

Form No. ____

*Draft RFP
For
Decipherment of selected representative coins
for Archaeology and Museum Department,
Jaipur*

NIT No. F4.2 (198)/RajCOMP/Tech/09/

Dated:

Name of the Company / Firm:			
Address for the Correspondence:			
Telephone No.:		Fax No.:	

(Last Date & Time for depositing Tender form, Bid opening date and other dates are available in chapter 3)

RajCOMP

B-Block, 1st Floor, Yojana Bhawan, Tilak Marg, C-Scheme, Jaipur – 302005
Tel: 141-2228701, 2229394, Fax:141-2228701

Website : www.rajcomp.net

Price: Rs. 500/- Only

Name & Signatures of the Bidder along with Seal

Draft RFP for the decipherment of selected representative coins for Archaeology and Museum
Department, Government of Rajasthan, Jaipur
F4.2(198)/RajCOMP/Tech/09/, Date:

RajCOMP

(A registered society established by the Government of Rajasthan)

C-Block, 1st Floor, Yojna Bhawan, Tilak Marg, C-Scheme, Jaipur-302005

Phone No.: 91(141) 5113544, 2229394

Fax: 91(141) 2228701

E-mail: info@rajcomp.net

NIT No. F4.2(198)/RajCOMP/Tech/09/

Dated:

Notice Inviting Tender

(RFP for the decipherment of selected representative coins of Archaeology and Museum Department, Jaipur)

Government of Rajasthan intends to carry out decipherment of selected existing ancient coins which have already digitized and e-cataloged

RajCOMP, Jaipur, now invites bids from eligible bidders, who have the required experience & capabilities of taking up this assignment of detailed study of ancient coins as per guidelines of the Tender.

The details of the tender are as follows:

Cost of Tender document	Rs. 500/-
Period of Sale of Tender document	From 18-01-2010 upto 13:00 hrs of 18-02-2010
Approx. Cost of the project	Rs. 15 Lac.
EMD	Rs. 30,000/-
Date of pre-bid meeting	02-02-2010 at 11:30 hrs
Date and time of Submissions of bids	18-02-2010 upto 15:00 hrs
Date and time of opening of technical bids	18-02-2010 at 15:30 hrs
Place of Sale of tender document	Office of the RajCOMP, Jaipur
Tender document can be downloaded from websites	www.rajcomp.net , www.rajasthan.gov.in

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Mandatory Conditions

1. Tender would be on turn-key basis. It would not be splitted within a department.
2. Tenders will not be accepted without earnest money (Cottage and SSI units registered with Director of Industries, Rajasthan, Jaipur are required to submit Earnest Money @0.5% of the estimated tender value). Tenders received after the prescribed time and date will not be accepted & considered.
3. The Tender comprises of two Bid systems i.e. Technical Bid and Financial Bid. The tenderer has to submit sufficient earnest money specified above along with the technical bid. Bids must be submitted in accordance of bidding process defined in chapter 11.
4. **Tenders would be considered in the prescribed tender form/ document only.** It can be obtained from the office of the tendering authority during office hours on any working day and payment of Rs. 500/- (non refundable) in cash or demand draft (DD) in favor of the Managing Director, RajCOMP. In case the tender form is sought by post Rs. 50/- towards postal charges will be charged extra. Tenders not submitted in prescribed form will be rejected.
5. The tendering authority is Managing Director, RajCOMP, 1st Floor, Yojna Bhawan, Tilak Marg, Jaipur (Rajasthan).
6. Tendering authority is not bound to accept the lowest tender and may reject any tender or any part of the tender without assigning any reason thereof.
7. The Tenderers will have to submit invariably sales tax & income tax registration number without which the tenders will not be considered (Exemption certificate if any is to be enclosed).
8. Tender received after the prescribed time & date shall be rejected.

Date: January 18, 2010

Signatures of the Issuing Authority

Executive Director

Name & Signatures of the Bidder along with Seal

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Chapter 1

DEFINITIONS & ACRONYMS

Bidder	The eligible firms who will participate in tendering process
Tendering Authority	RAJCOMP
DOIT&C	Department of Information Technology and Communications
GoR	Government of Rajasthan
A & M	Archaeology and Museum Department, Jaipur
Campus	Offices/ Sections of the Archaeology and Museum department.
Purchaser	RajCOMP
RFP	Request for Proposal
SLA	Service level agreement
Decipherment	<p>Decipherment of selected representative coins in the Govt. Museums in Rajasthan</p> <ol style="list-style-type: none"> 1. Identification of the script and decipherment of the legible legend (if applicable) on the coin. 2. Description of legend, symbols/motifs etc on obverse and reverse side of the coin should be translated in Hindi and English with meaning. 3. Attribution to dynasty/series etc as applicable and the period to which the coin series belonged to. 4. The selected coins for decipherment should be reflective of the coin collection of the department in terms of dynasty/series, importance of the series etc and its strength in the collection. 5. A short note on the series concerned need to be added in the beginning of each series. 6. Reference of publication should be mentioned, if available.

Chapter 2

INVITATION FOR BIDS

- 2.1 RajCOMP is planning to carry out the decipherment of selected representative coins pertaining to Archaeology and Museum Departments.
- 2.2 The complete bid document has also been published at the Department website mentioned in chapter 3 for the purpose of downloading. Application made on such form shall be considered valid for participating in the tender process only after depositing the required tender fees i.e Rs. 500/- along with the bid.
- 2.3 Complete bidding procedure has been defined in ensuing chapters.
- 2.4 Bids related important dates are available in chapter 3. Technical Bids will be opened in the presence of the representatives of the bidders who choose to attend the opening of the bids. Technically qualified bids will be taken up for further processing and the Financial Bids of qualified bidders only will be opened. The date & time of opening of Financial Bids will be notified separately to the technically qualified bidders.
- 2.5 No further discussion / interface will be held with the bidders whose bids have been Rejected / Disqualified / Technically Disqualified.
- 2.6 Managing Director, RajCOMP reserves the right to accept or reject in part or full any or all the offers without assigning any reasons whatsoever.
- 2.7 Interested bidders may obtain further information from the office of RajCOMP, C-Block, 1st floor, Yojana Bhawan, Tilak Marg, C-Scheme, Jaipur, India on any working day upto bid submission date (Chapter 3).
- 2.8 Bidder has to fill and deposit tender form along with the appropriate EMD.

