प्रत्नकीर्त्तिमपावृणु

ARCHAEOLOGICAL SURVEY OF INDIA

REQUEST FOR PROPOSAL (RFP)

FOR

DIGITIZATION OF ESTAMPAGES
AND CREATION OF WEB-BASED SEARCH PORTAL ACCESSIBLE THROUGH LOGIN-BASED PRIVILEGES

AT THE O/o THE DIRECTOR (EPIGRAPHY)

MYSURU, KARNATAKA

1. DISCLAIMER

a) This Request for Proposal ("RFP") is issued by the Archaeological Survey of India, Government of India.

b) The information contained in this RFP or subsequently provided to bidders, whether verbally or in documentary or any other form by or on behalf of the Archaeological Survey of India or any of its employees or advisors, is provided on the terms and conditions set out in this RFP.

c) This RFP is not a contract and is not an offer by the Archaeological Survey of India to the prospective bidders or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their proposals under this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the Archaeological Survey of India, about the project. Such assumptions, assessments, and statements do not purport to contain all the information that each bidder may require.

d) This RFP may not be appropriate for all persons and the Archaeological Survey of India, its employees, or advisers can't consider the objectives, technical expertise, and particular needs of each party, who reads or uses this RFP. The assumptions, assessments, statements, and information contained in this RFP may not be complete, accurate, adequate, or correct. Each bidder shall, therefore, conduct its investigations and analysis and shall check the accuracy, adequacy, correctness, reliability, and completeness of the assumptions, assessments, and information contained in this RFP and obtains independent advice from appropriate sources.

e) Information provided in this RFP to the bidders is on a wide range of matters and is not an exhaustive account of statutory requirements and shall not be regarded as a complete or authoritative statement of law. Archaeological Survey of India accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the laws expressed herein.

f) Archaeological Survey of India, its employees, and advisors make no representation or warranties and shall have no liability to any person including any bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment, or otherwise for any loss, claims, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained herein or deemed to form part of this RFP or arising in any way in this selection process. Archaeological Survey of India accepts no liability of any nature, whether resulting from negligence or otherwise, however, caused, arising from reliance of any bidder upon the statements contained in this RFP.

g) Archaeological Survey of India is entitled, in its absolute discretion, but without being under any obligation, to update, amend or supplement the information, assessment, or assumption contained in this RFP. The issue of this RFP does not imply that the Archaeological Survey of India is bound to select a bidder or to appoint the selected bidder and the Archaeological Survey of India reserves the right to reject all or any of the proposals of any bidder, without assigning any reason whatsoever.

h) The RFP does not address concerns relating to diverse investment objectives, financial situation, and particular needs of any party. The RFP is not intended to provide the Archaeological Survey of India's for any investment decision and each bidder must make its / own independent assessment in respect of various aspects of the techno-economic Archaeological Survey of India of the project. No person has been authorized by the Archaeological Survey of India to give any information or to make any representation not contained in the RFP.

i) Archaeological Survey of India may terminate the bid process at any time and without assigning any reason and makes no commitments express or implied that this process will result in a business transaction with anyone.

2. ARCHAEOLOGICAL SURVEY OF INDIA

The Archaeological Survey of India (ASI) under the Ministry of Culture is the premier organization for the archaeological research and protection of the cultural heritage of the nation. Maintenance of ancient monuments and archaeological sites and remains of national importance is the prime concern of the Archaeological Survey of India. Besides, it regulates all archaeological activities in the country as per the

provisions of the Ancient Monuments and Archaeological Sites and Remains Act, 1958 and the Antiquities and Art Treasure Act, 1972.

For the maintenance of ancient monuments and archaeological sites and remains of national importance, the entire country is divided into several Circles. The organization has a large workforce of trained archaeologists, conservators, epigraphists, and scientists for conducting archaeological research projects through its Circles, Museums, Excavation Branches, Prehistory Branch, Epigraphy Branches, Science Branch, Custom Branches, Horticulture Branch, Building Survey Project, Temple Survey Projects, and Underwater Archaeology Wing.

3. NOTICE INVITING TENDER (NIT)

T-20017/1/2022-MUSEUM **Dated 02.07.2025**

DIGITIZATION OF ESTAMPAGES AND CREATION OF WEB-BASED SEARCH PORTAL ACCESSIBLE THROUGH LOGIN-BASED PRIVILEGES

Important dates and timelines of the work are listed below:

1	**Duration for Completion of the work**	**06 Months** from the date of issue of letter of Award of Contract followed by **03 years** of Operations and Maintenance as per Clause 4.3 (H) of the tender document
2	**Date of Publishing of Bid**	**02-07-2025**
3	**Date and Time of Pre-Bid Meeting/Conference:**	**Friday, 11-07-2025 (11:00 AM)**
4	**Place of Pre-Bid Conference/Meeting:**	**Dharohar Bhawan, 24, Tilak Marg New Delhi - 110001**
5	**Bid Submission Last Date and Time:**	**22-07-2025**
6	**Date and Time of Opening Technical Bid:**	**22-07-2025**
7	**Bid Validity**	**180 days**
8	**Place of Opening Bid:**	**Dharohar Bhawan, 24, Tilak Marg New Delhi - 110001**
9	**Officer inviting Bid/Tender Inviting Authority(TIA):**	**Director General Archaeological Survey of India**
10	**Estimated Cost (Excluding Statutory Taxes such as GST)**	**Rs 2.70 crore**

The date and time of different activities of tendering process may be checked on the Archaeological Survey of India website from time to time. All interested participants/Bidders/stake-holders are requested to follow the website https://etenders.gov.in/eprocure/app ; https://gem.gov.in/ OR visit Archaeological Survey of India website asi.nic.in for regular update and details thereof.

4. PROJECT BRIEF AND SCOPE OF WORK

4.1 PROJECT BRIEF

THE BACKGROUND OF THE PROPOSAL MAY BE READ AS UNDER:

India is globally recognized for its unparalleled epigraphic heritage. To date, thousands of inscriptions have been discovered across the country, with many more yet to be unearthed and deciphered. These inscriptions constitute one of the most vital sources for reconstructing India's historical and cultural narrative. Beyond chronicling political and dynastic developments, they offer invaluable insights into the social, religious, administrative, and economic fabric of past civilizations.

The Archaeological Survey of India (ASI) has affirmed that India's tradition of written history stretches back to approximately 2500 BCE, making it one of the few nations in the world with such a deep and continuous recorded legacy. Epigraphs in India broadly fall into two main categories: stone inscriptions, often seen on temple walls—especially in South India—and copper-plate grants, which primarily document land donations to Brahmins and educational institutions. A distinct class of inscriptions includes the Ashokan edicts, where the Mauryan emperor issued moral and administrative guidance to his subjects.

The evolution of writing in India traces back to the Indus Valley Civilization (c. 2500–1500 BCE), whose script remains undeciphered. After a period of limited evidence, the Brahmi script emerged, famously used in the 3rd-century BCE Ashokan inscriptions found across the subcontinent—indicating a widespread literacy and communication network.

In this context, the **Archaeological Survey of India is undertaking a landmark initiative to digitize its extensive epigraphic collection**. ASI currently preserves approximately74,000estampages—manual impressions of inscriptions on paper—collected from across India. These estampages, dating from 1887 to the present day, vary widely in size, from 0.30 meters to 24 meters in length and 0.30 meters to 3.6 meters in width, amounting to nearly 150,000 square meters of documented material. Out of these **estampages**, 27,429 have already been scanned and their metadata created.

These historic documents, delicate and varied in thickness (2 mm to 12 mm), require meticulous handling and careful digitization.

The brief scope of work under this RFP includes:

- **High-quality non-invasive scanning of approximately 46,500 (Forty-six thousand five hundred)multi sized estampages** of approximately 1,00,000 square meter in total area as per technical standards specified in subsequent sections.
- **Textual data entry** in text format of corresponding metadata from ASI's Annual Reports on Indian Epigraphy/ Epigraphical Journals, including accurate rendering of diacritical marks using Unicode-compliant Times New Roman font within the software provided by the bidder.
- **Meta tagging along with creation of a master file with transcripts and metadata of all epigraphs**
- **Deployment of scanned estampages along with their transcript and related metadata on a web-based platform** to create a fully searchable digital repository accessible to both the general public and ASI officers through login-based privileges.
- **Secure data storage**, including cloud uploads to a client-owned server and provision of back-up copies on modern storage media such as LTO, NAS, and cold cloud solutions.
- **Stitching of large-format images**, where required, using appropriate imaging technologies, may be done ensuring that no part of the estampage is hidden/distorted in the scanned and processed image

- **Provision and maintenance of all necessary hardware and software** to carry out the digitization work, as defined in the bid document.

The ASI reserves the right to modify the volume of work depending on operational requirements. Bidders are expected to ensure compliance with the defined service levels and handle the material with utmost care, given its fragility and national importance.

