

Tender Notice

No. 315

Date : 08-02-2022

ONLINE TENDER FOR
CONSERVATION & RESTORATION OF MANUSCRIPTS & SHARIAT RECORDS AND THEIR
ARCHIVAL BINDING

Maulana Abul Kalam Azad Arabic Persian Research Institute, Tonk, Government of Rajasthan invites online bids for SUPPLY ARCHIVAL QUALITY ACID FREE BOXES FOR STORAGE OF MANUSCRIPTS, BOOKS, RECORDS AND WRAPPING ARCHIVAL OF RECORDS IN INSECTICIDAL / FUNGICIDAL PAPER from reputed agencies from 10.02.2022 to 18.02.2022. The detailed tender document may be downloaded from the following websites: <https://sppp.rajasthan.nic.in>, <http://eproc.rajasthan.gov.in> and <http://maapritonk.nic.in>.

| S. No. | Details | Description |
|--------|--------------------------------------|--|
| 1 | Name & Address | Name : Director Address: Maulana Abul Kalam Azad Arabic Persian Research Institute, Tonk, Rajasthan |
| 2 | Subject Matter of Procurement | SUPPLY ARCHIVAL QUALITY ACID FREE BOXES FOR STORAGE OF MANUSCRIPTS, BOOKS, RECORDS AND WRAPPING ARCHIVAL OF RECORDS IN INSECTICIDAL / FUNGICIDAL PAPER |
| 3 | Estimated Procurement Cost (EPC) | INR 10,00,000/- (Rupees Ten lacs only) |
| 4 | Bid Security | Rs.20,000/- (Rs. Twenty Thousand only) i.e. 2% of Estimated Procurement Cost DD in favour of Director, MAAPRI, Tonk. |
| 5 | Period of download of Bid Document | From 5.00 PM onward on 10/02/2022 up to 1.00 Noon on 18/02/2022 |
| 6 | Last Date and time Bid submission | 18-02-2022 till 01.00 PM |
| 7 | Tender Fee and Tender processing fee | Bid Document fee -Rs. 1,000/- DD in favour of Director, MAAPRI, Tonk. Tender processing fee- Rs. 1000/- DD in favour of M.D., RISL, Jaipur. |
| 8 | Date of Bid opening | 18-02-2022 Time- 04.00 PM at MAAPRI, Tonk in presence of responsive agencies. |
| 9 | Bid Validity | 90 days |
| 10 | Joint venture/consortium | Not allowed |

NIB Code- APR2122A0006

UBN- APR2122SLOB00008


(Dr. Saulat Ali Khan)
Director

Maulana Abul Kalam Azad
Arabic Persian Research Institute,
Tonk, Rajasthan

Government of Rajasthan
Maulana Abul Kalam Azad Arabic Persian Research Institute, Tonk, Rajasthan



ONLINE TENDER FOR
SUPPLY ARCHIVAL QUALITY ACID FREE BOXES FOR STORAGE OF
MANUSCRIPTS, BOOKS, RECORDS AND WRAPPING ARCHIVAL OF RECORDS IN
INSECTICIDAL / FUNGICIDAL PAPER


निदेशक

मौलाना अबुल कलाम आज़ाद
अरबी फ़ारसी शोध संस्थान
राजस्थान, टोंक

Government of Rajasthan
Maulana Abul Kalam Azad Arabic Persian Research Institute, Tonk, Rajasthan
Notice Inviting Tender

Advt. No ...315.....

