

# **NATIONAL COUNCIL OF SCIENCE MUSEUMS**

**(MINISTRY OF CULTURE, GOVT OF INDIA)**

**33, BLOCK GN, SECTOR V**

**BIDHAN NAGAR**

**KOLKATA – 700091**

## **e-TENDER DOCUMENT**

**FOR**

**PREPARATION OF DESIGN AND DEVELOPMENT PLANS FOR  
SELECTED GALLERY SPACES OF NATIONAL MUSEUM,  
NEW DELHI**

**AT**

**NATIONAL MUSEUM**

**NEW DELHI**

## **Disclaimer & Disclosures:**

NCSM, Kolkata has prepared this document to give background information on the captioned project to the interested agencies. While NCSM has taken due care in preparation of the information contained herein and believe it to be accurate, neither NCSM nor any of its authorities or agencies nor 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 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 e-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 party submitting the Tenders.

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 NCSM and the bidder in due course after invitation of tenders.

NCSM may modify any / all of the terms of this Tender process giving due notification through the NCSM's website ([www.ncsm.gov.in](http://www.ncsm.gov.in)).

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 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 the Bidder's proposal is accepted or rejected.

All information included by the bidders in their proposal will be treated in strict confidence.

**NATIONAL COUNCIL OF SCIENCE MUSEUMS  
SECTOR-V, BLOCK-GN,  
BIDHANNAGAR, KOLKATA – 700 091**

**TENDER No. I-18012/10/20(54) NOTICE INVITING e-TENDER**

**Name of the Work: PREPARATION OF DESIGN AND DEVELOPMENT PLANS FOR SELECTED GALLERY SPACES OF NATIONAL MUSEUM, NEW DELHI**

On-line Digitally signed e-tenders under QCBS (Quality and Cost Based Selection) method are invited in two Bid System from competent and eligible agencies/consultants/consortiums having experience of similar nature of work of **conceptualizing, designing and developing museums / permanent gallery of museums**, who satisfy the eligibility criteria enumerated in the Tender Documents for **the abovementioned work**. Interested agencies may download the tender documents from the Central Public Procurement Portal (CPPP): <http://eprocure.gov.in/eprocure/app> or from the Council's website [www.ncsm.gov.in](http://www.ncsm.gov.in) as per the following schedule:-

Bid Document Published Date	August 14, 2020, at 05.00 p.m.
Bid Document Download Start Date	August 14, 2020, from 05.00 p.m.
Bid Document Download End Date	September 04, 2020, upto 05.00 p.m.
Bid Clarification Start Date	August 14, 2020, from 05.00 p.m.
Bid Clarification End Date	August 28, 2020, upto 04.00 p.m.
Bid Submission Start Date	August 17, 2020, from 06.00 p.m.
Bid Submission End Date & Time	September 04, 2020, upto 05.00 p.m.
Earnest Money Deposit (EMD)	<b>Rs. 1,50,000.00 (Rupees one lakh fifty thousand only) shall be submitted by the bidder at NATIONAL COUNCIL OF SCIENCE MUSEUMS, KOLKATA 700091 before 7<sup>th</sup> September 2020 at 12.00 noon.</b>
Technical (Techno-Commercial) Bid Opening Date	September 07, 2020, at 12.00 noon
Date of Technical Presentation to be made at National Council of Science Museums, 33, Block GN, Sector V, Bidhan Nagar, Kolkata- 700091	Shall be communicated to the bidders
Financial Bid opening Date	<i>To be notified later</i>

1. Tender document can be downloaded from Central Public Procurement Portal (CPPP) website “<http://eprocure.gov.in>”
2. **Visit of the Campus:** Bidders are advised to visit the National Museum premises and ascertain the nature and quantum of work before tendering.
3. Submission of the Bid: 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.
4. Details of Tender fee, EMD, submission of tender, etc. are indicated in the tender document.
5. The online bid both Technical (Techno-Commercial) Bid and Financial bid duly furnished in Cover –I and Cover-II respectively should be uploaded by the due date and time as per the above schedule. The responsibility to ensure the same lies with the bidders.
6. NCSM reserve 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. NCSM also reserves the right to accept or reject any or all tenders in full or part without assigning any reason whatsoever. NCSM 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.