Signature of the issuing authority

Chapter 3

IMPORTANT DATES

S.No	Events	Dates	Location
1.	Date of Issue of Notice Inviting Tender (NIT)	18-01-2010	In news papers, Web Site of State Government (www.rajasthan.gov.in), Web site of RajCOMP (www.rajcomp.net)
2.	Date of Commencement for Sale of Tender Document	18-01-2010	Office of RajCOMP, Yojana Bhawan Jaipur
3.	Last date for receipt of queries for pre bid meeting	01-02-2010 till 1700 hrs	Fax: 91-141-2228701
4.	Date and time of Pre-Bid Meeting	02-02-2010 at 1130 hrs	Committee Room, C-Block, Yojana Bhawan, Jaipur
5.	Date of uploading final tender	08-02-2010 at 1130 hrs	State Government (www.rajasthan.gov.in), Web site of RajCOMP (www.rajcomp.net)
5.	Last Date & Time of Submission of Tender document	18-02-2010 till 1500 hrs	Office of Director, RajCOMP, Yojana Bhawan Jaipur
6.	Date & Time of Opening of Technical Bid	18-02-2010 at 1530 hrs	Committee Room, C-Block, Yojana Bhawan, Jaipur
7.	Date & Time of Opening of Financial Bid	Will be intimated to the successful bidders.	

Chapter 4

PROJECT PROFILE

- 4.1 The entire coin collections of the Department of Archaeology and Museums have been digitized. Now in the second phase of this work these needs to be properly deciphered and classified.
- 4.2 The deciphered and classified data will provide clear understanding of the collection and would primarily be utilized for information sharing among the users like scholars, researchers etc. on one hand and on the other will save time and effort of the museum personnel in providing the required information to the users.
- 4.3 In this phase of the project digitized e-catalogue will be fully appraised to cull out the representative coins giving due consideration to the characteristic feature of the collection.
- 4.4 The deciphered and classified e-catalogue will have a short note highlighting characteristic feature of each Series/Dynasty followed by the deciphered legend (data) of coins of that series/dynasty, description of obverse and reverse etc.
- 4.5 Deciphered and classified e-catalogue puts documents in the reach of citizens when they need them through a single knowledge repository.
- 4.6 The RajCOMP proposes decipherment of representative coins of all types pertaining to Archaeology and Museum department.
- 4.7 This would help Government of Rajasthan not only to archive old and legacy coins into appropriate category but also to build an on-line fully classified and deciphered digital library / repository of coins that enable quick retrieval of information whenever and wherever required.
- 4.8 **Need of Decipherment:**

Coins are one of the foremost sources for our history. As such they should be easily accessible for study and research to students and scholars. Unfortunately, a common refrain of the students and scholars alike is that coins in the institutional collections in our country are generally inaccessible for study. The reason for this is perhaps:

- The concerned curator/official being saddled with too many responsibilities and thus having not enough time to give to the students and to the coin collection to fully decipher the coins.
- The practical difficulties in the rules in practice at many places according to which the strong room/double lock (as they are referred to at some places) in which the coins are housed, will be opened only in the presence of more than one designated authorities.
- The securities considerations overriding everything else.

The only solution to this is complete digital documentation of coins that the Department has already achieved. As the documentation of the coins has been completed, the images of coins with their technical data and details of the obverse and reverse along with the deciphered legend can be kept on CD/DVD/computer hard disk and the department can make the requested coin data available for

study/research to students without any problem. This will not only address the problem of accessibility, it will also mean that the security of the coins is not compromised as the strong room/double lock need not be opened every time a student/scholar needs to see the coin. Besides it will also free the department's additional personnel, who are required to be present for opening the double lock, for other work.

Further, deciphered and classified data of selected representative coins along with digitized e-cataloguing of the entire collection is going to act as a big safeguard of the coin heritage as it will act as a deterrent against loss, theft due to any reason what so ever. Besides this will be a very handy administrative tool in matters of taking up or relinquishing charge by curators or even periodic audits.

4.9 Need of Numismatist:

The state of Rajasthan is proud of having huge collection of variety of coins viz: Punchmarked, Indo-Greek, Local/Tribal, Kushana, Gupta, Indo-Sassanian, Gadhैया, Bull-Horseman, Khilji, Tughlaq, Lodi Mughal, Native States and of British period. These coins have depictions of different Numismatic elements like King's faces, symbols, motifs, mint marks, dresses and ornaments of different types representing different area and period etc. These coins are inscribed in different scripts such as Brahmi, Kharosthi, Greek, Kutila, Nagari, Arabic/Persian Kannad, Telgu and Roman. Besides these numismatic elements the coins are of different size, metal and weight.

Thus selecting the representative specimen for further study and decipherment needs to be done with outmost care which can only be delivered by expert in the field. A little mistake may defeat the purpose of the project. Their numbering, find spot, weight, size has also to be done in a systematic way. As there is a variety of coin collection of different period this can be done only by expert having practical experience of cataloguing, editing and research methodology in the field of numismatic studies to write the authentic numismatic history of Rajasthan.

The coin specialist must have the following qualification:

- Must have the post graduate degree with special paper of numismatics.
- Must have at least M.Phil. degree or higher in numismatic studies from a recognized university.
- Must have minimum 15 years of experience as numismatist in any recognized museum.
- Experience of deciphering script: Greek, Kharoshthi, Brahmi, Kutila, Nagari, Arabic, Persian etc.
- Experience of deciphering coins of ancient, medieval, modern viz: Punchmark, Indo-Greek, Local/Tribal, Kushana, Gupta, Indo-Sassanian, Gadhैया, Bull-Horseman, Khalji, Tughlaq, Lodi, Mughal, Native States and of British period.
- Experience of Publications of Coin Catalogue, Edited and Research works in the field of numismatic studies.

Sample of some deciphered coins:

DYNASTY: GUPTA	SERIES/KING: CHANDRAGUPTA I
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YEAR/TYPE: KING-QUEEN	PERIOD: 4 TH century AD
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METAL: GOLD, WEIGHT: 7.12gm, SIZE/DIA:2.1cm,
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Legend in Brahmi on left *shri*
kumardev(i) श्रीकुमारदेवि श्रीकुमारदेवि
 On right (under king's arm vertically in two lines)
 चन्द्रा गुप्त
Chandra gup(tah).



Symbol ---- in left field.
 Legend in Brahmi in right field
 लिच्छव्याः
Lichchvaya[h] Lichchhavyah?

OBV: King and queen standing in the centre facing each other. King on right holding standard in his left hand and queen's left hand in his right hand. Queen's right hand is placed on her waist.
 REV. Goddess seated on lion holding cornucopia in left hand and pasa in the right hand. Both the feet are placed on lotus (or carpet).
 REMARKS: Here the depiction of reverse Goddess is interesting as the attributes in both the hands and the carpet like depiction under the feet are that of Arudaksho (or Lakshami) but the seat (or the vehicle) is that of Goddess Durga. Most likely the artist wanted to depict it as Lion throne i.e. SIMGHASAN.

