

**NATIONAL COUNCIL OF SCIENCE MUSEUMS**  
**Sector V, Block GN, Bidhannagar**  
**Kolkata 700091**

**INVITATION**  
**OF**  
**E-TENDER**  
**FOR**

**Conceptualization, planning, curation/re-curation, content development, designing of gallery space by using new cabinets/retrofitting the existing cabinets & pedestals to the extent possible and submission of detailed estimates with technical specifications for the specified galleries at INDIAN MUSEUM, Kolkata.**



TENDER No- National Council of Science Museums, Kolkata

## **Disclaimer & Disclosures:**

Bidders shall be deemed to have full knowledge of the requirements of the work. National Council of Science Museums (NCSM) will not accept any responsibility or liability for any errors, omissions, inaccuracies or errors of judgment with respect to information or materials provided by NCSM in this Tender Document or otherwise, with respect to this Project. Although such information and materials are to the best of NCSM's belief, however, their verification is the sole responsibility of Bidder.

NCSM, Kolkata has prepared this document to give background information on the captioned project to the interested bidders/agencies/contractors. While NCSM has taken due care in the preparation of the information contained herein and believe it to be accurate, neither NCSM nor any of its authorities or agencies or any of their respective officers, employees, agents or advisors give any warranty or make any representations, express or implied as to the completeness or accuracy of the information contained in this document or any information which may be provided in association with it.

**The information is not intended to be exhaustive. Interested agencies/contractors are required to make their own inquiries and also visit the existing galleries of INDIAN MUSEUM, Kolkata and respondents will be required to confirm in writing that they have done so and they do not rely only on the information provided by NCSM in submitting the Tender.** The information is provided on the basis that it is non-binding on NCSM or any of its authorities or agencies or any of their respective officers, employees, agents or advisors.

NCSM reserves the right not to proceed with the project or to change the configuration of the Project, to alter the time table reflected in this document or to change the process or procedure to be applied. It also reserves the right to decline to discuss the matter further with any bidder submitting the Tender.

No contractual obligation on behalf of NCSM, whatsoever, shall arise from this Tender unless & until a formal contract is signed and executed by duly authorized officers of INDIAN MUSEUM and the bidder in due course after the invitation of tenders. NCSM may modify any / all of the terms of this tender process giving due notification through the NCSM's website (<https://ncsm.gov.in/tender/>) and also in the INDIAN MUSEUM website (<https://indianmuseumkolkata.org/>).

**NCSM will not be liable for any costs incurred by the Bidders in the preparation of the Tender & its presentation.** The preparation of Bidder's proposal will be made without obligation by NCSM or INDIAN MUSEUM to acquire any of the items included in the Bidder's product, or to select any Bidder's proposal, or to discuss the reasons why a particular Bidder's proposal is accepted or rejected. All information included by the bidders in their proposal will be treated in strict confidence.

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**Sector V, Block GN, Bidhannanagar**  
**Kolkata 700091**

**NOTICE INVITING TENDER**

**Tender No.**

**Name of the Work: Conceptualization, planning, curation/re-curation, content development, designing of gallery spaces by using new cabinets/retrofitting the existing cabinets & pedestals to the extent possible and submission of detailed estimates with technical specifications for the specified galleries at Indian Museum, Kolkata.**

On-line Digitally signed e-tenders are invited in Two Bid system from competent and eligible agencies/consultants/consortiums having experience of similar nature of work of conceptualizing, developing and curating museums/exhibitions, who satisfy the eligibility criteria enumerated in the Tender Documents for *Conceptualization, planning, curation/re-curation, content development, designing of gallery spaces by using new cabinets/retrofitting the existing cabinets and pedestals to the extent possible and submission of detailed estimate with technical specifications at Indian Museum, Kolkata*. Interested agencies may download the tender documents from the Central Public Procurement Portal (CPPP): <http://eprocure.gov.in/eprocure/app> as per the following schedule:-

**SCHEDULE:**

1	Bid Document Published Date	16th April, 2021	03.00 p.m.
2	Bid Document Download Start Date	16th April, 2021	03.00 p.m.
3	Bid Document Download End Date	10th May, 2021	12.00 noon
4	Pre-Bid Clarification Start Date	16th April, 2021	04.00 p.m.
5	Last date of submission of Pre-Bid Queries or clarifications	25th April, 2021, 16:00 hrs IST only at the following email id: k.unni@ncsm.gov.in The bidder who will submit the pre-bid clarification through email shall get the intimation from National Council of Science Museums to attend the pre-bid online meeting.	
6	Pre-Bid meeting Date	27th April, 2021	03:30 p.m.
7	Bid Submission Start Date	16th April, 2021	06.00 p.m.

8	Bid Submission End Date	10th May, 2021	04.00 p.m.
9	Technical (Techno-Commercial) Bid Opening Date	11th May, 2021	4.00 p.m.
10	Date Place of Technical Presentation	<i>To be notified later</i>	
11	Financial Bid Opening Date	<i>To be notified later</i>	

Bidders are advised to visit the Indian Museum premises and ascertain the nature and quantum of work before tendering.

This Tender is an e-Tender; bids are to be submitted through CPP Portal (<http://eprocure.gov.in>) only. Bids submitted in physical forms will be summarily rejected.

Details of submission of tender related information etc. are indicated in the tender document.