(Dy. Controller of Stores & Purchase)  
National Council of Science Museums  
Kolkata

**Date: 14.08.2020**

**The due date for submission of Tender is 05:00 p.m. on September 4, 2020**

**This document is the property of National Council of Science Museums (NCSM), Kolkata. It may not be copied, distributed or recorded on any medium, electronic or otherwise, without NCSM's written permission thereof, except for the purpose of responding to NCSM for the said purpose. The use of the contents of this document, even by the authorized personnel / agencies for any purpose other than the purpose specified herein, is strictly prohibited and shall amount to copyright violation and thus, shall be punishable under the Indian Law.**

## 1. Introductory Note

National Museum is visited by over 4 lakhs people every year. The proposed work is for designing and re-developing selected gallery space of the museum. Broad objective will be to introduce modern display and museum lighting systems for presentation of the artifacts, introduce innovative signage and state of the art technology to achieve international standard in respect of design, display, interaction and interpretation. Total gallery space under consideration would be about **40,000 square feet spread across multiple halls at National Museum or its associated campuses**. The available space may vary by **± 25% and will be decided at the time of execution**.

## 2. Gallery Spaces & Object Details

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

- a. Pre-History & Indus Valley Civilization
- b. Sculptures (Mauryan to Late Medieval period)
- c. Jewellery
- d. Decorative Art (including Textiles)
- e. Inter Disciplinary Gallery comprising of Paintings, Manuscripts, Numismatics, Arms & Armour etc.

National Museum shall provide the details of objects to be displayed in each category.

## 3. Detailed Scope of Work

- a. **Developing a Concept Plan integrating all galleries:** This plan will be based on a single holistic theme after taking into consideration of the available space, number & types of objects and their context & importance in the overall theme for creating a seamless narrative. Complete list of objects will be made available to the successful bidder. The concept plan should also incorporate aspects for making overall presentation more interactive and to enrich visitors' experience.
- b. **Creation of Gallery wise themes:** Under the aegis of the overall concept plan, different sub themes will be created based on physical space separation, timeline and availability & 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 etc. for the approval
- c. **Gallery Design:** The design shall be based on objects identified and availability of floor/wall space after taking into account sensitivity of antiquities like temperature, humidity, security, illumination level etc. The design, inter alia, shall :
  - i. Represent the overall concept, the broad theme and sub themes;
  - ii. Include gallery layout, design of showcases/display cases, placement of showcases, placement of objects, interactive kiosks, signage and information panel design;
  - iii. Include design of appropriate museum lighting system, floor and wall designs;
  - iv. Incorporate design of appropriate signage, object label, group label. Wall text, wall / graphics panels etc., supporting all exhibits within all galleries,

- v. Indicate visitor flow patterns with preferred unidirectional entry-exit system.
  - vi. Include outline of Safety & Security system for objects, museum officials and visitors.
  - vii. Indicate 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 application, large screen immersive projections, 4K video displays, smart multi-lingual audio guides, provision design of digital equipment experience along with content management system.
  - viii. Incorporate any other item necessary for Museum set-up and visitors' interpretation and facilitation.
  - ix. Tentative number of objects /artefacts selected for display and the breakup of area of the said space is given in Annexure-J.**
- d. **Deliverables:**
- i. The agency shall provide two hard copies of the Detailed Project Report (DPR) including detailed floor drawings (good for construction), Bill of Material (BOM) with detailed technical specifications, quantity, estimated cost etc. for execution of the project;
  - ii. 3-D layout & walkthrough model for the Gallery in soft format.
  - iii. The Report should serve as the Master Plan for implementing/executing the project and for any future intervention.
  - iv. Copyrights of the Report and other documents generated during the project shall be with National Museum/NCSM.
  - v. The work is to be completed within 45 days from issue of Letter of Acceptance (LOA).**

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, NCSM or NM 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 placement of the order. The agency will rework on the design and Bill of Material for any such changes that may be suggested by NCSM or NM

#### **4. Bidders Eligibility Criteria**

- i. The bidder should be a Design firm/Company/Consortium of allied professionals / organization having not less than five (5) years of experience in Design of Museums & Cultural Spaces.
- ii. The bidder should have past experience, technical and financial capabilities on the lines mentioned below.
  - a. Past Experience –  
The bidder should have
    - i. A minimum of five (5) years' experience in designing and/or curation and/or developing museums/permanent gallery space of a museum (hereafter referred as permanent gallery space) at International/ Central / State Govt. level;
    - ii. Accomplished and completed at least three (3) museum/permanent gallery space designing projects in last five years;

- iii. Past experience of designing museum/permanent gallery space of at least 25,000 sq feet in one/single project, in last five years;
- iv. Past experience of completing at least one single work of museum/permanent gallery design of a total contract value of Rs 50 lakhs, in last five years.