BIK/15 PLATE 2, COIN NO 68.	Collection: Bikaner Museum, Rajasthan
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Reference (if any):

H123 PLATE 1, COIN NO 2.

DYNASTY:

KUSHANA

SERIES/KING: **HUVISHKA** YEAR/TYPE: **BUST**

METAL: GOLD WEIGHT: 7.91gms SIZE/DIA: 2cm PERIOD:



OBV: Bearded Bust of king with Crown like head dress to left above thick wavy line (explained as cloud by some) holding the sign of sovereignty in right hand, left hand on chest. Legend in Greek around (starting at 7 o'clock) truncated and mostly off the flan on left, on right it is visible.
Legend: [SHAO NANO SHAO] OHISHKI KUSHANO



REV: Goddess Arudaksho shown standing facing right, holding cornucopia with both her hands. Symbol in front: ----- Dotted border around.
Legend in Greek in left field: ARUDAKSHO. (Placed vertically from top to bottom).

REMARKS: Arudaksho is known as the Goddess of wealth and therefore considered an Iranian counterpart of Lakshmi.

Collection: Albert Hall Museum,

Reference (if any):

Chapter 5

SCOPE OF WORK

As part of the Decipherment Project selected coins along with the deciphered details to be provided by the Numismatist are required to be digitally converted/programmed as per the lay out to be provided by the Department/RajComp with proper entry of all data and indexing for easy retrieval (e-cataloguing).

- The firm is required to provide the complete database along with structure so as to enable the GoR to use / share the above database with the other applications.
- List of fields has to be provided and finalized by the successful bidder under consultation with the concerned department. The concerned department has right to add more key words/ fields during the course of work. The concerned department will provide keywords.
- Ms Access should be chosen by the selected firm.
- The successful bidder has to provide copy of the finalized documents, duly endorsed by concerned department, to RajCOMP before actual start of physical work and at each time of modification.
- The bidder is required to segregate and configure the machines for image cropping & Indexing workstations, Quality control workstations, Backup Server, Upload workstation, MIS machines, and CD/DVD cutting machines etc.
- The firm should get the approval of the schedule for completion of work to the concerned department in advance and intimate RajCOMP accordingly.
- The images of coins within each type have to be categorized on the basis of nature & type of coin with the help of coin specialist.
- The data and images must be uploaded in the server specified by the department at the end of task.
- Firm shall maintain the Process of MIS for each stage consisting of following:
 - Selection of coins for decipherment out of available images and data of approx. 2.25 lac coins.
 - Cropping obverse image from plate image
 - Decipherment of obverse image of coin.
 - Cropping reverse image from plate image
 - Decipherment of reverse image of coin
 - Documentation
 - 3D view creation of obverse and reverse image of coin
 - Editing in the existing database.
 - Upload to the server
 - Delivery of data in CD/DVD and portable hard disk (required media has to be procured by the firm)

Chapter 6

ROLES

A. Role of Archaeology and Museum Department (A&M):

1. A&M Department will deploy a nodal officer to supervise / compile the task as per terms and conditions of tender.
2. A&M Department will identify the coins for the decipherment and provide the required documents for the decipherment to the firm as per the time schedule.
3. A&M Department will be responsible for the quality checking of the work.
4. A&M Department will do the overall supervision of the project.
5. A&M department will verify the number of coins for which work has been completed in all respect.

B. Role of RajCOMP:

1. RajCOMP will monitor the progress of the project by the firm.
2. RajCOMP will do coordination between the department and the firm.
3. RajCOMP will provide technical support to maintain the quality of image capturing and e-cataloging.
4. RajCOMP will supervise the amendment in existing website and software.

C. Role of bidder:

1. Firm **has to arrange numismatist** having all qualifications mentioned in 4.9.
2. Firm has to take images/data from the RajCOMP for the Decipherment of selected coins.
3. Firm will report about the progress of the project monthly in written to the A&M Department and to the RajCOMP.
4. Firm will be responsible for completion of the project as per the scheduled time.
5. Firm will be responsible for the quality.
6. Firm has to deliver the deliverables as specified in chapter 7.
7. The firm has to deploy sufficient resources to meet out the project requirements. The firm shall depute a dedicated nodal officer to look after the entire operation with no other responsibility to it. The nodal officer shall coordinate with the designated officer of the concerned department and with RajCOMP.
8. Firm will be responsible for insurance of equipments or liabilities.
9. The collected data would be the property of concerned Department and the firm can not use the data without prior permission of the concerned Department.
10. The firm would not be allowed to copy and to take out any data with respect to the project.

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11. Firm has to do image clearing (if needed) like removing the grayness in the background, removing scratches, increasing the contrast, brightness, increasing the color saturation etc to increase the quality of the image.
12. The firm has to bear all the cost related to the process as per the scope of the work. RajCOMP will not be responsible for additional cost regardless of the conduct or outcome during the execution of said work.
13. Firm will arrange to provide lodging/Boarding to their staff, if needed.

Chapter 7

DELIVERABLES

7.1 Reports

These reports are to be provided to the nodal officer and the OIC Project, RajCOMP for all the activities given in Scope of Work:

MIS Reports

- Receiving of images of coins.
- Decipherment status
- Quality Control
- Upload to the Server

Other Reports

- Monthly Status reports for all services defined in chapter 5 (Scope of work)
- Actions taken to resolve the problem (if any).
- Action plan to prevent re-occurrence, with project plan / tasks required and timing for each major milestone of the correction effort, and identification of RajCOMP responsibilities in the correction process.

The RajCOMP will provide the formats of these reports.

7.2 Data

The following data of deciphered coins are to be delivered for the approval of the finalization:

1. Cropped Images (JPEG and Tiff Format)
2. 3D view images (JPEG and Tiff Format)
3. Thumbnail images for internet & e-mail etc. (PDF Format)
4. Final handover the cropped images and detail of deciphered coins in digital media like DVD and Portable hard-disk.

7.3 Catalogues:

The firm has to provide series wise classified catalog of deciphered coins.

Sample of catalog is available in Archaeology and Museum Department, Jaipur.

Sample of page (deciphered coins document) is available in chapter 4 of this tender document.