This office reserves the right to amend / withdraw any of the terms and conditions in the Tender Documents or to reject any or all tenders without giving any notice or assigning any reason.

This office shall also not be bound to accept merely the lowest tender but the technical suitability, capability and superiority of the concept/ technology interface/system etc. shall be of prime consideration for selection of the appropriate set of concept/ technology interface /system collectively considered as a complete solution.

Deputy Controller of Stores & Purchase  
National Council of Science Museums

## 1). Introduction

Indian Museum is the oldest and largest museum of our country. Founded on 2nd February 1814 by Dr. Nathaniel Wallich, a Danish Botanist, the Indian Museum is the first Museum in the Asia-Pacific region, and has played the role of a leader in setting the tone for the museum movement in the continent. In its two centuries of history, the Indian Museum, considered as the first National Museum in India, has grown enormously in terms of its collections and scope, and has now become one of the largest repository of the nation's cultural heritage. This multipurpose Institution with multidisciplinary activities is the pride of the nation being included as an Institute of National Importance in Article 62 of the Seventh Schedule of the Constitution of India. Indian Museum is visited by over 6.8 lakhs people every year.

The proposed work is for designing and recreation of selected gallery spaces of the museum. Broad objective will be to introduce modern display techniques and presentation of the artifacts, conceptualising of the galleries with emphasis on interpretation, build storyline with appropriate narrative with appropriate contextualization to achieve international standard in respect of design, display, interaction comprising Part-A: 1584 sq. m. and Part-B: 930 sq. m. totalling 2514 Sq. m., is spread over multiple halls of the museum building as detailed under para 2.1.1 below. The available space for complete curation of a new gallery measuring 702 sq.m. is provided at para 2.1.2 below.

## 2). Gallery Spaces & Object Details

### The gallery spaces available for recreation

#### 2.1: PART A - (Floor Plan Attached-Annexure-I)

Sl No.	Gallery Space	Approx. Dimensions (in mm)	Approx. Exhibition Space (sq. m.)	No of Objects to be displayed (Tentative)
01	Main Entrance (Mauryan Foyer)	12,600 x 9,300 12,600 x 9,900 6,600 x 9,900	318 Sq. m.	6
02	Bharhut	24,900 x 9,000	225 Sq. m.	350
03	Gandhara	12,325 x 13,325	165 Sq. m.	85
04	Numismatics	13,500 x 6,500	88 Sq. m.	275
05	Long Archaeology	49,300 x 12,700	626 Sq. m.	185
06	Bronze	13,300 x 12,200	162 Sq. m.	160
Total Archaeology			1584 Sq. m.	

#### 2.2: PART B - (Floor Plan Attached-Annexure-II)

Sl. No.	Gallery Name	Approx. Dimensions (in mm)	Approx. Exhibition Space (sq. m.)	No of Objects to be displayed (Tentative)
01	Human Evolution	12,200 x 13,300	150.00 Sq. m.	40 objects and 100 replicas
02	Cultural Anthropology	63,350 x 13,220	780.00 Sq. m.	600 objects
Total Anthropology			930.00 Sq. m.	

**The gallery space available for new curation**

**2.3: PART C - (Floor Plan Attached-Annexure-III)**

Sl. No.	Gallery Name	Approx. Dimensions (in mm)	Approx. Exhibition Space (sq. m.)	No of Objects to be displayed (Tentative)
01	Pre & Proto History (Archaeology)	58,100 x 12,200	709.00 Sq. m.	500 small objects

**2.4: The gallery spaces will exhibit objects/ antiquities from the following categories:**

<b>Archaeology</b>	Pottery, Sculptures, Inscriptions, Bronze Sculptures, Terracotta, Buddhist Art, Stone & Bone Tools etc.
<b>Anthropology</b>	Stone tools, Skulls, Mask, Arms & Armour, Jewellery, Costumes, Decorative Art, Craft, large wooden boats, scaled models, mannequins etc.
<b>Numismatics</b>	Coins and Coinage, related items

Appropriate collaborative display of collections from related categories may also to be considered to suit broad themes/narratives.

**3. Detailed Scope of Work**

- a) **Developing a Concept Plan:** This plan will be based on a single holistic theme after taking into consideration of the available space, number & types of objects already on display and objects available in reserve collection and their context and importance in the overall theme for creating a seamless narrative which shall be applicable for all galleries under Archaeology and similarly for all galleries together for Anthropology. Complete list of objects will be made available to successful bidder. The concept plan should also incorporate aspects for making the overall presentation more interactive and to enrich visitor's experience.
- b) **Creation of Sub themes:** Under the aegis of the overall concept plan, different sub themes will be created based on physical space separation, timeline, availability and contextualisation of objects. The successful bidder or the agency shall provide the Concept Plan along with sub themes, space planning, list of objects for display, proposed digital interventions etc. (*Milestone 1*)
- c) **Content and Storyline Development:** Based upon sub themes & object selection the successful bidder shall prepare narratives on the contents for each space. This is to be

submitted in the form of a complete document detailing the content, story line, narratives etc., for approval. (*Milestone 2*)

