

No.F. 19-1/2009-NM (EC)FAHA

Tender document with detailed specifications, terms and conditions for the engagement of Fine Art Handling Agent by the National Museum, Janpath, New Delhi – 110011.

SPECIFICATIONS:

1. National Museum, Janpath, New Delhi, set up by the Government of India with the objective to preserve and project the rich and diverse Indian Art and Cultural Heritage, has to organize exhibitions (Art, Archaeological, Anthropological and Photographic) in India and abroad. Sometimes exhibitions are received by the National Museum and sometimes exhibitions are sent from the National Museum, both within the country and to other countries.
2. National Museum being the Nodal Agency while sending or receiving the exhibitions has to deal with a variety of exhibits (art objects, antiquities and photographic representations) under an insurance cover note issued by a Nationalized Insurance Company against all the risks on wall to wall basis. The exhibits include various categories, namely, sculptures (stone and metal), textiles, customs, glass, ivory, jade objects, decorative arts, paintings, terracottas, stuccos, coins, Jewellery, epigraphic objects (copper plates and stone inscription), arms & armour, manuscripts, anthropological objects, pre-historic antiquities, photographic representation etc., which are of varied weight, dimensions. Several exhibits like sculptures are heavy and large, and required to be packed in a single wooden box, while others like coins, jewellery etc. are to be packed in a smaller suitable box or boxes and then put together in a bigger wooden box.
3. Fine Art Handling Agents while applying for technical and financial bids will have to quote their rates for packaging, handling (at various stages), transporting etc. for each of the exhibits as under:-
 - (i) **Coins** : For coins velvet boxes of different sizes as per the size of the coins (with socket).
 - (ii) **Jewellery** : Jewellery pieces are to be packed in cushioned velvet boxes.
 - (iii) **Epigraphy** : Objects under this category are copper plates or stone inscriptions, which are to be packed in boxes having thick lining of thermocoal and soft lining of foam.
 - (iv) **Manuscripts** : Manuscripts including those with colour illustrations/miniatures are extremely fragile and are to be packed properly.
 - (v) **Sculptures** : Objects under this category include stone, bronze and terracotta sculptures.

Similarly other exhibits like paintings/miniatures, terracottas, stuccos, textiles, objects of decorative arts, arms & armour, sculptures in stone and metal, musical instruments, anthropological objects, jade, ivory and glass objects including special fur and bark objects, photographic representations etc. need to be packed as per international standard by skilled packers under the supervision of curatorial staff of National Museum.

4. The Fine Art Handling Agency will have to quote clear rates defining '**as per actuals**', **if any**, for the following jobs and services:-

- (i) **Fabrication of wooden boxes per cu.ft. with and without packing material** such as a variety of the synthetic foam (4", 2"), thermocoal (2") , bubble air, plastic sheet, polythene, acid-free tissue paper, medicated cotton, brown paper etc. The boxes in 6mm//12mm/18mm are to be prepared of water proof plywood and board with waterproof coating wherever required for various categories of exhibits and are to be 'knock-down' boxes equipped with nuts & bolts, handles for proper handling and bottom strengthened

with two wooden batons fit to lift them with forklift smoothly (wherever required), and angle clamp (silica gel is also to be placed in the boxes) with appropriate stenciling and stickers.

- (ii) **Separate handling rates for exhibits or exhibition material to and fro from National Museum but within India** by air/train/road includes packing/unpacking/repacking (with same or extra packing material), loading and unloading of empty boxes, boxes containing duly packed exhibits, and also pedestals/panels/showcases, custom clearance, booking forwarding and delivery shipment(s), documentation, site examination and coordination with all/few institutions (public & private) including the details/dimensions exhibit, removal of empty boxes, their storage at suitable site within the building of exhibition and repositioning in the exhibition hall(s), providing escorts in India (road & train), Agency's attendance in full or part. The National Museum may ask the agency to perform all the said jobs/services or only one or more than one as the jobs/services will differ from exhibits/exhibitions to exhibits/exhibitions.

The rates for volume weight must be clarified in the bids. For example :- 1 Cubic Meter = 166.6 Kgs.

