Tender No: ADG-1/2019-NM(Red Fort)

Notice Inviting Tender for Development of Layout Designs, Broad Narratives, Signage etc. for extension of National Museum, New Delhi at Delhi Red Fort Complex

Sealed tenders are invited under Two Bid System i.e. Technical Bid and Financial Bid from reputed & experienced Agencies for Development of Layout Designs, Broad Narratives, Signage etc. for extension of National Museum, New Delhi at Delhi Red Fort Complex. They work will be performed at National Museum, Janpath, New Delhi.

SCHEDULE:—

1. Posting of tender on website for downloading: **12.03.2019 from 12:00 P.M.**
2. Last Date & time for submission of tender: **05.04.2019 till 2:00P.M.**
3. Date & time for opening of Bid: **05.04.2019 at 4.00 P.M.**
5. Bid Type: Two bid system (Technical Bid and Financial Bid)

The tender documents along with instructions and terms & conditions can be downloaded from the web site [http://www.nationalmuseumindia.gov.in](http://www.nationalmuseumindia.gov.in) and [https://eprocure.gov.in/cppp/](https://eprocure.gov.in/cppp/)

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

(Signature)
(Administrative Officer)
National Museum, New Delhi
11.03.2019
Development of Layout Designs, Broad Narratives, Signage etc. for extension of National Museum, New Delhi at Delhi Red Fort Complex

Part-I

ELIGIBILITY AND QUALIFICATION CRITERIA TO BE MET BY THE AGENCY/VENDOR FOR PROVIDING REQUISITE SERVICES

A. General Requirements for the Tendering Company/Firm/Agency:-

   I. National Museum, New Delhi requires the services from the reputed, well established and financially sound Institution/Agency for ‘Development of Layout Designs, Broad Narratives, Signage etc. for extension of National Museum, New Delhi at Red Fort Complex’

   II. The contract is likely to be commencing from the date of acceptance and would continue for a period of three months or till the deliverables are achieved, whichever is earlier. The period of the contract may be further extended for another three months, if found necessary by National Museum. National Museum reserves the right to terminate the initial contract at any time after giving one week’s notice if the performance of the agency is not satisfactory.

   III. The successful bidder (hereafter referred as Contractor/Firm/Agency) will be required to pay minimum wages as prescribed under the Minimum Wages Act of the Govt. of India/ Delhi State Govt. The bidder will maintain proper records as required under the Law/Acts. It shall be the duty of the contracting company/Firm/Agency to enhance the wages of the employees subject to any statutory obligation /rise from time to time, as instructed by authorities concerned in this behalf. However, such statutory enhancement shall be claimed from this office by the bidder on furnishing the documentary proof of payment of such amount to its employees and this enhancement / raise shall be deemed to be agreed upon between this office and bidder.

   IV. The Bidder is required to enclose photocopies of the following documents:-

      1. PAN/GIR No.
      2. Service Tax Registration No.
      3. E.S.I. Registration No.
      4. E.P.F. Registration No.
      5. Copy of Income tax Returns for last two years
      6. Affidavit worth Rs.100/- stating that the agency is / has not been black listed by Centre / State Government / PSU.
      7. Certified document in support of financial turnover of the agency.
      8. Customer’s satisfaction certificate, issued by at least one Central Govt./State Govt./PSU or any other Govt. Institutes where vendor has provided services.

B. Technical Eligibility requirements for the Bidder:-

   i. The Bidder should have prior experience in designing at least three (3) reputed Museums under State/Central Govt.
   ii. The Bidder should have trained and experienced manpower, on roll and on full time basis, to undertake the said work.
   iii. Documentary evidences supporting above (I & ii) should be submitted.

Part-II: SCOPE OF WORK / PROCESS FLOW & DELIVERABLES

I. National Museum will be getting three barracks (National Institute of Archaeology Building, Science Building and BSF/CMP Barracks) located on the left of Diwan-e-Aam in one row, for developing an extension museum. The approximate display area will be about 50,000-60,000 sq.ft. The Curators of National Museum are already
working to select objects and identify the themes. Scaled Layout drawings of these buildings will be provided.

II. The scope of work shall be to develop / prepare the following:

1. Layout designs based on objects identified and availability of floor/wall space & 3-D Walk through.
2. Visitors Management plan
3. Safety & Security management
4. Display Lighting System
5. Digital Interactive System for enhancing museum experiences
6. Broad design of Display Narrative
7. Signage System

III. The team of the bidder will have to work closely with National Museum team, on day to day basis, to arrive at optimum design. Suitable work space will be provided for the bidder's team.