- d) **Gallery Design:** This will include gallery layout, design/re-design of showcases/display cases/pedestals etc. after considering reuse of the available showcases and display structures, placement of showcases, placement of objects, making provisions of placement and maintenance of digital equipment, interactive kiosks, AV displays etc. and include the following:
- Display design shall also take into account sensitivity of antiquities like temperature, humidity, security, illumination level (after considering the existing light fixtures) etc. The design shall also include formulation of appropriate content and the narratives (Wall text, Object Label, Group Label, Graphics Panel etc.) supporting all exhibits within all galleries, visitor flow patterns with preferred unidirectional entry-exit system.
  - The gallery design shall represent the overall concept, the broad theme and sub themes.
  - Design shall also include provision for deployment of state-of-the-art digital technology for content browsing, interactive - immersive - experiencing interpretation comprising of large multi-touch screen display, seamless video walls, AR/VR/MR applications, large screen immersive projections, 4K video displays, smart multilingual audio guides through smart phones along with content management system. **It may be noted that digital interventions shall primarily be considered to supplement the museum objects and should not be overdone.** The museum's antiquities should remain the primary source of attraction for the visitors. The content management system and the audio guide should have the scope of further expansion to cover the entire museum space.
  - Indian Museum is a Grade I Heritage structure. The displays and lighting should be designed considering the heritage status of the building. It should detail out the wiring of power cables and signal cables considering the heritage status.
  - Any other item necessary for Museum set-up and visitor's interpretation and facilitation.
- e) **Drawings & Bill of Quantities:** The agency (successful bidder) shall provide detailed & ready for construction drawings in both AutoCAD and pdf format along with bill of quantities with estimated cost with clear technical specifications of all materials/equipment including all digital interfaces. All raw materials, fittings, fixtures, equipment, gadgets etc. shall be of acceptable and reputed brands with proper warranty terms for execution through a separate tender. The Agency shall also submit 3-D layout and walkthrough model for all the gallery spaces to depict the final presentation, proper visualisation and for final approval. The agency shall also provide ready for print high resolution images of the graphics which are proposed and approved in the design. The bill of quantities shall also include items of work comprising refurbishing, reuse, refabrication and dismantling of unusable existing structures, wherever necessary, shifting and stacking of the dismantled structures, fittings etc. within the Indian Museum campus. Separate bill of quantities shall be submitted for the movement of all artefacts and antiquities which shall be implemented by Indian Museum through approved

vendors having vast experience in similar works. However, the Agency shall provide guidelines for handling of artwork/objects and artefacts for dismantling, temporary storage and reinstallation. The Agency shall also provide a detailed timeline for execution of the project. **(Milestone 3)**

- f) **Curatorial walk & Audio Guide App:** The Agency (successful bidder) shall submit a plan for curatorial walk of about 90 minutes for guided visit of the gallery space. The agency shall also develop the entire content for a Mobile Audio Guide App covering around 100 selected objects of the museum. **(Milestone 4)**

*Apart from these essential components, the agency or successful bidder is free to add more optional components, if necessary, keeping the main objective in view. However, Indian Museum reserves the right to modify the plan by adding, excluding or changing the content or mode of presentation of the proposed components at the time of implementation.*

- g) The agency shall guide the fabricators of the galleries when the fabrication actually starts. Day-to-day supervision is not expected from the agency but the overall guidance shall be required. **(Milestone 5)**

**4. Estimated Cost: The Estimated cost of the work is Rs. 50.00 (fifty) lakh.**

**5. Timeline:**

The work shall be completed within **3 (three) months** from date of issue of Letter of Acceptance (LOA).

**6. Eligibility Criteria**

Bidders fulfilling the following minimum criteria shall only be considered:

Individual, Limited Company/Corporation, Proprietary Firm, Partnership, Consortium or Joint Venture are allowed to bid for the work. Company/Firm/Consortium/Partnership firm/Individual shall have the experience of academic, technical and financial capabilities on the lines mentioned below.

- a) Experience - The bidder should have a **minimum of 5 years'** experience in executing interpretation/ museum works, having handled projects related to Heritage and Culture at International/ National / State level and must have accomplished at least 3 Heritage/ Culture related interpretation projects. The bidders shall submit copies of work orders and completion certificates to substantiate the claim.
- b) The bidder should have past experience of designing and curating one museum gallery space of atleast **15,000 sq. feet in the last five years**. Certified copies of completion certificate clearly indicating the area of gallery space curated shall be required to substantiate the claim.



c) Financial soundness - The applicant should have:

- i) PAN and GST registration
- ii) Average Turnover of at least Rs. 50.00 lakh in last 3 years (In case of Consortium, Rs. 35.00 Lakh for lead partner and total of Rs. 50.00 lakh for the entire consortium)
- iii) The Bidder should have completed the similar works during the last 5 years from the date of the issue of this tender as per the details given below.

One similar work of value not less than Rs. 40 lakh **or** Two similar works each of value not less than Rs. 25 lakh **or** Three similar works each of value not less than **20 lakh.**

**Notes:**

- Here **similar work** shall mean conceptualization, planning, curation, content development, designing of gallery spaces and submission of detailed estimates with technical specifications.
- In the case of Consortium/JV participating in this tender, the works of any of the individual members of the Consortium/JV done independently will be considered as valid work experience.
- If any bidder has executed the similar work as a part of a consortium/JV in the past then the work experience of the bidder shall be considered as valid only if all the consortium/JV partners are participating together in the present tender also.
- The details of qualifying works/projects shall be furnished as per the proforma in **Annexure-I** and if required, the bidder shall also facilitate inspection of the above qualifying project(s) by NCSM's officials to ascertain the performance of the bidder.
- Documents Required: The bidder should submit a copy/copies of the work order(s) issued in the name of the agency as well as copies of work completion certificate of the same work, clearly indicating the value of the work of similar nature. If the work order contains several works, only the value of the works of a similar nature shall be considered for work experience. If the value of the works of similar nature is not specifically mentioned in the cost breakup, the work experience against that work order will not be considered as valid.

d) Technical Expertise- The bidder should have associated/employed panel of expert(s) having following qualifications:

- i) Project team members should have a recognized degree/diploma in Design/Architecture/Fine Arts.
- ii) Expert in the fields of object categories as given in Para 2.4 of this tender document with vast experience in curation of galleries.