Through this initiative, ASI envisions the creation of a fully searchable digital epigraphy repository—a cornerstone in preserving and disseminating India's epigraphic wealth to scholars, researchers, and the public at large.

4.2 Place of Work

1. **Office of the Director (Epigraphy)**, Archaeological Survey of India, Puratattva Bhavan, Sankranthi Circle, Hebbal 2nd Stage, Mysuru – 570 017 and.

2. Space for execution of work and general electricity facilities will be provided by the ASI. Company/ Agency/ Firm shall provide boarding and lodging arrangements for its employees deployed at the project site at Mysuru, Karnataka.

4.3 Detailed Scope of Work

A. Setting Up the Digitization Centre

1. On receipt of confirmed purchase order, Service Provider shall furnish details of estimated space/area requirement, estimated electric power required, estimated technical/ non-technical personnel to be deployed to set up digitization facility in buyer's premises; within 10 days from award of contract at Mysuru. The plan may contain requirement of gate passes/ permission for manpower and machines. The plan may also include graphical representation of the comprehensive strategy to execute the project within specified time schedule.

2. Service Provider shall set up the digitization facility commensurate with the requirement of delivery schedule and the type and number of documents to be digitized and the format of its storage. This activity shall be completed within 10 days after buyer provides space for installation, first at Mysuru, Karnataka and then at Chennai, Tamil Nadu.

B. Pre-Digitization

1. Service Provider will perform all the pre digitizing activities which may include (but not be limited to) evaluation of documents, removal of tags, pins, threads, rubber bands, sorting of pages in the document file in correct order, creation of unique identification number for each estampages to be digitized and pagination wherever required.

2. The documents would be handed over in lots as agreed mutually between the Service Provider and the Buyer. The Service Provider shall provide acknowledgement of number of documents and number of pages in each document received from the Buyer. Number of documents pages in a file shall be checked in presence of the representative of the Buyer.

3. The Service Provider shall create an online dashboard in a format to be mutually decided with ASI with an accessible admin panel, wherein ASI officials can log in to monitor in detail the progress report of the digitization work, that shall be updated in real time as with the progress of the work. An online register should be maintained containing at least the following details:

a. Description/Barcode number of the document collected /<file No.>
b. Size of the pages in document (A4/legal/Full scale/note-sheet) along with the count
c. Total number of pages in the document
d. Collected from (Government Official)
e. Collected by (Service Provider representative)
f. Date of Collection
g. Expected date of return
h. Returned to (Government Official)
i. Returned by (Service Provider representative)
j. Actual date of return

4. Service Provider shall maintain and return the documents in their original form to the Buyer. Document shall be handled with extreme care so that their serial order is not disturbed. For example, Multi-page documents must be kept together in the proper serial order.

5. The Service Provider will carefully unfold and flatten the documents to eliminate creases and wrinkles, wherever required, and ensure that the document maintains its original form without any damage.

6. **Penalty** - Any unintentional damage to the documents shall make the Service Provider liable for penalty the amount of which shall be at the discretion of the buyer. However, the same shall not exceed **10%** of the total work order value. However, in case of negligence that may cause loss of invaluable data or misinformation, strict penalty may be invoked upon the Service Provider by Buyer.

7. Service Provider shall be held responsible for any damage caused by them during the process of digitization of records and shall ensure that all such records are repaired at their own cost and information is retrieved. In case such retrieval of data or repair of record is not feasible, the Service Provider will compensate for the same by making payment to the Buyer towards the value of the damaged or lost data/document/record as valued by the Buyer.

C. Digitization:

1. The estampages shall be digitized between 300 to 600 dpi, 8 bit Grey scale and Group 4 compression mode and saved as compressed Tiff 6.0 or better/ Jpeg 2000/ Searchable PDF- Archival (A) images.

2. The resolution shall be 300 to 600 dpi or better, raw master image uncompressed and clean master image loss less compression shall be in file format Tiff 6.0 or better.

3. The scanning machine shall indicate the measurement of the scanned estampage in sq. mtr / sq. ft.

4. In case the documents are not legible, the Service Provider shall scan the documents at a Higher resolution or in Gray scale. No extra payment shall be made for the same.

5. The scanned documents shall be converted into any of the standard file formats such as TIFF ((TIFF v 6.0 Format with LZW compression (ISO 12230-2:2001) with checksum)/JPEG-(JPEG v1.02 Format (ISO DIS 10918-1/ ISO/IEC10918-5:2013)/PDF-Archival or other standard formats as per the requirement of the Buyer. (**TIFF → JPEG → PDF-Archival**).

6. All the pages of a single file have to be stitched together to generate an exact replica of the physical file. The stitched document should be represented in a TIFF/ PDF format or any other standard format as per user requirement.

7. **Unprocessed Document digitization**: The Documents are to be digitized, as it is, to the ratio of 1:1 using the equipment. The model and make of the equipment to be used shall be mentioned invariably. The output shall be as per original estampages.

8. Non-contact and non – invasive equipment for image capturing should be used. Only overhead scanner should be used.

9. The Service Provider will be responsible for quality assurance and will go through all documents to see if they are as per the requirement of the client and legible. The Service Provider will undertake Quality Assurance processes for all scanning and post-processing of records including image capture, indexing, storage and return. A committee of experts from the Buyer, i.e. Archaeological Survey of India shall be constituted with the approval of the competent authority which shall perform quality control (at all stages), to ensure that each estampage is fully rendered, properly aligned, and free of lain distortions. Inspection and quality control data shall always be recorded on the worksheet/dashboard accompanying each estampage. When necessary (e.g. poor image capture of an illustration), the staff will re-scan from the original text and insert the images into the proper image file sequence. Service Provider shall employ automated quality analysis mechanism to ensure 100% quality check. The Quality Check shall be performed by a committee constituted with the approval of the competent authority in ASI. Final payment shall be released only on quality certification by the aforesaid committee.

10. Annotation and bookmark for relevant pages is to be recorded in the PDF files and stored as separate attributes in the database for search as part of metadata.

11. Metadata of each file /record is required to be recorded with the searchable PDF – A with Keywords itself with conformance to the Extensible Metadata Platform (XMP specification for storing rich metadata.

12. Metadata should be exported in XML format with other details of the PDF file as and when required.

13. The Service Provider shall ensure that the quality of scanned images is enhanced to the optimum level and shall perform all such activities required to bring the scanned Image to optimal level such as skew, de-skew to make the image straight cropping and cleaning of images like removal of black noises around the text and providing equal margins around the text etc. The water mark of 'Archaeological Survey of India' should also be inserted.

14. The blank spaces in a estampage shall also be scanned to produce exact replica of the original estampage. No estampage shall be scanned more than once.

15. The Service Provider will deploy its own human resources for all the above-mentioned activities. The Service Provider will deploy adequately skilled manpower resources to complete the job within the specified time and of specified quality. The service provider shall be solely responsible for any liabilities associated with the manpower deployed by it.

D. Indexing and Cataloguing

1. Service Provider will create metadata fields required for the approximately 46,500 estampages to be scanned (Sample of Metadata enclosed at **Annexure -5**) for indexing as per the requirement of the Buyer. Scanned documents / images stored in digital form shall be indexed in the metadata fields using manual entry. **Data entry** in text format of corresponding metadata from ASI's Annual Reports on Indian Epigraphy/Epigraphical Journals, including accurate rendering of diacritical marks using Unicode-compliant Times New Roman font within the software provided by the bidder.

2. The OCR of the transcription of each estampage shall be done by the Service Provider and appended below the scanned image. The accuracy of the OCR text must be 60 % or above.

3. Meta tagging along with creation of a master file with transcripts and metadata of all epigraphs shall be done by the Service Provider

4. Service Provider will establish procedure for checking the accuracy of indexing and making necessary corrections as accurate Indexing is required for efficient retrieval of digital documents from digital storage media.

5. Once all documents are verified and pass Service Provider's quality assurance phase, they will be stored on final digital media of the user's preference, complete with their indexes. At the end of the process all paper documents will be returned in their original form to the concerned department.

E. Post Digitization

1. After digitization, the physical document would be pinned together/ tagged in the same form as it was given for digitization by the individual units of any department. At the end of the process all paper documents will be returned in their original form to the department.

2. Each page shall be serially arranged and shall be counted while giving the documents back to the department.

3. The Service Provider is required to update the status of digitization in real time basis on the performance dashboard for Real Time tracking of the reports for the digitization status. These reports would contain basically summary of records scanned and stored. The release of payments is linked to daily submission of these reports and the status of work to the End User Department and subsequent receipt of acknowledgement.

