



National Crafts Museum & Hastkala Academy (NCM&HKA)
Office of Development Commissioner (Handicrafts),
Ministry of Textiles, Govt. of India
BhaironMargPragatiMaidan New Delhi - 110 001

NIT / RFP No: 4/...../2020dt 22 June, 2020

REQUEST FOR PROPOSAL FOR SELECTION OF AGENCY FOR RE-ORGANIZATION OF MUSEUM STORAGE AND DIGITAL ARCHIVES AT NATIONAL CRAFTS MUSEUM& HASTKALA ACADEMY, PRAGATIMAIDAN, NEWDELHI

Duly signed RFPs under QCBS (Quality and Cost Based Selection) method are invited in two Bid System from competent and eligible agencies, who satisfy the eligibility criteria enumerated in the RFP Documents for **Re-Organization of Museum Storage and Digital Archives at National Crafts Museum & Hastkala Academy, PragatiMaidan, NewDelhi**. Interested agencies are advised to visit CPPP site: <https://eprocure.gov.in/eprocure/app> and also download the RFP documents from www.handicrafts.nic.in from the office of Development Commissioner (Handicrafts), West Block VII, R.K.Puram, New Delhi-110 070 as per the following schedule:-

Critical date sheet:

Information	Details
RFP Documentation Publishing Date	29 June, 2020
RFP Document Download Start Date	<u>29 June,2020 from 10.00 AM onwards</u>
Bid Document Download End Date	<u>22nd July, 2020</u>
Pre-Bid meeting	<u>06 July, 2020- at 10.00 AM</u> <u>at Office of Development</u> <u>Commissioner(Handicrafts),West Block</u> <u>VII, R.K.Puram,New Delhi</u>
Bid Submission Start Date	<u>07th July, 2020</u>
Bid Submission End Date	<u>22nd July, 2020</u>
Earnest Money Deposit	<u>Rs.5.00 Lakhs</u>
Technical Bid Opening Date	<u>23rd July, 2020</u>
Final Date of Technical Presentation & venue	<u>To be informed to the shortlisted agencies</u>
Financial Bid Opening date	<u>28th July, 2020 or subsequent day after</u> <u>technical presentation</u>

Note: However for actual date and time please refer CPP portal.

The bid both Technical (Techno-Commercial) Bid and Financial bid duly furnished in Cover-I and Cover-II respectively should be submitted ON LINE THROUGH cpp portal by the due

date and time as per the above schedule. The Office of Development Commissioner (Handicrafts) reserves the right to accept or reject any or all RFPs in full or part without assigning any reason whatsoever. Office of Development Commissioner (Handicrafts) shall also not be bound to accept merely the lowest RFP but the technical suitability, capability and superiority of the concept/equipment/system as well as after sales service including infrastructure to render such service etc. shall be of prime consideration for selection of the appropriate set of concept/equipment/system collectively considered as a complete solution.

REQUEST FOR PROPOSAL (RFP)

For

SELECTION OF AGENCY FOR RE-ORGANIZATION OF MUSEUM STORAGE AND DIGITIZATION OF ARTIFACTS AT NATIONAL CRAFTS MUSEUM & HASTKALA ACADEMY, PRAGATIMAIDAN, NEWDELHI

**MINISTRY OF
TEXTILES
GOVERNMENT OF INDIA**

Introduction:

The National Crafts Museum & Hastkala Academy (earlier known as National Handicrafts and Handlooms Museum), popularly known as the Crafts Museum, celebrates the rich, diverse and practicing craft traditions of India. Situated in a large campus at the corner of PragatiMaidan, opposite the majestic PuranaQila, the museum was designed by the renowned architect CharlesCorrea.

At present the Museum collection consists of over 33,000 specimens in various crafts, acquired over a period of 60 years collected from various states of India named as Andhra Pradesh, Arunachal Pradesh, Assam, Bihar, Delhi, Gujarat, Haryana, Himachal Pradesh, Jammu and Kashmir, Karnataka, Kerala, Madhya Pradesh, Maharashtra, Manipur, Meghalaya, Mizoram, Nagaland, Orissa, Punjab, Rajasthan, Tamil Nadu, Tripura, Uttar Pradesh, West Bengal. The collection reflects the continuing traditions of handicrafts and handlooms.