- iii) Graphic designer, technology experts (hardware & software) and content writer shall have past experience in doing similar nature of work.
- iv) The bidders shall be advised to present a Proof of Concept (PoC) at the stage of technical bid presentation.

**7. Instructions to Bidders**

- a) Mode of Tendering: e-Tendering through Central Public Procurement Portal (CPPP)
- b) **Validity of Bids: 120 (one hundred and twenty) days** from the date of opening of tender.
- c) The tenders are invited under two bid system i.e. Technical Bid and Financial Bid.
- d) **The bidder may submit a Bid Security Declaration Form as per Annexure – D EMD exemption as per extant Rules/Regulations shall also be applicable.**
- e) The successful Bidder will have to deposit a **Performance Security Deposit** by demand draft or e-transfer directly to the Indian Museum Trustee Account for a sum of Rs. 1,50,000/- (Rupees One Lakh Fifty Thousand only) or 3% (three percent) of the contact value whichever is lower, within 15 days of the receipt of the formal order or Letter of Acceptance (LOA). There shall be no exemption of Performance Security Deposit for MSME or other similar organisations.
- f) All entries in the tender form should be legible and filled clearly. If the space for furnishing of information is insufficient, a separate sheet may be attached. No overwriting or cutting is permitted in the Financial Bid Form and in such cases, the tender shall be summarily rejected. However, the cuttings/overwriting, if any, in the Technical Bid Application must be signed by the person authorized to sign the tender bids.
- g) The Technical Bid shall be opened first on the scheduled date and time, in the office of National Council of Science Museums. The Technical Bids shall be evaluated by a Tender Committee. Financial Bids of technically qualified, eligible bidders, meeting all the requisite criteria only shall be opened on a date and place to be notified later in presence of technically qualified Bidders or their authorized representatives.
- h) The bidder shall submit the **Technical & Financial bids** as per the format enclosed at **Annexure – B & C. Bids not as per above format will be summarily rejected. Bidder should prepare and submit Technical & Financial Bids as per specified CPPP file format.**
- i) This office shall not be responsible for any damages, losses, claims, financial or other injury to any person deployed by the Agency (successful bidder) during the course of their performing the functions/ duties or for any payment towards any compensation whatsoever.

**Contact Details: Deputy Controller of Stores & Purchase, National Council of Science Museums, Sector V, Block GN, Bidhannagar, Kolkata 70091. Email: [k.unni@ncsm.gov.in](mailto:k.unni@ncsm.gov.in).**

#### **8. Payment Terms:**

Sl. No	On Achieving	Percentage of total Payment admissible
1	Milestone -1	10%
2	Milestone -2	20%
3	Milestone - 3	50%
4	Milestone - 4	20%
5.	Milestone – 5	Performance security Refund

In case of the work is carried out in phases, total payment admissible will be computed on a pro-rata basis based on the completed floor area of gallery space vis-à-vis total floor area of gallery space under consideration.

#### **9. Terms & Conditions of the Contract:**

##### **A General:**

1. The bidder shall abide by the details furnished by it to this office, while submitting the tender or at any subsequent stage. In case any of the documents furnished by it is found to be false at any stage, it would be deemed to be a breach of terms of contract, making the bidder liable for legal action besides the termination / cancellation of contract, legal action for damages at the sole discretion of the Director General, National Council of Science Museums and in such eventuality, the Performance Security Deposit shall be liable to be forfeited.
2. The bidder shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without the prior written consent of this Office.
3. Financial bids of only those bidders who are declared technically qualified shall be further evaluated by the Technical Evaluation Committee.
4. The Office of Director General, National Council of Science Museums (NCSM), Kolkata reserves the right to terminate the contract by giving one month's notice.
5. Failure by the bidder to comply with any statutory requirements and/or the terms of the agreement during the period of contract will result in termination of the contract and subsequent disqualification from participation in any future tender of the department.

##### **B. Fraud and Corrupt Practices:**

1. The bidder and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Bidding Process. Notwithstanding anything to the

contrary contained herein, this Office (NCSM) may reject any application without being liable in any manner whatsoever to the applicant if it determines that the applicant has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the bidding Process.

2. Without prejudice to the rights of this Office under Clause (1) herein above, if a bidder is found by this Office to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice etc.

**C. Legal:**

1. The bidder shall also be liable for depositing all taxes, levies, cess, etc. on account of service rendered by it to concerned tax collection authorities from the time to time as per extant rules and regulations on the matter.
2. The bidder shall maintain all statutory registers under the applicable laws. The bidder shall produce the same, on demand, to the concerned authority of this Office or any other authority under Law.
3. The Tax Deduction at Source (TDS) shall be deducted, as and when applicable, as per the provisions of Income Tax Act and GST, as amended from time to time and a certificate to this effect shall be provided to the bidder by this Office.
4. In case, the bidder fails to comply with any statutory/ taxation liability under appropriate law and as a result thereof this Office is put to any loss/ obligation, monetary or otherwise, this Office (NCSM) will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the Agency, to the extent of the loss or obligation in monetary terms.

