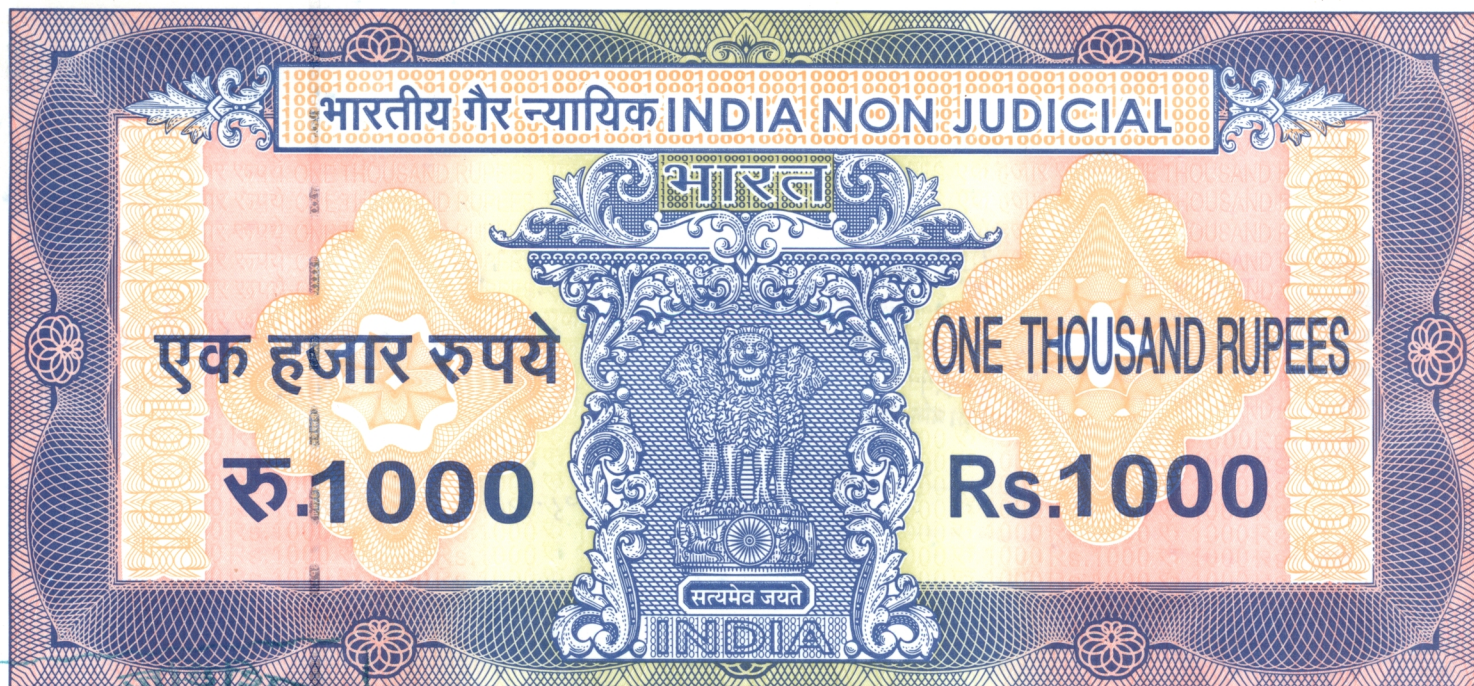




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## AGREEMENT/MOU

between

DIRECTORATE, RAJASTHAN STATE ARCHIVES, BIKANER and  
INTACH, INDIAN COUNCIL OF CONSERVATION INSTITUTES, DELHI

**NAME OF THE PROJECT :** Conservation and Preservation of Records housed at Directorate, Rajasthan state archives Bikaner and purchases of carton boxes by INTACH Indian Council of Conservation institutes, 71, Lodhi Estate, New Delhi -110 003

This agreement is made on the 22/11/2015 between Directorate, Rajasthan state archives Bikaner situated near government press Bikaner-334001 referred as RSA, Bikaner and the INTACH Indian Council of Conservation institutes, 71, Lodhi Estate, New Delhi -110 003 referred as INTACH- ICCI Whereby the RSA, Bikaner and INTACH- ICCI, Shall collaborate on the project of Conservation and Preservation of Records housed at RSA, Bikaner and purchases of carton boxes.