Museum collection consists of a variety of traditional artifacts such as Textiles, a vast range of metal lamps, sculptures, utensils etc, Wood-works, Folk/tribal paintings, range of cane and bamboo crafts, clay and terracotta figures and a lot more. The exquisite examples of textiles include Kalamkaris, Jamawars, Pashmina and Shahtosh shawls, embroidered fabrics especially Kanthas, Chikankari works and chaklas Tie and Die (Bandhani) fabrics, Baluchar and Jamdaani saris, Pichwais, phulkaris, Ikat fabrics of Orissa, ChambaRumals, Block printed textile fabrics of Gujarat and Rajasthan, Himru textile pieces of Maharashtra, Naga shawls, Chanderi saris and a variety of tribal textiles of the Lambadi, Toda and Naga tribes of North-eastern India.

The rare and finest specimens of traditional Indian handicrafts and handlooms are preserved with the objective that these would serve as source material for the revival, reproduction and development of Indian crafts. These source materials are meant for the master craftsmen, art-historians and craft designers along with the people who are interested to know our age-old cultural heritage. Museum is a special attraction for foreign tourists who wish to have a glimpse of our materialculture.

Scope of Work:

With the vision of bringing The National Crafts Museum & Hastkala Academy further into the 21st century and also to re-establish its place on the map, the office of the Development Commissioner (Handicrafts), Ministry of Textiles has envisaged a plan with the financial support of M/S BPCL under CSR activities to upgrade and modernize the existing facilities at the Museum and to additionally expand the storage capacity for the artefacts therein. Further with a very futuristic view it is also planned to Digitally Archive all the available collection of artifacts with the museum so that it is easily accessible for the people and artisans.

The activities as detailed below, clearly outlining the Aims and Outcomes to be adopted in executing the project:

- A) Re-Organization of Museum (Collection) Storage
- B) Digitization of Artifacts including administrative documentation

A. Re-organization of Museum Storage

The Crafts Museum has 33,000 objects of various sizes with only 5% of the collection on display in 4 Gallery namely Folk & Tribal Craft Gallery including Bhuta Gallery, Textile Gallery, Cultic Craft Gallery & Court Craft Gallery while the rest is kept in storage.

A(I)-Reorganization of Ground Floor-(30 % Visual & Rest better storage)

Area of space-

Collection - (30,000/Approx.)

A(II)-Fist Floor Store i.e. Textile Gallery-

Area of space-

Collection - (5,000/Approx.)

- At present the collections are placed in a disorderly manner with no way of locating an item or where it has been stored thereby making retrieval difficult.
- The disorganized and congested storage also results in collections being hidden, forgotten and even damaged at times.

Aims-

The re-organization of the collection of crafts is aimed at better storage and display of the crafts, keeping in view preventive-conservation through regulated atmosphere and re-grouping of collection in a professional manner so that objects can be located and retrieved easily.

Outcomes-

- Every object would have designated location in storage and can be located within three minutes.
- Objects would be arranged by category and every object would be free from deterioration and would be ready to be used for the museum's activities.
- No object would be placed directly on the floor and the storage room would contain only

collection objects.

- Separate spaces are dedicated to support functions, office, workroom, storage of equipment and other materials (non-collection)
- Every object can be accessed without moving more than two others.
- Objects are arranged by category.
- Key policies and procedures exist and are applied
- The building and storage room offer adequate protection for the collection.

To achieve the Aims of re-organization of store, bidders will have to visit the sites and see the space and objects to be reorganized for the display. The Area of the store including its drawing is attached. Work involved ground floor Museum Collection Store may need no. of Compactors of Godrej made only having compatible quality for different artifacts. The detail layout with all requirements and assessment kind of compactors / no of compactors will be submitted by the bidder only. The sizes and design of the compactors may vary depending upon the kind of the objects to be kept.

Concept of Textile items likely to be displayed in the available space.

Reorganization of store will be two types, 30% of Artifacts to have visual storage & rest objects only to be kept in the compactors by applying the conservation technique with best conservation materials.

The bidder will have to specify the material to be used for proper storage in the compactors.

B. Digitization of Artifacts-

With new technological leaps and changing economic status, the vision of the National Crafts Museum & Hastkala Academy is to evolve and be able to address the future paradigms for Indian crafts and culture. A Digital Archive of Indian Crafts gives a chance to create linkages, on one hand with India's digital natives who feel a strong need to connect with an authentic identity and on the other with Craftspeople and Artisans who are unable to connect with their potential new patrons. Through this intervention the Crafts Museum would be able:

- To preserve objects, craft techniques and methods through restoration, documentation
- To democratize - make crafts accessible to everyone through archiving and display
- To connect - make the crafts museum and epicenter for collaboration and interdisciplinary experiments by connecting existing stakeholders attracting the interest of larger community towards crafts and heritage of India.