Date 02.../02./2022

| S. No. | Details of Quotation Inviting Authority | Description |
|--------|---|--|
| 1 | Name&Address of the Procuring Entity | Name : Director Address: Maulana Abul Kalam Azad Arabic Persian Research Institute, Tonk, Rajasthan |
| 2 | Name & Address of the Officer | Name : Director Address: Maulana Abul Kalam Azad Arabic Persian Research Institute, Tonk, Rajasthan |
| 3 | Subject Matter of Procurement | SUPPLY ARCHIVAL QUALITY ACID FREE BOXES FOR STORAGE OF MANUSCRIPTS, BOOKS, RECORDS AND WRAPPING ARCHIVAL OF RECORDS IN INSECTICIDAL / FUNGICIDAL PAPER |
| 4 | Bid Procedure | Single Stage Two Part(envelop) open competitive bid at http://eproc.rajasthan.gov.in |
| 5 | Bid Evaluation Criteria (Selection Method) | Least Cost Based Selection(LCBS) L1 |
| 6 | Websites for downloading of Bid Document, Corrigendums, Addendums etc | Websites: http://Sppp.raj.nic.in , http://eproc.rajasthan.gov.in , http://maapritonk.nic.in Bidding Document fee of Rs. 1,000/- (Rupees One Thousand only in Demand Draft from Scheduled bank in favour of The Director, Maulana Abul Kalam Azad Arabic Persian Research Institute, Tonk must be submitted. RISL Processing fee of Rs. 1000/- (Rupees One Thousand only) in Demand Draft from Scheduled bank in favour of The Managing Director, RISL, payable at Jaipur |
| 7 | Estimated Procurement Cost (EPC) | INR 10,00,000/- (Rupees Ten lacs only) |
| 8 | Bid Security and mode of payment | Rs.20,000/- (Rs. Twenty Thousand only) i.e. 2% of Estimated Procurement Cost Mode of Payment: a Banker's Cheque or Demand Draft of Scheduled Bank in Favour of The Director, Maulana Abul Kalam Azad Arabic Persian Research Institute, Tonk, Rajasthan |
| 9 | Period of download of Bidding Document | From 5.00PM onward on 10/02/2022 up to 1.00 Noon on 18/02/2022 |
| 10 | Manner, Start/End Date for the submission of Bids | Manner: Online Procurement Portal: (http://eproc.rajasthan.gov.in) |
| 11 | Manner, Start/End Date for the Submission of Bid | Start Date : 10/02/2022 End Date : 18/02/2022 at 1.00 PM |



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राजस्थान, टोंक

| | | |
|----|--|---|
| 12 | Submission of Banker's cheque/Demand Draft for Tender fee, Bid Security, and Processing fee and sample of archival box with its raw material | From 03.00 PM onwards on 18/02/2022, till 12.00 PM on 18/02/2022 |
| 13 | Date/Time/Place of Bid Opening | Date : 18/02/2022 Time : 04:00 PM Place: Office of the Director, MAAPRI, Tonk |
| 14 | Bid Validity | 90 days |
| 15 | Joint venture/consortium | Not allowed |

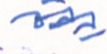
Note:

- 1) The Bidder (authorised signatory) shall submit their bid online in Electronic formats both for technical and financial proposals. However, DD for Tender Fee, RISL Processing Fee and Bid Security/EMD should be submitted physically at the office of Tendering Authority as prescribed in NIB and scanned copy of same should also be uploaded along with the technical Bid.
- 2) In case, any of the bidders fails to physically submit the Banker's Cheque/Demand Draft for Tender Fee, Bid Security and RISL Processing Fee up to the date as mentioned in NIB, its Bid shall not be accepted. The Banker's Cheque/Demand Draft for Bidding document should be drawn in favour of "The Director, MAAPRI, Tonk" and RISL Processing Fee should be drawn in favour of "Managing Director, RISL." payable at "Jaipur" and Bid Security should be drawn in favour of "The Director, MAAPRI, Tonk" payable at "Tonk" from any Scheduled Commercial Bank.
- 3) To participate in online bidding process, The bidders must procure a Digital Signature Certificate (Type III) as per the Information Technology Act-2000 using which they can digitally sign their electronic bids. Bidders can procure the same from any CCA approved certifying agency, i.e. TCS, Safecrypt, Ncode etc. Bidders who already have a valid Digital Signature Certificate (DSC) need not procure a new DSC. Also, the bidder must register themselves at <http://eproc.rajasthan.gov.in> (bidders already registered on <http://eproc.rajasthan.gov.in> before/...../2022 must register again).
- 4) MAAPRI, Tonk will not be responsible for any delay in online submission due to any reason. For this, the bidders are requested to upload their complete bid well in advance so as to avoid any last minute glitch or any technical issues.
- 5) Bidders are also advised to refer to "Bidders Manual Kit" available at e-Procurement website for further details about the e-Tendering process.
- 6) Training for the bidders on the usage of e-Tendering System (e-Procurement) is also being arranged by DoIT&C, GoR on a regular basis. Bidders interested in training may contact e-Procurement Cell, DoIT&C for booking the training slot.
 - a. Contact No: 0141-4022688 (Helpdesk 10 am to 6pm on all working days)
 - b. e-mail: eproc@rajasthan.gov.in
 - c. Address : e-Procurement Cell, RISL, Yojana Bhawan, Tilak Marg, C-Scheme, Jaipur
- 7) The procurement authority reserves the complete right to cancel the bid process and reject any or all of the Bids.
- 8) No contractual obligation whatsoever shall arise from the bidding document/bidding process unless and until a formal contract is signed and executed between the procuring entity and the successful bidder.