### I. SCOPE:

INTACH- ICCI, based on the inspection, submitted an assessment report after physical examination of representative documents. The responsibilities of INTACH - ICCI would be Conservation of archival records of RSA, Bikaner using standard techniques for paper Conservation of imparting a long and consistent life time to the brittle and deteriorated paper objects and purchases of carton boxes. The binding work for restored volumes will be carried out by the team of conservators from INTACH-ICCI.

## **II. DURATION OF WORK COMPLETION**

The Project for conservation and Preservation of Records at Directorate, Rajasthan state archives, Bikaner and purchase of carton boxes for a period of 10 march 2015 from the date of signing the agreement with INTACH- ICCI, 71, Lodhi Estate new Delhi - 110 003. The progress report of the project would be submitted by INTACH-ICCI, New Delhi to the officer in charge, RSA, Bikaner after submitting the bill of conservation of manuscripts undertaken [in electronic or in the print format]

## **III. PERSONNEL:**

Director, INTACH Indian Conservation Institute New Delhi will be the project coordinator of the Project. He/She will be solely responsible for the project undertaken. The arrangement of the trained personnel their number and responsibilities for the project will be the sole responsibility of INTACH-ICCI. Their Fees/ remuneration and expenditure will be borne by INTACH-ICCI, New Delhi out of the project funds. Dir/ DD. / AD of Archives (Preservation) will coordinate from RSA.

## **IV. FINANCE:**

1. The conservation cost is calculated on the basis of the cost of conservation material, chemical, tissue paper, the purchase of tissue paper will be done by INTACH-ICCI and RSA will not supply it. The rates of conservation including tissue paper would be applicable. The minimum number of conservators to be engaged by INTACH-ICCI would be as per the work requirement. However, this could be increased if deemed necessary. INTACH-ICCI, New Delhi should complete work before the 10 march, 2015.
2. liquidity damages in case of extension in the delivery period with liquidate damages the recovery shall be made on the basis of following percentage of value of stores which the tendered failed to supply.
  - (A) delay up to one fourth period of the prescribed delivery period - 2½%
  - (B) Delay exceeding on fourth but not exceeding half of the prescribed delivery period - 5%
  - (C) Delay exceeding half but not exceeding three fourth of the prescribed delivery period - 7½ %
  - (D) Delay exceeding three fourth of the prescribed delivery period - 10 %

3. Payment is to be done on the basis of the bill raised by the INTACH ICCI after calculation of total number of manuscripts treated during this time and Progress report which would be duly verified and certified by the RSA. Final payment will be made after issuing of UC/CC.
4. The stamp charges of Rs. 1000/- MOU will be paid by INTACH-ICCI.
5. Work is to be start within 10 days after execution of MOU.
6. The expenditure of visiting & visited INTACH team before work order for project report for will be borne by RSA.
7. Jurisdiction area for all dispute would be Bikaner.
8. The RSA has different categories of records namely Nishan, farman, manshors, toji, Bahi, Register etc. Their preservation & restoration priorities will be decided by the Technical committee of the RSA, Bikaner INTACH-ICCI team at the time of physical inspection of documents. It will be mentioned in the work order and work is to be done as per departmental order. The quantity of carton boxes will be as per the document size

9(A) Rates for the conservation of archival documents in RSA, Bikaner

| Sr. No. | Category of Records                        | conservation cost per folio in Rs. (including conservation material chemical , tissue paper, binding ,etc) | conservation cost per folio without tissue (including conservation material etc) in Rs |
|---------|--------------------------------------------|------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|
| 1       | Tozi Reports size of record (A-5) 25x15 cm | Rs. 35.00                                                                                                  | Rs. 25.00                                                                              |
| 2       | Record file (A-4) size- 33x19 cm           | Rs. 50.00                                                                                                  | Rs. 40.00                                                                              |
| 3       | Large size record (A-3) size 30x42 cm      | Rs.75.00                                                                                                   | Rs.60.00                                                                               |
| 4       | extra large size of Record (A-2) 42x60 cm  | Rs. 105.00 (Nepalese tissue with Cloth)                                                                    | Rs. 90.00 (Lense with cloth)                                                           |
| 5       | Farmans or Illustrated folio               | Rs. 2000/-to3000/- (including mounting ) as per the damages                                                | -                                                                                      |
| 6       | Large Scroll Size 22 ft x 18 inch &        | Rs.22000.00                                                                                                | -                                                                                      |
| 7       | other paper scroll                         | Rs. 3000.00 to 5000.00                                                                                     | -                                                                                      |

