Notice Inviting Tender for Digitization of objects, their images and related information available at National Museum as per JATAN-the virtual museum builder format.

Sealed tenders are invited under Two Bid System i.e. Technical Bid and Financial Bid from reputed & experienced Agencies for Digitization of objects, their images and related information available at National Museum as per JATAN-format, the virtual museum builder. They work will be performed at National Museum, Janpath, New Delhi.

SCHEDULE:

1. Posting of tender on website for downloading: 28.02.2019 from 12:00 P.M.
2. Last Date & time for submission of tender: 22.03.2019 till 2:00 P.M.
3. Date & time for opening of Bid: 22.03.2019 at 4.00 P.M.
6. Bid Type: Two bid system (Technical Bid and Financial Bid)

The tender documents along with instructions and terms & conditions can be downloaded from the web site [http://www.nationalmuseumindia.gov.in](http://www.nationalmuseumindia.gov.in) and [https://eprocure.gov.in/cppp/](https://eprocure.gov.in/cppp/)

This office reserves the right to amend / withdraw any of the terms and conditions in the Tender Documents or to reject any or all tenders without giving any notice or assigning any reason.

(Signed)
(Administrative Officer)
National Museum, New Delhi
27.02.2019
Digitization of objects, their images and related information available at National Museum as per JATAN, the virtual museum builder, format.

Part-I

ELIGIBILITY AND QUALIFICATION CRITERIA TO BE MET BY THE AGENCY/VENDOR FOR PROVIDING REQUISITE SERVICES

A. General Requirements for the Tendering Company/Firm/Agency:-

i. National Museum, New Delhi requires the services from the reputed, well established and financially sound Institution/Agency for digitization of objects and related information as per format of JATAN, the virtual museum builder. Details about JATAN can be seen at https://www.cdac.in/index.aspx?id=mc_hc_jatan_virtual_museum.

ii. The contract is likely to be commencing from the date of acceptance and would continue for a period of six months or till the digitization target is achieved, whichever is earlier. The period of the contract may be further extended for another six months, if found necessary by National Museum. National Museum reserves the right to terminate the initial contract at any time after giving one week’s notice if the performance of the agency is not satisfactory.

iii. The successful bidder (hereafter referred as Contractor/Firm/Agency) will be required to pay minimum wages as prescribed under the Minimum Wages Act of the Govt. of India/ Delhi State Govt. The bidder will maintain proper records as required under the Law/Acts. It shall be the duty of the contracting company/Firm/Agency to enhance the wages of the employees subject to any statutory obligation /rise from time to time, as instructed by authorities concerned in this behalf. However, such statutory enhancement shall be claimed from this office by the bidder on furnishing the documentary proof of payment of such amount to it employees and this enhancement /raise shall be deemed to be agreed upon between this office and bidder.

iii. The Bidder is required to enclose photocopies of the following documents:-

1. PAN/GIR No.
2. Service Tax Registration No.
3. E.S.I. Registration No.
4. E.P.F. Registration No.
5. Copy of Income tax Returns for last two years
6. Affidavit worth Rs.100/- stating that the agency is / has not been black listed by Centre / State Government / PSU.
7. Certified document in support of financial turnover of the agency.
8. Customer's satisfaction certificate, issued by at least one Central Govt./State Govt./PSU or any other Govt. Institutes where vendor has provided services.

B. Technical Eligibility requirements for the Bidder:-

i. The Bidder should have prior experience in documenting and/or digitizing and/or cataloguing objects of State/Central Govt. Museums. Prior experiences in working with JATAN Platform will be preferred.

ii. Proven performance of executing museum documentation/digitization projects at Client's premises.

iii. Documentary evidences supporting above (I & ii) should be submitted.
Part-II: SCOPE OF WORK / PROCESS FLOW

1. Transferring object wise Accession Register Data, into Excel Sheet as per C-DAC developed Jatan Software Fields (http://museums.ofindia.gov.in/repository/record/nat_del-47-111-1-19940). In most cases, these data is readily available in the accession register.

2. Objects belong to several categories e.g. Archeology, Anthropology, Numismatics & Epigraphy, Painting, Decorative Arts, Manuscripts, Arms & Armours, Textiles, Pre-Historic etc. Complete list can be seen at the website of National Museum.

3. Add images of the objects to the data. In case, where the images are not provided by National Museum, the same shall have to be captured by the agency in the requisite resolution and format. Access to the objects will be provided by National Museum.

4. Final compilation of Excel data as per Jatan Fields and submission to National Museum for migration.

5. After migrating the data into Jatan (which will be done by C-DAC), it will appear at Operator Level. The agency will review the data at Jatan platform and clear it at both Operator and Curator Level.