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श्रीलाना शत्रुल कलाम धाजाव
धैरवी फारसी शोध संस्थान
अजमेर, टोंक

- 9) The procurement authority disclaims any factual or other errors in the bidding document (the onus is purely on the individual bidders to verify such information) and the information provided therein are intended only to help the bidders to prepare a logical bid-proposal.
- 10) The provisions of RTPP Act, 2012 and Rules thereto shall be applicable for this procurement. Furthermore, in case of any inconsistency in any of the provisions of this bidding document with the RTPP Act, 2012 and Rules thereto, the latter shall prevail.



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राजस्थान, टोंक

Introduction

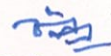
MAAPRI is well known for its rare manuscripts on Historiography, Orientology, Islamic Studies, Sufism, Urdu, Arabic and Persian Literature, Catalogues, Medicines, Auto-biographies, Medieval History, Literature based on Independence, Calligraphy, Philosophy, and Calligraphic Art etc.

Aims & Objective:

- To acquire, preserve and conserve Arabic and Persian original sources of historical and cultural importance available in Rajasthan or pertaining to Rajasthan.
- To promote and cultivate Arabic and Persian research and studies based primarily on the above mentioned sources and to provide facilities and amenities to scholars therefore.
- To edit, translate, publish and decipher original sources.
- To commission competent scholars to facilitate editing, deciphering, translating etc. of original sources and to undertake work on various aspects related to the objectives of the Institute.
- To facilitate and assist in the documentation of Arabic and Persian source material of research value available with bodies other than the Institute.
- To encourage, facilitate and to establish techniques of research methodology in Arabic and Persian studies.
- To undertake and encourage the study of the declining oriental arts like calligraphy and paleography etc.
- To institute prizes, scholarships, fellowships and awards for research and higher studies in Orientology.
- To undertake all necessary measures to promote and advance the aims and objects of the Institute e.g. to organize seminars, symposia, colloquia, conferences, workshops, exhibitions and extension lectures etc. and publication of research Journals.

The Collection:

The size of the Manuscripts will vary from documents to document, but the majority of the manuscripts are of A4, Legal (larger than A4 and smaller than A3), A3, A2, A1, A0
The documents will be in different languages such as Persian, Arabic, Hindi, English etc.
Size of collection: A4, Legal (larger than A4 and smaller than A3), A3, A2, A1, A0
Note: The sizes can vary.


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General terms & Conditions of Bid and Contract

Important instructions:- The law relating to procurement "The Rajasthan Transparency in Public Procurement Act, 2012" (herein after called the Act) and Rajasthan Transparency in Public Procurement Rules, 2013" (herein after called the Rules) under the said act have come into force which are available on the website of the State Public Procurement Portal (<http://sppp.raij.nic.in>). Therefore, the bidders are advised to acquaint themselves with the provisions of the Act and the Rules before participating in the bidding process.