The setting up of digital archives would involve creating India's largest and most accessible digital education and learning resource of Indian crafts. Archiving would include the following activities:

- Documentation through high resolution photography and 3D scanning where deemed necessary.
- Developing a flexible and robust Archive and Content Management System
- Creating platforms to encourage research and study of the archival material

In a nutshell, the National Crafts Museum & Hastkala Academy would be executing the project and have identified suitable experts in the crafts domain who would meticulously work out all the

modalities in highly professional manner. The timelines would involve Digitization of the collection, categorization & archiving and to build API/websites and other user interfaces. These activities would be spread over 1 years.

Team for the Project:

The team structure for the Digital Archives part involves an Advisory Board which would have an Archive Lead who would head the project. This resource would in probability be an overseas expert in the field as the same is not available within the country. The team would include photographers (02), 3DVisualise/Documentation (06) and Data Scientist (01).

Expected Outcomes/Benefits:

- Accessible website to research and explore the collection
- Integrated use of digital archives in New Interactive Exhibits
- Opportunities for Indian Crafts to use Augmented Reality and Virtual Reality to explore and innovate with new technologies.
- Crafts practitioner and Artists/Designer collaborations can harness the past practices for new innovation.
- Digital Data led Industry collaborations can activate new revenue sources.
- Tie-in Indian Craft history and address repatriation through digital collection and renewed research.
- Will help increase the visitors to the museum not only from within the country but also amongst overseas tourists.

The Office of Development Commissioner (Handicrafts), Ministry of Textiles, Govt. of India, through **NCM&HKA(hereinafter called ‘Authority’)**, envisages to appoint an Agency **(hereinafter called ‘Agency’)** for **re-organization of museum storage and digital archives at National Crafts Museum &Hastkala Academy, PragatiMaidan, NewDelhi.**

Terms of selection of agencies are mentioned in the table below.

1	Name of Project	Re-organization of museum storage (the Collection) and Digital Archives at National Crafts Museum & Hastkala Academy, PragatiMaidan, NewDelhi.
2	Owner	Ministry of Textiles, Government of India
3	Implementing agency	<u>To be decided through EOI</u>
4	Site area/ location	TheMuseum Store in an approx. area ofsq.ft at the Ground Floor of Crafts Museum.

5	Obligation of the Authority	<ul style="list-style-type: none"> i. All capital investments/replacements of existing museum specimens if any from the specified area to be made by the Authority ii. Designated representative of the Authority shall have power to inspect the site and its services at any reasonable time iii. Facilitating the VIP/VVIP visits time to time iv. Facilitating necessary permissions, if any, required
6	Project Monitoring Committee	<ul style="list-style-type: none"> i. A Project Monitoring Committee will be formed by the Authority in order to monitor the activities at the site, review any issues/concerns and undertake following activities: <ul style="list-style-type: none"> a. Supervise, monitor and control the activities of the agencies engaged for the site. b. Ensure that the activities are aligned with the objectives of NCM&HKA. c. Provide local level support and coordination to the Authority. ii. The Project Monitoring Committee will conduct review meetings from time to time. iii. If any matter is not resolved within 30 days, Concessionaire Agency can escalate it to designated officer at Ministry of Textiles.
7	Date of Completion of Project	-----, 2019
8	Selection process	<p>The Selection Process will be undertaken as below:</p> <ul style="list-style-type: none"> I. Expression of Interest (RFP) by the prospective applicants and Pre-bid Conference. II. Request for Proposal (RFP) <ul style="list-style-type: none"> a. Technical Proposal including Presentation (ranking of pre-qualified applicants as per scoring criteria in RFP) b. Financial Proposal of Technically qualified applicants will be evaluated III. EOI validity will be 180 days from the due date of proposal <p>Note: Authority reserves the right, without any obligation or liability, to accept or reject any or all applications, at any stage of the selection process, to cancel or modify the process or any part thereof, or to vary any or all the terms and conditions at any time, without assigning any reason whatsoever.</p>