**Note: Credentials pertaining to similar work that is design of Museums and/or permanent gallery space of Museums will only be considered for evaluation.**

- b. Technical Expertise: The bidder should have on roll, for at least last 12 months, a panel of expert(s) as under:
  - i. Project team with at least three members, having a recognized degree/diploma in Design / Architecture;
  - ii. At least three experts having recognised Degree/Diploma in the fields of Museum/ Interpretation centre design and/or Art & Graphics and/or Interior Designing and/or Interactive Designing and/or Software Developer and/or Civil Engineering and/or Multimedia/AR-VR/2D and 3D Filming.
- c. Financial soundness - The applicant should have:
  - i. PAN/GST registration
  - ii. Average Turnover of at least **Rs. 1.5 Crore** in last 3 financial years (Turnover of Lead Partner in case of consortium/JV)
  - iii. Average net annual profit after tax (PAT) of at least **Rs. 10 lakhs** in last 3 financial years ( Profit of Lead Partner in case of consortium/JV)

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

Stage 1 – General cum Technical Bid Evaluation

Stage 2 – Financial Bid Evaluation

**6. 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. The Council reserves the right to accept or reject proof of credentials at its sole discretion without having to give reasons to the Bidders thereof. The Bidders 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.	Parameter	Criteria	Max. Marks 100	Marks Obtained
1.	<b>Past Experience (Max Marks-30)</b>	No. of years of relevant experience in designing and/or curation and/or developing museums/ permanent gallery space at International/ Central / State Govt. level. ( 5 -7 years- 3 marks, More than 7 years-6 marks)	6	
		Accomplished and completion of museum /permanent gallery space designing projects in last five years (3-5 Projects-5 marks, 6-8 Projects-7 marks, >8 Projects-10 marks)	10	
		Past experience of designing museum/ permanent gallery space in one/single project, in last five years. <i>Documentary evidence highlighting the area of exhibition developed along with cost may be submitted.</i> (25,000-30,000 Sq. feet- 3 marks, 31,000-50,000 sq. feet- 5 marks, >50,000 sq. feet-7marks)	7	
		Past experience of completing at least one single work of museum/permanent gallery design, in last five years. (Rs. 50-60 Lakhs -3 marks, Rs. 61 Lakhs -1 Crore -5 marks, >1 Crore-7 marks)	7	
2	<b>Technical Expertise (Max Marks: 12.5)</b>	Project team with at least three members, having a recognized degree/diploma in Design / Architecture; ( No of members: 3 -1 mark, >4 to 6 - 2 marks, >6 - 2.5 marks)	2.5	
		At least three experts having recognised Degree/Diploma in the fields of Museum/ Interpretation centre design and/or Art & Graphics and/or Interior Designing and/or Interactive Designing and/or Software Developer and/or Civil Engineering and/or Multimedia/AR-VR/2D and 3D Filming. ( No of members: 3 -1 mark, 4-6-2 marks, >6-2.5 marks)	2.5	



		Total/Cumulative experience of the members & experts as mentioned above, in years ( 20-25 years-3.5 marks, 26-40 years-5 marks, >40 years-7.5 marks)	7.5	
2.	Financial Soundness <b>(Max Marks-7.5)</b>	Average Turnover in last 3 financial years (Turnover of Lead Partner in case of consortium/JV) (Rs. 1.5 - 2 Crore -2 marks, >2 Crore - 4 marks)	4	
		Average net profit in last 3 financial years (Profit of Lead Partner in case of consortium/JV) ( Rs. 10-15 lakhs-2 marks, >Rs. 15 lakhs-3.5 marks)	3.5	
3.	Technical presentation before the Technical Evaluation Committee <b>(Total Max Marks-50)</b>	Concept Plan elaborating what is to be shown and how it is to be shown in each gallery- <b>(10 Marks)</b>	50	
		Layout plan <b>(10 marks)</b>		
		Illumination and signage design plan <b>(10 marks)</b>		
		Digital Interactive Technology implementation plan <b>(5 marks)</b>		
		Aesthetic gallery design presented as artists rendition of each section and galleries overview <b>(10 marks).</b>		
	Composition of Technical Team as per Annexure E. Bidders are required to submit the consent of experts along with one page bio-data of each expert <b>(05 marks)</b>			
Total Marks			100	

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

**The bidders are expected to show the layout of one representative gallery and give the detailed concept plan, aesthetic design, illumination and signage design, digital interactives on the theme- Pre History and Indus Valley Civilization.**

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

#### **Evaluation of Financial Bid**

- 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 100% score.
- c) Financial Scores for other than L1 bidders will be evaluated using the following formula: Financial Score of a Bidder =  $\{(Financial\ Bid\ of\ L1 / Financial\ Bid\ of\ the\ Bidder) \times 100\}$  % (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 leviable on the basic cost of the development of the museum 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 bidder will be added using weightage of 70% and 30% respectively to compute a Composite Bid Score.
- b) The bidder securing the highest Composite Bid Score will be declared as the Best Value Bidder for award of the Project.