Chapter 8

TIME SCHEDULE

Sr. No.	Office Name	Location	Total No. of Coins to be deciphered (approx.)	Total time to complete the work
1.	Directorate of Archaeology and Museum department, Jaipur	Jaipur	8000 approx.	15 Months

Chapter 9

TERMS OF PAYMENT

9.1 The payment to the Firm shall be made as under:

Scanning of coins:

S.No	Fees Payable
1.	70 percent payment of work done (completion of cycle of covered work/coins) in a month will be done after getting certificate from the concerned department. (Performa of certificate is specified in annexure B)
2.	Remaining payment will be done to the firm after getting final certificate of successful completion of work including handover of deliverables as per Chapter 7. (Performa of certificate is specified in annexure C)

9.2 No Advance payment shall be made.

9.3 Bills for payment should be submitted in the name of the Department A/c the Managing Director, RajCOMP, Jaipur in triplicate along with all necessary documents and certificates.

Chapter 10

ELIGIBILITY CRITERIA

- 10.1 The bidder must be a proprietary or partnership firm or Company registered under Indian Company Act, 1956.
- 10.2 The bidder must have annually minimum average turnover of Rs. 30 Lac during last three financial years.
- 10.3 The firm must be a profit making company. **Attested & audited copy of the company's annual report has to be attached along with the bid.** Above both should be verified by C.A.
- 10.4 The bidder should be established, reputed and reliable firm in this field. Firm should have completed minimum one **project for Government / PSU's having work experience of digitization of coins or having work experience of image capturing and data entry**, where the cost of the project should be minimum Rs. 10.00 lacs
- 10.5 The bidder has to provide bio data with documentary proof of numismatist fulfilling all qualifications as mentioned in 4.9 of chapter 4 with the undertaking of the numismatist. Format of undertaking is mentioned in annexure A.
- 10.6 **The bidder should attach copies of the work orders / contracts** clearly having mentioned work details and **work completion certificates** indicating total value of work which should indicate the deliverables and the scope of work for the projects as per mentioned in 10.4 without which the firm's bid will liable to be rejected.
- 10.7 The project is the exclusively the property of the concerned department and GoR.
- 10.8 The bidder has to provide Sales Tax and Income Tax registration no (PAN no.).

Chapter 11

BIDDING PROCESS

- 11.1 The bidding comprises of two-bid system. The Technical Bid and the Financial Bid.

The bidder has to submit an earnest money along with the technical bid.

The technical bid along with earnest money & eligibility criteria should be placed in one envelop and should be marked as "**Technical bid for Decipherment of ancient coins for Archaeology and Museum Department**". Financial bids should be submitted in separate envelopes for each department marked as "**Financial Bid for Decipherment of ancient coins for Archaeology and Museum Department**". All of these envelopes should be sealed separately and should further be kept in a third envelop marked as "**Bid for Decipherment and e-cataloguing of ancient coins for Archaeology and Museum department**" and sealed properly. All the envelopes should invariably have the name of tenderer firm, address and phone/fax numbers.

- 11.2 The bidder has to submit all the pages of bid document duly sealed & signed by authorized signatory.
- 11.3 The Technical bids will be **opened on the date mentioned in chapter 3**, in RajCOMP Office, 1st Floor, C-Block, Yojana Bhawan, Tilak Marg, C-Scheme, Jaipur. Thereafter the technical bids will be evaluated by RajCOMP.
- 11.4 The Financial bid of only the technically short listed bidders would be opened. The dates for the same would be intimated separately.

11.5 Pre-bid meeting

- 11.1.1 The bidder or its official representative are invited to attend a pre-bid meeting which will take place at RajCOMP office, Yojana Bhawan, Tilak Marg, Jaipur on date mentioned in chapter 3.
- 11.1.2 The bidder shall submit any question/seek clarifications in writing / e-mail to reach the office of RajCOMP as mentioned in chapter 3.
- 11.1.3 Any modifications in the bidding documents which may become necessary as a result of the pre-bid meeting shall be made available by RajCOMP exclusively through the issue of an addendum on the website www.rajasthan.gov.in, www.rajcomp.net as mentioned in chapter 3.

Chapter 12

BID SUBMISSION & VALIDITY

12.1 Bid Submission

The bid shall be written in indelible ink and shall be signed by the bidder or a person duly authorized to bind the bidder to the Contract/ Agreement. All pages of the bid, except for un-amended printed literature, shall be initialed by the person or persons authorized to sign the bid.

The last date for submission of bid is available in chapter 3. Bids should be submitted in the office of RajCOMP, 1st Floor, Yojana Bhawan, Tilak Marg, C-Scheme, Jaipur

12.2 Validity of Bids

Bids shall remain valid for 180 days from the last date of bid submission excluding the date of submission of the bid. A Bid valid for a shorter period shall be rejected as non-responsive.

In exceptional circumstances, RajCOMP may solicit Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The EMD shall also be suitably extended. A Bidder granting the request is not required nor permitted to modify the Bid.

Chapter 13

BID EVALUATION PROCESS

13.1 Opening of Technical Bids

The Tendering Authority will open the technical bids in the presence of bidders' representatives who choose to attend, as date and time mentioned in chapter 3, at the following location:

**Office of the Managing Director, RajCOMP, Yojana Bhawan, Tilak Marg,
c-Scheme, Jaipur-05**

The bidders' representatives who are present shall sign a register evidencing their attendance. Financial Bids will remain unopened and will be held in the custody of the Tendering Authority until the time of opening of the Financial Bids. The time and date and location of the opening of the Financial Bids will be intimated in writing or by fax by the Tendering Authority to the technically qualified bidders.

13.2 Preliminary Examination of Technical Bids

The Tendering Authority will examine the technical bids to determine whether they are complete, whether the documents have been properly signed, whether the required EMD is enclosed, and whether the bids are generally in order. Any bids found to be non-responsive for any reason or not meeting the minimum levels of the performance or other criteria specified in the bidding documents will be rejected by the Tendering Authority and not included for further consideration.

13.3 Evaluation of Technical Bids

The Tendering Authority will carry out a detailed evaluation of the bids in order to determine whether the bidders are qualified and whether the technical aspects are substantially responsive to the requirements set forth in the bidding documents. In order to reach such a determination, the Tendering Authority will examine the information supplied by the Bidders and other requirements in the bidding documents, taking into account the criterion mentioned in Chapter 10. **The Tendering authority may take presentation in order to examine the technical competence of the bidder.**

13.4 Clarification of Technical Bids and Contacting the Tendering Authority

The Tendering Authority may conduct clarification meetings with each or any Bidder to discuss any matters, technical or otherwise. The bidder may be required to make presentations on his methodology for carrying out the tasks. If considered necessary the Tendering Authority may like to visit projects being handled by the bidder.

Any effort by the bidder to influence the Tendering Authority in the Tendering Authority's evaluation of technical Bids, bid comparison or the Tendering Authority's decisions on acceptance or rejection of bids may result in rejection of the bidder's bid.