F. Creation of searchable web-based engine

The service provider shall develop a Web Portal with different search facilities, where in all the digitized data for **the approximately 74,000 estampages** (*i.e. of the approximately 46,500 estampages to be scanned and 27,429 scanned estampages already available with the buyer*) shall be uploaded along with the metadata and scanned transcripts (with its OCR text)of all approximately 74,000 scanned estampages properly linked with each estamapage. The service provider should submit for review, a prototype of the searchable web- portal within 01 month of the supply of work order. This 01 month shall be included in the 06 months provided for completion of the work.

G. Storage and Backup

1. Primary Storage shall be in Cold Cloud and LTO (Linear Tape-Open), owned by the client but provided by the Service Provider. The migration of data in higher/latest formats shall be the sole responsibility of the Service Provider.

2. Back-up shall be in Hard Drives also.

3. A folder structure/ configuration management policy shall be followed while storing the digitized data in cloud and LTO.

4. Nomenclature of the digitized file should be in accordance with the e-Gov standard and should be discussed with the End User Department.

5. Service Provider shall use standard methodology for digitization and archiving so that in future, any Service Provider can access the archival database.

6. Service Provider shall train the respective users on retrieving the records after file Conversion.

7. Service Provider shall upload the digitized data in Cloud and hand over the hard discs containing the following to the ASI:

   - ✓ Raw Master Image (TIFF 6.0 or better)
   - ✓ Clean Master Image (JPEG 2000)
   - ✓ Searchable PDF - A Image
   - ✓ CSV/XML files

H. Operation and Maintenance

The Service Provider shall be responsible for operating and maintaining the web portal, as well as maintaining the storage, initially for 03 years, which may be further extended by 01 year at the discretion of Archaeological Survey of India, on mutual agreement. It shall be the responsibility of the existing vendor to transfer the knowledge to the new vendor in this regard.

I. Training

Service Provider will provide training to Buyer's staff in accordance with their role and responsibilities which may be categorized as under

1. IT personnel
2. Administrators
3. Data entry operator
4. Information viewers and users Training program should include following topics:

   a. Overview of the digitization initiative, its size, time frame, purpose and desired outcome.
   b. Use of digitization hardware and software, metadata creation,
   c. Digital image format
   d. Record handling techniques to avoid damage to records
   e. Use of file classification scheme for organizing images
   f. Maintenance of the records in their original order.
   g. Identification and processing records containing sensitive information.
   h. Documentation requirement for digitization.
   i. Standards and procedure for quality control.
   j. Varying work to avoid fatigue from repetition.
   k. Identification and process of specialized digitization techniques.
   l. DMS administration, Use and maintenance

5. TRANSITION MANAGEMENT

1. Post the contract period, the Service Provider shall handover all the knowledge material and assets to Buyer.
2. Post the contract period, if a new agency is selected by Buyer for the next contract, the Service Provider is expected to provide adequate knowledge transfer and training to the new agency for a period of three months. The knowledge transfer training should necessarily cover, but not be limited to, details on the following:

a. Document Management System, Document Retrieval,
b. Nature and type of queries arriving at the helpdesk
c. FAQS manuals, documentation and other reference material prepared for issue resolution and any other

6. BUYER'S OBLIGATIONS

1. Buyer shall provide adequate space and access to the authorized personnel of the Service Provider to work in the specified area. Buyer shall also nominate a Nodal officer from its organization to coordinate with Service Provider to set up the digitization facility.

2. Buyer shall nominate a suitable Officer (Measurement and Cataloguing Team) who will hand over the records to be digitized to the authorized person of the Service Provider and also take back the same.

3. Buyer shall nominate a suitable Officer or a team of experts with due approval of the competent authority (Quality Check Team & Stitching Team) to receive and verify the quality and quantity of the digitized records. Such officers may be authorized to verify Service Provider's invoices / bills claims and to issue receipts certificate (CRC) to enable the payment to the Service Provider. The buyer shall also constitute a Committee for the necessary quality check.

4. Buyer shall nominate a suitable Officer or a team of experts with due approval of the competent authority(department/unit/cell wise) to verify the violation of any conditions of the service level agreement (SLA) and impose penalty/deduction if any from the Service Providers claims.

5. Metadata field description shall be provided by Buyer along with documents.

7. SERVICE PROVIDER OBLIGATIONS

1. Service provider shall deliver as per the Scope of the Work subject to the quality and satisfaction of the Buyer.

2. Service Provider shall be required to install and maintain adequate IT Infrastructures of hardware and computers, scanners, UPS, network setup etc. at his own cost. All storage area networks (SAN), network area storages (NAS), all type of server's hardware including application servers and web servers, operating system software, RDBMS, firewalls, LAN etc. required to host the digitized records and document management system (DMS) software shall be provided by the Service Provider and monitored by the person authorized by the buyer.

3. All the scanned and digitized data and documents shall be the property of the Buyer and Service Provider shall have no right title or interest in it buyer shall have the exclusive right to use it anywhere and in any manner.

4. Service Provider shall ensure that all information, data and or documents given to them by the Buyer are kept confidential. The entire work of digitization is entrusted to the Service Provider under trust and hence any leakage of information or passing of the information for any commercial purpose/exploitation or any other purpose whatsoever shall amount to committing an offence of stealing and criminal breach of trust liable for criminal prosecution.

5. No documents shall be allowed to be taken or transmitted outside the buyers premises without written permission from buyer, in any manner what so ever. No employee of Service Provider shall share any documents or information relating to it to any outside unauthorized person Violation of the same will render immediate termination of contract and no payments will be made to the Service Provider along with forfeiture of Performance Security Service Provider shall be wholly responsible in case of failure and will be able to be prosecuted under the jurisdiction of the local court.

6. Service Provider shall be principal employer for all the workers / labourers, out sourced persons and such persons shall not have any right to claim any right of employment or contract with the Buyer.

7. Service Provider shall be responsible to comply all the Acts and or Rules and Regulation framed by Government of India or State Government to the work and employees. Service Provider alone shall be the principal employer of all the employees engaged by them and shall comply with all labour laws including minimum wages, gratuity, EPF, ESI etc. whichever is applicable. Buyer shall not be responsible for the terms and conditions of employment of the staff engaged or the work undertaken by the Service Provider.

8. Service Provider shall obtain prior permission from the Buyer to work on holidays or on off office hours odd hours.

9. All consumables required in digitization process shall viz. SS pins, tapes, print-out, cartridges etc. shall be provided by the Service Provider.

10. The Service Provider shall not carry and/or transmit any material, information, application details, equipment or any other goods/material in physical or electronic form, which are proprietary to or owned by buyer, out of Buyer premises without prior written permission from Buyer.

11. Service Provider acknowledges that buyer's business data and other buyer's proprietary information or materials, whether developed by buyer's or being used by buyer pursuant to a license agreement with a third party (the foregoing collectively referred to herein as "proprietary information") are confidential and proprietary to buyer and Service Provider agrees to use reasonable care to safeguard the proprietary information and to prevent the unauthorized use or disclosure thereof, which care shall not be less than that used by Service Provider to protect its own proprietary information. Service Provider recognizes that the goodwill of Buyer depends, among other things, upon Service Provider keeping such proprietary information confidential and that unauthorized disclosure of the same by Service Provider could damage buyer and by that reason of Service Provider's duties hereunder. Service Provider may come into possession of such proprietary information, even though Service Provider does not take any direct part in or furnish the services performed for the creation of said proprietary information and shall limit access thereto employees with a need to such access to perform the services required by this agreement. Service Provider use such information only for the purpose of performing the said services.

12. Service Provider shall, upon termination of this agreement for any reason, or upon demand by buyer, whichever is earliest, return any and all information provided to Service Provider by buyer, including any copies or reproductions, both hardcopy and electronic.

13. Ownership and retention of Documents Buyer shall own the documents, prepared by or for the Service Provider arising out of or in connection with this contract. Forthwith upon expiry or earlier termination of this contract and at any other time on demand by buyer the Service Provider shall deliver to buyer all documents provided by or originating from buyer and all documents produced by or from or for the Service Provider in the course of performing the Services, unless otherwise directed in writing by buyer at no additional cost. The Service Provider shall not, without the prior written consent buyer store, copy, distribute or retain any such Documents.

