



**DIRECTORATE OF ARCHAEOLOGY,
ARCHIVES AND MUSEUMS (DAAM), MADHYA PRADESH**

Ref. No.: 01/MPHDT/2026

Date: 14/05/2026

WORK ORDER

To,
M/s Kolar Dynamics Pvt. Ltd.
F-1-Plot No. D.K. -2/412/28,
Danish Kunj, Kolar Road,
Bhopal, M.P. 462042

Subject: Work Order for Heritage, Documentation, Research, Coordination & Conservation Study Related Activities in District Damoh, Madhya Pradesh

Sir,

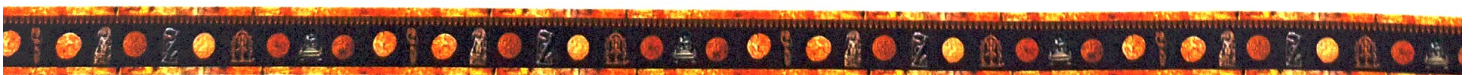
With reference to the ongoing heritage documentation, conservation assessment, research and developmental initiatives concerning heritage assets, historical structures, cultural landscapes and associated sites in District Damoh, Madhya Pradesh, you are hereby entrusted with the following work under the guidance and supervision of Madhya Pradesh Heritage Development Trust.

The agency shall undertake comprehensive field-level studies, coordination, documentation, compilation and related activities in a phased manner as detailed below:

Scope of Work

The work shall broadly include, but not be limited to, the following activities:

1. Visit District Damoh and conduct field inspections of identified heritage, cultural, archaeological and related locations/sites.
2. Coordinate and hold meetings/discussions with:
 - o District Administration
 - o Collector Office
 - o SDM/Tehsildar
 - o Local Authorities
 - o Archaeology-related officials
 - o Elected Representatives
 - o Local Stakeholders and Community Representatives



3. Collection and compilation of:

- Historical records
- Revenue records
- Archival references
- Old maps/documents
- Gazetteers and available research material
- Litigation history, if any
- Previous development or conservation efforts undertaken by any authority/body

4. Study and assessment of:

- Public demand and local expectations
- Existing site conditions
- Tourism and heritage potential
- Possible applications, adaptive uses and future developmental opportunities

5. Conduct:

- Photo documentation
- Videography
- Geo-tagging
- Google Maps based referencing and mapping
- Documentation of access, surroundings and infrastructure status

6. Preparation of:

- Conceptual development outlines
- Proposed works outline
- Heritage study reports
- Conservation observations
- Presentation material
- Draft Cabinet Note, wherever required
- Reports and compilations for submission before competent authorities

7. Presentation and briefing support before Hon'ble Minister and other authorities, as and when required.

8. Coordination support with elected representatives, administrative authorities and field officials for smooth execution of the assignment.
9. Compilation and submission of detailed study reports related to Damoh district heritage and associated assets.
10. Undertake any other related work deemed necessary by Madhya Pradesh Heritage Development Trust in connection with the project objectives.

Standards & Methodology

The assignment shall be carried out in accordance with:

- Conservation principles attributed to John Marshall guidelines;
- Relevant UNESCO heritage manuals/guidelines;
- Applicable conservation SOPs and heritage documentation practices;
- Best practices concerning heritage conservation, documentation and adaptive use assessment.

Phasing & Reporting

1. The work shall be carried out in stages/phases with min 4-person team
2. The First Phase shall be completed within 8 days.
3. After completion of each phase, the agency shall submit:
 - Detailed report
 - Supporting documents
 - Photo/video proof
 - Work evidence
 - Resource deployment details
 - Bills/invoices for verification
4. Payment shall be released phase-wise subject to:
 - Submission of satisfactory reports;
 - Verification of work executed;
 - Approval by competent authority.

Financial Terms


1. Payment shall be made as per qualifications, approved/reference rates, and BOQ and applicable norms.

2. Man-month/man-day-based resource deployment shall be considered for eligible payment assessment.
3. Actual and reasonable expenditure incurred towards field activities, travel, documentation and coordination shall be reimbursed subject to approval and submission of supporting documents/bills.
4. For future reference bills can be verified by M/s SDND & Associates.

Supervision & Coordination


Overall technical/field supervision and necessary coordination shall be undertaken under the guidance of the designated authorities/officers.

(Approved by Commissioner)


Ashutosh Uprit
Prabhari Adhikari (OIC)
For Madhya Pradesh Heritage
Development Trust, Bhopal

Copy To:

1. DVSWPS- with reference to Damoh related research coordination/ documentation.
2. Dr. Ramesh Yadav, Archaeologist - for overall supervision, guidance and necessary coordination.
3. M/s SDND & Associates, - for record keeping, future bill verification and coordination purposes.
4. Field Officers, Damoh - for necessary field coordination and assistance.


Prabhari Adhikari (OIC)
For Madhya Pradesh Heritage
Development Trust, Bhopal