**D. Financial**

1. The successful bidder will have to deposit a Performance Security Deposit for a sum as mentioned in the instructions to the bidder at the time of placing the work order within 15 days of the receipt of the formal order.
2. The Performance Security Deposit should remain with Indian Museum till the date of completion of all the contractual obligations of the bidder. Indian Museum will not pay any interest on the Performance Security Deposit.
3. In case of breach of any terms and conditions stipulated in the contract, the Performance Security Deposit of the bidder will be liable to be forfeited by this Office (NCSM) besides annulment of the contract.

**E. Bid Evaluation**

Tender will be decided on the basis of following criteria

**i. Evaluation Methodology will have two stages:**

Stage 1 – General cum Technical Bid Evaluation

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Stage 2 – Financial Bid Evaluation

**ii. General cum Technical Bid Evaluation**

The evaluation will involve validating the credentials submitted in the format as prescribed. Credentials without valid proof will be invalid and will not be considered for eligibility. NCSM reserves the right to accept or reject proof of credentials at its sole discretion without having to give reasons to the Bidders thereof. The Bidder's proposed implementation methodology, project management methodology and on-site construction supervision methodology will also be considered for General cum Technical evaluation. The following weightage criteria will be adopted during technical evaluation:

Sl. No.	Evaluation Criteria/ Parameter	Max. Score
1.	Agency/Firms Background and Experience – The Agency should be operating in the field of Museum/ Interpretation Design and Development Project Consultancy work/jobs or related Projects during the last three Financial Years (2017-18; 2018-19 and 2019-20) with an average annual turnover as under:  <b>Turnover Rs 0.50 crore - Points: 5, &gt;0.50 to 1.50 crores - Points: 7.5, &gt;1.50 crores - Points: 10;</b> A Copy of Balance Sheet/ authenticated audited document clearly specifying above services of the Agency/Firm is required. <b>CA certified Annexure-F is also required.</b>	10
2.	Completion of similar work in last five years of not less than 15,000 sq feet display areas; One work of atleast 15,000 sq. ft - 5 marks; Two or more works each of 15,000 sq. ft or more - 10 marks	10
3.	Experience of agency/firm in the field of curation & design of similar projects:  5 marks one similar project during the last five years ending 2020-21. Additional 2 marks for every additional similar project. Maximum marks shall be restricted to 10 marks.  <i>Enclose list of projects along with documentary proof of completion for similar projects as per Annexure H.</i>	10
4.	Financial value of projects executed:  10 marks for one or more projects worth Rs. 40.00 lakh or more 7 marks for two projects or more of Rs. 25 lakh or more but less than 40 lakh 5 marks for three projects or more of atleast Rs. 20 lakh or more but less than 25 lakh. (Maximum marks – 10)	10
5.	Team Composition:	10

**Commented [1]:** One work of at least 15000 sq feet - 5 marks, two or more works each of 15000 sq feet or more- 10

**Commented [2]:** 5 marks for One similar project. Additional 2 marks for every additional similar project.

**Commented [3]:** We may consider One or more projects worth Rs 40 lakhs or more 10 marks, two projects of at least Rs 25 lakhs - 7, three projects of at least 20 lakhs - 5

**Commented [4]:** 1 marks each for Project manager, architect, graphic designer, technology experts, content writer. 5 marks for Subject Experts as per b.4

	Bidders are required to submit a one page biodata of each team member comprising project manager, architect, graphic designer, subject experts, technology experts (hardware & software) and content writer. 1 mark each shall be awarded for project manager, architect, graphic designer, technology experts (hardware & software) and content writer and 4 marks for subject experts as per clause 2.4 in page 6.  Maximum 10 marks.	
5.	<b>Technical Presentation including Past Experience, Approach, Sample design, Methodology for Content Development.</b>  Design Experience of similar work (10)  Design Approach (10)  Sample Design including Display techniques, Museum Lighting, use of interactive technology, visitors movement plan etc. for one gallery of Indian Museum (20)  Methodology for content development with one sample content on any of the listed galleries (10)	50
	<b>Total Marks</b>	<b>100</b>

**The minimum qualifying score will be 70% of total marks as above. Only those Bidders who fulfill guidelines of functional & technical requirements and comply with the eligibility criteria will be shortlisted for financial bid opening.**

**iii. Financial Bid Evaluation**

- a) The Financial Bids of the technically qualified bidders will be opened online through CPP Portal.
- b) The bidder with the lowest financial bid (L1) will be awarded the work.
- c) During financial evaluation, the evaluation committee shall go through the rates quoted for each item and adjudge their reasonability and workability. The rates which are found to be unworkable will be treated as unresponsive and the corresponding bid will be liable for rejection.

**In the event the Financial Bids are the same for two or more bidders, the bidder securing the higher technical score will be declared as the Best Value Bidder for award of the Project.**

**F. Others**

1. All disputes arising out of this contract shall be subject to the jurisdiction of Courts of Kolkata. However, no dispute shall be taken by either of the parties to the contract, to any court of law

without first referring it to an Arbitrator, who will be appointed by the Director General, National Council of Science Museums, Kolkata.