6. The agency shall engage suitable trained personnel with necessary educational qualifications & experiences for data entry from accession register, taking photographs of objects and reviewing object wise data for correctness at operator & curator level. Educational qualification and experiences of trained personnel shall be in tune to category of objects as per sl no-2 above.

7. The agency shall bring its own Computers/Laptops/Cameras and other accessories for the work/project. National Museum will provide office space, power supply to the project team.

8. In a calendar month, at least 10,000 (Ten thousand) objects are to be filled in excel format with images, migrated at Operator Level and finally cleared at Curator Level at Jatan platform. The agency may deploy adequate number of manpower to achieve the target.

9. Total number of objects to be digitized is about 50,000 (Fifty thousand). However, the number may vary by =/- 20%.

10. The copyright of the data/information entered and/or images captured by the agency shall remain with National Museum. The agency shall have no right to use the data/information/images without prior approval of National Museum.

Part-III -INSTRUCTIONS TO THE BIDDERS

1. Validity of Bids: 60 days from the date of opening of tender.

2. The tenders are 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" for Digitization of objects, their images and related information available at National Museum as per JATAN-format, the virtual museum builder to the Administrative Officer, National Museum, Janpoath, New Delhi –110011. Both sealed envelopes should be kept in a third large sealed envelope super-scribing "Digitization of objects, their images and related information available at National Museum as per JATAN-format, the virtual museum builder" and be submitted in the office Administrative Officer, National Museum, Janpoath, New Delhi –110011.

3. The Earnest Money Deposit (EMD) of Rs. 1,50,000/- only (Rs. One lakh fifty thousand only), refundable (without interest), should necessarily be accompanied with the Technical Bid of the Company/Firm/Agency in the form of Demand Draft/Pay Order from any of the Scheduled Commercial Bank drawn in favour of "DDO, National Museum, New Delhi" valid for a period of 120 days. Bids not accompanied by Earnest Money Deposit of the requisite amount with proper validity will be summarily rejected.
4. The successful Tenderer will have to deposit a Performance Security Deposit for a sum of Rs. 5,00,000/- only (Rupees Five Lakhs only) within 15 days of the receipt of the formal order.

5. Bids sent through Fax/e-Mail shall not be considered and will be out rightly rejected at the very first instance.

6. All entries in the tender form should be legible and filled clearly. If the space for furnishing of information is insufficient, a separate sheet may be attached. No overwriting or cutting is permitted in the Financial Bid Form. In such cases, the tender shall be summarily rejected. However, the cuttings, if any, in the Technical Bid Application must be signed by the person authorized to sign the tender bids.

7. The envelope containing Technical Bid shall be opened first on the scheduled date and time, in the office of Administrative Officer, National Museum, New Delhi in the presence of the representatives of the Company/Firm/Agency, if any, who wish to be present on the spot at that time. The Technical Bids shall be evaluated by a Tender Committee. Financial bids of technically qualified, eligible bidders, meeting all the requisite criteria only shall be opened on a date and place to be notified later in presence of technically qualified contractors or their authorized representatives.

8. The bidder shall quote the Technical & Financial bids as per the format enclosed at Annexure I & II.

9. This Office shall not be responsible for any damages, losses, claims, financial or other injury to any person deployed by service providing Company/Firm/Agency during the course of their performing the functions/duties or for payment towards any compensation.

Part-IV - TERMS AND CONDITIONS OF THE CONTRACT

A. General:

i. The tenderer shall abide by the details furnished by it to this office, while submitting the tender or at any subsequent stage. In case any of the documents furnished by it is found to be false at any stage, it would be deemed to be a breach of terms of contract, making the tenderer liable for legal action besides the termination / cancellation of contract, legal action for damages at the sole discretion of the Director General, National Museum, New Delhi and in such eventuality, the Earnest Money Deposit shall be liable to be forfeited.

ii. The contracting Company/Firm/Agency shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without the prior written consent of this Office.

iii. Financial bids of only those tenderers who are declared qualified technically shall be evaluated by the Technical Evaluation Committee.

vii. The Office of Director General, National Museum, New Delhi reserves the right to terminate the contract at one month's notice.

viii. The contracting Agency shall ensure that the manpower deployed at National Museum, Jan path, New Delhi conforms to the eligibility conditions, educational qualification and any other qualification as specified in the contract.

ix. The contracting Company/ Firm/ Agency shall furnish the following documents in respect of the persons who will be deployed by it at National Museum before the commencement of work:

   a) List of persons shortlisted by Company/Firm/Agency for deployment.

   b) Bio-data of the person with photograph affixed.