- (iii) **Handling rates for exhibits or exhibitions to and fro National Museum outside India in foreign countries includes the following jobs by air/road**

Custom clearance, delivery, booking and forwarding of shipment(s), unloading and loading of boxes containing exhibits and also pedestals/showcases/panels/mannequins with or without packing as also within boxes, unpacking and repacking with same or extra packing materials, documentation, site examination and co-ordination with few/all institutions (public and private), removal of empty boxes, their storage at suitable site within the building of exhibition and repositioning in the exhibition hall(s), providing escort within India by rail/road, Agency's attendance in full or part.

For the exhibits or exhibitions in case of their shifting from National Museum to other venues within India, payment will be based on the rates covered in para (ii) above. The exhibits/exhibitions material may be shifted by train/road/air. The National Museum shall reserve the right to assign all the said jobs/services to the Agency or only one or more than one as the jobs/services will differ from exhibits/exhibitions to exhibits/exhibitions.

The rates for volume weight must be clarified in the bid. For instance:- 1 Cubic Meter = 166.6 Kgs.

5. **Transportation:** Transportation of exhibits/exhibition material may be done by air/train/road. Hence, the agency will have to clearly quote rates for each mode of transport. In case of transportation by road, the rates will have to be quoted as per km mentioning the size/capacity of truck (10 ft./14 ft./ 17ft./20 ft.), closed body, lockable and secured. It may also be noted that the trucks may have to be halted at times at the place of exhibition or other sites if required/asked by the National Museum and hence halting charges have to be quoted clearly. Only in case of 10% increase in the fuel price, the proportionate amount may be paid to the Agency based on calculating the fuel consumption, while sending/bringing the exhibits to and fro from National Museum. The agency may have to arrange/book space in the air-crafts/cargo in advance in consultation with the National Museum.
6. Receipt of tenders for technical and financial bids will be stopped by **3.00 p.m.** on **26.06.10**
7. Tenders will be opened on **28.06.10** at **11.30 a.m.**
8. Technical bids will be opened first. Those who qualify the technical bids, only their financial bids will be opened.

DIRECTOR GENERAL

TERMS & CONDITIONS:-

1. Issue of tender form does not necessary mean that the tenderer is an eligible party.
2. The "Tenderer" as used in the Tender document, shall mean the one who has signed the Tender Form and Format for pre-qualification bid submitted in response to our Tender Notice.
3. The individual signing the tender or other documents in connection with the tender must certify his/her signature as (a) sole proprietor of the firm or constituted attorney of such sole proprietor, (b) constituted attorney of the firm, if it is a company, (c) authorized signatory of the firm.
4. Any tenderer giving tender in different names will be disqualified and his tender will be rejected.
5. The Tender Forms submitted by the tenderer shall contain all requisite information along with supporting documents and including Balance Sheet of the company of last five financial years.
6. The tenderer should be an established Agency/Firm dealing with logistics for art objects antiquities for National/International exhibitions. The agency must have a local office at Delhi with a regular telephone at office and residence.
7. The tenderer must have proven expertise in handling fine art objects/antiquities for national and international exhibitions. The firms which do not have the necessary expertise, experience and background of the project, will not be considered.
8. The tenderer shall have to submit a declaration stating that he/she is not a relative of any serving employee of National Museum, being a partner in the tendered company.
9. The tenderer shall give the official mailing address, phone and fax numbers to which all correspondences shall be made by the National Museum. Also, if address is changed, the same shall have to immediately intimate to the National Museum.
10. The incomplete or conditional tenders would not be accepted and are liable to be rejected.
11. Bids received by the National Museum after the given date and time, will not be considered.
12. **Tender without Tender Fee and Earnest Money Deposit** will not be accepted and is liable to be rejected summarily.
13. False information /documents provided for consideration would result in disqualification of the bidder.
14. Tenders not conforming to the requirements mentioned in the Tender Form will be rejected and no correspondence shall be entertained in this regard.
15. The tender form should be clearly filled in ink legibly or typed. The Tenderer should quote the number, rates and amount tendered by him/them in figures as well as in words. Alterations, if any in the tender should be attested properly by the Tenderer, failing which the tender is liable to be rejected. The tender form should be signed by the Tenderer himself. The forwarding letter should be signed along with quotations. Attested copies of the Registration number of your firm along with CST No. allotted by the Sales Tax Authorities, PAN No. allotted by the Income Tax Department and/or copy of the last Income Tax Clearance Certificate.
16. The tenderer should take care that the rate and amount should be written in such a way that interpolation is not possible. No column should be left blank which would otherwise make the tender liable for rejection.
17. It will not be binding to accept the tender in totality. It can be accepted in parts.
18. The offers submitted by telex/telegram/fax/email or any other manner other than specified in the advertisement will not be considered. No further correspondence will be entertained in this manner.
19. Forwarding letter should clearly indicate the list of enclosures. Every paper of the tender should be signed by the Tender with seal of Agency/Firm.

