

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

**TENDER No. I-18012/10/19 (457)**

**NOTICE INVITING e-TENDER**

**Name of the Work:** Conceptualization, planning, designing, content development, curation of Gallery Space at National Museum, New Delhi & its extension at Red Fort, 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, developing and curating museums/exhibitions, who satisfy the eligibility criteria enumerated in the Tender Documents for conceptualization, planning, designing, content development, curation of Gallery Space at National Museum, New Delhi and its extension at Red Fort, Delhi. 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	March 05, 2020, at 03.00 p.m.
Bid Document Download Start Date	March 05, 2020, from 03.00 p.m.
Bid Document Download End Date	March 25, 2020, up to 12.00 noon
Bid Clarification Start Date	March 05, 2020, from 04.00 p.m.
Bid Clarification End Date	March 20, 2020, up to 04.00 p.m.
Bid Submission Start Date	March 06, 2020, from 06.00 p.m.
Bid Submission End Date & Time	March 25, 2020, up to 12.00 noon
Earnest Money Deposit (EMD)	Rs. 2,50,000.00 (Rupees two lakhs fifty thousand only) <i>Original EMD shall be submitted by the bidder at <b>NATIONAL COUNCIL OF SCIENCE MUSEUMS, KOLKATA 700091</b> before March 26, 2020 at 12 noon.</i>
Technical (Techno-Commercial) Bid Opening Date	March 26, 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	March 30, 2020, at 10.00 a.m. & onwards
Financial Bid opening Date	<i>To be notified later</i>

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.

NCSM 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.

## **1. Introductory Note**

National Museum is visited by over 4 lakhs people every year. The proposed work is for designing and curation of selected gallery space of the museum. Broad objective will be to introduce modern display techniques and presentation of the artifacts, conceptualising and curation of the galleries with emphasis on interpretation, build storyline with appropriate narrative to achieve international standard in respect of design, display, interaction and interpretation. Total gallery space under consideration would be about **90,000 square feet** spread across multiple halls at National Museum and its Red Fort extension, of which 30,000 Square feet space will be in National Museum and 60,000 Square feet will be in Red Fort.

## **2. Gallery Spaces & Object Details**

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

- a) Pre-History & Indus Valley Civilisation
- b) Sculptures ( Mauryan to Late Medieval period)
- c) Paintings
- d) Jewellery
- e) Decorative Art (including Textiles)
- f) Buddhist Art
- g) Arms & Armour
- h) Coins ( Numismatics and Epigraphy)
- i) Manuscripts
- j) Anthropology

## **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 and their context & importance in the overall theme for creating a seamless narrative. Complete list of objects will be made available to successful bidder. The concept plan should also incorporate aspects for making overall presentation more interactive and enriching 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 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. **(Milestone-1)**
- c. Content and Story line 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:**

- a. This will include gallery layout, design of showcases/display cases, placement of showcases, placement of objects, provision of digital equipment, interactive kiosks etc.
  - b. Display design shall take into account sensitivity of antiquities like temperature, humidity, security, illumination level 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.
  - c. The gallery design shall represent the overall concept, the broad theme and sub themes.
  - d. Design shall also include 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 along with content management system.
  - e. Any other item necessary for Museum set-up and visitor's interpretation and facilitation.
- e. The agency shall provide detailed floor drawings (good for construction) for execution along with a 3-D layout, ~~and~~ walkthrough model for the Gallery spaces along with the Bill of Material to depict the final presentation and for approval. **(Milestone-3)**
  - f. Submit a plan for Curatorial walk of about 90 minutes for guided visit of the gallery space. **(Milestone-4)**
  - g. The agency shall provide service of supervision and monitoring of the development of the galleries during execution of the work by the contractors who will be awarded the work of fabrication, installation, testing and commissioning. **(Milestone-5)**

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 suggested by NCSM or NM

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

1. The bidder should be a Design firm/Company/Consortium of allied professionals/organization.
2. The bidder should have academic, technical and financial capabilities on the lines mentioned below.

