

Government of India
National Museum

-Supply of Museum/Archival Display Cases for Special Exhibition *Everlasting Flame: Zoroastrianism in History and Imagination* to be held at National Museum in March 2016
Notice Inviting Tenders

1. Introduction

National Museum is the premier museum of India. The museum has over 2,00,000 objects representing 5,000 years of Indian art and craftsmanship. The collection includes sculptures in stone, bronze, terracotta and wood, a large collection of miniature paintings and manuscripts, coins, arms and armour, jewellery and anthropological objects. Antiquities from Central Asia and pre-Columbian artefacts are the two non-Indian collections in the Museum.

National Museum is organizing an International Exhibition titled *Everlasting Flame: Zoroastrianism in History and Imagination* from 19 March 2016 to 29 May 2016 within its premises. The Exhibition will showcase over 300 objects lent from various national and international agencies/museums of high repute and display rarest of rare objects. The project is being sponsored by the Ministry of Minority Affairs under their Scheme *Humaari Dharohar* and is in collaboration with the Unesco Parzor Foundation.

In this connection, National Museum invites tenders from national and international Display Case Manufacturers to supply international standard Museum/Archival Display cases as per details, numbers and specifications given in this Tender and Annexure 1 of this Document.

Applications will be accepted in a two-bid format with a Technical Bid and a Financial Bid. For details of the Display cases and application procedure please see below.

2. Specifications of the Display Cases

2a. Qualitative Specifications

The Display Cases to be supplied will have to strictly adhere to the qualitative specifications below. No compromise will be made on any specification as rarest of rare manuscripts and art objects are to be displayed in these cases.

1. Steel and Aluminium Frame and Base
2. Zero Formaldehyde Emission MDF panels (ZF- MDF); Neutral Materials
3. 3 coats of Dacrylate 103-1 on all MDF elements
4. MDF sealed with Moistop
5. Blocks and internal mounts covered with acid free Creation Bauman museum approved cloth.
6. Airtight Seals
7. Internal hygrometers
8. 10mm Opti-white/carbonated laminated safety glass
9. Safety lock (Zeiss Ikon) /Abloy Locks for every door

10. Steel label carriers
11. Internal environmental condition Proisorb trays
12. Air exchange pump units for each case
13. Internal fibre optic light /LED spot lighting, with filters, operation at 220 Volts. For details of Lighting Fixtures specific to each case please refer to Annexure 1.
14. Equipped with Radio Transmitted Security systems (that respond to Vibration and Contact) and connected to a Central Control Room to recognized insurance standards. The system should have repeater transmitter booster signals that will be fixed to the site specifications. Each case should have its own RFID (Radio Frequency Identification).
15. Provision for hanging shelves at various levels within cases. Shelves not necessary at this stage.
16. If required, Temperature and Relative Humidity Control Units will be purchased separately from the Company

2b. Quantity Specifications

Four different types of Cases will have to be supplied. They include

- a. Wall Cases (freestanding) ó 13
- b. Island Cases - 8
- c. Table Cases - 8
- d. Hanging Cases ó 2

Total Number of Cases – 31

2c. Case Design, Dimension and Joinery Specifications

The specific Case Design, Dimensions and Joinery for each of the 31 Display cases are indicated via diagrams and drawings attached at **Annexure 1**. They will have to be adhered to strictly as the Case Design is specific to objects to be displayed in them.

2d. Delivery and Assembly of Cases

1. The Case supplier should depute specialized staff to hand-over, assemble and situate/locate 100% perfect condition cases on-site by 10th Feb 2016 at National Museum, New Delhi, India.
2. The Case manufacturer will arrange for Transit Insurance for the Display Cases (covered from source/factory to the Installation site at National Museum). The Museum will not be responsible for any damages to Cases during transit or before Hand-over.
3. The Case Manufacturer may depute an officer to National Museum to inspect the site and other logistics for internal movement of cases within the building ahead of Supply if they wish.
4. The Case Manufacturer may provide terms and conditions of its Warrantee on the cases for consideration by National Museum.

5. The Case Manufacturer will be responsible for Custom Clearance including duties if applicable on the arrival of the Display Cases.

3. Time Frame

The Cases must be delivered and installed by 10th Feb 2016, 5:00 pm.

4. Eligibility Criteria for Display Case Manufacturers

1. The Display case manufacturer should have been manufacturing Museum/Archival Display cases for at least 10 years as on 1 Oct 2015.
2. The Display case manufacturer should have a valid registration in India or abroad as a Company. The Relevant Registration Documents should be submitted.
3. The Manufacturer should have supplied display cases to at least three of the following Museums within the last 5 years (2010-2015)
 - a. British Museum, UK
 - b. British Library, UK
 - c. Victoria and Albert Museum, UK
 - d. Metropolitan Museum of Art, New York
 - e. Any Indian Institution
4. A detailed list of Indian and international clients with copies of at least 10 work orders from clients delivered to within the last 5 years should be submitted.
5. The Tenderer should be able to depute a Team of Handlers/Engineers to hand-over, assemble and situate/locate display cases on site at National Museum, New Delhi. This will be included in the overall quote for cases.
6. The Case Manufacturer should preferably have a formal Representative/Agent in India (who can communicate in English language) with a registered office herein. Relevant Registration certificates, if different from that of the principal applying company should be submitted.
7. The Indian representative should have a requisite TIN, PAN, VAT and service tax registration numbers as required under relevant rules.
8. The Tenderer should have a valid bank account in India.
9. The Tenderer should have a minimum annual turn-over of Rs. 10 Crores or equivalent per year. Relevant Balance sheets for the last 5 years should be submitted.