x. In case, the person employed by the successful Company/ Firm/ Agency performs any act of omission/ commission that amounts to misconduct / indiscipline/ incompetence and security risks, the successful Company/ Firm/ Agency will be liable to take appropriate disciplinary action against such persons, including their
removal from site of work, if required by this Office immediately after being brought to their notice.

xi. The service Provider Company / Firm / Agency shall provide Identity cards carrying the photograph of the personnel and their information including their name, date of birth, designation and identification mark etc. and uniform to the employed personnel deployed in this Office.

xii. The service provider shall ensure that any details of office, operational process, technical know-how, security arrangements, and administrative organizational matters are not divulged or disclosed to any person by its personnel deployed in this Office.

xiii. The service provider shall ensure proper conduct of its personnel in office premises, maintain strict discipline in and around the office premises and enforce prohibition of consumption of alcoholic drinks, chewing pan, smoking, loitering without work etc. or consuming any other intoxicant substance, food or drink during the working hours / being on duty to maintain discipline and office decorum.

xiv. The Agency shall depute a co-ordinator, out of the deployed personnel, who would be responsible for immediate interaction with the representative of National Museum, New Delhi.

xv. It will be the responsibility of the service providing Company/Firm/Agency to meet transportation, food, medical and any other requirements in respect of the persons deployed by it in this Office and this Office will have no liabilities in this regard.

xvi. For all intents and purposes, the service providing Company/Firm/Agency shall be the "Employer" within the meaning of different Labour Legislations in respect of manpower so employed and deployed in this Office. There will be no claim by the personnel employed by the service providing Company/Firm/Agency for permanent employment at National Museum, New Delhi.

xvii. The service providing Company/Firm/Agency shall be solely responsible for the redressal of grievances /resolution of disputes relating to persons deployed. This Office shall, in no way, be responsible for settlement of such issues whatsoever as this Office shall have no privity of contract with the work force.

xviii. The persons deployed by the service providing Agency shall not claim nor shall be entitled to pay, perks and other facilities admissible to casual, ad-hoc, regular/confirmed employees of this Office during the period of contract or after expiry of the contract. That any issue of pay, perks, statutory obligations, welfare schemes or monetary benefits / internal arrangements of the employees, their personal insurance (if any) shall be looked after by the contracting Company/Firm/Agency and this Office has no interference or liability of any nature in any manner whatsoever.

xviii. In case of termination of this contract on its expiry or otherwise, the persons deployed by the service providing Company/Firm/Agency shall not be entitled to and will have no claim, for any absorption or for any relaxation for absorption in the regular/other capacity. In brief there shall be no privity of contract between this Office and the individuals/work force provided by the service provider / contracting Agency.

xx. The contracting Agency should communicate above conditions to all the persons deployed in this Office by the contracting Agency.

xxi. Payments shall be made only to the contracting Agency on monthly basis as per number of objects being cleared at Curator Level of Jatan. The contracting Agency has to raise invoice in the first week of the next month for the services rendered in the month. The agency should comply with all relevant rules and regulation including minimum wages rates.

xxii. Failure by the contractor to comply with any statutory requirements and/or the terms of the agreement during the period of contract will result in termination of the contract and subsequent disqualification from participation in any future tender of the department.
B. Fraud and Corrupt Practices:-

i. The applicant and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Bidding Process. Notwithstanding anything to the contrary contained herein, this Office may reject any application without being liable in any manner whatsoever to the applicant if it determines that the applicant has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the Bidding Process.

ii. Without prejudice to the rights of this Office under Clause (i) herein above, if an applicant is found by this Office to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice etc.

C. - Legal:-

i. The Service provider shall be responsible for compliance of all statutory provisions relating to Minimum wages, Employees State Insurance, Employees Provident Fund and other Labour laws etc. in respect of the persons deployed by it in this Office as this office has no privy of contract with the employees.

ii. The Service provider shall also be liable for depositing all taxes, levies, cess, etc. on account of service rendered by it to concerned tax collection authorities from the time to time as per extant rules and regulations on the matter.

iii. The Service provider shall maintain all statutory registers under the applicable laws. The Service Provider shall produce the same, on demand, to the concerned authority of this Office or any other authority under Law.

iv. The Tax Deduction at Source (T.D.S.) shall be deducted as per the provisions of Income Tax Act, as amended from time to time and a certificate to this effect shall be provided to the Service Provider by this Office.

v. In case, the tendering Company/Firm/Agency fails to comply with any statutory/ taxation liability under appropriate law and as a result thereof this Office is put to any loss/ obligation, monetary or otherwise, this Office 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.

