

PRESIDENT'S SECRETARIAT
(General Administration Section)

No.D-14017/3/2008-GA

31st May 2010

NOTICE INVITING TENDER FOR HIRING OF CONSULTANT

Sealed tender are invited for hiring of consultant for evaluation of bids pertaining to a full Digital Asset Management (DAM) System to manage the capture, storage, indexing, cataloging & archiving of 1.8 million (approx) photographs at President's House.

President's Secretariat intends to digitize photographs and associated material with it and wishes to hire consultants for bid preparation, evaluation and project management.

Reputed organizations having industry standard certification, experience of bid process management, digitization experience and having worked with government organizations are invited to submit sealed quotations for the same. The organizations are must have digitization and project management experience, preferably with large libraries or with the government, must be aware of industry standards and have a focus towards quality. Past demonstrated experience of writing terms of reference, organizing pre bid meeting, evaluating proposals is a must and the organizations should have reputable consultants whose CV's must be enclosed.

Documents will be evaluated by a committee and quality and cost based standard system will be adopted in the ratio of sixty forty (60% for quality, 40% for cost). The bidder scoring highest will be awarded the contract.

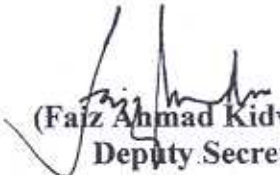
Tenderers are required to furnish their bids by furnishing the company profile, experience, Sales Tax/Service Tax registration number, IT No, and the rates, taxes and discounts if any both in figures and words.

The bids be inscribed with the words "QUOTATION FOR HIRING OF CONSULTANT" and addressed to the **Deputy Secretary (Administration) President's Secretariat, Rashtrapati Bhavan, New Delhi**, and is to be dropped in the box placed in the Central Registry near Brassey Avenue, Opposite Cathedral-Church New Delhi (near North Avenue) on all working days. The last date for dropping of bids is **28th June 2010 upto 5.00 PM**. The bids will be opened at **3.30PM on 29th June 2010** by a Board in the office of the Deputy Press Secretary. No tender will be accepted in person or after the specified date. Tenders without earnest money will also be not accepted.

An earnest money of Rs.5,000/- (Rupees five thousand only) will be deposited by the bidders in the form of an Account payee Demand Draft/Pay Order in favour of Pay & Accounts Officer President's Secretariat, New Delhi. The earnest money of the firms, whose quotations are not approved, will be refunded as quickly as possible. The bidder who is finally selected will be required to make a Security Deposit of Rs.5,000/- (Rupees five thousand only)

The tender documents can be down loaded free of cost from the official website of President's Secretariat i.e. www.rshtrapatiasachivalyaya.gov.in

The Secretary to the President reserves the right to accept or reject any quotation in whole or in part without assigning any reason thereof.


(Faiz Ahmad Kidwai)
Deputy Secretary