- a. Experience - The applicant firm/tenderer should have a minimum of 5 years' experience in designing/curation/executing interpretation/ museum galleries, 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 in total.
- b. The bidder should have past experience of designing and curation of a museum/gallery space of around 30,000 sq feet in last five years.
- c. Financial soundness - The applicant should have:
  - i. PAN/GST registration
  - ii. Average Turnover of at least Rs. 3.5 Crore in last 3 years
  - iii. Having executed one single similar work of at least 1 crore or two similar works of 60 lakhs each in last three years.
- 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
  - ii. Expert in the fields of object categories as given in Para 2.0 (1) and in the field of Museum/ Interpretation centre design and installation/Art and Graphics/ Interior Designing/ Interactive Designing/ Software Developer/ Engineers/ Multimedia/AR-VR/2D and 3D Film producer(s).
- e. The bidder shall provide documentary evidences in support of above (a to d).

**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:

<b>Sl. No.</b>	<b>Evaluation Criteria/ Parameter</b>	<b>Max. Score</b>	<b>Bidder's Score</b>
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: I. (Turnover uptoRs.3.5 crores -	20	

5 Points

II. >3.5 to 5 crores – 10 Points

III. >5 crores –15 Points

IV. >10 crores-20 Points.

A Copy of Balance Sheet/ an authentic audited document clearly specifying above services of the Agency/Firm is required.

2. Recognition of work, appreciation letters from **Central Government, State Government and International organisations of repute like the UN**, winning of national level design competitions and awards. 10  
Details of design competitions won, and awards received. Also enclose copy of documentary proof.
3. Experience of agency/firm in the field of execution and development of similar projects: 3 marks if agency has done up to 3 similar projects, 5 marks if bidder company has done 4 projects, 8 marks for 6 projects executed successfully in the country. Additional 2 marks for 1 or more International projects of similar nature. 10  
Enclose list of projects along with documentary proof of completion for similar projects.
4. Experience in consultancy assignments / jobs – The firm should provide for three citations (in various price bands) of consultancy assignments / jobs or related Project assignments completed/ongoing by Agency/firm during the last three years of the value as under: (Project value more than 50 lakh to 1 crore ) upto 3 projects - Points: 2; 4 to 6 projects - Points: 5, 7 to 9 projects - Points: 8, 10  
Proof of successful completion of

engagements and remuneration pertaining to consultancy assignments / jobs or related Projects (Work Order/Completion Certificate/ Client Certificate and citations) are required.(Additional 2points can be allotted if at least one project experience is with State/Central Govt.)

5. Technical Presentation including Concept and Detailed Project Report (Subjective evaluation). 50
- Marking will be done on following counts:**

- **Concept Plan elaborating what is to be shown and how it is to be shown in each gallery (10 marks),**
- **Layout plan (5 marks),**
- **Illumination and signage design plan (10 marks),**
- **Digital Interactive Technology implementation plan with detailed engineering drawing (5 marks),**
- **Complete Bill of Materials including specification of each item/ equipment including safety, security and weather control Plan (5 marks),**
- **Curatorial walk Plan (5 marks),**
- **Aesthetic gallery design presented as artists' rendition of each section and galleries overview (10 marks).**

Technical details of the proposed project provided in the bid.

**Total Marks 100**

The minimum qualifying score will be 80% of total marks as above.

**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) x 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 80% and 20% 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.
- c) The Best Value Bidder may be different for the two different items of work mentioned in the Financial Bid document, in which case separate LoI will be issued for the two works.

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. Bid should be submitted along with the **Earnest Money of INR 2,50,000.00 (Rupees two lakhs fifty thousand only)** by way of crossed Demand Draft/Pay Order on any nationalized bank of India payable in favour of “NATIONAL COUNCIL OF SCIENCE MUSEUMS, KOLKATA”. 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. If the successful bidder fails to execute the order strictly as per the Council’s drawing & specification in full or part within the stipulated delivery period of the purchase order, the Earnest Money deposit retained with the Council shall be forfeited forthwith after cancellation of the concerned order.
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-C**” 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 for INR 2,50,000 (Rupees Two Lakhs Fifty Thousands 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.