13.5 Invitation to Attend Opening of Financial Bids

At the end of the evaluation of the Technical Bids, Tendering Authority will invite technically qualified bidders i.e. who have submitted substantially responsive Technical Bids and who have been determined as meeting the eligibility criteria as mentioned in Chapter 10, to attend the bid opening of the Financial Bids. Bidders shall be given reasonable notice of the Financial Bid opening.

13.6 Opening of Financial Bids

The Tendering Authority will open the Financial Bids of technically qualified bidders i.e. who submitted substantially responsive Technical Bids and who have been determined as meeting the eligibility criteria as mentioned in Chapter 10 (technically qualified bidders) at the time and date at the location advised to the bidders. The bidder's representatives who are present shall sign a register evidencing their attendance.

The bidder's names, the Bid Prices, the total amount of each bid, and such other details as the Tendering Authority may consider appropriate, will be announced and recorded by the Tendering Authority at the opening.

13.7 Evaluation of the financial bid:

The cost of Decipherment rate per coin would be multiplied by the approx. number of the coins to be deciphered. The overall cost of the project would decide the lowest bidder.

The total cost of the project will be total of per coin cost of decipherment from inclusive of all relevant work like services of numismatist, Image cropping from plate images, editing, format conversion, data entry, indexing, uploading etc. with the amendments in existing web based e-cataloging/retrieval software for the Archaeology and Museum Department, Jaipur.

13.8 Correction of Errors

Price Bids determined to be substantially responsive will be checked by the Tendering Authority for any errors. If there is a discrepancy between the quoted rate in figures and the quoted rate in words, the rate in words will take precedence. Arithmetic errors will be rectified on the following basis. If there is a discrepancy between the unit rate and the total cost that is obtained by multiplying the unit rate and quantity, the unit rate multiplied by quantity shall prevail and the total cost will be corrected unless in the opinion of the Tendering Authority there is an obvious misplacement of the decimal point in the unit rate, in which case the total cost as quoted will govern and the unit rate corrected. If there is a discrepancy between the total bid amount and the sum of various costs, the sum of the various costs shall prevail and the total bid amount will be corrected.

The amount stated in the Form of Financial Bid will be adjusted by the Tendering Authority in accordance with the above-mentioned point for the correction of errors and, shall be considered as binding upon the bidder. If the bidder does not accept the corrected amount of bid, its bid will be rejected, and the EMD shall be forfeited.

Chapter 14

EARNEST MONEY DEPOSIT

- 14.1 The bidder shall furnish, as part of the Technical Bid, an Earnest Money as mentioned in NIT.
- 14.2 The EMD shall be in Indian Rupees and shall be a Bankers Cheque or Demand Draft payable to **Managing Director, RajCOMP payable at Jaipur**. The instrument should be issued by a Bank having at least one branch at Jaipur.
- 14.3 Earnest Money of unsuccessful bidders will be returned within 60 days after the expiration of the period of bid validity prescribed in the bid document.
- 14.4 Earnest Money of the successful bidder will be released once the bidder signs the agreement and furnishes the performance guarantee.
- 14.5 Forfeiture of earnest money

The Earnest Money will be forfeited on account of one or more of the following reasons:

- a) The Bidder withdraws or modifies the offer after opening of tender but before acceptance of tender.
 - b) When tenderer does not execute the agreement if any, prescribed within the specified time.
 - c) When the tenderer does not deposit the security money after the supply order is given.
 - d) When he fails to commence the supply of the items as per supply order within the time prescribed.
- 14.6 The EMD may be adjusted in the Performance Security by depositing the difference amount of Performance Security or alternatively EMD could be refunded back by taking fresh Performance Security.

Chapter 15

DISQUALIFICATION

RajCOMP may in its sole discretion and at any time during the processing of Tender, disqualify any bidder from the Tendering process if the bidder has –

- Submitted the Tender after the prescribed date and time of submission of bids.
- Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements.
- If found to have a record of poor performance such as abandoning works, not properly completing the contract, inordinately delaying completion, being involved in litigation or financial failures, etc.
- Submitted Tender document, which is not accompanied by required documentation and Earnest Money Deposit (EMD) or is non-responsive.
- Failed to provide clarifications related thereto, when sought.
- Submitted more than one bid. This will cause disqualification of all bids submitted by such applicants except the last bid received.
- Not quoted products in accordance with chapter 5 of scope of work.
- Reproduced/ re-word-processed formats or tenderer own formats for the price quotations will disqualify the tender.

Applicants who are found to canvass, influence or attempt to influence in any manner the qualification or selection process, including without limitation, by offering bribes or other illegal gratification, shall be disqualified from the process at any stage.

A Bid not valid for at least 180 days shall be considered as non-responsive and would be disqualified.

Chapter 16

PERFORMANCE SECURITY & LIQUIDATED DAMAGES

- 16.1** Firm shall carry out the services in conformity with generally accepted professional and technically accepted norms relevant to such assignments that are required for the project and which are to the entire satisfaction of the tenderer.
- 16.2** In the event of any deficiency in services, the firm shall promptly take necessary action to resolve it, at no additional fees to the Purchaser.
- 16.3** Successful bidder will have to execute an agreement on a Non-Judicial Stamp of Rs. 100/- within a period of 15 days from the date of order and deposit security as per clause 16.5 prior to signing of agreement.
- 16.4** The earnest money deposited at the time of tender may be adjusted towards security amount or alternatively the bidder, taking the EMD back, may deposit a fresh performance security. The Security amount shall in no case be less than earnest money.
- 16.5** Successful bidder shall deposit the security money as follows:
Equal to 5% of total cost (calculated at total no. of coins).
- 16.6** The form of security money shall be as below: -
- i Cash/ Bank Draft/ Bankers Cheque duly discharged in favor of Managing Director, RajCOMP.
 - ii Post-office Saving Bank Pass Book duly pledged.
 - iii National Savings Certificate, Defense Savings Certificates. Kisan Vikas Patras or any other script/instrument under National Saving Scheme for promotion of small savings, if the same can be pledged in favour of Managing Director, RajCOMP. These certificates shall be accepted at surrender value.
- 16.7** No interest will be paid by the purchaser on the EMD & performance security deposit.
- 16.8** Failure of the firm to comply with the requirements shall constitute sufficient grounds for the annulment of the award and forfeiture of the Performance Security.
- 16.9 Liquidated Damages**
- 16.9.1** No payment would be made for the coins not scanned, indexed, merged or uploaded etc. properly or upto the satisfaction of the end user. The vendor has to produce a certificate duly signed from the end user in this regard, indicating the quantity and quality of the above work.

In addition to above the firm has to produce minimum output as per chapter 5 For the purpose of payments.