<p>9</p>	<p>Selection criteria</p>	<p>Qualification Criteria for agencies:</p> <ol style="list-style-type: none"> I. Registered company in India II. Sole agency should have minimum 5 years experiences in executing re-organization of Museum storage (the collection)/High end world class Museum (Attach supporting work order, completion certificate as applicable). III. Should have experience in successfully executing minimum five assignment/facility (<u>Attach supporting work order, completion certificate as applicable</u>) IV. Aggregate average turnover of not less than <u>Rs. 2 crores</u> in last three years (i.e. in each financialyear) V. A net worth of not less than Rs. 2 crores in last financial year (Attach supporting Auditor's /CA certificate). VI. Agency/Company should be able to demonstrate expertise in the area and having experience in projects related to Museums/heritage and digital archives (attach workorders). VII. Agency/Company should have executed at least 3 similar projects worth more than 50.00 lakhs invalue.
<p>10</p>	<p>Documents to be submitted</p>	<ol style="list-style-type: none"> I. General profile of thefirm II. Net-worth certificate from a Chartered Accountant III. Last 3 years income tax returns IV. Experience of working in similar projects with documentary proof and details of works in hand. V. List of professional employees and consultants of the firm having experience in the required area of experience. VI. All the mentioned annexure in the subsequent sections
<p>11</p>	<p>Security deposit/EMD</p>	<p>Bid Security:<u>Rs.5.00 Lakhs (Rupees Five Lakhs)</u> in the form of Demand Draft at RFP stage by all agencies. Agencies which are registered with MSME/NSIC, Govt. of India need not submit Bid security/EMD provided they should submit a copy of proof of registration with MSME/NSIC.</p> <p>VII. Performance Security: 5% of the value of the contract by way of Bank Guarantee by successful agency at agreement signing</p>

<p>12</p>	<p>Exit clauses</p>	<p>The Authority shall exercise the exit clause, if:</p> <ol style="list-style-type: none"> I. The Agency abandons the work without prior written consent of the Authority for more than 120 (one hundred twenty) days II. In case of repetitive significant performance failures not attended by Concessionaire or there are major defaults by the Concessionaire III. The Agency failed to make any payment due to the Authority within the 90 days of due date or period specified in Agreement IV. The Agency creates any Encumbrance in breach of the Agreement or there is a change in Ownership in breach of the Agreement <p>The Agency shall exercise the exit clause, if:</p> <ol style="list-style-type: none"> I. The Authority fails to transfer / pay / reimburse / adjust payments within 30 days or period specified in Agreement, from due date of such payments as the case may be, for which the Agency is entitled as per the terms of Agreement
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PROCEDURE FOR SUBMISSION OF BIDS

Submission of Bids shall be in accordance with the instructions mentioned below:

- I. Each copy of Technical Bid and Commercial Bid of the RFP should be covered in separate sealed envelopes super-scribing, "Technical Bid" and "Commercial Bid" respectively. Please note that Prices should not be indicated in the Pre-Qualification or Technical Bid but should only be mentioned in the Commercial Bid.
- II. The agency shall be responsible for all costs incurred in connection with participation in the RFP process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of proposal, in providing any additional information required by NCM&HKA to facilitate the evaluation process, and in negotiating a definitive contract or all such activities related to the bid process.
- III. NCM&HKA will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- IV. Bid should be put in another single sealed envelope clearly marked "Engagement of AGENCY FOR RE-ORGANIZATION OF MUSEUM STORAGE AND DIGITAL ARCHIVES AT NATIONAL CRAFTS MUSEUM & HASTKALA ACADEMY, PRAGATI MAIDAN, NEW DELHI" These envelopes are to be super scribed with RFP Number.
- V. Bid Documents
 - a. Technical bid documents (Envelop -1)
 - b. Commercial bid documents (Envelop -2)

EVALUATION PROCESS

The steps for evaluation are as follows:

I. Stage 1: GENERAL ELIGIBILITY EVALUATION

- a. 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. The NCM&HKA reserves the right to accept or reject proof of credentials at its sole discretion without having to give reasons to the Agencies thereof. Up to three firms will be short-listed to participate in Stage 2 of the selection process. Selection of the short-listed firms will be based on evaluation of the overall quality of the submissions and the three firms with the highest scores will be invited for Stage 2.
- b. Committee constituted by NCM&HKA shall open Envelope 1 marked "Request for Proposal (RFP) for engagement of "Agency for Re-organization of Museum Storage and Digital Archives at National Crafts Museum & Hastkala Academy, Pragati Maidan, New Delhi"
- c. Agencies shall be informed about their qualification/disqualification based on the General evaluation criteria. The Bid Security amount and the Unopened Technical & Commercial Bids will be returned to the respective disqualified Agencies after the submission of Bank Guarantee by the successful Agency.