D. - Financial:-

i. The Technical Bid should be accompanied with an Earnest Money Deposit (EMD), refundable (without interest), of Rs. 1, 50,000/- only (Rupees One lakh fifty thousand only) in the form of Demand Draft/ Pay Order drawn in favour of the "DDO, National Museum, New Delhi" failing which the tender shall be rejected out rightly.

ii. The Earnest Money Deposit in respect of the Company/Firm/Agency, which does not qualify the Technical Bid (First Stage) / Financial Bid (Second competitive stage) shall be returned to it without any interest. Earnest Money Deposit of successful bidder shall be returned only after signing the contract and depositing the Performance Bank Guarantee. Further, if the Company/Firm/Agency fails to deploy manpower against the initial requirement within 15 days from date of placing the order, the Earnest Money Deposit shall stand forfeited without giving any further notice to the Company/Firm/Agency.

iii. Tender will be decided on the basis of lowest offer quoted among technically eligible bidders.

iv. The successful tenderer will have to deposit a Performance Security Deposit for a sum of Rs. 5,00,000/- only (Rupees Five Lakhs only) at the time of placing the work order within 15 days of the receipt of the formal order.
v. The Performance Security Deposit should remain valid for a period of 12 months or 60 days beyond the date of completion of all the contractual obligations of the supplier, whichever is later. This Office will not pay any interest on the Performance Security Deposit.

vi. In case of breach of any terms and conditions stipulated in the contract, the Performance Security Deposit of the Company/Firm/Agency will be liable to be forfeited by this Office besides annulment of the contract.

vii. The Company/Firm/Agency shall raise the bill, in the first week of the succeeding month. Bills will be raised as per deliverables mentioned in Para-7 of Part-II above.

viii. The Claims in bills regarding Employees State Insurance, Employees Provident Fund, Service Charges and Service Tax, etc. if any, should be necessarily accompanied with documentary proof pertaining to the concerned month's bill. A requisite portion of the bill/ whole of the bill amount shall be held up till the proof is furnished, at the discretion of this Office.

ix. All disputes arising out of this contract shall be subject to the jurisdiction of Courts of New Delhi. However, no dispute shall be taken by either of the parties to the contract, to any court of law without first referring it to an Arbitrator, who will be appointed by Director General, National Museum, New Delhi.

x. National Museum, New Delhi reserves the right to withdraw/ relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the contracting parties.
TECHNICAL BID

(To be enclosed in a separate sealed envelope)

Digitization of objects, their images and related information available at National Museum as per JATAN, the virtual museum builder, format

1. PAN/GIR No.
2. Service Tax Registration No.
3. E.S.I. Registration No.
4. Employee Provident Fund Registration No.
5. Copy of Income tax Return for last two years.
6. Details of the similar works handled by the tendering Company/Firm/Agency during the last five years.
7. Affidavit worth Rs.100/- stating that the agency is / has not been black listed by Centre / State Government / PSU.
8. Customer's satisfaction certificate, issued by at least one Central Govt./State Govt./PSU or any other Govt. Institutes where vendor has provided services.

DECLARATION

1. I, ----------------- Son / Daughter / Wife of Shri ------------------
   Proprietor/Director/Authorized signatory of ------------------------. .........the
   Company/Firm/Agency, mentioned above, is competent to sign this declaration and
   execute this tender document;

2. I have carefully read and understood all the terms and conditions of the tender and
   undertake to abide to them;

3. The information/ documents furnished along with the above application are true and
   authentic to the best of my knowledge and belief. I / we, am/ are well aware of the
   fact that furnishing of any false information/ fabricated document would lead to
   rejection of my tender at any stage besides liabilities towards prosecution under
   appropriate law.

   Signature of authorized person Full Name:

SEAL

Date:

Place:
ANNEXURE-II

FINANCIAL BID

(To be enclosed in a separate sealed envelope)

For Digitization of objects, images and related information available at National Museum, Ne Delhi as per JATAN, the virtual museum builder, format.

1. Name of Company/ Firm/ Agency with Address:

2. Details of Earnest Money Deposit: Amount: ------------------ D.D./P.O.No. ------

   ---& Date: -------------- Drawn on ------------------ (Bank)

3.

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<tr>
<th>SI No</th>
<th>Item Details</th>
<th>Rate / Object (In Rupees)</th>
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<tr>
<td>1</td>
<td>Digitization of objects and related information available at National Museum as per JATAN-the virtual museum builder format, entering into Excel format, submission for migration, verification &amp; clearing them at operator &amp; curator level at Jatan Platform (Without capturing of images of the objects i.e., images are provided by National Museum).</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Digitization of objects and related information available at National Museum as per JATAN- the virtual museum builder format, capturing their images, entering into Excel format, submission for migration, verification &amp; clearing them at operator &amp; curator level at Jatan platform.</td>
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</tbody>
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Seal:

Signature of authorized person Full Name:

Date: ---------------

Place: ---------------