The penalty would be calculated as per the details given below :

No	Condition	LD %
a.	Delay up to one fourth period of the prescribed delivery period / completion of work as per chapter 5.	2.5 %
b.	Delay exceeding one fourth but not exceeding half of the prescribed period / completion of work as per chapter 5.	5.0 %
c.	Delay exceeding half but not exceeding three fourth of the prescribed period / completion of work as per chapter 5.	7.5 %
d.	Delay exceeding three fourth of the prescribed period / completion of work as per chapter 5.	10.0 %

Note: Delay in providing images of coins to the firm / Vender by the RajCOMP may not be considered in the calculation of LD. In case of non-availability of images of coins to be deciphered, the firm has to inform to the nodal officer of RajCOMP, Jaipur and nodal officer of concerned department in written.

16.10 Forfeiture of Performance Security

16.12.1 Forfeiture of Security Deposit: Security amount in full or part may be forfeited in the following cases: -

- a When the terms and conditions of contract is breached.
- b When contract is being terminated due to non-performance of the firm.
- c Notice of reasonable time will be given in case of forfeiture of security deposit. The decision of the Purchase Officer in this regard shall be final.
- d When it was found that the retrieval from captured data is not possible.

16.12.2 Failure of the successful bidder to comply with the requirement of the contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security as per the GF&AR.

16.11 Release of Performance Security

16.11.1 The security / performance guarantee will be returned back after one year of successful completion of the project (i.e. after completion of Decipherment of selected of the ancient coins and contract).

Chapter 17

GENERAL TERMS AND CONDITIONS OF TENDER

Note: Bidders must read these conditions carefully and comply strictly while sending/submitting their tenders.

General conditions:

- 17.1.1 **Sales Tax/Service Tax Registration and Clearance Certificate:** No Dealer who is not registered under the Sales Tax Act prevalent in the State where his business is located shall tender. The Sales Tax Registration Number should be quoted and a sales tax clearance certificate & Service Tax Clearance Certificate from the Commercial Taxes Officer of the Circle concerned shall be submitted without which the tender is liable to rejection.
- 17.1.2 **Tender** forms shall be filled in ink. No tender filled in pencil shall be considered. The bidder 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.
- 17.1.3 Rates shall be written both in words and figures. There should not be errors and/or over-writings. Corrections, if any, should be made clearly and initialed with dates.
- 17.1.4 Bidder shall quote firm prices against each of the items as detailed in the price bid. No conditional discounts shall be quoted in the bid e.g. discounts based on conditions linked with bid/performance security/guarantees, advance payments, selection of combination of products or product options, number of personnel etc. Financial bids with such conditional discounts would be summarily rejected.
- 17.1.5 The service tax as per rules would be levied and deducted from the payment to be made to the bidder.
- 17.1.6 **Comparison of Rates:**
- i. In comparing the rates tendered by firms outside Rajasthan and those in Rajasthan but not entitled to Price Preference under the Rules, the element of Rajasthan Sales Tax shall be excluded whereas that of Central Sales Tax shall be included.
 - ii. While comparing the rates in respect of firms within Rajasthan, The element of Rajasthan Sales Tax shall be included
- 17.1.7 Direct or indirect canvassing on the part of the bidder or his representative will be a disqualification.
- 17.1.8 Any Change in the constitution of the company, etc. shall be notified forth with by the contractor in writing to the purchase

officer and such change shall not relieve any former member of the company, etc., from any liability under the contract.

- 17.1.9 If any dispute arises 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 Principle Secretary, Information Technology, Government of Rajasthan who will be the Sole Arbitrator and whose decision shall be final.
- 17.1.10 Income Tax may be deducted at source as per rules
- 17.1.11 All legal proceedings, if necessary arises to institute may by any of the parties (RajCOMP or Contractor) shall have to be lodged in courts situated in Jaipur and not elsewhere.
- 17.1.12 **Loss of Revenue to the Purchaser:** The bidder shall be vicariously liable to indemnify the Purchaser in case of any misuse of data/information by the bidder, deliberate or otherwise, which comes into the knowledge of the purchaser during the performance or currency of the contract.
- 17.1.13 **Currency of Payment:** Payment shall be made in Indian Rupees only.
- 17.1.14 **Change orders:** The Tenderer may at any time, by a written order given to the bidder, make changes within the general scope of the Contract. If any such change causes an increase or decrease in the cost of, or the time required for, the bidder's performance of any part of the work under the contract, whether changed or not changed by the order, and equitable adjustment shall be made in the performance security, Contract Price or delivery schedule, or both, and the contract shall accordingly be amended. Any claims by the bidder for adjustment under this clause must be asserted within thirty (30) days from the date of the bidder's receipt of the tenderer's changed order.
- 17.1.15 **Contract Amendments:** No variation in or modification of the terms of the Contract shall be made except by written amendment signed by both the parties i.e. the Bidder and the tenderer.
- 17.1.16 **Tenderer Right to Accept any bid and to reject any or all bids:** The purchaser reserves the right to accept any bid, and to annul the tender process and reject all bids at any time prior to award of contract, without assigning reasons & without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for the Purchasers action.
- 17.1.17 **Notification of award:** Prior of the expiration of the period of the bid validity, the purchaser will notify the successful bidder in writing that its bid has been accepted. The notification of award will constitute the formation of contract. Upon the successful bidder's furnishing of performance security, the purchaser will notify each unsuccessful bidder and will discharge its EMD.

- 17.1.18 **Period of Validity:** Bids shall remain valid for 180 days after last date of bid submission prescribed by the purchaser which may be extended with mutual consent. A bid valid for a shorter period may be rejected by the purchaser as non-responsive.
- 17.1.19 **Period of Contract:** The period of the contract is till completion of image capturing, 3D view and documentation of coins, which includes the e-cataloguing etc.; it would be till one year after the completion of job.
- 17.1.20 **Force Majeure:**
- a. Notwithstanding the provisions of contract, the bidder shall not be liable for forfeiture of its performance security, or termination for default, if and to the extent that, it's delay in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure.
 - b. For Purposes of this clause, "Force Majeure "means an event beyond the control of the bidder and not involving the bidder's fault or negligence and not foreseeable. Such events may include but are not restricted to acts of the purchaser either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
 - c. If a Force Majeure situation arises, the bidder shall promptly notify the purchaser in writing of such conditions and the cause thereof. Unless otherwise directed by the purchaser in writing the bidder shall continue to perform its obligations under the contract as far as is reasonably practical and shall seek all prevented by the force majeure event.
 - d. The purchaser may terminate this contract, by giving a written notice of minimum 30 days to the bidder being unable to perform a material portion of the services for a period of more than 60 days.
- 17.1.21 **Termination for insolvency:** The purchaser may at any time terminate the contract by giving written notice to the bidder, without compensation to the bidder, if the bidder becomes bankrupt or otherwise insolvent provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.
- 17.1.22 **Termination for Convenience:** The tenderer, may, by written notice sent to the bidder, terminate the contract, in whole or in part at any time for its convenience. The notice of termination shall specify that termination be for the Tenderer's convenience, the extent to which performance of work under the Contract is terminated and the date upon which such termination becomes effective.
- 17.1.23 **Subcontracting / Sublet:** The subletting of work is not allowed.