II. Stage 2: TECHNICAL PRESENTATION AND FINANCIAL EVALUATION

Up to three Design Specialists/firms securing maximum points will be invited to participate in Stage 2 of the selection process.

The shortlisted Design Specialists/firms will be invited to prepare a proposal, visit the site in Craft Museum on their own cost and make a technical presentation to the Selection Committee and the Executive Council. The Stage 2 proposal material presented at the interview is to be left with the Selection Committee.

The Agency'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	Agency's Score
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1.	Experiences in executing re-organization of Museum storage (the collection)/High end worldclass Museum. Documentary proofs along with photographs to be submitted. (details as per Annexure I)	30	
2.	Technical Presentation including Concept and Detailed Project Report (Subjective evaluation). Detailed Concept Plan Elaborating the store (As per Annexure E)	40	
3.	Sourcing and Procurement Plan	10	
4.	Composition of team (Annexure II-IV)	10	
5.	Financial Soundness (Annexure I)	10	
	Total Marks	100	

The minimum qualifying score will be 70% of total marks as above.

Only those Agencies who fulfill the guidelines of functional & technical requirements and comply with the eligibility criteria will be short listed for commercial bid opening.

EVALUATION OF FINANCIAL BID

- a) The Financial Bids of the technically qualified Agencies will be opened on the mentioned date as per the schedule.
- b) The agency with the lowest financial bid (L1) will be awarded 100 score.
- c) Financial Scores for other than L1 Agencies will be evaluated using the following formula: Financial Score of an Agency = $\{(Financial\ Bid\ of\ L1 / Financial\ Bid\ of\ the\ Agency) \times 100\}$ (Adjusted to two decimal places)
- d) Only fixed price financial bids indicating total price for all the work/services specified in this bid document will be considered.
- e) Details of the taxes and duties livable on the basic cost of the development of the gallery to be indicated clearly in the financial bid.
- f) Errors & Rectification: Arithmetical errors will be rectified on the following basis: "If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price

shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail”.

COMBINED EVALUATION OF TECHNICAL & FINANCIAL BIDS

- a) The technical and financial scores secured by each agency will be added using weightage of 70% and 30% respectively to compute a Composite BidScore.
- b) Total points: $(0.8 \times T(s)) + (0.2 \times \text{Financial Score of Agency})$
 - a. Where $T(s) = \text{Technical Score}$
- c) The agency securing the highest Composite Bid Score will be declared as the Best Value Agency for award of the Project.

In the event the bid composite bid scores are “tied”, the agency securing the highest technical score will be declared as the Best Value Agency for award of the Project.

Questions:

Please direct all questions in writing only by e-mail: dchejs@nic.in

Compensation and Expenses

Respondents will not be compensated for any expenses associated with the preparation and submission of of RFP.

Technical Bid

Annexure -I

Experience of the Applying Agency

Relevant services/works carried out in the last three years by the agency in following format along with copy of work orders and completion certificates from clients:

1	Assignment Name
2	Location
3	Narrative description of Project
4	Name of Employer
5	Address
6	Duration of assignment
7	Start Date (Month/Year)
8	Completion Date (Month/Year)
9	Approx. Value of services

10	Name of Associated Agencies, if any
11	Name of main staff members involved and functions performed
12	Description of Actual services provided by your firm

I/We hereby declare that the above statements are true. I/We also declare that the decision of <RFPINVITING AUTHORITY> regarding selection of eligible firms for submitting/opening of RFP Document (Financial Bid) shall be final and binding on me/us.