14. The rate of delivery will be as opted by the buyer during the time of purchase of service.

8. QUALIFICATION CRITERIA FOR BIDDERS

8.1. PRE-QUALIFICATION CRITERIA

Sl.No.	Criteria	Supporting Documents to be furnished
1.	**Legal Entity** The Bidder should be registered in India under the Indian Companies Act 1956/2013 or a partnership firm registered under the LLP Act 2008	• Certificate of Incorporation /Copy of Registration Certificate(s) • Copy of PAN & GST registration • EPF & ESIC registration should be submitted
2.	**Annual Turnover** Annual Turnover of the bidder from Indian operations during last three financial years,i.e.2022-23, 2023-24 and 2024-25 (as per the last published audited balance sheets), should be at least **30% of the estimated cost.**	• Annual turnover certificate certified by the Statutory Auditor of the Company or Company Secretary. CA Certificate along with audited balance sheet should be submitted. (For Financial year2024-25, provisional figures will be accepted)
3.	**Relevant Work Experience** The bidder must have successfully executed works pertaining to digitization and/or creation of web portal with Central/ State Government Departments, in the last three financial years, i.e., 2022-23, 2023-24 and 2024-25.	• Copy of work orders/ Completion Certificate/Contract Copy • The bidder should submit at least 01 work order of 80% tender value/ 02 work orders of 50% tender value or 03 work orders of 40% tender value along with completion certificate, completed during the last three financial years, ie., 2022-23, 2023-24 and 2024-25..
4.	**Not Blacklisted** The Bidder should not have been blacklisted by (Central Govt./State Govt. / Centre/State PSUs/ Autonomous Body) in the last three years from the RFP response submission date	• Self-declaration from the bidder in company letter head, signed by authorized signatory

8.2. TECHNICHAL EVALUATION CRITERIA

Sl. No.	Evaluation Criteria	Marking Criteria	Max Marks	Supporting Documents
1)	Prior experience of digitization of archival pages pertaining to any Central Govt or State Govt	a. for order value of Rs 1-3 crore: **5 marks** b. for order value of	20 Marks	➢ Copy of work orders along with Completion Certificate

	Ministry / Department during the last 5 financial years (ie., from 2020-21 to 2024-25) For the purpose of evaluation under this criteria, only unbroken single work orders shall be considered	more than Rs 3 crore to Rs. 5 crores: **10 marks** c. for order value of more than Rs 5 crore to 7 crores: **15 marks** d. for order value of above Rs 7 crore: **20 marks**		
2)	Prior experience of digitization of archival pages pertaining to any Central Govt or State Govt Ministry / Department during the last 5 financial years (ie., from 2020-21 to 2024-25 (for the purpose of evaluation under this criteria, only unbroken single work orders shall be considered)	a. 5,00,000 -10,00,000 A4 size pages; or 30000 sq meters to 60,000 sq meters in area: **5 marks** b. 10,00,001-30,00,000 A4 size pages or 60,001 sq meters to 1,80,000 sq meters in area:**10 marks** c. 30,00,001- 50,00,000 A4 size pages or 1,80,001 sq meters to 3,00,000 sq meters: **15 marks** d. More than 50,00,000 A4 size pages or more than 3,00,001 sq meters in area : **20 marks**	20 Marks	➢ Copy of work orders along with Completion Certificate
3)	Prior experience of creating searchable web-portal for digitized material during the last 5 financial years (ie., from 2020-21 to 2024-25	a. for 1 work order: **5 marks** b. for 2 work orders: **10 marks** c. for 3 work orders: **15 marks** d. for 4 work orders: **20 marks**	15 Marks	➢ Copy of work orders and Completion Certificate
4)	Physical Demo	-	25Marks	-
5,	Presentation ofsimilar services rendered and completed at any other government organization	-	20 Marks	-

Note: Software developed along with metadata typed with diacritical marks in **Times New Roman font** with Unicode along with the equipments proposed to be used, has to be shown in the Physical Demo

STAGE 2: EVALUATION OF FINANCIAL BID

The bidder should submit his financial bid including GST, as applicable.

The financial bid will be opened for only those bidders who score a minimum of 70% in the technical evaluation as per ***Section 8.2.*** The bidder with the lowest Financial bid shall be placed at L1 and will be awarded 100% score against financial parameter. Normalized Financial scores for other bidders will be evaluated using the formula given below:

Normalized Financial Score of a Bidder (Fn) = {(Financial Bid of L1/Financial Bid of the Bidder) X 100}

8.3 Stage 3: COMBINED EVALUATION (QCBS)

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. The bidder securing the highest composite bid score will be adjudicated as the most responsive bidder for award of the contract.

The overall score will be calculated as follows:

On = 0.70 X Tn + 0.30 X Fn

Where

On = Overall score of the Bidder

Tn = Technical score of the Bidder (out of maximum of 100 marks)

Fn = Normalized financial score of the Bidder

Note: In the event of composite bid scores being tied, the bidder securing the highest technical score will be adjudicated as the best value bidder for award of the contract.

9. MISCELLANEOUS

9.1. PURPOSE

The RFP is not a recommendation, offer, or invitation to enter a contract, agreement, or another arrangement. The purpose of this RFP is to provide information to the potential Bidders, who qualify to submit the response to this RFP, to assist them in responding to this RFP. Though this RFP has been prepared with sufficient care to provide all required information to the potential Bidders, potential Bidders however may need more information than what has been provided herein. In such cases, the potential Bidder is solely responsible to seek the information required from the Archaeological Survey of India.

Archaeological Survey of India reserves the right to provide such additional information at its sole discretion. To respond to the RFP if required and with the prior permission of Archaeological Survey of India, each Bidder may conduct its study and analysis/assessment and seek its own professional, technical, financial, and legal advice, as may be necessary.

9.2. NO LEGAL RELATIONSHIP

No binding legal relationship will exist between any of the Bidders and the Archaeological Survey of India until the execution of a contractual agreement with the successful Bidder.

9.3. EVALUATION OF OFFERS

Each Bidder acknowledges and accepts that the Archaeological Survey of India may, at its absolute discretion, apply any additional criteria it deems appropriate in the selection of the firm not limited to those selection criteria set out in this RFP and the Bidders shall be bound with the same.

9.5. DISQUALIFICATION

Any form of canvassing/lobbying/exercise of influence/ cartelization etc. by the Bidder will result in disqualification of such Bidder. In case it is found at any point of time, before or after the appointment of Firm, that one or more of the terms and conditions laid down in this Request for Proposal has not been met by the Bidder, or the Bidder has made any material misrepresentation or has given any materially incorrect or false information, the Bidder shall be disqualified forthwith or if the selected Bidder is already appointed, the appointment shall, notwithstanding anything to the contrary contained in this RFP and/or any other agreement between Archaeological Survey of India and the selected Bidder, be liable to be terminated, by a communication in writing by Archaeological Survey of India to the Selected Bidder without Archaeological Survey of India being liable in any manner whatsoever to the Selected Bidder.

This action will be without prejudice to any other right or remedy that may be available to the Archaeological Survey of India under the bidding documents or otherwise under law or equity. Immediately on termination of the appointment, the selected Bidder will deliver to Archaeological Survey of India, all documents or other materials furnished by Archaeological Survey of India to the Selected Bidder together with all copies thereof, including computer disks/ drives or any other electronic media in its possession. If any information could not be physically returned to the without Archaeological Survey of India, all such documents or other materials together with all copies thereof in the possession of the Selected Bidder will be destroyed with any such destruction confirmed by the Selected Bidder in writing to the Archaeological Survey of India. Payment of the Final Bill/ Security deposit / EMD is subject to compliance with this clause.

9.6. CONFIDENTIALITY

The information contained in this document is confidential. The Bidder shall not share this information with any other party not connected with responding to this RFP. The information contained in this RFP or subsequently provided to Bidder(s) whether verbally or in writing by or on behalf of the Archaeological Survey of India shall be subject to the terms and conditions set out in this RFP and any other agreement/ contract to be executed by the Archaeological Survey of India.

9.7. NO REPRESENTATION OR WARRANTY BY ARCHAEOLOGICAL SURVEY OF INDIA

The Archaeological Survey of India makes no representation or warranty and shall incur no liability under any law, statute, rules, or regulations on any claim the potential Bidder may make in case of failure to understand the terms and requirements of this RFP and responds to the RFP. Archaeological Survey of India may, in its absolute discretion, but without being under any obligation to do so, update, amend, or supplement the information in this RFP and specify additional requirements or cancel this RFP at any time without assigning any reason thereof and without any notice, at its sole discretion. While due care has been taken in the preparation of this document, Archaeological Survey of India will not be held responsible for any inaccuracy in the information provided herein.

The Bidder must apply its care and conduct its investigation and analysis regarding any information contained in the RFP document and the meaning and impact of all such information contained in the RFP. It is the Bidder's responsibility to examine this RFP; examine all other information available on reasonable inquiry relevant to the risks, contingencies, and circumstances affecting its response to the RFP; and satisfy itself as to the completeness, correctness, and sufficiency of all the information contained in its response to the RFP.