NIT No. 315/812/2022

Name of Goods/ Work: **SUPPLY ARCHIVAL ACID FREE MOUNT BOARD BOXES FOR STORAGE OF ARCHIVES, BOOKS AND RECORDS AND WRAPPING ARCHIVAL OF RECORDS IN INSECTICIDAL / FUNGICIDAL PAPER**

- 1- Tenders are submitted on prescribed form which can be obtained from the office of Director MAAPRI, Tonk on the payment of prescribed amount in D.D./Banker's Cheque. The tender document (form) will be available on <http://eproc.rajasthan.gov.in> 09.02.2022 to date 18.02.2022 at 01 .PM before submitting the tender document, it should be ensured that all the tender papers including condition of contract are signed by the tenderer. The tender will be upload through online up to 1.00 pm on dated 18.02.2022 And will be opened in this office on the same day at 3.00 pm in the presence of such tenderer or their representatives who wish to be present there.
- 2- Any tender received on other than the prescribed form shall not be entertained. The tender form can also be downloaded from the website <http://sppp.rajasthan.gov.in> and this will be entertained. Cost of the tender form downloaded from the website shall be deposited by the tenderer separately as applicable by the way of demand draft or in cash.
- 3- Tenderer will have to deposit the earnest money in D.D. / Banker's Cheque issued in favour of Director MAAPRI, Tonk
- 4- Tenderer are advised to give their offers duly signed on each pages of the tender document with the proof of depositing earnest money.
- 5- The acceptance of tender will rest with the Director MAAPRI, Tonk who reserves the right to reject any or all tender received without assigning any reasons.
- 6- Tender forms are issued from office of Director MAAPRI, Tonk must be returned with enclosures to the Director MAAPRI, Tonk on the date of receipt of tender.
- 7- No refund of tender is claimable for tenderer, who has accepted or tender documents returned or tender not submitted.
- 8- Tenders must be enclosed in a properly sealed envelope bears the
 - i) Name & company address along with contact nos. of tenderer and procurement entity. ii) Name of work/ goods as per tender notice specific identification of tender process pursuant to notice inviting tender.
9. The tender form shall remain open for acceptance for the period of 90 days from the date of


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opening of tender, If any tenderer withdraws his offer before the expiry of said period, makes modification in the terms and condition of tender within said period which are not acceptable to the department or fails to supply the work in the specified period, the department shall without prejudice to any other right or remedy, be at liberty to forfeit the entire amount of earnest money absolutely.

10-All tender in which any of the prescribed is not fulfilled or which have vitiated by errors in calculation, totaling or other discrepancies or which contain overwriting in figures or words or corrections not initialed with date will be liable to rejection.

11-If envelopes are not sealed and mark as required the procuring entity shall assumes no responsibility about its consequences.

12-Tender form shall be filled in ink or typed. Tender filled with pencil shall not be considered. The tenderer shall sign the tender form at each page and at the end in token of acceptance of all the terms and conditions of the tender. Rate shall be written in both words and figures. There should be no errors or overwriting or corrections if any, should be made clearly and initiated with date. The rate should mention element of the GST etc. as applicable separately. 13-All rates quoted must be FOR destination at office premises and should include all incidental charges except octroy and tax as applicable to be shown separately.

14-The contractor shall not assign or sublet his contract or any substantial part thereof to any other agency

15-Warranty/Guarantee Clause :

i) The tenderer should give guarantee that the goods stores/ articles would continue to conform to the description and quality as specified for the period of 12 months from the date of delivery of the goods/articles to be purchased and that notwithstanding the fact that the purchaser may have inspected and/or approved the said goods. If during the aforesaid period of 12 month, the said goods/articles be discovered not to conform to the description and quality aforesaid or have determined (and the decision of the purchase officer on the behalf will be final and conclusive), the purchaser will be entitled to reject the said goods or such portion thereof as may be discovered not to conform to the said description and quality on such rejection of goods will be at the seller's risk and all the provision relating to rejection of goods etc. shall apply. The tenderer shall, if so called upon to do, replace the goods etc. or such portion thereof as is rejected by the purchase officer, otherwise the tenderer shall pay such damage as may arise by reason of the breach of the condition herein contained. Nothing herein contained shall prejudice any other right of the purchase officer in that behalf under this contract otherwise.

ii) In case of Machinery and Equipment also guarantee will be given as mentioned in clause (i) above and the tenderer shall during the guarantee period replace the parts any or remove any manufacturing defect if found during the above period so as to make

Machinery and Equipment's in case it is found defective which cannot be put to operator due to manufacturing defect etc.