9(B.) Rates of the Carton boxes in RSA, Bikaner

| Sr. No. | Dimension of carton boxes | Cost of Carton boxes |
|---------|---------------------------|----------------------|
| 1       | 15"L X 10"B X 9"H         | 1000/-               |
| 2       | 15"L X 12"B X 8"H         | 1000/-               |

10. The department expects 100% archival standards in conservation of archival records. Whatever intermediately checking etc. is involved to ensure 100% archival standard, it will be the responsibility of the INTACH- ICCI, New Delhi. No extra charge will be paid to the INTACH, ICCI for such work.
11. INTACH- ICCI New Delhi will incur expenditure for the paper conservation project in following manner:
  - (a) Remuneration of the staff engaged in the project.
  - (b) Miscellaneous expenditure, like, stationery, telephone, local conveyance etc.
12. The MOU will be signed by the transparency procurement committee including chairman Director of our department.

#### **V. PAYMENT PROCEDURE :**

1. Payment will be given after start of work.

Tax exemption certificate, if any, needs to be made available by INTACH – ICCI.
2. All payments have to be made by bank Draft in the name of "INTACH Indian Council of Conservation Institutes, Delhi" payable at New Delhi. In case it is posted then following address should be used.

Principal Director  
INTACH Indian Council of Conservation institutes,  
71, Lodhi Estate,  
New Delhi- 110 003  
Ph. : (011) -2463 1818, 24642172  
Fax : (011)- 2461 1290  
e-mail : nilabhsiha68@gmail.com, acc.delhi@gmail.com

#### **VI. TECHNICAL CONSULTANCY :**

Technical guidance and monitoring of the project will be provided at regular intervals by the principal Director of INTACH-ICCI or his representative as well as Dir/DD/AD and NAI who will act as the Technical Adviser and a Technical expert for RSA, Bikaner. There will be a Technical expert committee from RSA, Bikaner. also for monitoring their work.

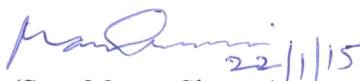
#### **VII. DIRECTION AND CONTROL :**

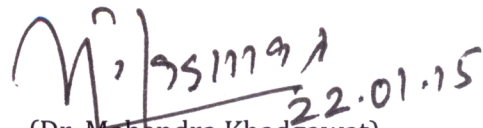
The technical control general administration and liabilities of the deputed staff would remain the concern of INTACH-ICCI for the purpose of smooth execution of the project the local administrative control of the staff of INTACH- ICCI New Delhi will be placed under the officer in-charge RSA Bikaner. All local working times, rules regulations and etiquettes will be observed by the INTACH-ICCI staff. Any misconduct or incompetence at the site shall lead to replacement of the concerned conservation staff with suitable efficient staff immediate effect.

#### **VIII. OTHER TERMS AND CONDITIONS:**

1. The conservation work of the archival records along with binding shall be carried out as the standard guidelines of paper conservation followed by INTACH-ICCI and RSA upholding the Archival standards.
2. The infrastructure required for setting up of the paper conservation laboratory for instance working tables, steel lockable almirah, chairs, water supply, sink, space for preparation of flour paste, space for drying, stitching and binding of treated records shall be provided by RSA, Bikaner . No purchases is done by department for infrastructure. For safety of the manuscripts, the conservation room allocated by the department will be opened and locked by a representative of the department, and all such measure as to insure safety will be the responsibility of the department.
3. Suitable accommodation for the conservation employed by INTACH-ICCI for the conservation and Preservation Project will not be Provided by the RSA, INTACH-ICCI will do all the arrangement at its on level.
4. Output per Working Day : The target specified for each paper conservator of INTACH-ICCI for conservation is as per work requirement and work should be completed in bound time i.e. 10 march 2015 work is to be done in working hours i.e. 9.30 am to 6 pm (except holiday).
5. The INTACH-ICCI will be responsible for any damage during conservation of paper of records during work.
6. Selected Photographs of before and treatment of objects will be provided by INTACH-ICCI New Delhi
7. The project will be reviewed after every 15 days/one months of commencement of work.
8. The agreement shall be altered, varied or modified with the agreement/ approval of both the parties
9. All disputes, decisions and other questions in any way arising out of relating to this agreement shall be referred to the Director Rajasthan State archives. Bikaner. who will initiate proceedings as per rules of Government of Rajasthan
10. The project would be reviewed in the manner deemed appropriate by the Directorate Rajasthan State archives. Bikaner. As regards the money receipts and payments, the same would be governed by Government of Rajasthan General Financial and accounting rule & transparency public procurement act 2012 & 2013.