9.8. EARNEST MONEY DEPOSIT (EMD)

a) Bidders must submit, along with their Bids, an **EMD of 3%of the estimated value of the work**, in the form of a Fixed Deposit Receipt (FDR), Demand Draft OR Bank Guarantee issued by any nationalized bank in favor of "Director General, ASI" payable at New Delhi and shall be valid for at 90 (Ninety) days beyond the final bid validity period from the due date of the RFP to be deposited at **Office of the Director General**, **Archaeological Survey of India, Dharohar Bhawan, 24, Tilak Marg, New Delhi – 110001**.

b) EMD of all unsuccessful bidders would be refunded by without Archaeological Survey of India at the earliest after the expiry of the final bid validity and latest on or before 30th day after the award of the contract. The EMD, for the amount mentioned above, of the successful bidder would be returned upon submission of the Performance Bank Guarantee.

c) The EMD amount is interest-free and will be refundable to the unsuccessful bidders without interest.

d) The bid/proposal submitted without EMD as mentioned above, will be summarily rejected.

e) The Bid Security (*also known as Earnest Money*) is exempted for 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 Organisation or the concerned Ministry or Department [or Startups as recognized by Department for Promotion of Industry and Internal Trade (DPIIT)]. **MSE and recognized startup should mandatorily provide valid supporting document for the relevant category as per GeM GTC with the bid.**

f) The EMD may be forfeited:

- If a bidder withdraws its bid during the period of bid validity.
- In case of a successful bidder if the bidder fails to sign the contract through this RFP.
- EMD and tender fee in the form of FDR/Bank Deposit Receipt/Bank Guarantee must be scanned and attached to the tender during submission. The originals should be deposited in original on or before Time and date of receipt of offline/online tender at prescribed

9.9. PERFORMANCE BOND SECURITY/GUARANTEE (PBG)

Within 15 (Fifteen) days after the issue of the Letter of Award (LoA) or the Award of Contract, by Archaeological Survey of India, the contractor shall furnish to **Office of the Director General**, Archaeological Survey of India, Dharohar Bhawan, 24, Tilak Marg, New Delhi – 110001a performance security/Bank guarantee (PBG), valid up to **Sixty (60) days** (i.e.2 Months) post the expiry of **Defect Liability** (as defined in **Clause no 12**) after the date of completion of all contractual obligations by the contractor and related obligations.

a) The amount of Performance security shall be **@ 3% (Three) of the contract value** denominated in Indian Rupees or the currency of the contract and shall be in one of the following forms:

- Unless otherwise stipulated in Tender Document or Contract, Account Payee Demand Draft or Fixed Deposit Receipt (FDR) or Banker's Cheque shall be drawn on any commercial bank in India, in favour of "Director General, ASI"

- Bank Guarantee issued by a commercial bank in India, in the prescribed form provided in ***Annexure 3***

b) If the contractor, having been called upon by Archaeological Survey of India to furnish Performance Security, fails to do so within the specified period, it shall be lawful for the Archaeological Survey of India at its discretion to annul the award and forfeiture of the Bid Security, besides taking any other administrative punitive action like Blacklisting as per DoE instructions etc.

c) If the contractor during the currency of the Contract fails to maintain the requisite Performance Security, it shall be lawful for the Procuring Entity at its discretion.

To terminate the Contract for Default besides availing any or all contractual remedies provided for breaches/ default, or without terminating the Contract:

- Recover from the contractor the amount of such security deposit by deducting the amount from the pending bills of the contractor under the contractor any other contract with the Procuring Entity or the Government or any person contracting through the Procuring Organization.
- Treat it as a breach of contract and avail any or all contractual remedies provided for breaches/ default.

d) In the event of any amendment issued to the contract, the contractor shall furnish suitably amended value and validity of the Performance Security in terms of the amended contract within fourteen days of issue of the amendment.

e) Archaeological Survey of India shall be entitled, and it shall be lawful on its part,

i. To deduct from the performance securities or to forfeit the said security in whole or in part in the event of:

- Any default, or failure or neglect on the part of the contractor in the fulfillment or performance in all respect of the contract under reference or any other contract with the Archaeological Survey of India or any part thereof
- For any loss or damage recoverable from the contractor which the Archaeological Survey of India may suffer or be put to for reasons of or due to above defaults/ failures/ neglect

ii. In either of the events aforesaid to call upon the contractor to maintain the said performance security at its original limit by making further deposits, provided further that the Archaeological Survey of be entitled, and it shall be lawful on his part, to recover any such claim from any sum then due or which at any time after that may become due to the contractor for similar reasons.

f) Subject to the sub-clause above, the Archaeological Survey of India shall release the performance security without any interest to the contractor on completing all contractual obligations, including the Defect Liability obligations, if any. Alternatively, upon the contractor submitting a suitable separate Defect Liability Security for the duration of Defect Liability obligations, the original Performance Guarantee Security shall be released mutatis mutandis.

g) No claim shall lie against Archaeological Survey of India regarding interest on cash deposits or Government Securities or depreciation thereof.

10. PAYMENT TERMS

A milestone / progress of works based payment methodology is formulated below and payment would be released based on achieving of these key work milestones and submission of satisfactory performance reports. The work milestones and payment terms with the successful is provided below:

10.1 STAGES OF PAYMENT

SL NO.	PHASE	PHASE WISE DETAILS OF WORK	TIMLINE	AMOUNT OF PAYMENT
01.	**1st Phase**	Scanning, digitization, creation of metadata and meta tagging, and uploading on web-based searchable portal of 10,000 estampages	**2 months** from the date of award of work	**25%** of the tender value
02.	**2nd Phase**	Scanning, digitization, creation of metadata and meta tagging, and uploading on web-based searchable portal of next 10,000 estampages	**3 months** from the date of award of work.	**25%** of the tender value
03.	**3rd Phase**	Scanning, digitization, creation of metadata and meta tagging, and uploading on web-based searchable portal of next 10,000 estampages	**4 months** from the date of award of work.	**25%** of the tender value
04.	**Final Phase**	Completion of the entire work	**6 months** from the date of award of work.	**25%** of the tender value

11. LIQUIDATED DAMAGES

Without prejudice to any other right or remedy available to the Archaeological Survey of India, recovery by way of liquidated damages and not as penalty, a sum equivalent to ½% per week, for each week of delay the bidders is in default, up to a maximum of **5% of the contract value**.

12. DEFECTLIABILITY PERIOD

1). **The Defect Liability period shall be Six (06) Months from the date of certification of the completion of satisfactory delivery of the final milestone**. The successful bidder/contractor shall be responsible for all defects of the scanned and stored estampages for a period of six months from the date of satisfactory delivery of the final milestone. The successful bidder/contractor, shall at their own cost, rectify the defects and/or replace the defective parts/equipment, to the complete satisfaction of the competent authority at Archaeological Survey of India.

2)During the Defects Liability Period, upon discovering any deficiencies in outputs/ outcomes attributable to a shortfall in scope/ quantum, performance standards and quality of the performed Services, Archaeological Survey of India through a committee of experts constituted with the approval of Director General, Archaeological Survey of India, shall give written notice to the contractor.

3) All replacement and defect corrections that Archaeological Survey of India shall call upon the contractor to deliver or perform under this warranty shall be delivered and performed by the contractor **within 20 (Twenty) days**, promptly and satisfactorily.

4) The decision of Archaeological Survey of India in regard to contractor's liability and the amount. If any, payable under this warranty shall be final and conclusive subject to the right of either party to seek arbitration as provided for under **clause-22 (B)** of Dispute Resolution."

13. ENHANCEMENT OF RATES

No enhancement in rates/prices should be made unless the contract specifically provides for it. Such situations may arise in those cases where the contract provides for price variation clauses or the change is due to variation in GST/Custom Duties/other Government taxes & levies and the contract provides for payment of these duties on the Archaeological Survey of India of actual rates, provided the supplies are made during the original delivery period. Consultation with Integrated Finance in cases where Delivery Period has expired would be required if the original contract was concluded with the concurrence of Integrated Finance or, after increase in value, the contract falls within the delegated powers of the CFA, exercisable with the concurrence of Integrated Finance.

14. OPTION CLAUSE

Archaeological Survey of India reserves the right to increase or decrease the quantity to be ordered up to **Twenty Five percent (25%)** of bid quantity of any item at the time of execution of the work.

15. MODIFICATION AND AMENDMENT

1) If any of the contract provisions need to be modified after the contract documents have been signed, **the modifications shall be made in writing and signed by the Archaeological Survey of India**, and no modified provisions shall be applicable unless such modifications have been done.

2) No variation in or modification of the contract terms shall be made except by a written amendment signed by Archaeological Survey of India. Requests for changes and modifications may be submitted in writing by the contractor to Archaeological Survey of India. At any time during the currency of the contract, Archaeological Survey of India may *suo-moto* or, on request from the contractor, by written order, amends the contract by making alterations and modifications within the general scope of the Contract.

3) If the contractor does not agree to the *suo-motu* modifications/ amendments made by the Procuring Entity, he shall convey his views within 14 days from the date of amendment/ modification. Otherwise, it shall be assumed that the contractor has consented to the amendment.