In the event the bid composite bid scores are "tied", the bidder securing the highest technical score will be declared as the Best Value Bidder for award of the Project.

## General Information and Instructions

1. The instructions given herein will be strictly binding on the bidders and deviation, if any will make the tender or tenders liable to be considered invalid. Tenders incorporating additional conditions by the bidder are liable for rejection.
2. Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app> Manual bids shall not be accepted.
3. The instructions given in “**Annexure-A**” for “**Instruction for Online Bid Submission**” should be strictly followed during submission of the Bid.
4. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
5. **EARNEST MONEY DEPOSIT (EMD) :**  
Bid should be submitted along with the Earnest Money of **INR 1,50,000.00 (Rupees One lakh fifty thousand only), which is 2.5% of the estimated value of the work**, by way of crossed Demand Draft/Pay Order on any nationalized bank of India payable in favour of “**NATIONAL COUNCIL OF SCIENCE MUSEUMS, KOLKATA**”.

EMD can also be submitted by way of ONLINE TRANSFER to the Bank Account of National Council of Science Museums (NCSM) as per details below (Bank charges shall be borne by the Bidder):

### **Bank Details of NCSM**

Name of Bank:	Indian Overseas Bank
Branch Address:	GN-34/2, Sector V, Salt Lake, Kolkata – 700091.
SB A/c No.	164201000000491
IFSC Code:	IOBA0001642

After fund transfer, the details such as UTR Number, date etc. shall be typed in the letter head of the Bidder and uploaded separately in Cover-I.

Earnest Money deposit in the form of Bank Guarantee bond or any other bond shall not be accepted and shall be rejected straightway. Earnest Money deposits in respect of such offers which are not accepted will be returned to the bidders within 30 working days from the date on which the final decision is taken about the source from which the items under tender are to be procured or within 2 (two) months from the date of the opening of the tenders, whichever is earlier. No interest will be paid on the Earnest Money deposited with the Council. Earnest Money deposit in respect of the successful bidders will be retained with the Council until entire execution of the order as per terms of the tender. The EMD of the successful bidder shall be forfeited and the order placed with them will be cancelled forthwith in the following events / circumstances:

- a) If the successful bidder fails to accept the order within 7 days from the date of issue of the same and submit the requisite Security Deposit as detailed in the General Terms & Conditions and
  - b) If the successful bidder, after acceptance of the order, fails to execute the order strictly as per the Council's drawing & specification in full or part within the stipulated completion time.
6. **Validity of Bids: The Bids should remain valid for 90 days from the date of opening of financial bid.**
  7. **Rejection of Bids:** Canvassing by the Bidder(s) in any form, unsolicited letter and post-tender correction may invoke summary rejection. Conditional tenders will be rejected. Non-compliance of applicable General Information and Instructions will disqualify the Bid.
  8. The Bidders should have Digital Signature Certificate (DSC) for filling up the Bids. The person signing the tender documents should be authorized for submitting the on line e-tender.
  9. The Bidders shall fill up the Prescribed Format for submission of **Technical (Techno-commercial) Bid as per "Annexure-B"** format duly signed by the authorized signatory. The person signing the tender document should be authorised for submitting the online e-tender.
  10. The Financial Bid shall be filled in and signed by the authorized signatory online as per Proforma **"Annexure-I"** available at Central Public Procurement Portal e-tender system website <http://eprocure.gov.in/eprocure/app>. Off line Financial Bid shall not be accepted.
  11. Tender must be uploaded in two separate covers marked **Cover-1** (Technical Bid) and **Cover- 2** (Financial Bid/BOQ).The contents of Cover-1 and Cover-2 shall be as follows:-  
**Cover-1**
    - i. "Technical (Techno-Commercial) Bid" (as per **Annexure-B** format) duly filled in and digitally signed with official stamp.
    - ii. All relevant documents related to "Technical (Techno-commercial) Bid" as per **"Annexure-B"**.
    - iii. The Technical Brochures of each equipment with technical explanation for every feature of the product offered by the bidders.
    - iv. The scanned copy of the Demand Draft / Fund Transfer details such as UTR Number etc. duly typed in the letter head for **INR 1, 50, 000 (Rupees One Lakh Fifty thousand only) as Earnest Money Deposit.**

