



F.No. 55-1(3)/2017 Exh.
National Archives of India
Ministry of Culture, Government of India
Janpath, New Delhi

**NOTICE INVITING EXPRESSION OF INTEREST (EOI) FOR SHORTLISTING OF ORGANISATIONS/
INSTITUTIONS/AGENCIES FOR TRAVELLING EXHIBITIONS. (UNDER TWO BID SYSTEM)**

1. Brief on Project:

National Archives of India proposes to organise two Mobile Exhibitions on Bus/Trailer on (i) **Sardar Vallabhbhai Patel** and (ii) **Swachhagraha-Bapu ko Karyanjali** which will travel to various places of India. The objective of this project is to acquaint younger generation, and public in general, to highlight the role of Sardar Patel and to sensitize them to fulfil dreams of Gandhiji of Swachh Bharat, which he conceptualize during the Champaran Satyagraha in 1917, in an innovative way.

The project involves use of high-tech interactive display to present the condensed version of a fixed digital exhibition entitled **Uniting India: Sardar Patel** and another exhibition **Swachhagraha-Bapu ko Karyanjali**. The fixed digital exhibition entitled **Uniting India: Sardar Patel** is, presently, open for public viewing at the National Science Centre, Pragati Maidan, New Delhi.

The intention of the project is to create a downscaled version of mobile exhibition utilising the same digital and multimedia content, adapting the graphic content and continue the visual style of exhibits in the befitting manner. The proposal will be evaluated on the basis of points earned at the time of presentation of the space planning and methodology of display, Bus/Trailer exterior and interior design and other technology feature suggested which will add value to the mobile exhibition.

Organisation/Institution/Agency which has requisite expertise and proven experience in conceptualization, design and fabrication of similar types of project would have an edge on others. Mere submission of Registration Form/EOI will not confer applicants any right for qualifying for the proposed work.

2. Scope of Work:

To design, engineer and fabricate two mobile travelling exhibitions. It is proposed in two **Bus/Trailer** with an **inside- out** approach.

- a) Concept for planning and methodology of display of exhibitions on Bus/Trailer.
- b) Design and Layout for the presentation of condensed version of fixed high- tech digital exhibition **Uniting India: Sardar Patel** which is on display at National Science Centre, New Delhi.
- c) Design and Layout for the presentation of condensed version of fixed high- tech digital exhibition on **Swachhagraha- Bapu Ko Karyanjali** which was in display in National Archives Of India, New Delhi from 10th April 2017 to 10th May 2017.
- d) Design and fabrication of Interiors and exterior of the Bus/Trailer :

- i. High Reflective Graphics relating to the theme on all sides.
- ii. Metallic painting of the interiors covering.
- iii. A Hydraulic retractable ramp in order to make the Bus/Trailer disabled friendly.
- iv. A motorized retractable canopy outside the Bus/Trailer in order to create shaded area around Bus/Trailer for viewers.
- v. Hydraulic operated open-able Panels fitted with necessary screens.
- vi. Electrical works for the display.
- vii. LED lighting to ensure the Bus/Trailer being environment friendly.
- viii. Custom designed fiber glass molded interior paneling for visuals/ exhibits.
- ix. Display of storyline panels / Lit panels covering various aspects.
- x. Working and living space for two people in the exhibition Bus/Trailer.
- xi. Power Backup /Generator.
- xii. Bus/Trailer should have One 84", two 32" and one 29" LED Screens installed.
- xiii. The Cost of the Bus/Trailer should include comprehensive AMC for two years.

3. Eligibility Criteria:

The following is the eligibility criteria for the Organisations/ Institutions/ Agencies for shortlisting:

- I. Minimum five years of experience in design and fabrication of similar Mobile exhibition Bus/Trailer with relevant facilities and content generation applicable for historical themes.
- II. Must have carried out at least two projects each of minimum value of Rs. 50 Lakhs involving preparation of DPR, research, data collection, documentation for conceptualisation, planning, design & fabrication of mobile Bus/Trailer exhibitions related to cultural/historical/scientific and technological museums at national and international level .
- III. Must have successfully completed at least two projects with State/Central Govt./PSUs/Corporate houses/ Private Trusts of which at least one project should be in conceptualization and design and display of travelling exhibitions, each of value not less than Rs. 50 Lakhs.
- IV. Must have experts in the following domain on the date of submission of EOI.
 - Archivist/Museologist
 - Automotive Design
 - Automotive Engineering
 - Body Building
 - Graphic design
 - Exhibit design
 - IT experts
 - AV equipment expert

- V. The Organisations/ Institutions/ Agency should not have any outstanding litigation pending against them or any regulatory warning or action taken against them during last three years period.
- VI. Must have a permanent office in India.
- VII. Must have a turnover of over Rs. 3 Crore in any year of the last 5 years.
- VIII. Must have a valid PAN/TAN no. /Service Tax Registration etc.