4) Any verbal or written arrangement abandoning, modifying, extending, reducing, or supplementing the contract or any of the terms thereof shall be deemed conditional and shall not be binding on Archaeological Survey of India unless and until the same is incorporated in a formal instrument and signed by Archaeological Survey of India, and till then Archaeological Survey of India shall have the right to repudiate such arrangements.

16. INTEGRITY

The bidder guarantees integrity in its fulfilment of obligations under this Contract and that no prohibited practices occurred in connection with the sales procedure prior to the signing of this Contract (acts of corruption or fraud, offering, giving or promising of undue advantage which may influence the actions of an employee), agrees to the audit of this Contract by an independent expert and accepts liability and sanctions (contractual penalties, unconditional termination of the contract), if contractual and other rules of the profession are violated.

17. EXTENSION OF WORK

If the timelines set for achieving the targets and milestones may become unachievable by the bidder, performance obligations may not be in a position of being fulfilled within the previously agreed upon timeframe, modification or variation of the terms and conditions of this Contract, including any modification or variation of the period of work may only be made by written agreement between the

bidder and Archaeological Survey of India. However, placement of contract is to be ensured within the original validity of the bids. Extension of bid validity is discouraged.

18. GENERAL INFORMATION TO BIDDERS

a) Archaeological Survey of India reserves the right to seek clarifications during and after the bidding process, reject any prospective application without assigning any reason.

b) The bidder shall also submit any additional gadgets/equipment/software/ items, etc. as required to execute and implement the digital storytelling experiences works onsite, as per their submitted proposal. However, they should take the cost of all additional requirements in the quoted price of the bidder.

c) The successful bidder/contractor shall facilitate mandatory inspection and audit by Archaeological Survey of India appointed officials, of all the purchased hardware & software onsite before and after installation.

d) The rate by the successful bidder/ contractor shall be all inclusive include all labour, materials, etc. for executing and completing the work. He should also include in his rate all taxes, duties, freight, etc.

e) The competent authority of Archaeological Survey of India, on behalf of the President of India does not bind itself to accept the lowest or any other bid and reserves to itself the authority to reject any or all the bids received without the assignment of any reason. All bids in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth by the bidders shall be summarily rejected.

f) Canvassing whether directly or indirectly, in connection with bidders is strictly prohibited and the bids submitted by the contractors who resort to canvassing will be liable for rejection

g) The competent authority of Archaeological Survey of India on behalf of President of India reserves to himself the right of accepting the whole or any part of the bid and the bidders shall be bound to perform the same at the rate quoted.

h) The bid for the works shall remain open for acceptance for a period of Ninety Days (90) days from the date of opening of bids.

i) The successful bidder/contractor, on acceptance of his LOA by Archaeological Survey of India shall within **30 days** from the issuance of work order, sign the contract/ Memorandum of Agreement (MoA), consisting of the Notice Inviting Bid, all the documents including additional conditions, specifications and drawings, if any, forming part of the bid as uploaded at the time of invitation of bid and the rates quoted online at the time of submission of bid and acceptance thereof together with any correspondence leading thereto.

j) **Site Visit** - The bidder is advised to visit the site of work, at his own cost, and examine it and its surroundings to himself collect all information that he considers necessary for proper assessment of the prospective assignment.

k) The bid submitted shall become invalid, if:

- The bidder is found ineligible.
- The bidder does not upload scanned copies of all the documents stipulated in the RFP document.
- If any discrepancy is noticed between the documents as uploaded at the time of submission of bid and hard copies as submitted physically by the lowest bidder in the office of bid opening authority.
- If a bidder quotes nil rates against each item in item rate tender or does not quote any percentage above/below on the total amount of the tender or any section / sub head in percentage rate tender, the tender shall be treated as invalid and will not be considered as lowest bidder.

l) The selected Firm shall work in tandem with the nominated Officer-in-Charge at Archaeological Survey of India

m) Archaeological Survey of India may at its discretion, extend the due date for submission of RFP.

n) Archaeological Survey of India reserves the right to accept or reject any or all such RFP in part or full without assigning any reason whatsoever.

19. PRE-BID CONFERENCE

a) The prospective bidders interested in participating in this tender may like to attend the Pre-bid conference to clarify the techno commercial conditions of the Tenders at the venue, date and time specified in the Critical Sheet. Participation in the Pre-bid conference is restricted to prospective bidders who have downloaded the Tender Document.

b) **Participation is not mandatory**. However, if a bidder chooses not to (or fails to) participate in the Pre-bid conference or does not submit a written query, it shall be assumed that they have no issues regarding the techno-commercial conditions.

c) The date and time by which the written queries for the Pre-bid must reach the authority and the last date for registration for participation in the Pre-bid conference are mentioned in the RFP document.

d) After the Pre-bid conference, the Minutes of the Pre-bid conference shall be published on the Procuring Entity's portal within seven days from the Pre-bid conference. If required, a clarification letter and corrigendum to Tender Document shall be issued, containing amendments of various provisions of the Tender Document, which shall form part of the Tender Document. To give reasonable time to the prospective bidders to take such clarifications into account in preparing their bids, the Procuring Entity may suitably extend, as necessary, the deadline for the bid submission.

20. FORCE MAJEURE

On the occurrence of any unforeseen event, beyond the control of either Party, directly interfering with the delivery of Services arising during the currency of the contract, such as war, hostilities, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts, or acts of God, the affected Party shall, within a week from the commencement thereof, notify the same in writing to the other Party with reasonable evidence thereof. Unless otherwise directed by Archaeological Survey of India in writing, the contractor shall continue to perform its obligations under the contract as far as reasonably practicable and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

21. INTERPRETATION

(A) In the matter of implementation of these terms & conditions, if any doubt or difficulty arises or doubt regarding the interpretation of any of the clauses of these, the same shall be placed before the Competent Authority at Archaeological Survey of India and his decision shall be final.

NOTE: *Notwithstanding anything stated hereinabove, the Archaeological Survey of India reserves its right not to empanel any Firm even on fulfilling the eligibility criteria, to postpone or to cancel the process of empanelment at any time without assigning any reasons in this regard.*

22. DISPUTE RESOLUTION

22.1. DISPUTE RESOLUTION

Amicable Settlement:

Both the parties, i.e. Archaeological Survey of India and the selected/nominated Bidder shall use their best efforts to settle amicably all disputes arising out of or in connection with Agreement or the interpretation thereof.

22.2. ARBITRATION

In case the dispute is not resolved by either of the above stated modes, it shall be settled by the arbitrator under the **Arbitration and Conciliation Act, 2017** and its decision would be final and binding on both

the parties. The **Arbitration and Conciliation Act, 2017** and the rules made there under and any statutory modification or re–enhancements thereof, shall apply to the arbitration proceedings. The venue of the arbitration shall be **New Delhi – India.** The Arbitrator can be nominated with the consent and mutually agreement with both the parties. Pending the submission of and / or decision on a dispute, difference or claim or until the arbitral award is published; the Service Provider shall continue to perform all its obligations under Agreement without prejudice of final adjustment in accordance with such award.

22.3. GOVERNING LAWS AND JURISDICTION

This Agreement shall be governed by and construed in accordance with the laws of India. Neither Client nor the Service Provider shall have the right to transfer or assign their responsibilities resulting from this Agreement. The High Court of Delhi will have the exclusive jurisdiction in respect of any dispute including arbitration, which may arise between the parties in execution of this work order.

23. INDEMNIFICATION

Archaeological Survey of India shall indemnify, defend and hold Bidder harmless from and against any and all third party claims, liability, suits, losses, damages and judgments, joint or several, and shall pay all costs and expenses (including counsel's fees and expenses) as they are incurred in connection with the investigation of, preparation for or defense of any pending or threatened claim or any action or proceeding arising there from, that Bidder incurs as a result of having performed services on behalf of Archaeological Survey of India.

24. TERMINATION

In case, the bidder fails to deliver the services thereof within contractual period, Archaeological Survey of India shall exercise its discretionary power either:

1. To recover, from the service provider as agreed, by way of penalty clause [(4.3 (B) 6.]above, or
2. To avail the service elsewhere after giving due notice to the successful bidder on account and at the risk of the successful bidder without canceling the contract; or
3. To cancel the contract.

In the event of the risk purchase of services of similar description, the opinion of Archaeological Survey of India shall be final. In the event of action taken under clause (1) or (2) above, the successful bidder shall liable to pay for any loss which Archaeological Survey of India may sustain on that account but the successful bidder shall not be entitled to any saving on such services made against default.

Further, “Archaeological Survey of India reserves the right to terminate the Contract (i.e. Work order) at any time, without assigning any reasons, whatsoever, by giving a notice period of ONE month from the date of Notice of termination of the Contract. Contractor will not be entitled for any compensations / damages / losses, whatsoever, on account of such termination of the Contract.”