**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 Detailed Scope of Work) duly filled in tabular format 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.** 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.

**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** shall 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-18012/10/19 (457)  
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	:	
	Website	:	
4.	(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.	Past experience in development/up-gradation of Interpretation centres during last 3-5 years giving details of established clients, especially Government agencies. Submit satisfactory work completion certificate issued by Government agencies, if any.	:	



7.	Submit the documentary evidence of Execution/consultancy of latest work of similar nature and magnitude of minimum single order value of more than 50 lakh.	:	
8.	Proof of financial status of the Firm. Audited Balance Sheet for last 5 years indicating total turnover as well/Income tax returns of previous five assessment years.(submit documentary evidence).	:	
9.	Manpower set up of the firm and qualification of professionals.	:	
10.	Any recognition/appreciation/award for projects done by agency/firm	:	
11.	Detailed Concept Proposal for the proposed Museum Galleries as per enclosed guideline and Terms & Condition.	:	
12.	Content Plan for the Museum with brief description of each thematic section, description of title and brief content of each exhibit in the section and the corresponding mode of display.	:	
13	Brief AV script for the digital interactive and film.	:	
14	Layout plan for Museum and each section with sample Artists' rendition of 3D image of one/two galleries along with walkthrough	:	
15	Titles of all Panels with one sample design	:	
	Brief plan write up for Curatorial walk	:	
	Bill of material for all Hardware equipment with specification of each item	:	
	Content plan for all multimedia and Interactive units	:	
	Bill of quantity for exhibition materials with specification of each item	:	

	Sample drawings of artifact display cases, exterior and interior design	:	
	Sample design for signage and signage plan	:	
	Staff engagement plan including research scholars and subject matter experts for contend development and interpretive text.	:	
	Publicity Plan and Visitor engagement plan	:	
	Project Implementation Schedule (Gantt Chart) from the placement of order (maximum 9 months period)	:	

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-18012/10/19 (457)**

**GENERAL TERMS AND CONDITIONS FOR SUBMISSION of Tender for conceptualization, planning, designing, content development, curation of Gallery Space at National Museum, New Delhi and its extension at Red Fort, 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) of Indian **INR 2,50,000 (Rupees Two Lacs and Fifty Thousands only)** to be submitted by way of Demand Draft / Pay Order drawn on **National Council of Science Museums payable at Kolkata**. Earnest Money deposits of unsuccessful bidders 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 tender are to be procured or within 2 (two) months from the date of the opening of the tenders, whichever is earlier. Earnest Money Deposit in respect of the successful bidder will be retained with the Council until the completion of entire execution of the order as per terms and conditions of the tender. In case, the successful bidder 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 tender shall be forfeited.
5. **Time of Completion:**  
Time is the essence of the work. The entire work (except **milestone 5**) shall be completed positively by the time of completion committed (maximum 180 days) in the Project implementation schedule by the successful bidder.
6. 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.

## 7. **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) 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.

## 8. **General Terms of payment**

- a. 30 % after completion of Milestone 1 and 2
- b. 50 % after completion of Milestone 3 and 4
- c. 20% after completion of Milestone 5

Payments will be made only after Milestone wise satisfactory completion in all respect which shall mean the written acceptance from the Council that the Works were performed satisfactorily by the firm under the Contract, as specified in the accompanying Technical Specifications or otherwise agreed in the Contract.

10% against Milestone 5 will be released only after satisfactory execution of the work of fabrication, installation, testing and commissioning of the museum galleries by the selected vendor.

## 9. **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.

10. 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.
11. 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.
12. 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.

13. All disputes and differences between the successful bidder and National Council of Science Museums 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 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.
  14. All other conditions given in the tender document under various sections shall stand valid and the successful bidder shall abide by them.
  15. 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 collections will be provided to successful bidder.
    - b) For preparation of bids, Bidders are advised to visit National Museum and assess site conditions.
    - c) The quoted rate shall remain unchanged during the entire contract period.
    - d) 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.
- e) NCSM or NM may enhance or reduce the floor area by 20% with pro-rata enhancement/reduction in total cost of the project.