IV. Deliverables:

1. Two hard copy of the report, drawings and cost estimates along with 3D View walkthrough along with a CD containing above in soft format.
2. The Report should serve as the Master Plan for implementing the project and for any future intervention.
3. Copyrights of the Report and other documents generated during the project shall be with National Museum.

V. Timelines: Two (2) months from date of award for completing this project.

Part-III -INSTRUCTIONS TO THE BIDDERS

1. Validity of Bids: 60 days from the date of opening of tender.
2. The tenders are invited under two bid system i.e. Technical Bid and Financial Bid. The interested Agencies are advised to submit two separate sealed envelopes super-scribing "Technical Bid" and "Financial Bid" for 'Digitization of objects, their images and related information available at National Museum as per JATAN-format, the virtual museum builder' to the Administrative Officer, National Museum, Janpath, New Delhi -110011. Both sealed envelopes should be kept in a third large sealed envelope super-scribing "Development of Layout Designs, Broad Narratives, Signages etc. for extension of National Museum, New Delhi at Delhi Red Fort Complex' and be submitted in the office Administrative Officer, National Museum, Janpath, New Delhi -110011.
3. The Earnest Money Deposit (EMD) of Rs. 40, 000/- (Rs. Forty Thousand only), refundable (without interest), should necessarily be accompanied with the Technical Bid of the Company/Firm/Agency in the form of Demand Draft/Pay Order from any of the Scheduled Commercial Bank drawn in favour of "DDO, National Museum, New Delhi" valid for a period of 120 days. Bids not accompanied by Earnest Money Deposit of the requisite amount with proper validity will be summarily rejected.
4. The successful Tenderer will have to deposit a Performance Security Deposit for a sum of Rs. 1,50,000/- (Rupees One Lakh Fifty Thousand Only) within 15 days of the receipt of the formal order.
5. Bids sent through Fax/Mail/Conditions shall not be considered and will be out rightly rejected at the very first instance.
6. All entries in the tender form should be legible and filled clearly. If the space for furnishing of information is insufficient, a separate sheet may be attached. No overwriting or cutting is permitted in the Financial Bid Form. In such cases, the tender shall be summarily rejected. However, the cuttings, if any, in the Technical Bid Application must be signed by the person authorized to sign the tender bids.
7. The envelope containing Technical Bid shall be opened first on the scheduled date and time, in the office of Administrative Officer, National Museum, New Delhi in the presence of the representatives of the Company/Firm/Agency, if any, who wish to be
present on the spot at that time. The Technical Bids shall be evaluated by a Tender Committee. Financial bids of technically qualified, eligible bidders, meeting all the requisite criteria only shall be opened on a date and place to be notified later in presence of technically qualified contractors or their authorized representatives.

8. The bidder shall quote the Technical & Financial bids as per the format enclosed at Annexure I & II.

9. This Office shall not be responsible for any damages, losses, claims, financial or other injury to any person deployed by service providing Company/Firm/Agency during the course of their performing the functions/ duties or for payment towards any compensation.

Part-IV - TERMS AND CONDITIONS OF THE CONTRACT

A. General:

i. The tenderer shall abide by the details furnished by it to this office, while submitting the tender or at any subsequent stage. In case any of the documents furnished by it is found to be false at any stage, it would be deemed to be a breach of terms of contract, making the tenderer liable for legal action besides the termination / cancellation of contract, legal action for damages at the sole discretion of the Director General, National Museum, New Delhi and in such eventuality, the Earnest Money Deposit shall be liable to be forfeited.

ii. The contracting Company/Firm/Agency shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without the prior written consent of this Office.

iii. Financial bids of only those tenderers who are declared qualified technically shall be evaluated by the Technical Evaluation Committee.

vii. The Office of Director General, National Museum, New Delhi reserves the right to terminate the contract at one month's notice.

viii. The contracting Agency shall ensure that the manpower deployed at National Museum, Jan path, New Delhi conforms to the eligibility conditions, educational qualification and any other qualification, if any, as specified in the contract.

ix. The contracting Company/ Firm/ Agency shall furnish the following documents in respect of the persons who will be deployed by it at National Museum before the commencement of work:-

   a) List of persons shortlisted by Company/Firm/Agency for deployment.