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iii) In case of Machinery and Equipment specified buy the purchase officer the tenderer shall be responsible for carrying out annual maintenance and repairs on the terms and conditions as may be agreed. The tenderer shall also be responsible to ensure adequate regular supply of spare parts needed for a specific type of Machinery and Equipment whether under annual maintenance and repair rate contract or otherwise. In case of change of model he will give sufficient notice to the purchase officer who may like to purchase spare parts from them to maintain the Machinery and Equipment in perfect condition.

16- The tenderer shall be responsible for the proper packing so as to avoid damage under normal conditions of transport (by sea/rail/road/air) and delivery of material in good condition to the consignee at destination. In the event of any loss, damage, breakage or leakage or any shortage the tenderer shall be liable to make good such loss and shortage found at the checking/ inspection of material by the consignee. No extra cost on such account shall be admissible. 17-Direct or indirect canvassing on the part of the tenderer or his representative will be a disqualification.

18-Delivery period:

i) The tenderer whose tender is accepted shall arrange supplies within a period of 14 days from the date of supply order.

ii) It is mandatory to bidder to deliver Archival Box and Wrapping of Archival Record with **insecticidal / fungicidal paper** strictly within above period as the budget provision is sanctioned for this item for financial year 2021-22. Hence department will not be liable to take late delivery.

19- Agreement and security deposit:

i) Successful tenderer will have to execute an agreement in the SR. Form 17 within a period of 3 days of receipt of order and deposit security equal to 5% of the value of the stores for which tenders are accepted with agreement on Non judicial stamp of Rs. 1000/- at its (tenderer) cost.

ii) The earnest money deposited at the time of tender will be adjusted towards security amount. The Security amount shall in no case will be less than earnest money.) No interest will be paid by the department on the security money.

20-Insurance :

The goods will be delivered at the destination store in perfect condition, the supplier if he so desires, may be insure the valuable goods against loss by theft, destruction or damage, by fire, flood, under exposure to whether or otherwise viz. (war, rebellion, riot, etc.) The insurance charges will be borne by the supplier and State will not be required to pay such charges, if incurred

21- The Purchase Officer reserves the right to accept any tender not necessarily the lowest, reject any tender without assigning any reasons and accept tender for all or anyone or more of the articles for which tenderer has been given or distribute items of stores to more than one firm/supplier.


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22-The tenderer shall furnish the following documents at the time of execution agreement :

- i) Attested copy of Partnership Deed in case of Partnership Firm.
- ii) Registration Number and year of registration in case partnership firm is registered with registrar of Firms.
- iii) Address of residence and office, telephone numbers in case of sole Proprietorship.
- iv) Registration issued by Registrar of Companies in case of company.

23-If any dispute arise out of the contract with regard to the interpretation, meaning and breach of the terms of the contract, the matter shall be referred to by the Parties to the Head of the Department who will appoint his senior most deputy as the Sole Arbitrator of the dispute who will not be related to this contract and whose decision shall be final.

24-Lowest rate Comparison: The tender is based on least rate basis and supply of material as specification mentioned in financial bid.

25-All other terms & condition, provisions will be applicable as per General finance & Account ruled. and "The Rajasthan Transparency in Public Procurement Act, 2012"(herein after called the Act) and the Rajasthan Transparency in Public Procurement Rules, 2013")

26-All legal proceedings, if necessary arise to institute may be any of the parties (Government Contractor) shall have to be lodged in courts situated in Tonk (Rajasthan).