- v. The scanned copy of “General Terms & Conditions” (**Annexure-C**) duly signed by the Authorized Signatory with official stamp as a token of acceptance of the bidders.
- vi. Duly filled in Agency Experience (Private/PPP/JV/Consortium Projects) as per **Annexure – D**
- vii. Duly filled in details of key team members as proposed by him for deployment on site for successful completion of the project as per **Annexure –E**
- viii. Duly filled in and certified summary of Turnover details as per **Annexure – F**
- ix. Duly signed consent letter from experts as per the format given in **Annexure - G**

### **Cover-2**

- i. The “Financial Bid (BOQ)” (as per Detailed Scope of Work) i.e. Schedule of Price Bid in the item wise tabular format duly filled in and digitally signed
- ii. “Cost Break-up” for each quoted components (as per milestones indicated in the Para 3 of main tender in Detailed Scope of Work) duly filled in tabular format (As per **Annexure – H**) and digitally signed with official stamp.

The Cover-1, i.e. Technical (Techno-commercial) Bid shall be opened by the Council at the first instance and evaluated by the competent authority of the Council. At the second stage, the Cover-2 containing Financial Bid of only techno-commercially acceptable offers shall be opened for further evaluation and ranking before awarding the contract.

- 12. Bidder, who will be finally selected for the execution of the work as per the scope of this tender, shall not be allowed to participate in the other tender, which will be floated by National Council of Science Museums, for the execution of the project based on the design and BoQ submitted by the successful bidder of this tender.
- 13. Authorities of National Council of Science Museums do not bind themselves to accept mere lowest tender and reserves the right to reject or accept any or all tenders wholly or partially without assigning any reason whatsoever.
- 14. In case of any query related to this tender, bidders are advised to contact Shri **Nataraj Dasgupta, Curator – G**, Central Research and Training Laboratory, National Council of Science Museums during the working hours at his **mobile number +91+9830720556**.

**Instructions for Online Bid Submission**

1. The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.
2. More information useful for submitting online bids on the CPP Portal may be obtained at <https://eprocure.gov.in/eprocure/app>

**REGISTRATION**

1. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app> ) by clicking on the link “**Online Bidders Enrollment**” on the CPP Portal which is free of charge.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.) with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC"s to others which may lead to misuse.
6. Bidders may then log-in to the site through the secured log-in by entering their user ID /password and the password of the DSC / e-Token.

**SEARCHING FOR TENDER DOCUMENTS**

1. There are various search options built in the CPP Portal to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.

2. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective "My Tenders" folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
3. The bidders should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

## **PREPARATION OF BIDS**

1. Bidders should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender 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. Bidders, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

## **SUBMISSION OF BIDS**

1. Bidders should log-into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidders will be responsible for any delay due to other issues.
2. The bidders have to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. Bidders have to select the payment option as "offline" to pay the requisite Earnest Money Deposit (EMD) and enter detail of the instrument.

4. **Bidders should submit the EMD as per the instructions specified in the tender document. The original instrument should be posted/couriered/given in person to the Tender 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.**
  
5. A standard Price Schedule format (BOQ) has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidders). No other cells should be changed. **In case no rate value is required to be quoted in any particular cell , that cell may be kept blank , figure "0" (zero) shall not be entered in such cell(s).** Once the details have been completed, the bidders should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidders, the bid will be rejected.

**In addition to the above the Cost Break-up, activity wise, shall need to be submitted in tabular format duly digitally signed with official stamp.**

6. The server time (which is displayed on the bidders" dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
  
7. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener"s public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
  
8. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
  
9. Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message and a bid summary will be displayed with the bid number and the date & time of submission of the bid with all other relevant details.



10. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

### **ASSISTANCE TO BIDDERS**

1. Any enquiries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority.
2. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal helpdesk. The contact number for the helpdesk is 1800 233 7315.

**NATIONAL COUNCIL OF SCIENCE MUSEUMS  
SECTOR-V, BLOCK-GN, BIDHANNAGAR,  
KOLKATA – 700 091**

**TENDER No. I-18012/10/20(54)  
TECHNICAL (Techno-Commercial) BID**

Notes: **ALL PARTICULARS / INFORMATIONS SHOULD BE GIVEN IN THE FOLLOWING FORMAT WITH COMPLETE DETAILS.**

1.	Name of the Bidder	:	
2.	Mailing address of the Bidder with PIN/ZIP Code	:	
3.	Contact details	:	
	Telephone numbers(s)	:	
	Mobile	:	
	Fax number(s)	:	
	E-mail address	:	
4.	Website	:	
	(i) Background details of the Bidder (Profile of the agency/consortium establishing their status)		
5.	Name and Address of the Vendor to whom the order will be placed(NCSM prefers to procure the entire system from a single source)		
6.	A minimum of five (5) years' experience in designing and/or curation and/or developing museums/permanent gallery space of a museum (hereafter referred as permanent gallery space) at International/ Central / State Govt. level. (Refer to Para 4-ii-a of Eligibility criteria). Provide documentary proof.	:	