Annexure – 1

APPLICATION FORMATS

(ON LETTERHEAD OF THE FIRM)

1.) Name of the firm:
   a) Registration No. of the Firm:
   b) Date of Registration (Please provide a copy of the registration certificate):

2.) Details of Key people of the Firm
   a) Name:
   b) Date of Birth:
   c) Age:
   d) Education Details:
   e) Details of Post Qualification Experience:
   f) Total no. of years of experience:
   g) Mobile No.
   h) Telephone No. with STD code:
   i) Fax. No. with STD Code:
   j) Email address:

3.) Permanent Account Number (PAN) of Firm (Please Provide a Copy of PAN):

4.) GST number (Please Provide a copy of GSTIN:

5.) Areas of Expertise/ Specialization:

6.) Details of proof of similar work (*as defined in the scope of work*) with any Archaeological Survey of India/ Central Government departments / CPWD/ Central Government Autonomous Bodies/ State PWD/ Central Public Sector Undertakings/ Municipal Bodies/ State Archaeology Departments (Please refer ***Section 7.2*** *of this document*, relevant proofs required).

Sr. No.	Name of Government Company/ PSU / Dept. of Centre or State Government/ Govt. Bodies	Duration of Work (Start and End Date)	Cost of Work (in INR)	Other Details

7.) Annual turnover in the last 3 Financial Years excluding current year (Please refer ***Section 7.3*** of this document)

Year	2020-21	2021-22	2022-23
Turnover (in CR INR)			

8.) A brief note on suitability for empanelment

9.) List of self–attested enclosures:

Annexure - 2

VERIFICATION

We have read all the terms and conditions set out in the RFP dated …… issued by ARCHAEOLOGICAL SURVEY OF INDIA, and hereby accept the same without any deviation.

We have no objection if inquiries are made about the work listed by us in the accompanying sheets/ annexure.

Signature and seal: ……

Name of Authorized Signatory of Law Firm: ……

(IN BLOCK CAPITALS)

Designation: ……

Place: ……

Date: ……

Annexure -3

PERFORMANCE BANK GUARANTEE

BANK GUARANTEE (BG)

ISSUANCE DATE:

1. PERFORMANCE BANK GUARANTEE
2. TO.
3. The Director General
4. Archaeological Survey of India
5. Dharohar Bhawan
6. Ministry of Culture
7. Tilak Marg Bhagwan Das Lane
8. Mandi House
9. New Delhi
10. Delhi-110001

01. In consideration of M/s the Director General, Archaeological Survey of India, Dharohar Bhawan, Ministry of Culture, 24, Tilak Marg New Delhi-110001 (Hereafter referred to as 'EMPLOYER; which expression shall unless repugnant to the context or meaning thereof includes its successors, administration and permitted assigns) having awarded to _____ _____ (Hereinafter called "SERVICE PROVIDER") for the work "DIGITIZATION OF ESTAMPAGES AND CREATION OF WEB-BASED SEARCH PORTAL ACCESSIBLE THROUGH LOGIN-BASED PRIVILEGES"; a contract by issue to Work Order on _____ dated _____ and the same having been unequivocally accepted by the service provider resulting in 'contract'. The price to be paid shall be Rs. _____ + _____ GST, as indicated in your financial Quotation document, the total cost of for a period of one year of the contract will be Rs._____ . The consultant having agreed to provide an additional bank guarantee for the faithful performance equivalent 3% of contract value payable be purchaser i.e., _____ (Rupees _____) to the employer.

02. We, _____, having its registered office at _____ and having one of the its branch _____*,(hereinafter to as "BANK"), do hereby undertake to pay the amounts due and payable under this Guarantee without any demure merely on a demand from the Director General, Archaeological Survey of India, Dharohar Bhawan, Ministry of Culture, 24, Tilak Marg, New Delhi starting that the amount claimed is required to meet the recoveries due to be due from the said

BANK GUARANTEE _____
Issuance Date: _____

(Incorporated in India)

Consultant (S). Any such demand made on the Bank shall be conclusive and regards the amount due and payable by the bank under this Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. _____ (Rupees _____) at any time up to _____.

03. We, the said bank further undertake to pay the he Director General, Archaeological Survey of India, Dharohar Bhawan, 24, Tilak Marg, New Delhi any money so demand notwithstanding any dispute of

disputes raised by the bidder (s) in this present being absolute and unequivocal. The payment made by us under this bond shall be a valid discharge of our of liability for payment there under the bidder (S) shall have no claim against us for making such payment,

04. We, _____ Bank Ltd, further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all dues of the 'Director General,' Archaeological Survey of India, Dharohar Bhawan, 24, Tilak Marg, New Delhi under or by virtue of the said Agreement have been fully paid and its claim satisfied or discharged of till the Archeological Survey of India certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the said consultant (S).

05. The bank also agrees that the employer in this opinion shall be entitled to enforce this guarantee against the bank as the principal debtors, in the first instance without proceeding against the consultants and not withstanding any security or other guarantee that the employer have in relation to the consultant (S) liabilities

06. Notwithstanding anything contained hereinabove our liability under this under this guarantee is restricted Rs._____ (Rupees _____only) as aforesaid at any time up to _____. And may at our sole discretion be extended from time to time for a such period as may be desired by _____ on whose behalf Guarantee has been given.

Notwithstanding anything contained herein above in the Guarantee;
"The liability of the Guarantor under this Guarantee shall not exceed Rs. _____ (Rupess _____ only) (the "Guaranteed Amounts")

This Guarantee Shall be valid up to _____ (the "Expiry Date")

Notwithstanding anything to the contrary contained herein, no obligation of the Guarantor to pay any amount under this Guarantee shall arise prior to the fulfillment of the following conditions precedent:

(Signature of the authorized officer of the Bank)
…….
…….
Name and designation of the officer
……
Seal, name & address of the Bank and address of Branch

*Preferably at the headquarters of the authority competent to sanction the expenditure for procurement of goods/ service or at the concerned district headquarters or the state headquarters.

Annexure - 4

FORMAT FOR SELF-CERTIFICATION

(On letterhead of the Firm)

This is to certify that:

a) We fulfill all the requirements laid down for empanelment under the heading Terms &Conditions and agree to abide by all the conditions mentioned under the heading Compliance Certificate.
b) We are not debarred.
c) We are regular taxpayers for the last 3 financial years and have submitted IT returns during the last three financial years.
d) We have adequate demonstrable experience of …… years in the work related to this tender document.

This is to further certify that the above- mentioned details are true to the best of my/our knowledge and belief.

Signature and seal: ……

Name of Authorized Signatory of the Firm: ……

(IN BLOCK CAPITALS)

Designation: ……

Place: …….

Date: …….

Annexure -5

SAMPLE METADATA FIELDS

Sl. No.	Place of Find or Deposit	Dynasty	King	Date	Language And Alphabet	Remarks
	ANDHRA PRADESH EAST GODAVARI DISTRICTKAKINADA TALUK					
1	**Perumaḷḷa.** - A set of copper plates found while doing the earthwork of a well in the village. (Photograph)	Chāḷukyas of Jananāthapura	Vishṇuvardhana II	Śaka 1101	Sanskrit, Telugu	Begins with genealogy of the king. It registers the grant of a village Eḍaṛupaḷḷi as a *agrahāra* to the 60 brāhmaṇas, who are masters in various *śāstras* by the king. The original grant was made by the Pallava king Mukkaṇṭi Kāḍuveṭṭi, in Guddavāḍi-vishaya on a solar eclipse. In due course of time as the descendants of the donees lost all the encumbrances, the king Vishṇuvardhana II re-issued the grant at their request. (Pub. *Bharati* Vol. 45, No. 1, pp. 3-28).
	KURNOOL DISTRICTSRISAILAM MANDALAM					
2	**Śrīśailam**. - A set of copper plates found during the course of renovation work in Ganṭa-maṭham. (No. 1).	Gajapatis	Kapilēśvara	Śaka 1384, Chitrabhānu, Māgha, ba. 14 Thursday = 1463 C.E., February 17	Telugu and Oḍiya	Bilingual. Records the gift of 17 villages as *sarvamānya* in the following territorial divisions *viz.,* Rājamahēndravaram, Kāmavaram, Koṇḍapalli, Koṇḍavīḍu, Addanki and Virukoṇḍa to the god Mallikarjuṇamahādēva of Śrīparvata by the king on the occasion of Mahāśivarātri for providing food offerings and conducting festivities in the temple. The same grant portion is written in Oḍiya script Telugu language.
3	**Śrīśailam**. - A set of copper plates found during the course of renovation work in Ganṭa-maṭham. (No. 2).	Gajapatis	Puruśōttamadēva	15th regnal year, Manmatha, Aśvija ba. 7, Saturday = 1475	Oḍiya	Records the gift of some villages (names mentioned) in favour of the god Mallikārjuna residing in the mountain Śrīśaila on the occasion of a solar eclipse by the king.