27-Bidder should have an Supplier of Archival Box/ Manufacture (please attach the relevant certificate or Self Declaration)


Note : Conditional Tender not accepted

Signature of Bidder

Name of Bidder:

Address of Bidder:

Seal :


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(On Bidder Letterhead)

I/We declare that I am/we are Bonafide/ Manufacturers/Whole Sellers/ Sole Distributor/ Authorized Dealer/ Dealers/ Sole Selling/ Marketing agent in the goods/ Stores/ Equipments for which I/We have tendered.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/our security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Signature of Bidder

Name of Bidder:

Address of Bidder:

Seal :


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राजस्थान, टोंक**

Technical Bid**Annexure A**

Subject : - Bid for.....

Ref ; - Bid No.

Details of Bidder:

| | | | |
|----|---|--|--|
| 1 | Name of the Firm | | |
| 2 | Telephone No | | |
| 3 | Mobile No e-mail ID | | |
| 4 | Office Address of the firm | | |
| 5 | Constitutions of the firm whether/ Proprietorship/ partnership/ company | | |
| 6 | BANK DETAIL OF BIDDER Banker's Name with branch Account Type Account Number | | |
| 7 | PAN NO. of the bidder (Enclose a certified copy of the same | | |
| 8 | GST No | | |
| 9 | GST Return | | |
| 10 | Bid security/EMD RS. DD No. Date. | | |
| 11 | Sample of archival box with raw material submission receipts | | |
| 12 | Signature of the bidder with seal | | |
| 13 | Name | | |
| 14 | Designation | | |


In case of authorized representative signing this document enclose copy of the authority letter.

Signature of Bidder

Name of Bidder:

Address of Bidder:

Seal:


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Annexure B

FINANCIAL BID

- 1- Tender for supply of Archival Quality Acid free boxes for storage of manuscripts, Books, Records and wrapping archival of records in insecticidal/fungicidal paper (name of the articles for which the tender is submitted)
- 2- Name and postal address of the firm submitting the tender
- 3- Addressed to THE Director MAAPRI, TONK
- 4- Reference NIT No.
- 5- The tender fee amounting to Rs.has been deposited vide cash receipt no date / Bank draft no --- date.....
- 6- We agree to abide by all the conditions mentioned in tender notice no.
Dated.....
- issued by THE DIRECTOR MAAPRI, TONK and also the further conditions of the said tender notice given in the attached sheets (all the pages of which have been signed by us in token of our acceptance of the terms mentioned therein.
- 7- The rates for the supply of following items are a under and the quantity to be supplied noted against each:

| S.No | Name of article with specification | Quantity | Price |
|------|---|-------------------------|-------|
| 1 | Archival quality Acid Free Mount board boxes FOR STORAGE OF ARCHIVES, BOOKS AND RECORDS 1. Acid free mount board boxes should be made of a single piece of good quality, Mount board (acid free boards) of compressed 56 ozs thickness/2000GSM. 2. The folds i.e. turns of the board should be strongly stitched and pieces pasted to them. Strengthened by means of cloth. 3. Carton boxes should be covered with good quality canvas cloth without glaze or size and not with Rexene cloth. 4. Acid free paper should be pasted on both on the inside after strengthening the turns as indicated in attached sample diagram. 5. All pasting are required to be done with acid free adhesive. | | |
| | A. Size of Archival Box = 14 x 9 x12 inch | 1 | |
| | B. Size of Archival Box =17 x 12 x 12 inch | 1 | |
| | C. Size of Archival Box = 24 x 17 x 12 inch | 1 | |
| 2 | Supply and Wrapping of Archival Records with Wrapping of Archival Record with insecticidal / fungicidal paper and given Support 300 acid free mount board in between. | 1 per Accession Records | |

Note: Only basic rate should be quoted and all other levies/Tax i.e Excise Duty, GST etc. . etc. (if any) should be shown separately in details

Declaration of manufacturer/Dealer etc. is also enclosed.

Signature of Bidder

Name of Bidder:

Address of Bidder:

Seal :



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