- 17.1.24 The successful bidder would be required sign the agreement in the prescribed format on Non Judicial Stamp of Rs. 100.00 and furnish the performance guarantee. The bidder shall pay the expenses of stamp duty for execution of agreement.
- 17.1.25 If a bidder imposes conditions, which is in addition to or in conflict with the conditions mentioned herein, his tender is liable to summary rejection. In any case none of such conditions will be deemed to have been accepted unless specifically mentioned in the letter of acceptance of tender issued by the Purchase Officer.
- 17.1.26 The Purchase Officer/Tendering Authority 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 bidder has been given.
- 17.1.27 Any bid received by the Tendering Authority after the deadline for submission of bids will be treated as per provisions of the GF&AR.
- 17.1.28 Use of Contract Documents and information
- a. The bidder shall not, without the tenderer's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample or information furnished by or on behalf of the tenderer in connection therewith, to any person other than a person employed by the bidder performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far, as may be necessary for purposes of such performance.
 - b. The bidder shall not, without the tenderer's prior written consent, make use of any document or information enumerated in this document except for purposes of performing the contract.
 - c. Any document, other than the contract itself, shall remain the property of the Tenderer and shall be returned (in all copies) to the tenderer on completion of the Bidder's performance under the contract, if so required by the tenderer.
- 17.1.29 **Service Level Assurance:**
- a. During the decipherment, charges will be paid only of the coins that have been worked according to the chapter 5.
 - b. No payment would be made for the coins not deciphered and e-catalogued, properly or up to the satisfaction of the end user. The vendor has to produce a certificate duly signed from the end user in this regard; indicating the quantity and quality of the above work. The payment would be made as per the chapter 9.

Draft RFP for the decipherment of selected representative coins for Archaeology and Museum
Department, Government of Rajasthan, Jaipur
F4.2(198)/RajCOMP/Tech/09/, Date:

- 17.1.30 The approved firm shall be deemed to have carefully examined the conditions, specifications etc., of the coins to be deciphered. If firm has any doubts as to the meaning of any portion of these conditions or of the specification etc., the bidder shall, before signing the contract, refer the same to the Purchase Officer and get clarifications.
- 17.1.31 All rates quoted must be for destination/site where the Software /Hardware systems and allied items are to be installed, and should include all kind of charges, taxes, freight, insurance etc. except Central/Rajasthan Sales Tax, which should be shown in the Format for Price Quotation only. RajCOMP will not pay any cartage or transportation charges.
- 17.1.32 **Inspection:**
- a. The officers in charge of RajCOMP and the concerned department or their duly authorized representative shall at all reasonable time have access to the firms premises and shall have the power at all reasonable time to inspect and examine the materials and workmanship of the goods/ equipment/ machineries during decipherment process. Inspection shall be made at installation site.
 - b. Sample testing of document created after decipherment will be done by Nodal officer of Archaeology and Museum Department, Jaipur.
- 17.1.33 **Rejection:**
- a. Images of deciphered coins not cropped properly shall be rejected and such coins will have to be redeciphered by the bidder at his own cost within the time fixed by the project OIC.
 - b. If, however, due to exigencies of Government work, such replacement either in whole or in part, is not considered feasible, the Purchase Officer after giving an opportunity to the bidder of being heard shall for reasons to be recorded, deduct a suitable amount from the approved rates. The deduction so made shall be final.
- 17.1.34 Only high resolution image cropping devices should be used for the work for getting the required quality of work.
- 17.1.35 **Price to be quoted must be inclusive of all taxes.**
- 17.1.36 Bidder must have RST/CST-TIN number or should be registered for Service Tax.

Chapter 18

TENDER FORM

I. Addressed to :

a.	Name of the tendering authority	Director, RajCOMP
b.	Address	C-Block, 1st Floor, Yojana Bhawan, Tilak Marg, Jaipur (Rajasthan) – 302005
c.	Telephone	2229394, 2228701
	TeleFax	141-2228701

II. NIT Reference:

1.	Name of bidder				
2.	Name of Contact Person				
3.	Registered Office Address				
4.	Year of Establishment				
5.	Type of Firm	Public Limited	Private Limited	Partner ship	Proprietary
	Put Tick(√) mark				
6.	Telephone Number(s)				
7.	Email Address	Email:			
8.	WebSite				
9.	Fax No.				
10.	Mobile				
11.	Area of Specialization in the Field of IT				

IV The Tender fee amounting to Rs.500/- (Rupees one thousand only) has been deposited vide cash receipt no./DD no. _____ Dated _____.

V. The rates quoted are valid up to _____. (Subject to a minimum of 180 days from the last date of bid submission). The validity can be extended with mutual agreement.

VI. Following documents are attached towards the proof of earnest money deposited.

Sno.	Earnest Money Deposited through	Number	Dated
1.	Cash		
2.	Demand Draft		
3.	Banker's Cheque (Local only)		

1. The rates for the services as mentioned in the Financial Bid have been enclosed separately.

2. We agree to abide by all the conditions mentioned in this Tender Document issued by the Tendering Authority 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 acceptance of the terms mentioned therein).

3. Reproduced / re-word-processed formats or tenderer's own formats for the price quotations will disqualify the tender. However, the tender document downloaded from website would be valid for the purpose.

Name & Signatures of the Bidder along with Seal

Draft RFP for the decipherment of selected representative coins for Archaeology and Museum
Department, Government of Rajasthan, Jaipur
F4.2(198)/RajCOMP/Tech/09/, Date:

4. Tax Clearance Certificates:

Sno.	Type of Tax	Whether tax clearance certificate enclosed (Yes/No)	Certificate Number
1.	RST-TIN		
2.	CST		
3.	Service Tax		

5. The details of place of work is given below :

Sr.No.	Particulars	Description
1.	Total number of coins to be deciphered.	As per chapter 8.
2.	Details of the coins (images and database)	These coins are available in Tiff format and database is available in MsAccess format.
3.	Work Completion	As per chapter 8.

6. We accept payment schedule as mentioned in chapter 9.

Note: Remittance charge on payment made shall be borne by the tenderer.

