



F.No.4-1/11/2009-10/CSL

Date:-29.06.2011

**Notice inviting Quotations**  
**(Two Bid System)**

The Central Secretariat Library invites sealed quotations in two bid system (a) Technical Bid (b) Financial Bid for conservation and preservation and Archival Binding of Rare Books published during 18<sup>th</sup>, 19<sup>th</sup> and early 20<sup>th</sup> century publications for long term preservation. The work descriptions and terms and conditions are given below:-

**Technical Requirement for the Tendering Agency**


- The Tendering Agency Should fulfill the following Technical Specifications:
  - a) The Registered Office or one of the Branch Office should be located either in Delhi / New Delhi or in any satellite town of Delhi.
  - b) The Agency should have minimum experience of two years in the field of conservation and preservation of books in Government Institutions / Private Institutions.
  - c) They should have their own bank account.
  - d) They should be registered with Income Tax and Service Tax Departments.
  - e) The agency should have Permanent Account Number (PAN).
  - f) The agency should be registered.

The Quotations should be submitted in sealed covers.

- A. The First sealed cover should be super scribed "Technical Bid" and should contain the pro forma as at ANNEXURE – II duly filled with supporting documents. The acceptance of terms and conditions at ANNEXURE –I. Demand Draft for Earnest Money Deposit.
- B. The Second sealed cover envelope super scribed "Financial Bid" should contains only rates which is quoted for conservation / preservation of A3 & A4 Size folios and Archival binding of A3 & A4 Size books inclusive of all statutory contributions (ANNEXURE-III).

  
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Both the sealed envelopes should be placed in the main sealed envelop super scribed "Quotation for Conservation and Preservation of Rare Books and their Archival binding". The Quotation should be submitted in sealed covers and should be addressed to Director, Central Secretariat Library, Ministry of Culture, G-Wing, Shastri Bhawan, New Delhi – 110001 by speed post or hand latest by 11:00 am. on 19.07.2011

  
(Munesh Sen)  
ALIO, ASD

## ANNEXURE-I

### Terms and Conditions

1. The works will be performed under the norms of National Archives of India for tissue laminations.
2. The work will involve Documentation, fumigation, separation, de-acidification, mending / repairing and binding with acid free binding and preservative materials.
3. The agency will have to deposit an earnest money (EMD) of Rs.1.00 Lakh as a security in the form of Demand Draft in favour of Account Officer, Ministry of Culture, Shastri Bhawan, New Delhi.
4. EMD furnished by all unsuccessful tenders shall be returned to them without any interest at the earliest after expiry of final tender validity period but not later than 30 days after conclusion of contract.
5. Any wear and tear of rare books shall not be tolerated. The Agency is responsible for insurance cover of the books / documents / materials. The Agency will have to give Rs.5.00 Lakh as a bank guarantee after award of the contract.
6. CSL will not allow agency to take the books / documents outside to its premises and the work will be performed on site.
7. The Agency is responsible for infrastructure for the purpose of Conservation and Preservation of rare books.
8. The Agency is responsible for the proper arrangements of books / documents.
9. The payment will be paid to the agency on monthly basis as per actual number of books completed by the agency in a month after duly checked by the Technical Committee.
10. No advance payment will be made to the agency.
11. Agency will have to submit a sample of books for their technical competence.
12. After awarding the contract CSL will supply five books initially to the agency to see its performance. After the approval of committee further work will be allotted.
13. If the work of the agency is not found satisfactory no amount will be paid to the agency and the order will be terminated / cancelled. The rights in this respect are reserved with the Director, Central Secretariat Library will final and binding on the agency.
14. Central Secretariat Library will provide space for the work, furniture etc.

  
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15. The competent authority reserves the right to cancel any or all the quotations without assigning any reason.
16. The awarded agency will not assign, transfer, pledge or subcontract the work.
17. The agency shall not divulge or disclose to any person, any details of office, operational process, administrative / organizational matters etc.
18. The Agency will have to sign the agreement after awarding the contract with CSL.
19. The decision of this office in any matter relating to this contract shall be final.

  
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**ANNEXURE-II**

**Technical Bid Per-forma**

Name of the Bidder <i>(State Sole Proprietor, Partnership, Private Limited or Limited Firm)</i>	
Date of establishment	
Registered Address of the Bidder	
Correspondence Address of the Bidder	
Name of the top executive with designation / Telephone Number / e- mail id	
Name of the Contact Person with Telephone / Fax Numbers / e-mail id	
Detail of the PAN Card	
Details of the Service Tax Number	
IT Return of the Agency (2009-10, 2010 -11)	
Registration Number of the Agency	
Whether the Bidder complies with the requirement of Registration under the Contract Labour (Regulation and Abolition) Act : Yes/No	
Details of the Bank Guarantee ( Amount / DD Number / Date / Bank Name / Branch Name)	
Details of the experiences Name of the Clients with address / Project Name / Project Cost / Project start Date / Project completed Date <i>(certificate should be enclosed in support of this)</i>	

  
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Whether any legal / Arbitration / proceeding is instituted the Bidder or the Bidder has lodged any claim in connection with works carried out by them. If yes, please give details	
Any other relevant information	

Documents in support of the above may be furnished with page numbers indicated in the index. Please use separate sheets wherever necessary.

Signature with Name

Date:-

Place: -

Seal of the Bidder

  
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## ANNEXURE-III

### Financial Bid

Rates for Conservation and Preservation using **Tissue lamination** and **Solvent Lamination**

S.No.	Detail of Works	Rate For Tissue Lamination (in Rs.)	Rate For Solvent Lamination (in Rs.)
1	Conservation & Preservation of A3 Size per folio		
2	Conservation & Preservation of A4 Size per folio		

Rates for Archival Binding of Rare Books

S.No.	Detail of Works	Rate (in Rs.)
1	Archival Binding of A3 Size Books	
2	Archival Binding of A4 Size Books	

  
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