20. The tenders will be opened on Monday, 28th June, 2010 by the purchase committee in the present of concerned parties/their authorized representatives. Only one representative on behalf of each tenderer will be allowed to be present.
21. The National Museum will be not be responsible for any delay in obtaining the terms & conditions of the tender or submission of the tender document.
22. The National Museum will deduct Income Tax at source under section 149 C of the Income Tax Act, 1961 from the tenderer at such rates applicable from time to time.
23. No advance payment will be made in any circumstances. Any extra expenditure incurred for getting the work done from open market due to failure of the vendor to complete the job within the scheduled time as mentioned in the order will be recovered from the vendor along with administrative charges.
24. The National Museum reserves the right to deduct any amount from the bill as may be considered reasonable for unsatisfactory execution of the work. The decision of the Director General, National Museum will be final in this regard.
25. The agency should not assign or sublet the contract or any part to any other party without obtaining prior permission from the Director General, National Museum.
26. The Agency, if asked, should arrange in advance the amount of insurance premium of exhibits while bringing the exhibits from the Lending Institutions to National Museum (within India) on behalf of National Museum in certain cases due to unavoidable circumstances. The National Museum will be responsible for finalizing the insurance premium of exhibits through the nationalized Insurance Company of India. Hence, charges, if any, for paying the amount of insurance premium should be quoted by the Agency on percentage basis.
27. The agency, if asked, should arrange in advance the amount of insurance premium for extension of insurance cover on behalf of the National Museum in rare cases due to unavailable circumstances.
28. The Agency, if asked, should arrange boarding & lodging, tickets by air/train/taxi, and boarding for the members of National Screening and Evaluation Committee which examines and evaluates each and every exhibits at any place within India at short notice (in writing/telephonic message), and also tickets by air/train/taxi for the National Museum's representative who accompany the exhibits to and fro from National Museum. Agency charges to be quoted per station.
29. The Agency should have the required infrastructure, handling equipment, fork lifts, dollies, trolleys etc., and must be ready to perform the jobs/service during day and night on all 7 days of the week, including Holidays. Also, they will have to provide skilled packers and labours for packing/unpacking and repacking and loading and unloading. The Agency should quote their rates clearly and mention taxes, duties and airport charges and the terms and conditions, if any.
30. The Agency, which is technically qualified and offers the lowest rates, will be awarded the above mentioned jobs/services in their entirety or part of the jobs/services relating to any exhibition(s)/exhibit(s). The Director General, National Museum reserves the right accept/reject the whole or any part of the tender without assigning any reasons whatsoever and the tender shall be bound to perform the same at the rate quoted.
31. For the qualifications in respect of 15 years experience and expertise certifying satisfactorily execution of similar jobs/services in the field, annual turnover of Rs. 50 lakhs and above for the last 5 years, registration of the Agency with appropriate Government body, Bank solvency of atleast Rs. 20 Lakhs, provision of sufficient skilled and technical workforce and holding PAN, Trader Identification Number (TIN) and Service Tax. Registration number, the agency should furnish quality certificates from recognized institutions, be they Banks, Government bodies, Chartered Accountant, Income Tax Department or other bonafide institutions.
32. Earnest Money: The tender will furnish along with the Tender Form, earnest money of **Rs. 1,00,000/- (Rupees One Lakh Only)** in the form of DD/Pay order only drawn in favour of Drawing & Disbursing Officer, National Museum. The earnest money shall be

refunded to the unsuccessful tenderer(s). The earnest money of successful tenderers will be liable to be forfeited if the tenderer does not fulfil the terms & conditions or withdraws, impairs or derogates from the tender in any respect within the period of validity of the tender.