7.	Accomplished and completed at least three (3) museum/permanent gallery space designing projects in last five years; (refer to Para 4-ii-a of Eligibility criteria). Provide documentary proof.	:	
8.	Past experience of designing museum/permanent gallery space of at least 25,000 sq feet in one/single project, in last five years; (refer to Para 4-ii-a of Eligibility criteria). Provide documentary proof.	:	
9.	Past experience of completing at least one single work of museum/permanent gallery design of a total contract value of Rs 50 lakhs, in last five years (refer to Para 4-ii-a of Eligibility criteria). Provide documentary proof.	:	
10.	Proof of financial status of the Firm. Audited Balance Sheet & Profit & Loss Statement for last 5 years indicating total turnover, net profit as well/Income tax returns of previous five assessment years.(submit documentary evidence). (Refer to Para 4-ii-c of Eligibility criteria). Provide documentary proof.	:	
11.	Manpower profile of the bidder and qualification & experience of professionals on roll (refer to Para 4-ii-b of Eligibility criteria). Provide details and brief one page CV of each professional on roll.	:	
12.	Any recognition/appreciation/award for projects done by agency/firm	:	
13.	Project Implementation Schedule (Gantt Chart) from the placement of order	:	

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

**Date:**

**Official Seal and Signature of the Agency/Tenderer**

NATIONAL COUNCIL OF SCIENCE MUSEUMS  
SECTOR-V, BLOCK-GN,  
BIDHANNAGAR, KOLKATA – 700 091.

**TENDER No. I-18012/10/20(54)**

**GENERAL TERMS AND CONDITIONS FOR SUBMISSION of Tender for PREPARATION OF DESIGN AND DEVELOPMENT PLANS FOR SELECTED GALLERY SPACES OF NATIONAL MUSEUM, NEW DELHI**

1. The successful Bidder 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) :**
  1. Bid should be submitted along with the **Earnest Money of INR 1,50,000.00 (Rupees one lakh fifty thousand only), which is 2.5% of the estimated value of the work, as detailed in Sl. No.5 on page 11 of General Information and Instructions.**
  2. Exemption of depositing EMD is allowed only to the MSME/NSIC registered bidders.

**Document required for availing exemption of EMD for MSME's registered with NSIC:**  
**The following procedure is adopted for the bidders of MSME's registered with NSIC:**  
The MSMEs who intent to claim benefits under MSME act, shall fulfil the following, otherwise they run the risk of their bid being passed over as "INELIGIBLE" for the benefits applicable to MSME's and their bid will not be considered for evaluation.

    - a. MSMEs which are specified by the Ministry of Micro, Small and Medium Enterprises under MSME Act 2006 and Public Procurement Policy, 2012 as **Manufacturing/ Service Enterprises should have registered with NSIC under its Single Point Registration Scheme (SPRS).**
    - b. NSIC certificate with monetary limit indicated should be valid on the scheduled date/ extended date of submission of tender. Certificates without monetary limit will not be considered.
    - c. The items of Product/ Services mentioned under NSIC certificate should be the same or similar to the tendered items
    - d. The monetary limit stipulated in the NSIC certificate of MSME's should be equal or more than the value of work(s)/Supply is/are "In hand (Progress)" awarded under MSME benefits during the financial year plus estimated cost of this tender for availing EMD exemption.
    - e. If monetary limit is less than the value of work(s)/ Supply is / are "In hand (Progress)" awarded under MSME benefits during the financial year plus estimated cost of this tender, they should obtain "Competency Certificate" from NSIC for participating in this tender as well as to avail MSME benefits. The competency certificate should be uploaded along with the tender document.
3. **Time of Completion:**

**Time is the essence of the work. The entire work shall be completed positively within 45 (Forty Five) days from the issue of Letter of Acceptance (LOA) by NCSM.**