2. NCSM, Kolkata reserves the right to withdraw/ relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the contracting parties.
3. NCSM reserves the right to call for any further information from bidder(s).
4. Notwithstanding the above, NCSM reserves the right to reject any or all offer (s) /bid (s) without assigning any reason. No representation in this regard (rejection of offers/bids) will be entertained by NCSM.
5. All communication to bidders shall be through CPP Portal / CPP notifications only.

**TENDER NO.**

**Conceptualization, planning, curation/re-curation, content development, designing of gallery spaces by using new cabinets/retrofitting the existing cabinets & pedestals to the extent possible and submission of detailed estimates with technical specifications for the specified galleries at Indian Museum, Kolkata.**

**Detailed Scope of Work**

- a) **Developing a Concept Plan:** This plan will be based on a single holistic theme after taking into consideration of the available space, number & types of objects already on display and objects available in reserve collection and their context and importance in the overall theme for creating a seamless narrative which shall be applicable for all galleries under Archaeology and similarly for all galleries together for Anthropology. Complete list of objects will be made available to successful bidder. The concept plan should also incorporate aspects for making the overall presentation more interactive and to enrich visitor's experience.
- b) **Creation of Sub themes:** Under the aegis of the overall concept plan, different sub themes will be created based on physical space separation, timeline, availability and contextualisation of objects. The successful bidder or the agency shall provide the Concept Plan along with sub themes, space planning, list of objects for display, proposed digital interventions etc. (*Milestone 1*)
- c) **Content and Storyline Development:** Based upon sub themes & object selection the successful bidder shall prepare narratives on the contents for each space. This is to be submitted in form of a complete document detailing the content, story line, narratives etc., for approval. (*Milestone 2*)
- d) **Gallery Design:** This will include gallery layout, design/re-design of showcases/display cases/pedestals etc. after considering reuse of the available showcases and display structures, placement of showcases, placement of objects, making provisions of placement and maintenance of digital equipment, interactive kiosks, AV displays etc. and include the following:
  - Display design shall also take into account sensitivity of antiquities like temperature, humidity, security, illumination level (after considering the existing light fixtures) etc. The design shall also include formulation of appropriate content and the narratives (Wall text, Object Label, Group Label, Graphics Panel etc.) supporting all exhibits within all galleries, visitor flow patterns with preferred unidirectional entry-exit system.
  - The gallery design shall represent the overall concept, the broad theme and sub themes.
  - Design shall also include provision for deployment of state-of-the-art digital technology for content browsing, interactive - immersive - experiencing interpretation comprising of large multi-touch screen display, seamless video walls, AR/VR/MR applications, large screen immersive projections, 4K video displays, smart multilingual audio guides through smart phones along with content management system. **It may be noted that digital interventions shall primarily be considered to supplement the museum objects and**



**should not be overdone.** The museum's antiquities should remain the primary source of attraction for the visitors. The content management system and the audio guide should have the scope of further expansion to cover the entire museum space.

- Indian Museum is a Grade I Heritage structure. The displays and lighting should be designed considering the heritage status of the building and with minimum interventions on the building. It should detail out the wiring of power cables and signal cables considering the heritage status.
  - Any other item necessary for Museum set-up and visitor's interpretation and facilitation.
- e) **Drawings & Bill of Quantities:** The agency (successful bidder) shall provide detailed ready for construction drawings in both AutoCAD and pdf format along with bill of quantities with estimated cost with clear technical specifications of all materials/equipment including all digital interfaces. All raw materials, fittings, fixtures, equipment, gadgets etc. shall be of acceptable and reputed brands with proper warranty terms for execution through a separate tender. The Agency shall also submit 3-D layout and walkthrough model for all the gallery spaces to depict the final presentation, proper visualisation and for final approval. The agency shall also provide ready for print high resolution images of the graphics which are proposed and approved in the design. The bill of quantities shall also include items of work comprising refurbishing, reuse, refabrication and dismantling of unusable existing structures, wherever necessary, shifting and stacking of the dismantled structures, fittings etc. within the Indian Museum campus. Separate bill of quantities shall be submitted for the movement of all artefacts and antiquities which shall be implemented by Indian Museum through approved vendors having vast experience in similar works. However, the Agency shall provide guidelines for handling of artwork/objects and artefacts for dismantling, temporary storage and reinstallation. The Agency shall also provide a detailed timeline for execution of the project. *(Milestone 3)*
- f) **Curatorial walk & Audio Guide App:** The Agency (successful bidder) shall submit a plan for curatorial walk of about 90 minutes for guided visit of the gallery space. The agency shall also develop the entire content for a Mobile Audio Guide App covering around 100 selected objects of the museum. *(Milestone 4)*
- Apart from these essential components, the agency or successful bidder is free to add more optional components, if necessary, keeping the main objective in view. However, Indian Museum reserves the right to modify the plan by adding, excluding or changing the content or mode of presentation of the proposed components at the time of implementation.*
- g) The agency shall guide the fabricators of the galleries when the fabrication actually starts. Day-to-day supervision is not expected from the agency but the overall guidance shall be required. *(Milestone 5)*

**The bidders are requested to visit Indian Museum, Kolkata, inspect the galleries to understand the requirement and assess the site conditions.**

**TENDER NO.**

Conceptualization, planning, curation/re-curation, content development, designing of gallery spaces by using new cabinets/retrofitting the existing cabinets & pedestals to the extent possible and submission of detailed estimates with technical specifications for the specified galleries at Indian Museum, Kolkata.