   b) Bio-data of the person with photograph affixed.

x. In case, the person employed by the successful Company/ Firm/ Agency performs any act of omission/ commission that amounts to misconduct / indiscipline/ incompetence and security risks, the successful Company/ Firm/ Agency will be liable to take appropriate disciplinary action against such persons, including their removal from site of work, if required by this Office immediately after being brought to their notice.

xi. The service Provider Company / Firm / Agency shall provide Identity cards carrying the photograph of the personnel and their information including their name, date of birth, designation and identification mark etc. and uniform to the employed personnel deployed in this Office.

xii. The service provider shall ensure that any details of office, operational process, technical know-how, security arrangements, and administrative/ organizational matters are not divulged or disclosed to any person by its personnel deployed in this Office.

xiii. The service provider shall ensure proper conduct of its personnel in office premises, maintain strict discipline in and around the office premises and enforce prohibition of consumption of alcoholic drinks, chewing pan, smoking, loitering without work etc. or consuming any other intoxicant substance, food or drink during the working hours / being on duty to maintain discipline and office decorum.

xiv. The Agency shall depute a co-ordinator, out of the deployed personnel, who would be responsible for immediate interaction with the representative of National Museum, New Delhi.
xv. It will be the responsibility of the service providing Company/Firm/Agency to meet transportation, food, medical and any other requirements in respect of the persons deployed by it in this Office and this Office will have no liabilities in this regard.

xvi. For all intents and purposes, the service providing Company/Firm/Agency shall be the "Employer" within the meaning of different Labour Legislations in respect of manpower so employed and deployed in this Office. There will be no claim by the personnel employed by the service providing Company/Firm/Agency for permanent employment at National Museum, New Delhi.

xv. The service providing Company/Firm/Agency shall be solely responsible for the redressal of grievances /resolution of disputes relating to persons deployed. This Office shall, in no way, be responsible for settlement of such issues whatsoever as this Office shall have no privy of contract with the work force.

xvi. The persons deployed by the service providing Agency shall not claim nor shall be entitled to pay, perks and other facilities admissible to casual, ad-hoc, regular/confirmed employees of this Office during the period of contract or after expiry of the contract. That any issue of pay, perks, statutory obligations, welfare schemes or monetary benefits / internal arrangements of the employees, their personal insurance (if any) shall be looked after by the contracting Company/Firm/Agency and this Office has no interference or liability of any nature in any manner whatsoever.

xvii. In case of termination of this contract on its expiry or otherwise, the persons deployed by the service providing Company/Firm/Agency shall not be entitled to and will have no claim, for any absorption nor for any relaxation for absorption in the regular/other capacity. In brief there shall be no privy of contract between this Office and the individuals/work force provided by the service provider / contracting Agency.

xviii. The contracting Agency should communicate above conditions to all the persons deployed in this Office by the contracting Agency.

xix. 100% payments shall be made to the contracting Agency after completion of work, submission of the final report and acceptance of the same by National Museum, New Delhi.

xx. Failure by the contractor to comply with any statutory requirements and/or the terms of the agreement during the period of contract will result in termination of the contract and subsequent disqualification from participation in any future tender of the department.

B. Fraud and Corrupt Practices:-

i. The applicant and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Bidding Process. Notwithstanding anything to the contrary contained herein, this Office may reject any application without being liable in any manner whatsoever to the applicant if it determines that the applicant has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the Bidding Process.

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

C. - Legal:-

i. The Service provider shall be responsible for compliance of all statutory provisions relating to Minimum wages, Employees State Insurance, Employees Provident Fund and other Labour laws etc. in respect of the persons deployed by it in this Office as this office has no privy of contract with the employees.

ii. The Service provider shall also be liable for depositing all taxes, levies, cess, etc. on account of service rendered by it to concerned tax collection authorities from the time to time as per extant rules and regulations on the matter.
iii. The Service provider shall maintain all statutory registers under the applicable laws. The Service Provider shall produce the same, on demand, to the concerned authority of this Office or any other authority under Law.

iv. The Tax Deduction at Source (T.D.S.) shall be deducted as per the provisions of Income Tax Act, as amended from time to time and a certificate to this effect shall be provided to the Service Provider by this Office.

v. In case, the tendering Company/Firm/Agency fails to comply with any statutory/taxation liability under appropriate law and as a result thereof this Office is put to any loss/obligation, monetary or otherwise, this Office will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the Agency, to the extent of the loss or obligation in monetary terms.