Date:

Official Seal and Signature of the Agency

List of Key Professionals whose CV and experience is to be evaluated

Sl. No.	Name	Qualification	Years of experience	Details of task to be undertaken in this project	Remarks

Annexure -III**Format of Curriculum Vitae (CV)**

Sl.No.	Particulars	Description
1	Name	{Name of the key professional}
2	Date of Birth	
3	Nationality	
4	Qualification	{Summarize college/university and other specialized education, names of board/university, year and degrees obtained}
5	Membership in Professional societies	
6	Employment record	{Starting with present position, list in reverse order every employment held. List all positions held since graduation, giving dates, names of employing organizations, titles of positions held and locations of assignments}
7	Years of experience	Total sum of experience years
8	Name of firm (if any) Details of the firm	{ If the agency has a firm other than the agency invited for request for proposal. Type of services offered, annual turnover, number of staffs employed and brief of executed projects}
9	Details of Tasks to be undertaken in this project	The role of the Agency/professional will play in the present project

Certification:

I, the undersigned certify that to the best of my knowledge and belief, these data correctly describe the team member, his/her qualifications and his/her experience.

Date:

(Signature)

Composition of the team personnel and task(s) of each Team Member

<u>Sl.No.</u>	<u>Name</u>	<u>Position</u>	<u>Task in the proposed work</u>

ANNEXURE -B

**Office of Development Commissioner (Handicrafts),
Ministry of Textiles, Govt. of India
West block VII, R.K.Puram, New Delhi-110 070**

RFPNo.:_____

Instructions for Bid Submission

1. The Agencies are required to submit their bids at the office of <RFP INVITING AUTHORITY>. The instructions given below are meant to assist the Agencies to prepare their bids in accordance with the requirements and submit their bids

PREPARATION OF BIDS

1. Agencies should be taken into accounts any corrigendum published on the RFP document before submitting their bids.
2. Please go through the RFP advertisement and the RFP document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
3. The technical cover and the financial bid cover should be put in a master cover with **“BID FOR RE-ORGANIZATION OF MUSEUM STORAGE AND DIGITAL ARCHIVES AT NATIONAL CRAFTS MUSEUM & HASTKALA ACADEMY, PRAGATI MAIDAN, NEW DELHI”** inscribed on it clearly.

SUBMISSION OF BIDS

1. Agencies should submit the bid i.e. on or before the bid submission time. Agencies will be responsible for any delay due to other issues.
2. Every page of the document should be signed and stamped.
3. Agencies should submit the EMD as per the instructions specified in the RFP document. The original instrument should be posted/couriered/given in person to the RFP Processing Section, latest by the last date of bid submission. The detail of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

ASSISTANCE TO AGENCIES: Any enquiries relating to the RFP document and the terms and conditions contained therein should be addressed to the RFP Inviting Authority for aEOI or the relevant contact person indicated in the RFP.

Name of the contact person in the authority-_____

UNDERTAKING

Dated:

To,
Office of Development Commissioner (Handicrafts),
Ministry of Textiles, Govt. of India
West block VII, R.K.Puram, New Delhi-110 070

Respected Sir/Madam,

This is to notify you that our company-_____ intends to submit a proposal in response to EOI for <PROJECTNAME>

We also declare that our company has not been blacklisted by not blacklisted by any Central Government/ State Government/PSU/Autonomous Body/ Chambers of Commerce and other similar Associations.

Sincerely,

(Signature of authorized person)

Name:

Designation:

Company name:

**Office of Development Commissioner for Handicrafts Ministry of Textiles
Government of India West Block No: VII, R K Puram,
New Delhi-0110 070**

GENERAL TERMS AND CONDITIONS FOR SUBMISSION OF RFP FOR <PROJECT NAME >

Prices and rates quoted shall be firm and fixed for the entire period of execution of the order.

1. The successful Agency shall submit within 3 (three) days from the date of placement of the work order the duplicate copy of the work order duly signed and official stamp on all the pages as a token of acceptance of the order.

2. Earnest Money Deposit (EMD) of Indian Rs. 5.00 Lakhs (Rupees Five lakhs only) to be submitted by way of Demand Draft / Pay Order drawn on Sr. AO, CP&AO, Office of Development Commissioner (Handicrafts), R.K. Puram payable at New Delhi. Earnest Money deposits of unsuccessful Agencies will be returned within 30 working days from the date on which the final decision is taken about the source from which the items under RFP are to be procured or within 2 (two) months from the date of the opening of the RFPs, whichever is earlier. Earnest Money Deposit in respect of the successful Agency will be retained with the Council until the completion of entire execution of the order as per terms and conditions of the RFP. In case, the successful agency refuses to accept the offer after finalization and placement of the order as per the finalized and accepted terms and conditions, the order shall be cancelled forthwith without any further reference and the EMD deposited for this RFP shall be forfeited.