10. All communication pertaining to this Tender will be carried out in English/Hindi language only.

4. How to apply

Applications may be submitted by Display case Manufacturers as per eligibility criteria above. An applicant may apply by submitting envelopes containing two bids viz -Technical Bid and -Financial Bid separately in two envelopes which should be kept in a single cover super-scribed with the following words: **Tender for Supply of Museum/Archival Display Cases for Special Exhibition *Everlasting Flame: Zoroastrianism in History and Imagination* to be held at National Museum in March 2016.** This cover should have the full address, phone number and email id of the applying company.

The application should be submitted with a covering letter on the applicant's letterhead to the Director General, National Museum, Janpath, New Delhi-110011, not later than 30 November 2015, 3:00 pm from the date of advertisement in newspapers along with EMD of Rs. 25,000 (Twenty Five Thousand Only) by way of DD/Pay Order in favour of **DDO National Museum**.

Technical Bid

The -Technical bid shall include the following documents along with an EMD of Rs. 25000/- (Twenty Five Thousand Only) paid by DD/Pay Order favouring '**DDO National Museum**'.

- a. Full name of the company and contact details including email id, phone number and complete address.
- b. Detailed profile of the organization including proof of registration of Case Manufacturing and Indian Agent/counterpart where applicable. Brochures on entire range of product line may be submitted.
- c. A detailed list of Indian and international clients with copies of at least 10 work orders from clients delivered to within the last 5 years should be submitted.
- d. Proof that the Case Manufacturer has supplied cases to at least three of the following Museums within the last 5 years (2010-2015)
 - i. British Museum, UK
 - ii. British Library, UK
 - iii. Victoria and Albert Museum, UK
 - iv. Metropolitan Museum of Art, New York
 - v. Any Indian Institution
- e. Proof of annual turnover and annual audited accounts for last 5 years.
- f. Copy of TIN, PAN, VAT, service tax or similar Tax Registration documentation as required under relevant rules.

- g. Indian Bank Account Details ó Name of the Account, Account number, Bank Name and complete address, IFSC code and MICR code.
- h. Terms and Conditions of Warrantee offered by the Company.
- i. **Undertaking:** The Technical Bid should contain an undertaking on the letterhead of the company clarifying the following
 - i. That it is able to provide Display Cases of Exact specifications as outlined at 2a, 2b and 2c above and if the qualitative/quantitative specifications of the cases are found incorrect at any stage after the delivery, the Company would need to take back the display cases and replace them with new appropriate ones.
 - ii. That the Technical Bid should also contain an undertaking on the letterhead of the company duly signed by their authorized signatory that the Company is able to deliver the cases by 10 Feb 2016.

All Documents from a to i above are absolutely mandatory to be submitted inside the Technical Bid without which it will be rendered ineligible.

Financial Bid

1. Financial Bid shall be submitted in the format provided at the **Annexure 2**.
2. The payments for the supply will be effected through Electronic Transfer. All payments will be made after complete delivery, assemblage and situation of the cases at National Museum. The payments will be made in two instalments (80% after Delivery of cases and 20% after the Defect Liability period is over).
3. A Defect Liability period of 3 months will be applicable after the supply of cases in case the offered Warrantee is not longer than 3 months.
4. Payment shall be released after due delivery and handover of the cases at National Museum in good condition and no advance amount shall be payable on order.
5. Rates quoted should be inclusive of all taxes and levies.
6. The rates quoted should be valid for at least one year from the date of award of work.

Selection Procedure

1. Eligibility:

- a. Technical bids of all applicants will be opened by National Museum on 2 Dec 2015 at 11:30 am and applications that are complete in all regards as per Eligibility Criteria at serial number 2 will be declared Eligible. If Applicants want they can depute a representative to be present at National Museum during the opening of Technical Bids.

- b. If applicants have any queries regarding this document, they may write to nationalmuseumoutreach@gmail.com for clarifications. Such clarifications will be answered to within 72 working hours from the time of query raised.
2. **Financial Scores:** Financial bids of only the technically eligible applicants will be opened and the lowest bid will be awarded the order. The time and date for opening of Financial Bids will be communicated to eligible applicants by email.
3. Work will be awarded to the applicant with the Least Financial Quote/L1 as reflected in the Financial Bid.

National Museum reserves all the rights to reject or accept any/all quotations, without assigning any reason, whatsoever. National Museum takes no responsibility for the delay, loss or non receipt of any submission or letter sent by post, within the prescribed time period. For any further clarification National Museum may be contacted at 011-23019272 (ext 273) from 11:30 am to 4:30 pm on weekdays (Second Saturdays, Sundays and Indian National Holidays closed).

National Museum
Janpath
New Delhi-110011
www.nationalmuseumindia.gov.in

On Applicant Letterhead (Should be a typed document)**Annexure 2****Format for submitting Financial Bid**

Sr. No	A. Case Type (for Types please also refer to Annexure 1 for dimensions and requirements of case lighting)	B. Number	C. Price quoted* (Rupees) Inclusive of all applicable taxes
1.	Wall case		
	Type 1	9	
	Type 2	4	
2.	Island Case		
	Type 1	4	
	Type 2	1	
	Type 3	3	
3.	Table Case		
	Type 1	1	
	Type 2	3	
	Type 3	4	
4.	Hanging Case		
	Type 1	2	
	TOTAL	31	

*Prices Quoted will be inclusive of any taxes applicable. It should also include cost of transport or delivery of cases to National Museum and any costs pertaining to the installation of such cases by Handlers/ Engineers at the Museum.

Financial quotations submitted in any other format or written by hand will not be acceptable.

(Name, Signatures and Stamp of the Applicant)