4. Every effort should be made to complete the entire work by the successful bidder within the committed Project implementation schedule. **In case the successful bidder fails to comply with the specified time schedule as per the approved Gantt chart and accepted terms and conditions, and where the progress of work is not found satisfactory, and commensurate with the expected progress as per the Gantt chart, National Council of Science Museums reserves the right to cancel the order and forfeit the EMD.** The decision of the National Council of Science Museums in this regard shall be final and binding on the successful bidder. The successful bidder cannot claim any compensation for such cancellation or determination of contract.
5. **Inspection:**

The successful bidder shall also mandatorily arrange for inspection of the concept design and content details, whenever desired by the authorized officials of National Council of Science Museums. Any /all defect(s) / shortcomings pointed out to the successful bidder by the competent representative of National Council of Science Museums during such inspection shall be promptly rectified at the cost of the successful bidder to meet the desired quality, and specification as per requirement of National Council of Science Museums failing which penal action shall be taken as deemed fit by National Council of Science Museums. The decision of National Council of Science Museums in this regard shall be final and binding on the successful bidder.
6. **General Terms of payment**
  - a. **100% of the amount quoted on satisfactory completion of the entire scope of work and acceptance of deliverables by the competent authority. No advance payment will be made.**
7. **Penalty Clause**

In case of non-completion of the entire work within the stipulated time, and the delay is not attributable to site requirements, **Liquidated Damage (L.D.) @1% of the tendered value per week** shall be recovered from the bill of the successful bidder subject to a maximum of 10% of the tendered value.
8. The authorities of the National Council of Science Museums 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 National Council of Science Museums for such amendments.
9. In case the successful bidder refuses to accept the offer after finalisation or does not comply with the Clause No.01 within 03 (three) days from the date of placement of the order as per the finalised and accepted terms & conditions, earnest money deposit would be automatically forfeited and the order shall be cancelled forthwith.
10. The authorities of National Council of Science Museums (NCSM) do not bind themselves to accept the lowest tender and reserves the right to accept or reject any or all tenders wholly or partially without assigning any reason whatsoever.
11. All disputes and differences between the successful bidder and National Council of Science Museums

of any kind whatsoever 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 Director General, National Council of Science Museums, whose decision in this regard will be final and binding on both the successful bidder and the National Council of Science Museums. 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.

12. All other conditions given in the tender document under various sections shall stand valid and the successful bidder shall abide by them.

### 13. Confidentiality Clause

- a. **Information relating to the examination, clarification, evaluation and comparison of bids, and recommendations for the award of a contract, shall not be disclosed to bidders or any other person not officially concerned with such a process until the award to the successful bidder has been announced;**
- b. **From the time of bid opening to the time of contract award, no bidder shall contact the Procuring Entity on any matter related to the bid, except on request and prior written permission;**
- c. **Any effort by the bidder to influence the Procuring Entity in bid evaluation, bid comparison or contract award decisions will vitiate the process and will result in the rejection of the bidder's bid.**

### 14. Other Terms & Conditions:

- a. Floor plan and engineering drawing of the floors will be provided to successful bidder. a) Category wise list of artefacts and their approximate sizes to give an indication of the
- b. Collections will be provided to successful bidder.
- c. For preparation of bids, Bidders are advised to visit National Museum and assess site conditions.
- d. The quoted rate shall remain unchanged during the entire contract period.
- e. In case of the work is carried out in phases, payment will be made on pro-rata basis based on selected floor area of gallery space.
- f. **NCSM or NM may enhance or reduce the floor area by 25% with pro-rata enhancement /reduction in total cost of the project.**
- g. **All communication to bidders regarding opening of bids, status of evaluation of bids, award of work etc. will be through CPP Portal only.**

**EXPERIENCE IN DESIGNING MUSEUMS/PERMANENT GALLERY SPACE OF MUSEUMS AT INTERNATIONAL/ NATIONAL / STATE LEVEL IN LAST 5 YEARS**

Agency Experience (Private/PPP/Joint Venture/Consortium Projects)

S. No	Name of the project	Cost of the Order awarded in INR	Name of the Client	Phone of Contact Person of Client	Starting Date of Project	Completion Date of Project	Details/ Scope of work	Gallery area of the project

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

**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. (Please refer to eligibility criteria 4-ii-b)

<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 Team ( Design / Architecture)	
(b)	Museum/ Interpretation Centre design Expert	
(c)	Art and Graphics/ Interior Designing Expert	
(d)	Interactive Designing/ Software Developer / Engineers/ Multimedia/AR-VR/2D and 3D Film production expert.	
(f)	Other Manpower	

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

---

(Signature of Authorised Signatory)



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

**TOWARDS THE QUALIFYING EXPERIENCE**

S. No.	Financial Year	Turnover in Indian Rupees(INR)
1.	2016-17	
2.	2017-18	
3.	2018-19	

S. No.	Financial Year	Profit After Tax in Indian Rupees(INR)
1.	2016-17	
2.	2017-18	
3.	2018-19	

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

\_\_\_\_\_  
(Signature of Authorised 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.