IN WITNESS WHEREOF, THE DIRECTORATE, RAJASTHAN STATE ARCHIVES,  
BIKANER AND INTACH-ICCI, NEW DELHI have executed this agreement on the day,  
month and the year mentioned above.

  
(Smt. Mamta Sharma)  
Director  
INTACH India Council of  
Conservation Institutes, Lucknow

  
(Dr. Mahendra Khadgawat)  
Director  
Rajasthan State Archives,  
Bikaner

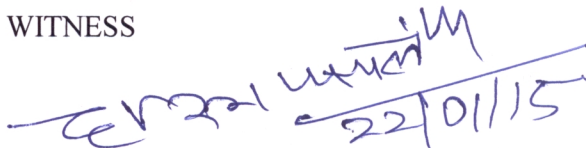
WITNESS

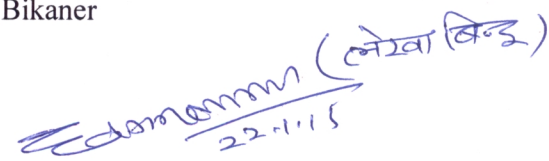
1   
Vinod Tiwari  
(Arch. Restorer)

2   
Ashish Baskara

3

WITNESS

  
1 Shri Hariram Solanki  
Deputy Director  
Rajasthan State Archives,  
Bikaner

  
2 Shri Chhagan Lal Sunar  
Account officer Grade-I  
Rajasthan State Archives,  
Bikaner

  
3 Shri Daleep Kumar Verma  
Archivist  
Rajasthan State Archives,  
Bikaner

राजस्थान सरकार  
**निदेशालय, राजस्थान राज्य अभिलेखागार, बीकानेर।**

क्रमांक:-भण्डार/राज-अभि/40/2015/5797

दिनांक:-23.01.15

Narang Scientific Works Pvt. Ltd.  
GI-111, Mayapuri Indl. Area, Phase-II,  
New Delhi- 110 064

विभाग में Fumgation Chamber के लिये निम्नलिखित निर्धारित दरों के अनुसार क्रय आदेश दिये जाते हैं। भुगतान राज्य सरकार के निर्देशानुसार नेगोसियेशन के पश्चात् की दरों की सहमति के अनुसार किया जायेगा।

| S. No        | Model No                | Qty. | Size               | Price                 | नेगोसियेशन के बाद 7.5% कटौति पश्चात् भुगतान योग्य राशि |
|--------------|-------------------------|------|--------------------|-----------------------|--------------------------------------------------------|
| 1            | NSW-151-F (Super Delux) | 01   | D.4'XW.3'XH.5'     | RS. 5,56,400.00       | 514670.00                                              |
| 2            | NSW-151-F (Small)       | 01   | 24"X24"X48" inches | RS 1,58,600.00        | 146705.00                                              |
| <b>TOTAL</b> |                         |      |                    | <b>RS 7,15,000.00</b> | <b>661375.00</b>                                       |

1. सामग्री FOR निदेशालय, राजस्थान राज्य अभिलेखागार, बीकानेर होगा।
2. सामग्री सही स्थिति में कार्यालय में पहुंचानी होगा, टूट-फूट सामान स्वीकार्य नहीं होगा।
3. भुगतान नेगोसियेशन के बाद की दरों के अनुसार होगा। अतः बिल नेगोसियेशन के अनुसार ही बनाकर भेजा जायें।
4. आदेश देने के तीन सप्ताह के भीतर सामग्री सप्लाई की जानी है। अन्यथा नियमानुसार शास्ति पेनल्टी लगाई जायेगी।
5. तकनीकी सदस्य के प्रमाणीकरण के पश्चात् सामग्री स्वीकार की जायेगी। अतः सामग्री नेगोसियेशन के अनुरूप होनी चाहिए।
6. बिल विभागीय तकनीकी सदस्य द्वारा मात्रा व गुणवत्ता की जांच के पश्चात् प्रमाणीकरण किया जायेगा।
7. ऑन-लाईन भुगतान हेतु विपत्र तीन प्रतियों में मय बैंक खाता नं., आईएफसी कोड, ब्रांच का पता, पेन नं., मोबाईल नं. के साथ प्रस्तुत करें। ताकि भुगतान समय पर किया जा सकें।

  
उप निदेशक 23/01/15  
राजस्थान राज्य अभिलेखागार  
बीकानेर