D. - Financial:-

i. The Technical Bid should be accompanied with an Earnest Money Deposit (EMD), refundable (without interest), of Rs. 40,000/- (Rs. Forty Thousand only), in the form of Demand Draft/ Pay Order drawn in favour of the “DDO, National Museum, New Delhi” failing which the tender shall be rejected out rightly.

ii. The Earnest Money Deposit in respect of the Company/Firm/Agency, which does not qualify the Technical Bid (First Stage) / Financial Bid (Second competitive stage) shall be returned to it without any interest. Earnest Money Deposit of successful bidder shall be returned only after signing the contract and depositing the Performance Bank Guarantee. Further, if the Company/Firm/Agency fails to deploy manpower against the initial requirement within 15 days from date of placing the order, the Earnest Money Deposit shall stand forfeited without giving any further notice to the Company/Firm/Agency.

iii. Tender will be decided on the basis of lowest offer quoted among technically eligible bidders.

iv. The successful tenderer will have to deposit a Performance Security Deposit for a sum of Rs. 1,50,000/- (Rupees One Lakh Fifty Thousand Only) at the time of placing the work order within 15 days of the receipt of the formal order.

v. The Performance Security Deposit should remain valid for a period of Six months or 60 days beyond the date of completion of all the contractual obligations of the supplier, whichever is later. This Office will not pay any interest on the Performance Security Deposit.

vi. In case of breach of any terms and conditions stipulated in the contract, the Performance Security Deposit of the Company/Firm/Agency will be liable to be forfeited by this Office besides annulment of the contract.

vii. The Company/Firm/Agency shall raise the bill, in the first week of the succeeding month. Bills will be raised as per deliverables mentioned in Part-II above.

viii. The Claims in bills regarding Employees State Insurance, Employees Provident Fund, Service Charges and Service Tax, etc. if any, should be necessarily accompanied with documentary proof pertaining to the concerned month’s bill. A requisite portion of the bill/whole of the bill amount shall be held up till the proof is furnished, at the discretion of this Office.

ix. All disputes arising out of this contract shall be subject to the jurisdiction of Courts of New Delhi. However, no dispute shall be taken by either of the parties to the contract, to any court of law without first referring it to an Arbitrator, who will be appointed by Director General, National Museum, New Delhi.

x. National Museum, New Delhi reserves the right to withdraw/ relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the contracting parties.
ANNEXURE-I

TECHNICAL BID

(To be enclosed in a separate sealed envelope)

Development of Layout Designs, Broad Narratives, Signages etc. for extension of National Museum, New Delhi at Delhi Red Fort Complex

1. PAN/GIR No.
2. Service Tax Registration No.
3. E.S.I. Registration No.
4. Employee Provident Fund Registration No.
5. Copy of Income tax Return for last two years.
6. Details of the similar works handled by the tendering Company/Firm/Agency during the last five years.
7. Affidavit worth Rs.100/- stating that the agency is / has not been black listed by Centre / State Government / PSU.
8. Customer’s satisfaction certificate, issued by at least one Central Govt./State Govt./PSU or any other Govt. Institutes where vendor has provided services.

DECLARATION

1. I, ---------------- Son / Daughter / Wife of Shri------------------------

Proprietor/Director/Authorized signatory of ................................. the

Company/Firm/Agency, mentioned above, is competent to sign this declaration and execute this tender document;

2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide to them;

3. The information/ documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am/ are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of authorized person:
Full Name:

SEAL

Date:

Place:
FINANCIAL BID
(To be enclosed in a separate sealed envelope)

Development of Layout Designs, Broad Narratives, Signage etc. for extension of National Museum, New Delhi at Delhi Red Fort Complex

1. Name of Company/ Firm/ Agency with Address:

2. Details of Earnest Money Deposit: Amount: --------------------- D.D./P.O.No. ------
   ---& Date: ------------- Drawn on ------------------ (Bank)

<table>
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<tr>
<th>SI No</th>
<th>Item Details</th>
<th>Total Value (In Rupees)* (Both in Figure &amp; Word)</th>
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<td>Development of Layout Designs, Broad Narratives, Signage etc. for extension of National Museum, New Delhi at Red Fort Complex as per Scope of Work &amp; Deliverables outlined in Part-II of the Tender Document</td>
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* Excluding GST

Signature of authorized person
Full Name:
Seal:
Date: --------------------------
Place: --------------------------