33. Earnest Money Deposit will also be refunded to the successful bidder on receipt of performance security of **Rs. 3 Lakh (Rupees Three Lakh Only)** in the form of Fixed Deposit Receipt or Bank Guarantee from a Nationalized Bank valid for a period of 3 (Three) years or till the validity of the Contract or Agreement to be signed between the National Museum and the successful bidder.
33. The successful tenderer/agency, on acceptance of his tender by the Accepting Authority, shall within 15 days from the date of written communication issued to him, sign the contract consisting the following:

The notice inviting tender, all the documents including specification and additional conditions, if any, acceptance and related correspondence will form the part of the contract including other essential requirements mutually agreeable to both the parties. Any change in the contract will be applicable only if the amendment is made in writing by both the parties.

34. Termination Clause: The contract can be terminated with three months prior notice by the tenderer and one month's notice by the National Museum. Notwithstanding the aforesaid point, if the tenderer shall neglect or fail to carry out the contracted work, due to negligence in the performance of the contract, the National Museum shall have the right to terminate the contract forthwith and engage another supplier/service provider to carry out the work/services at the risk and cost of the tenderer.
35. Arbitration: Disputes, if any, shall be referred to the sole Arbitrator who may be Appointed with the consent of the both parties in accordance with the provisions contained in Arbitration and Conciliation Act, 1996 and the rules there under and any statutory modifications for the time being in force shall be deemed to apply to the arbitration proceeding under this clause. The venue of the arbitration shall be Delhi in India. The award will be binding upon the parties.
36. The Director General, National Museum reserves the right to reject all or any tender without assigning any reason.

Receipt of application for issue of tender forms will be stopped by **12 Noon** on **26.06.2010**.

Receipt of tenders for technical and financial bids will be stopped by **3.00 p.m.** on **26.06.2010**

Tenders will be opened on **28.06.2010** at **11.30 a.m.**

Technical bids will be opened first. Those who qualify the technical bids, only their financial bids will be opened.

DIRECTOR GENERAL

Note: - If the published days happen to be holidays, the tenders will be sold / received and opened on the next working day at the same time.

NATIONAL MUSEUM, JANPATH, NEW DELHI

FORMAT FOR FINANCIAL BIDS

Quotation - National Museum Tender No. 19-80/2009-2010/NM (EC)							
	Description of Job	Rate per cu. ft. with packing material			Rate per cu. ft. without packing		
1	Fabrication of wooden boxes as per National Museum specification						
(1)	6 mm water proof plywood with 50mm foam lining						
(2)	12 mm water proof plywood with 50mm foam lining						
(3)	18 mm water proof plywood with 50mm foam lining						
2	Handling of exhibits & exhibition material to and fro National Museum – within India						
		Rate per Cu. Ft.				Rate per Cu. Ft.	
A	Service - Exhibits	Air/Road	Rail	B	Services – pedestals/Showcases	Air/Road	Rail
(1)	Packing			(1)			
(2)	Unpacking			(2)			
(3)	Repacking			(3)			
(4)	Loading of boxes			(4)			
(5)	Unloading of boxes			(5)			
(6)	Removal of empty boxes for storage with exhibition building			(6)			
(7)	Repositioning of empty boxes within exhibition building			(7)			
(8)	Custom clearance (Documentation & site examination)			(8)			
3	Handling of exhibits & exhibition material to and fro National Museum - to and fro foreign countries						
		Rate per Cu. Ft.				Rate per Cu. Ft.	
A	Service - Exhibits	Air	Road	B	Services – Pedestals/Showcases	Air	Road
(1)	Packing			(1)	Packing		
(2)	Unpacking			(2)	Unpacking		
(3)	Repacking			(3)	Repacking		
(4)	Loading of boxes			(4)	Loading of boxes		
(5)	Unloading of boxes			(5)	Unloading of boxes		
(6)	Removal of empty boxes for storage with exhibition building			(6)	Removal of empty boxes for storage with exhibition building		

