**Chhatrapati Shivaji Maharaj Vastu Sangrahalaya**159-161 Mahatma Gandhi Road,  
Fort, Mumbai - 400023  
Maharashtra, India.

Tender No.CSMVS/**E131**/2021-22 February 11, 2022

**TENDER NOTICE- E131**

**Consultancy, software and reorganization of server data**

1. **Overview**

Chhatrapati Shivaji Maharaj Vastu Sangrahalaya intends to reorganize its Conservation Centre server data of 4 TB which has piled up over a period of 10 years for official retrieval within a month.

1. **Project Requirements**
2. History and retrieval of past work on anartifact
3. Lifecycle of an artifact in terms of exhibits, work done etc
4. Data integrity in terms of deduplication, validation and approval ofreports
5. De-duplication of data. Cleaning duplicatefiles
6. Formation of naming convention guidelines for reports andimages
7. Maintaining metadata of documents and images for comprehensivesearch
8. Data retention and trashguidelines
9. Image corelation guidelines for different stages ofwork.
10. Security of data
11. **Project Deliverables**
12. Functional RequirementDocument
13. Data StructureDocument
14. Opensource Tool (Includes opensource applications – Apache Tomcat, Perl, PHP 7.3+, MySQL –MariaDB)
15. Configuration ofTool
16. Operationsmanual
17. StaffTraining
18. 30 Days of maintenance and warrantysupport
19. **Project Timelines**

* T= Date of workorder + 2 workingdays
* T+3 Days – Functional Requirement Specification (FRS) + Data Structure Document(DS)
* T+4 Days – Approval of FRS andDS
* T+6 Days – Tool Installation andConfiguration
* T+8 Days – Tooloverview
* T+8 Days – Data EntryStart
* T+10 Days – Training and Operations Manual for Reorganisation of data
* T+15 Days – 25% DataEntry
* T+17 Days – Review and Approval of Data (MuseumStaff)
* T+22 Days – 50% DataEntry
* T+14 Days – Review and Approval of Data (MuseumStaff)
* T+31Days – 75% DataEntry
* T+33 Days – Review and Approval of Data (MuseumStaff)
* T+40 Days – 100% DataEntry
* T+45 Days – Review and Approval of Data (MuseumStaff)

1. **Terms and Conditions**
2. Hand holding will be provided by the consultant for one month to CSMVS team post the implementation period as and when requested.

ii) No data will be taken out of the institution and the consultant hereby gives and undertaking that any information that he may come across during the course of the association will not be divulged to any third party neither during the project nor afterwards. All rights of data remain with the CSMVSoffice.

iii) Entire execution of the work will be done at the project site.

1. **Project Site**

Conservation Centre, Chhatrapati Shivaji Maharaj Vastu Sangrahalaya**,**159-161 Mahatma Gandhi Road, Fort, Mumbai – 400023.

1. **Selection**

i)Tenderer needs to fill up and submit **Annexure I** attached herewith and necessary documents forming part of Annexure I.

ii) Detailed proposal with fees for the scope of work of this tender.

Tenders duly completed and signed should be enclosed in a sealed envelope superscribed “Tender Notice E131 -Consultancy, software and reorganization of server data“and send to : Assistant Director (Administration) Chhatrapati Shivaji Maharaj Vastu Sangrahalaya, 159-161,M G Road, Fort, Mumbai 400 023.

**Last date of submission of Tenders**: 18th February 2022 (before 16.00 hours)

Chhatrapati Shivaji Maharaj Vastu Sangrahalaya is free to accept any tender in whole or in part and reserve the right to reject any or all tenders in whole or in part. Any tender that may not have been duly completed and signed will be considered invalid.