				C.E., October 21		
4	**Śrīśailam**. - A set of copper plates found during the course of renovation work in Ganṭa-maṭham. (No. 3).	Reḍḍi	Pedda Komaṭi Vema	Śaka 1326 (*rasa-nayana-agni-chandra*) Tāraṇa, Pushya ba. 15 = 1405 C.E., January 1, Thursday	Sanskrit,Telugu	Records the gift of the village Origāṇī, situated in Velnāṁṭi-sīma to the god Mallikārjuṇadēva of Śrīśailam for conducting festivities in the temple by the king on the occasion of solar eclipse. The gift was entrusted to Siddayyadēva, the pontiff of Bhikshavṛitti-maṭha. Further it records the gift of 15 *Khaṁḍuga* of land in the same village to the deities *viz.,* Perumāḷ, Mahādēva, Vighnēśvara and goddess Gangādēvī and also to the brāhmaṇas *viz.,* Pōtu of Bokkanālapalli and Tippu of Maṁdapāti as *dēvabrāhmaṇa-vritti*.
5	**Śrīśailam**. - A set of copper plates found during the course of renovation work in Ganṭa-maṭham. (No. 4).	Vijayanagara	Harihara II	Śaka 1322 (*netra-dṛig-agni-chaṁdra*) Vikrama, Pausha śu. Sunday = 1400 C.E., December 19	Sanskrit and Kannaḍa, Nāgarī	Records the gift of 8 villages *viz.,* Agastera, Pānuṁgallupuram, Talamaṅchālakaṭṭa, Yanamanāṁbeṭla, Maṁchināyanipalli, Cheṁnamānenipalli, Cheppaḍināgulagrāma and Chaṁ-drakallu located in Pānuṁgallurājya as *sarvamānya* by the king to the god Mallikārjunadeva of Śrīśaila for conducting worship and festivities on the occasion of Makarasaṁkrānti in the presence of the god Virupāksha.
6	**Śrīśailam**. - A set of copper plates found during the course of renovation work in Ganṭa-maṭham. (No. 5).	Vijayanagara	Virupāksha III	Śaka 1383 (*rāma-nāga-anala-śaśi*), Vṛisha, Āshadha	Sanskrit and Telugu, Telugu	Records the grant of two villages *viz.,*Śrīrājachūḍāpura and Kolvapalli and also some land in Pākināṭi by the king to Rāmaṇāchārya, probably a priest of Somanātha temple at Huligere hailing from

				śu. 15, Monday = 1461 C.E., June 22		Kolvapalli belonging to Kāśyapa-gōtra on the occasion of lunar eclipse.
7	**Śrīśailam**. - A set of copper plates found during the course of renovation work in Ganṭa-maṭham. (No. 6).	Vijayanagara	Virupāksha III	Śaka 1401 (*indu-gagana-abdhi-bhū*), Vilaṁbi, Māgha ba. 14 =1479 C.E., February 20, Saturday	Sanskrit, Nandināgarī	Records the gift of the village Kriyāśakti-taṭāka as *sarvamānya* situated in Hulige-māgaṇi of Hastināvati-Vaḷitā on the bank of the river Tungabhadra to the god Mallikārjuna of Śrīśaila for conducting *aṁgaraṁgabhōga*, monthly festivals, providing food offerings daily and burning perpetual lamp in the temple by the king on the occasion of Mahāśivarātri.
8	**Śrīśailam**. - A set of copper plates found during the course of renovation work in Ganṭa-maṭham. (No. 7).	Vijayanagara	Virupāksha III	Śaka 1388 (*vasu-ashṭha-guṇa-bhū*), Vyaya, Phalguṇa ba. 15 1467 C.E., March 6, Friday	Sanskrit, Nandināgarī	Registers the grant of the village Nallakālva in Kaṁnāḍu, situated in Pānugallu-chāvaḍi to a Vedic scholar Lakhapōdhyāya, son of Mallikārjuna paṁdita by the king on the occasion of solar eclipse. The grant village was renamed as Virupākshapura. The engraver of the record is Vasantha Mallaṇāchārya, son of Vīraṇāchārya and grandson of Muddanāchārya.
	KARNATAKA NORTH CANARA DISTRICTANKOLA TALUK					
9	**Ankōla.** - A set of copper plate found during the renovation of Kadaṁbēśvara temple at kumbarakēri. No. 1. (Photographs received from Sri. Shyamsundar Gauda of Ankōla).	Chālukyās of Kalyaṇa	Tailapa II	Śaka 897, Bhādrapada ba. 15, Sunday = 975 C.E., August 15	Kannaḍa	Records the construction of the Kaḍabēśvara (Kadaṁbēśvara) temple and also gift of 10 *gadyāna* from Haradarakēri and 5 *gadyāna* from Teṁkaṇakēri by Būtayya Kaḍaṁba, son of Kaliarasa on the occasion of Solar eclipse. The gift was entrusted to the pontiff

						Śivarāsijīya after laving his feet.
10	**Ankōla.** - A set of copper plate found during the renovation of Kadaṁbēśvara temple at kumbarakēri. No. 2. (Photographs received from Sri. Shyamsundar Gauda of Ankōla).	Chālukyās of Kalyaṇa	Tailapa II	Śaka 897, Bhādrapada ba. 15, Sunday = 975 C.E., August 15	Kannaḍa	Records the construction of the Kaḍabēśvara (Kadaṁbēśvara) temple and also gift of 10 *gadyāna* from Haradarakēri and 5 *gadyāna* from Teṁkaṇakēri by Būtayya Kaḍaṁba, son of Kaliarasa on the occasion of Solar eclipse. The gift was entrusted to the pontiff Śivarāsijīya after laving his feet. Further states that the villagers of Bajamaḷase, Kaṇnase, Baḍḍagivāḷu and Sātevāḷu should apply oil annually for burning perpetual lamp to the deity. It is interesting to note that as these details are not mentioned in the first plate, the donor issued another plate with these details added.
	RAJASTHAN JAIPUR DISTRICTJAIPUR TAHSIL					
11	**Jaipur**. - A copper plate is preserved in Havā Mahala. Findspot : Baghada village, Sāṁbhara Tahsil, Jaipur district. No. 1.	Gurjara Pratihāra	Nāgabhaṭa II	Saṁvat 884	Sanskrit, Nāgarī	Records that *mahārāja* Nāgabhaṭadēva, a most devout worshipper of the goddess Bhagavati and the son of *mahārāja* Vatsarājadēva, granted the village of Kupa in the gajaṭṭapura-bhōga attached to Paśchima-pathaka with all its income barring whichwas already been granted to the gods and Brāhmaṇa Bhaṭṭa Durggila who was a student of Kithuma Branch.
12	**Jaipur**. - A copper plate is preserved in Havā Mahala. Findspot : Baghada village, Sāṁbhara Tahsil, Jaipur district. No. 2.	Gurjara Pratihāra	Bhojadēva	Saṁvat 884	Sanskrit, Nāgarī	Records that the king granted the village of Jāhumāputraka in the Gayaṭṭapura-bhoga attached to Paśchima-pathaka, with all its income

						barring which was already been granted to the gods and Brāhmaṇa Bhaṭṭa Khokkhaka who belonged to the Śarkkarāksi-gotra and was a student of the Sāṅkhyāyana branch of Bahvṛich school of the *Ṛigvēda*. (Pub. *Prāgadhārā* - No. 8, Year 1997-98).
13	**Jaipur**. - Copper plate is kept in the house of Sri Jitendra Singh. No. 1.	Chāhamāna	. . . .	. . . .	Sanskrit, Nāgarī	Records the genealogy of the kings of Chāhamana dynasty,like Vigrahrāja, Prithavīrāja, etc. It also records the Brāhmanāsa and their gotrāsa of the city named Thaja. Also records the name of king Jayasingh of Solanki or Chaulukya dynasty of Gujarat who defeated Sindhurāja. Further records the name of Chahamana king Arnoraja and his two sons Vigrahrāja and Somēśvara. Further it recordsthat the copper plate was engraved by Mahidhara. In characters of the 12th century C.E.
14	**Jaipur**. - Copper plate is kept in the house of Sri Jitendra Singh. No. 2.	Chāhamāna	. . . .	. . . .	Sanskrit, Nāgarī	Records the genealogy of Chāhamana dynasty,like Vigrahrāja, Prithavīrāja etc. It also records the names of Brāhmanās and their gotrāsa of the city named Mā(su). Also records the name of king Jayasingh of Gujarat who defeated Sindhurāja. Further records the name of chahamana king Arnoraja and his two sons Vigrahrāja and Somēśvara. In characters of the 12th century C.E.

***Note**: The suggested Metadata fields are illustrative and are purely for reference purpose. The final List of the data fields for creation of the metadata for each scanned estampages will be finalized in the work agreement.