1. Technical Bid duly filled and signed is enclosed with this tender form along with Terms & Conditions in token of acceptance.
2. Financial Bid of this Tender Document is enclosed in a separate envelope duly signed and sealed.

Dated:

Name of the Tenderer: _____

Check List (Essential to fill)

S.No.	Eligibility Criteria for the bidder	Details of relevant documents	Page number of the document
1.	Company Registration no. under Indian Companies Act 1956		
2.	Annual turn over (Operating Revenue + Other Revenue averaged) over the last three financial years, 2006-07, 2007-08 and 2008-09		
3.	No. Of projects being carried out / completed (please mention individual project cost, satisfactory work performance certificate, and copy of the work contract / PO)		
4.	Bio Data with documentary proof of Numismatist (coin specialist)		
5.	Undertaking of Numismatist as per annexure A (Coin Specialist)		
6.	Have you ever been blacklisted by any State or Central Government in India?		
7.	Details of EMD	Type : _____ Number : _____	
8.	Details of Tender Fee	Type : _____ Number : _____	

Name & Signatures of the Bidder along with Seal

Chapter 19

TECHNICAL SPECIFICATION

General Specifications	Offering the same (y/n)	Remarks
Image Cropping Parameters		
<p><u>Image Capturing</u></p> <ol style="list-style-type: none"> 1. The image of coin already available on plate image has to be cropped. 2. Image format is TIFF. 3. The Image cropping and decipherment is to be done for both side of coin. <p><u>Physical Arrangement on Storage Media (HDD/DVD/CD etc.)</u></p> <p>Physical arrangement of image files / edited files / any other relevant files on the media as per approved procedure/ nomenclature</p>		



Chapter 20

Financial Bid

Name of the Company/ Firm: _____

Address of the correspondence: _____

Details of Work: as per chapter 5.

Sr.	Work Description	Tentative Quantity of coins to be deciphered (in number)	Unit Cost (in Rs.)		Total Cost (in Rs.)	
			in figure	in words	in figure	in words
1.	Price for decipherment, inclusive of all relevant work like cropping of obverse and reverse plate image, 3D view, documentation of obverse and reverse side of coin from cropped image, catalog printing, updation in existing database etc.	approx. 8000				

Name & Signatures of the Bidder along with Seal

Dated:

Annexure A

FORMAT OF UNDERTAKING BY NUMISMATIST

Declaration cum Undertaking

I, Dr./Mr./Ms.....son /daughter/wife ofResident of
.....(full address) and presently Working asin the

For the purpose of

hereby undertake to comply with the following terms and conditions:

- (i) I have read and understand the terms and conditions of the tender document and I agree with these terms and conditions.
- (ii) I will be associated with this firm till the completion of project and I myself will present in the process of Decipherment of selected coins.
- (iii) I understand that, all remunerations will be paid by the firm as mutually decided and no remunerations will be paid by RajCOMP.
- (iv) The confidentiality of the data will be maintained and adequate precautions would be taken for not disclosing the identity of the data directly or indirectly.
- (v) The data and images will be used only for Decipherment of selected coins and not for any other purpose.
- (vi) The data and images obtained from Archaeology & Museum will not be passed on either wholly or partially with or without profit to any other data user or disseminator of data with or without commercial purpose.
- (vii) I declare that all the information/documents, I have given with my bio-data is true and correct.

Signature.....

Date.....

Name

Name & Signatures of the Bidder along with Seal

Annexure B

(ON THE LETTER HEAD OF THE ARCHAEOLOGY AND MUSEUM DEPARTMENT)

No.:

Date:

LETTER OF DECLARATION / CERTIFICATE

for the period from / / to / /

To

Managing Director,
M/s RajCOMP,
c-Scheme , Yojna Bhawan,
Tilak Marg, Jaipur

This is to certify that M/s

.....
..... has successfully carried out the task of
decipherment of ancient coins of Archaeology and Museum Department, Government of
Rajasthan, Jaipur as per the details given below and the said work is inspected by me:

Coins deciphered before this period (A):

S.No.	Month	No. of coins deciphered	Remark
1.			
2.			
3.			
4.	Total (B)		

Total coins deciphered including this period (A+B):

Name and Signature along with Seal

Annexure C

(ON THE LETTER HEAD OF THE ARCHAEOLOGY AND MUSEUM DEPARTMENT)

No.:

Date:

To

Managing Director,
M/s RajCOMP,
C-Scheme , Yojna Bhawan,
Tilak Marg, Jaipur

This is to certify that all work as per the work order
number:.....

Dated:..... for the decipherment of ancient coins
of Archaeology and Museum Department, Government of
Rajasthan, Jaipur has been satisfactorily completed on
.../.../..... The total number of coins deciphered is
..... We have received:

- Catalogs of deciphered coins.
- Firm has uploaded information on existing website.

The said work is inspected by me/us.

Name and Signature along with Seal

Annexure D

(ON THE LETTER HEAD OF THE TENDERER)

LETTER OF UNDERTAKING / DECLARATION

We, M/s hereinafter called as "Tenderer"
complete address

.....
hereby declare in favour of the Managing Director, RajCOMP, Jaipur, Hereinafter called as the
"Tendering Authority" and agree to abide by the following:

1. We have performance certification(s) as given below (Certificate valid till-date are enclosed)

S.No.	Name of the organization for which the work is carried out.	Type of work	Amount	Description of work
1.				
2.				
3.				
4.				

2. We have Organization / Service setup as given below:

S.No.	Place (Name and Address)	Infrastructure Setup				
		Computers (with brand and type)	Printers	UPS	Data backup devices	Others

3. We have Manpower setup as given below:

S.No.	Place (Name and Address)	Manpower Setup				
		Manager	Supervisor	Programmers	Operators	Others

4. The annual turnover of our firm of last three years is as given below:

Turn over of the firm for India (Rs. In Lac.)	2006-07	2007-08	2008-09

5. We agree to accept partial order if it is placed.

The above document is executed on ___/___/2010 at (place) _____ and we accept that if anything out of the above information is found wrong, our tender shall be liable for rejection.

Name of Person :

Complete Address :

Annexure E

Contact Details

A. Detail of related officers of Archaeology and Museum Department

Sr.No.	Name and Designation	Contact Number
1.	Smt. S. P. Swami Chief Chemist & Head of Office, Jaipur	0141- 5132137
2.	Sh. Z. U. Khan Supdt. Amber Palace & Incharge Numismatist Branch, Jaipur	098292 00227

A. Detail of related officers of DoIT & C & RajCOMP, Jaipur

Sr.No.	Name and Designation	Contact Number
1.	Sh. Pukhraj Bumb OIC Project	094133 87320
2.	Sh. Veerendra Kumar Jain Assistant Manager (Systems)	09413343507