**TECHNICAL BID**

Sl. No.	Details	Details	Page Nos. (if any)
<b>General Information</b> (to be filled by the bidders)			
1	Name and Full Address of the bidder with Tel. No, E-mail & Fax Number (s) and Contact person		
2	Status of the bidder: - Company / Partnership Firm/ Proprietorship / Consortium etc. – Please specify		
3	In case of Company – please enclose Memorandum and Articles of Association along with certificates of incorporation, if company is a public limited then the certificate for commencement of business also to be enclosed.	Submitted/ Not Submitted	
4	In case of Partnership Firm – please enclose Certificate of Registration under the Partnership Act, 1932, along with valid partnership deed.	Submitted/ Not Submitted	
5	In case of Proprietorship or Individual – please enclose a declaration on the letterhead	Submitted/ Not Submitted	
6	Compliance of statutory laws i) Copy of PAN card ii) Copy of Registration Certificate under GST	Submitted/ Not Submitted	
7	i) Copy of ESI registration certificate, if applicable ii) Copy of EPF registration certificate, if applicable In case of non-applicability of EPF and / or ESI, the applicant shall submit a declaration to this effect. In case self-declaration is found to be false at any stage then the contract will be terminated	Submitted/ Not Submitted	

	and the firm will be debarred from future tenders for three years.		
8.	In case of consortium – please enclose agreement deed establishing formation of the consortium.	Submitted/ Not Submitted	
<b>Technical Eligibility Criteria</b>			
9	The bidder should have a <b>minimum of 5 years'</b> experience in executing interpretation/ museum works, having handled projects related to Heritage and Culture at International/ National / State level and must have accomplished at least 3 Heritage/ Culture related interpretation projects. The bidders shall submit copies of work orders and completion certificates to substantiate the claim.	Submitted/ Not Submitted	
10	The bidder should have past experience of designing and curating one museum gallery space of atleast <b>15,000 sq. feet in the last five years.</b> Certified copies of completion certificate clearly indicating the area of gallery space curated shall be required to substantiate the claim.	Submitted/ Not Submitted	
11	The bidder should have an average turnover of at least Rs. 50.00 lakh in the last 3 years (In case of Consortium, Rs. 35.00 Lakh for lead partner and total of Rs. 50.00 lakh for the entire consortium). Audited accounts for the last three years to be submitted to substantiate the claim.	Submitted/ Not Submitted	
12	The Bidder should have completed the similar works during the last 5 years from the date of the issue of this tender as per the details given below.  One similar work of value not less than <b>Rs. 40 lakh</b> or Two similar works each of value not less than <b>Rs. 25 lakh</b> or Three similar works each of value not less than <b>20 lakh.</b>	Submitted/ Not Submitted	
13	Team Composition: Bidders are required to submit a one page biodata of each team member comprising project manager, architect, graphic designer, subject experts, technology experts (hardware & software) and content writer. Refer Annexure E & G.	Submitted/ Not Submitted	

14	Documentary evidence like Work Order, Completion Certificate, Income Tax Return, Audited Report, and Financial Statement etc. to support. Sl no-9 to 13 above.	Submitted/ Not Submitted	
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**Note: -**

- 1) The Technical bids received shall be evaluated on the basis of eligibility criteria.
- 2) Non submission of any of the documents listed in 'Eligibility Criteria', mentioned above, shall lead to summarily rejection of the offer. No further correspondence in this regard will be made. However, clarification may be asked on the 'General Information' mentioned above.

**DECLARATION**

1. I/We, ----- Son / Daughter / Wife of Shri-----  
----- Proprietor /Director/Authorized signatory of .....  
..... the Bidder, mentioned above, is competent to sign this declaration and execute this tender document;
2. I/We have carefully read and understood all the terms and conditions of the tender and undertake to abide to them;
3. The information/ documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am/ are well aware of the fact that furnishing any false information/ fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
4. I/ We \_\_\_\_\_ do hereby declare that the entries made in the above are true to the best of my / our knowledge and also that we shall be bound by the acts of my 'our duly constituted attorney.
5. I/ we hereby understand that the submission of offers / bids does not guarantee awarding the work. I/ We further understand that in case of any information submitted by me / us being found to be incorrect either before or even after the award of license, Indian Museum will have the right to summarily reject the bid, cancel the License or revoke the same with forfeiture of EMD / Security Deposit and license fee including debarment for a period of 3 years at any time without assigning any reason whatsoever.

\_\_\_\_\_  
(Signature of Applicant (s))

**Name** \_\_\_\_\_  
**Seal**

**Date:**  
**Address:**

**TENDER NO.**

Conceptualization, planning, curation/re-curation, content development, designing of gallery spaces by using new cabinets/retrofitting the existing cabinets & pedestals to the extent possible and submission of detailed estimates with technical specifications for the specified galleries at Indian Museum, Kolkata.