3. Price: The price and rates indicated shall include cost of Projection/Building Mapping Show and Curation & Operation. Prices and rates quoted shall be firm and fixed for the entire period of execution of the order.

4. The selected agency shall be responsible for proper co-ordination with Office of Development Commissioner (Handicrafts) and periodical supervision of these works at site to ensure the desired quality of workmanship and use of specified materials and the end result.

5. Time of Completion: Time is the essence of the work. The entire work shall be completed positively by the time of completion committed in the Project implementation schedule by the successful agency.

6. Every effort should be made to complete the entire work by the successful agency within the committed Project implementation schedule. In case the successful agency fails to comply with the specified time schedule as per accepted terms and conditions, and where the progress of work is not found satisfactory, and commensurate with the expected progress.

7. General Terms of payment

10% (Ten percent) of the payment of the total sum of the contract value will be released as advance on signing Agreement. 20% (twenty percent) of the payment of the total sum of the contract value will be released as advance on Completion of 6 months of project and submission of progress report and Utilization Certificate and balance 50% (Fifty percent) will be released only after satisfactory completion of all work and submission of progress report and Audited Utilization Certificate.

8. Specifications of the items under RFP once finalized are to be strictly adhered to.
9. The authorities of the Office of Development Commissioner (Handicrafts) reserve the right to amend, alter or modify the terms and conditions, specifications of the items if necessary for betterment and safety of visitors. No additional cost shall be borne by Office of Development Commissioner (Handicrafts) for such amendments.
10. In case the successful agency refuses to accept the offer after finalization or does not comply within 07 days from the date of placement of the order as per the finalized and accepted terms & conditions, earnest money deposit would be automatically forfeited and the order shall be cancelled forthwith.
11. The authorities of Office of Development Commissioner (Handicrafts) do not bind themselves to accept the lowest RFP and reserves the right to accept or reject any or all RFPs wholly or partially without assigning any reason whatsoever.
12. The successful agency shall obtain necessary trade and other licenses/permissions as may be required to carry out the RFP job at <RFP CALLING OFFICE> and shall also be responsible for compliance of all statutory rules and regulations which may be in force time to time from the appropriate authorities at their own cost.
13. <RFP CALLING AUTHORITY> shall not be liable for any injury or death of an employee who is deployed by the successful agency within/outside the work site during the time of execution of the work order.
14. The successful agency shall not transfer wholly or partially the order of supply, installation, testing and commissioning of the equipment to any other person(s) /firm/ company for any reason whatsoever and in which case the order shall automatically stand cancelled.
15. All disputes and differences between the successful agency and <RFP CALLING AUTHORITY> of any kind whatever arising out of or in connection with the order on carrying out the subject work shall be referred to the sole arbitration of a person nominated by the <RFP CALLING AUTHORITY>, whose decision in this regard will be final and binding on both the successful agency and the <RFP CALLING AUTHORITY>. The provisions of the Arbitration and Conciliation Act 1996 or any statutory modification or re-enactment thereof and of the rules made there under for the time being in force shall apply to arbitration's proceedings under this Clause.
16. All other conditions given in the RFP document under various sections shall stand valid and the successful agency shall abide by them.

I/We hereby declare that the above statements are true. I/We also declare that the decision of <RFPCALLING AUTHORITY> regarding selection of eligible firms for submitting/opening of RFP Document (Financial Bid) shall be final and binding on me/us.

Date:

Official Seal and Signature of the Agency

EVALUATION OF PROPOSALS**1. Evaluation of the work experience (Ref. to Annexure I)**

SI.No.	Criteria	Marks
1	a. Experience in planning/designing/execution of at least two Museums/High - end world class exhibitions	20
2	Experience in handling antiquities/archival materials	10
	Total	30

2. Evaluation of Technical Presentation

	Criteria	Marks
Evaluation of Technical Presentation before the technical evaluation Committee	a. Design/Concept/content development as per scope of work	10
	b. Story line and its continuity from one gallery to another	7
	c. Display technique (objects, narration, multimedia projection etc)	9
	d. Illumination (layout and technology)	7
	e. Time limits and capability of applicant/agency to satisfy the queries raised by the Committee towards EOI documents/power point presentation)	7
	Total	40

3. Evaluation of the team component (Ref. to Annexure I)

SI.No.	Criteria	Marks
1	Experienced Museum/Exhibition experts	5
2	Experienced Designers	3
3	Architect/planner	2
	Total	10