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

I \_\_\_\_\_, voluntarily agree to participate in the project if \_\_\_\_\_ is awarded the work of Conceptualization, planning, designing, content development, curation of Gallery Space and supervision & monitoring of the development of the galleries during execution of the work at National Museum, New Delhi.

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 minimum of two weeks' notice, only with the approval of the authority of National Council of Science Museums.

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 National Council of Science Museums 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 & Seal of the Expert

Signature & Seal of the Bidder

(Name and Designation of Expert)

**FORMAT FOR DETAILED COST BREAKUP FOR DIFFERENT MILESTONES**

Milestone Number	Scope of Work	Quoted Basic Cost (in INR)	GST (in INR)	Total Cost (In INR)
1	Developing a Concept Plan integrating all galleries			
2	Creation of Gallery wise themes			
3	Gallery Design			
4	Preparation and submission of hard copies of the Detailed Project Report (DPR) including detailed floor drawings (good for construction), Bill of Material (BOM) with detailed technical specifications, quantity, estimated cost etc. for execution of the project			
5.	<b>3-D layout &amp; walkthrough model for the Galleries in soft format</b>			
<b>Total Cost</b> (Should be equal to the lump sum cost quoted in the BoQ.)				

**TENDER NO.** I-18012/10/20(54)

**ANNEXURE – ‘I’**

**Name of the Work: PREPARATION OF DESIGN AND DEVELOPMENT PLANS FOR SELECTED GALLERY SPACES OF NATIONAL MUSEUM, NEW DELHI**

**FINANCIAL BID FORMAT**

**Rate NOT to be quoted here. To be quoted in excel sheet at CPP Portal**

<b>Tender Inviting Authority: Director General, National Council of Science Museums, Kolkata.</b>					
<b>Name of Work: PREPARATION OF DESIGN AND DEVELOPMENT PLANS FOR SELECTED GALLERY SPACES OF NATIONAL MUSEUM, NEW DELHI</b>					
<b>Contract No: Tender No</b>					
<b>Name of the Bidder/ Bidding Firm / Company :</b>					
<b><u>PRICE SCHEDULE</u></b>					
(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only )					
<b>Sl. No.</b>	<b>Item Description</b>	<b>Quantity</b>	<b>Units</b>	<b>Estimated Rate in Rs. P</b>	<b>TOTAL AMOUNT including Taxes in Rs. P</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
1	<b>Design &amp; Development Plans:</b>				
1.01	Preparation of design and development plans for selected gallery spaces of National Museum, New Delhi, as per Detailed Scope of Work (Para-3, p-5 of Tender Document)	1.00 (Area: 40,000 sq feet)	Job		
<b>Total in Figures</b>					
<b>Quoted Rate in Figures</b>			Select		
<b>Quoted Rate in Words</b>					

**Detailed break up cost, activity and milestone wise (Annexure-H) is enclosed.**

**Offline Financial Bid shall not be accepted under any circumstances.**

## Tentative area of the galleries and number of objects in each theme/gallery space

SI No	Name	Area (Sq Ft)	No of Exhibits (Tentative)	Type of Objects
1	Harappa Gallery	6,000	500	Pottery, Metal, Indus Valley Objects
2	Maurya-Sunga-Satvahana, Kussana-Ikhshvaku Gallery	5,000	180	Stone Sculpture
3	Gupta, Early & Medieval Art Gallery	4,500	100	Stone Sculpture
4	Late Medieval Art Gallery	4,000	60	Stone Sculpture
5	Sculpture Gallery-III	4,000	80	Stone Sculpture
6	Inter Disciplinary Gallery (Painting, Manuscripts, Decorative Arts)-I	4,500	250	Paintings, Manuscripts, Decorative Arts
7	Inter Disciplinary Gallery (Painting, Manuscripts, Decorative Arts)-II	4,000	200	Paintings, Manuscripts, Decorative Arts
8	Decorative Arts including Textiles Gallery	4,500	150	Textiles, Decorative Arts ( Wooden, Brass, Ivory)
9	Jewellery Gallery	3,500	300	Metallic Jewelleries
	<b>Total</b>	<b>40,000</b>	<b>1820</b>	

- No of exhibits may change (+/- 25%) at design stage
- Sizes are assorted.
- The bidder are advised to visit the National Museum to assess actual site conditions.