**FINANCIAL BID****FORMAT FOR DETAILED COST BREAK-UP GALLERY-WISE**

Sl. No.	Scope of Work	Quoted Basic Cost (in INR)	GST (in INR)	Total Cost (In INR)
1	Conceptualization, planning, curation/ re-curation, content development, designing of gallery spaces by using new cabinets/retrofitting the existing cabinets & pedestals to the extent possible and submission of detailed estimates with technical specifications for the following galleries at Indian Museum, Kolkata.			
	a). Main Entry (Mauryan Foyer)			
	b). Bharhut gallery			
	c). Gandhara gallery			
	d). Numismatics gallery			
	e). Long Archaeology gallery			
	f). Bronze gallery			
	g). Pre & Proto history gallery			
	h). Human Evolution gallery			
	i). Cultural Anthropology gallery			
<b>Total Cost (Should be equal to the lump sum cost quoted in the BoQ.)</b>				

**TENDER NO.**

**Conceptualization, planning, curation/re-curation, content development, designing of gallery spaces by using new cabinets/retrofitting the existing cabinets & pedestals to the extent possible and submission of detailed estimates with technical specifications for the specified galleries at Indian Museum, Kolkata.**

**BID SECURITY DECLARATION FORM**

Date: \_\_\_\_\_

Tender No. \_\_\_\_\_

To  
The Director General  
National Council of Science Museums  
Sector V, Block GN  
Bidhannagar  
Kolkata 700 091

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Security Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of **three years** from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

- a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity
  - (i) fail or refuse to execute the contract, if required, or
  - (ii) fail or refuse to furnish the Performance Security, in accordance with the RFP terms.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Date: \_\_\_\_\_ Signature of Authorized Person with Company Seal

**Note:** In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid.

**Annexure - E**

**FORMAT FOR AVAILABILITY OF TECHNICAL TEAM.**

The bidder needs to provide the details of key team members as proposed by him for deployment on site for successful completion of the project [Refer to Clause 6 (d) of Eligibility Criteria]

<b>S.No</b>	<b>Key personnel / support staff on Roll of the bidder</b>	<b>Name and short bio, relevant experience of the project team to be given by the bidder</b>
(a)	Project Manager	
(b)	Architect	
(c)	Art and Graphics Designer	
(d)	Subject Experts/Curators for curation of galleries (Archeology, Anthropology, Numismatics, Pre & Proto History)	
(d)	Technology experts (hardware & software) for Interactive Designing / Software Development / Multimedia development / AR-VR development / 2D and 3D Film production etc.	
(f)	Content writer	
(g)	Other Supporting Manpower	

The bidder may co-opt experts in any other field if deemed to be necessary.

\_\_\_\_\_  
(Signature of Authorised Signatory)



**Annexure - F**

**FORMAT FOR ANNUAL TURNOVER & PROFIT AS PER THE AUDITED ACCOUNTS**  
**TOWARDS THE QUALIFYING EXPERIENCE**

S. No.	Financial Year	Audited Turnover in Indian Rupees (INR)
1.	2017-18	
2.	2018-19	
3.	2019-20	

S. No.	Financial Year	Audited Profit After Tax in Indian Rupees(INR)
1.	2017-18	
2.	2018-19	
3.	2019-20	

**(In case of Consortium, the audited Turnover and Profit of only lead partner needs to be mentioned)**

\_\_\_\_\_  
(Signature of Authorized Signatory)

This is to certify that the above information has been examined by us on the basis of relevant documents; books of accounts & other relevant information and the information submitted above is as per record and as per details annexed.

Signature, Address, Seal & Membership No of Chartered Accountant.

TENDER No- National Council of Science Museums, Kolkata

Annexure – G

**FORMAT FOR THE CONSENT LETTER FROM TECHNICAL / SUBJECT EXPERT**

I \_\_\_\_\_, voluntarily agree to participate in the project if (name of the bidder) \_\_\_\_\_ is awarded the work of **Conceptualization, planning, curation/re-curation, content development, designing of gallery spaces by using new cabinets/retrofitting the existing cabinets & pedestals to the extent possible and submission of detailed estimates with technical specifications for the specified galleries at Indian Museum, Kolkata.**

I understand that if I agree to participate now, I cannot withdraw from the project or refuse to work without any consequences of any kind, except under exceptional circumstances.

I understand that I can withdraw from the project, under the justifiable exceptional circumstances, with a minimum of two weeks' notice, only with the approval of the authority of National Council of Science Museums (NCSM), Kolkata.

I understand that my participation involves [outline briefly in simple terms what will be your specific work for this project]

I understand that no financial or other benefit, directly or indirectly, will be given to me by NCSM for participating in this project.

I understand that in any report on the results of this project my identity will remain anonymous and no credit for this project will be directly attributed to me.

I understand that I will have no claim on the content that I will provide for this project as an expert.

I understand that I am free to contact any of the people involved in the project to seek further clarification and information.

Signature

(Name and Designation of Expert)

Signature & Seal of the Bidder

**Annexure - H**

**Experience in conceptualization, planning, curation/re-curation, content development, designing of gallery spaces by using new cabinets/retrofitting the existing cabinets & pedestals to the extent possible and submission of detailed estimates with technical specifications for the specified galleries at Indian Museum, Kolkata.**

**Agency Experience (Individual Proprietorship/Partnership/Joint Venture/Consortium Projects)**

<b>Sl No.</b>	<b>Name of the project</b>	<b>Cost of the Order awarded in INR</b>	<b>Total Area of the gallery space ( sq.ft.)</b>	<b>Name of the Client</b>	<b>Phone No. of Contact Person of Client</b>	<b>Starting Date of Project</b>	<b>Completion Date of Project</b>	<b>Details/ Scope of work</b>

**(Signature of Authorized Signatory)**