(7)	Repositioning of empty boxes within exhibition building			(7)	Repositioning of empty boxes within exhibition building			
(8)	Custom clearance (Documentation & site examination)			(8)	Custom clearance (Documentation & site examination)			
(9)	Agency Fees (Booking, Forwarding, Co-ordination & Escorting)			(9)	Agency Fees (Booking, Forwarding, Co-ordination & Escorting)			
Quotation - National Museum Tender No. 19-80/2009-2010/NM (EC)								
4	All India Transportation Rates Please see attached page No. 3							
5	Railway Freight							
6	Air Freight Charges							
7	Airport Terminal Charges							
8	Agency Charges of Insurance							
9	Agency Charges for boarding & lodging and courier travel							
10	Service Tax							
11	Volume to weight ratio							
12	Exclusions							

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GOVERNMENT OF INDIA, MINISTRY OF CULTURE, NATIONAL MUSEUM

**Sub:- FORMAT FOR TECHNICAL BIDS FOR ENGAGEMENT OF FINE ART HANDLING
AGENT IN THE NATIONAL MUSEUM.**

Name of the firm	
Complete address, telephone no., fax no., e-mail id, website, etc.	
Whether the application is the owner or partner of the firm. If so, furnish name(s) of other(s).	
PAN No.	
TIN No.	
Service Tax No.	
Profile of the Firm	Attach a separate sheet along with brochure
Financial Status	Give annual turnover for the past 5 financial years 2009-10 2008-09 2007-08 2006-07 2005-06 Attach attested copies balance sheets/IT Returns for the 5 years.
Infrastructure facilities	a) Office space available _____ sq.ft (attach photograph) b) List of equipments available c) Workshop facilities available _____sq.ft (attach photographs) d) Manpower details (attach organization chart) e) Warehouse facility _____sq.ft (attach photograph) f) No. of covered truck and auto fork lift available.

Experience in Handling Domestic/International Exhibitions	
Museum Exhibition(s) handled by the firm	<p>Attach project wise note giving details such as:-</p> <ul style="list-style-type: none"> a) Name of the Museum b) Nature and type of exhibition c) Description of various exhibition related jobs undertaken d) Cost involved e) Time frames <p>Supported by photographic proof/recommendation/apprecation letters from Museums.</p>
Date of earnest money payment	<p>DD NO. Date Drawn on</p> <p>Bank _____ New Delhi for</p> <p>Rs. _____</p>

Place: _____ Name : _____

Date: _____ Signature: _____

4-Road Transportation Quotation - National Museum Tender No. 19-80/2009-2010/NM (EC)					
Type of Container Truck	Rate per KM				Min. Charge
	10 ft	14 ft	17 ft	20 ft.	
Approx inner capacity	300 cu.ft	450 cu.ft	700 cu.ft	1000cu. ft	
From - Delhi					
Within City upto 100 Kms					
100-400 Kms					
400- 800 Kms					
800-1100 Kms					
1100 – 1400 Kms					
1400 – 1700 Kms					
1700 – 2000 Kms					
2000 – 2300 Kms					
2300 – 2600 Kms					
2600 Kms and above					
From - Mumbai					
Within City upto 100 Kms					
100-400 Kms					
400- 800 Kms					
800-1100 Kms					
1100 – 1400 Kms					
1400 – 1700 Kms					
1700 – 2000 Kms					
2000 – 2300 Kms					
2300 – 2600 Kms					
2600 Kms and above					
From - Chennai					
Within City upto 100 Kms					
100-400 Kms					
400- 800 Kms					
800-1100 Kms					
1100 – 1400 Kms					
1400 – 1700 Kms					
1700 – 2000 Kms					
2000 – 2300 Kms					
2300 – 2600 Kms					
2600 Kms and above					
From - Kolkatta					
Within City upto 100 Kms					
100-400 Kms					
400- 800 Kms					
800-1100 Kms					
1100 – 1400 Kms					
1400 – 1700 Kms					
1700 – 2000 Kms					
2000 – 2300 Kms					
2300 – 2600 Kms					
2600 Kms and above					