contract. The Agency/Firm should also attaché Bio-data & consent letters of the list of associated /employed panel of domain expert (s) with Archaeology and Museum background.

*Anil Kumar*



## TERMS AND CONDITIONS

### General

1. The contract is likely to be for a period of one year may be extended, on the same terms and conditions or with some addition/deletion/modification, for a further specific period mutually agreed upon by the successful service providing Company/Firm/Agency.
2. The contracting Company/Firm/Agency shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract.
3. The NMMA at present, has 12 lakh documented data to be uploaded on NMMA web site. The data may increase, depending upon the data to be received from various Data Resource Centers and the selected company/Firm/Agency would have to deploy additional manpower if required. **The entire work has to be completed within one year from the date of award of contract.**
4. The selected Company/Firm/Agency will be bound by the details furnished by him/her to this Department, while submitting the tender or at subsequent stage. In case, any of such document furnished by him/her is found to be false at any stage, it would be deemed to be a breach of terms of contract making him/her liable for legal action besides termination of contract.
5. Technical Bid as per Annexure - I
6. Price Bid/ Commercial Bid shall be submitted as per Annexure – II

### LIABILITIES, CONTROL ETC. OF THE PERSONS DEPLOYED

1. TDS and other taxes as applicable will be deducted from each bill.
2. Certificate to the effect that character & antecedents of manpower being provided by the Agency have been verified from the police authority.
3. The tendering Company/Firm/Agency shall replace immediately any of its personnel who is found unacceptable to NMMA because of security risks, incompetence, conflict of interest, improper conduct etc. upon receiving written notice from NMMA.
4. For all intents and purposes, the service providing agency shall be the "Employer" within the meaning of different Labour Legislations in respect of Labour so employed and deployed in NMMA.. The persons deployed by the agency in NMMA.

shall not have claims of any Master and Servant relationship nor have any principal and agent relationship with or against National Mission on Monuments and Antiquities.

5. The service providing agency shall be solely responsible for the redressal of grievances/ resolution of disputes relating to person deployed. The NMMA shall, in no way, be responsible for settlement of such issues whatsoever.

## LEGAL

1. The tendering agency will be responsible for compliance of all statutory provisions relating to Minimum Wages, Provident Fund and Employees State Insurance and any other mandatory provisions of law in respect of the persons deployed by it in NMMA.
2. Tendering agency shall also be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to NMMA to concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
3. The tendering agency shall maintain all statutory registers under the applicable Law. The agency shall produce the same on demand to the concerned authority of NMMA or any other authority under Law.
4. The Tax Deduction at Source (T.D.S.) shall be deducted as per the provisions of Income Tax Department, as amended from time to time and certificate to this effect shall be provided to the agency by NMMA.
5. In case, the tendering agency fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof NMMA is put to any loss/ obligation, monetary or otherwise, NMMA will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the agency, to the extent of the loss or obligation in monetary terms.

Director  
NMMA



## Technical Bid

Technical Bid should contain the following information along with the self attested photocopies of these documents:

- a) Profile of the company
- b) Proof of incorporation/inception of the Agency
- c) Registration details for manpower supply
- d) PF Registration details
- e) ESI Registration details
- f) PAN No.
- g) Service Tax Registration no.
- h) Income Tax returns for the past 2 years
- i) Audited Statement of Accounts/Balance Sheet certified by the CA for the past 2 years
- j) Details of registration with the Labour Commissioner
- k) List of organizations to which man power is being supplied by the bidder (with copies of work orders received in the past 2 years)
- l) Whether the firm has been blacklisted by any Government Department or any criminal case registered against the firm or its owner (give details)
- m) The Agency / Firm should have sufficient number of Software engineers (JAVA) and Domain Experts (Archeologists) for the proper execution of the contract. The Agency/Firm should also attaché Bio-data & consent letters of the list of associated /employed panel of domain expert (s) with Archaeology and Museum background.
- n) Details of Earnest Money Deposit Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only)  
DD/P.O. No. & Date and Drawn on Bank etc.
- o) Any other relevant information.

(Name and Signature of the  
authorized person of the firm along with the seal)

Copies of relevant documents are to be enclosed in support of above information.



## Undertaking

I hereby certify that all the information's furnished above are true to my knowledge. I have no objection to NMMA Verifying any or all the information furnished in this document with the concerned authorities, if necessary.

I also certify that, I have understood all the terms and conditions indicated in the tender document and hereby accept the same completely.

Signature of the authorized signatory of the agency Official seal/ stamp

Date:

Place:

## DECLARATION

I ( \_\_\_\_\_ ) hereby declare that the documents submitted/encloses are true and correct. IN case any document at any staged found fake/incorrect, my EMD may be forfeited & action as deemed fit by the NMMA may be taken against me.

Place:

Date:

Signature with Stamp  
Authorized Signature\* of the contractor / Firm

\*In case of authorized signatory, document for the authorization may be furnished.

Note Please use the above format and fill the information by expanding the space provided in the format so as to capture complete information.

Bidder Seal & Signature

(Signature and Seal of Bidder)

Dated \_\_\_\_\_

*A.S.*

Financial Bid

(for checking including uploading and conversion of documented data with images as per template of NMMA, on the web site of NMMA)

1. Name of the tendering company/Firm/Agency
2. Rate per document (inclusive of all taxes)

Signature of authorized person

Full Name \_\_\_\_\_

Seal \_\_\_\_\_

Date:

Place:

Note:

1. The rates quoted by the tendering agency should be inclusive of all statutory/taxation liabilities
2. The payment shall be made on conclusion of the calendar month only on the basis of documents completed i.e. uploaded on the web site of NMMA as per NMMA template (in English & Hindi)