4. Submission of EOI:

Organisations/ Institutions/ Agency interested for shortlisting are requested to submit their Registration Form in a sealed cover super scribing “**SHORTLISTING OF ORGANISATIONS/INSTITUTIONS AGENCIES FOR TRAVELLING EXHIBITIONS**” on or before 14th June, 2017 by 3.00 p.m.PM addressed to the Director General, National Archives of India,Janpath, New Delhi -110001

5. PROCEDURE FOR SHORTLISTING:

All the proposals, received till the closing day, will be scrutinised and those proposals which do not meet the eligibility criteria will be summarily rejected without further communication. The Organisations/ Institutions/ Agencies will be shortlisted and the technically qualified Organisations/ Institutions/ Agencies will be informed individually to give their presentation before an Evaluation Committee. The finally selected Organisation/ Institution/ Agency will be awarded the work after evaluation of the presentation on points earned by them and justified financial cost component on the proposal.

The Director General, National Archives of India reserves the right to accept or reject any/all Registration Forms submitted by organizations/institutions/agencies without assigning any reason thereof. The decision of the Ministry of Culture in this regard will be final and binding.

6. GENERAL INSTRUCTIONS:

- I. Detailed profile of the Organisation/Institution/Agency indicating the employed professionals/staff should be submitted with supporting documents in the annexed **FORM- I**.
- II. Details of projects undertaken / experience certificates in the field for successful completion of work, duly certified copy of balance sheets, copies of completion certificates and work order indicating value of work, list of employees, copies of credentials of experts, registration details of the office with address, copies of PAN/TAN/Bank details etc. with supporting documents to be submitted with Registration Form.
- III. EMD for **Rs.5,00,000/- (Rupees five lakh only)**, in the form of Demand Draft/ Bank Guarantee drawn in favour of Director General, National Archives of India. EMD will be returned to the unsuccessful applicants.
- IV. A declaration form to be provided as per **FORM-II**.
- V. Please note that, the applications NOT submitted as per the prescribed format shall NOT be considered and will be summarily rejected.
- VI. Only one EOI will be accepted from one Organisation/ Institution/Agency.
- VII. The final acceptance of the proposal is subject to the scrutiny and approval of the National Archives of India.
- VIII. No advance payment will be paid to the selected Agency.

7. EVALUATION / SELECTION PROCESS

- i. The evaluation would be on both Technical and Financial Bids.
- ii. The Technical Bids shall be scrutinized by the evaluation committee constituted for the purpose.
- iii. The Committee will assess the ability of the agencies to carry out the requisite work and quality of profile and experience of the agency in the field. The bid would be evaluated as per the Eligibility Criteria.
- iv. The applicants who will be technically shortlisted by the Evaluation Committee who will give Presentations for which the date will be informed. The opening of financial bids of technically qualified Agencies will be informed at a later date.

- v. The Criteria for Technical Evaluation is as below:-

Sl. No.	Criteria	Scoring
1	Organizational strength of the company and its experience in executing such works nationally and internationally	20 Marks
2	I - Overall Concept and design of Thematic TRAVELLING EXHIBITION ✓ Concept, scripting, curation & Design- 30 Marks ✓ Effective Utilization of space – 10 Marks ✓ Innovative ideas in accordance with theme - 10 Marks II – 3D presentation of the TRAVELLING EXHIBITION	50 Marks 20 Marks
3	Experience and expertise of key personnel handling the project	10 Marks
	Total	100 Marks

VI. Minimum marks required to qualify technically is 50. Financial quotation of only those who qualified technically would be opened on time indicated on completion of technical round i.e. Combined Quality Cum Cost Based (CQCCBS) .

The Concept/ Design of the Travelling Exhibitions etc. as indicated above must be submitted in 3D presentation, hard copy as well as on CD/DVD.

VII. Financial Score would be as follows:

- a) Lowest financial quote will be given score of marks : 30
- b) Final selection will be made on the basis of quality and price (QCBS system) by giving 70:30 weight age to the technical and financial score respectively. Then agency will be ranked on the basis of total score on weighted technical and financial score. The agency securing Rank 1 shall be selected for allocation of work. 70% weightage will be assigned to technical aspects and 30% to financial bid.

FORM-I
F.No. 55-1(3)/2017 Exh.
National Archives of India
Ministry of Culture, Government of India
Janpath, New Delhi

Registration Form
“SHORTLISTING OF ORGANISATIONS/INSTITUTIONS AGENCIES FOR TRAVELLING EXHIBITIONS”

1. Name of the Organization/Institution/Agency :
2. Full postal address :
3. Telephone/Fax number(s)/Mobile No. E-mail ID :
4. Brief profile of the Organisation/Institution/Agency (Attach separate sheet) :
5. Type of Applicant (Tick the appropriate one) :
Specify, If others

Organization	Agency	Institution

6. Details of manpower of the Organisation/Institution/Agency :
(i) Total Number
(ii) Project co-ordinator's details
7. Details of major projects related to museum/ Content generation for museums/galleries or exhibitions of minimum value of Rs.50.00 lakh or more in last five years :
- 8.

S. No	Name of Project	Name of the Clients & Address	Date of Commencement of the project	Date of Completion of the project	Amount in Rs.

Details of Experts: Enclose the Bio-data of experts and provide the following details:

Sl. No.	Name of Expert(s)	Qualification of Experts	Designation of Expert(s)	Experience

9. Whether empanelled with any Central/ State Govt./Public Sector Undertaking : YES/NO
(Enclose an authentic letter of empanelment letter/Certificate)

If YES, then specify the details of the organization.

10. Annual Turnover from research/survey/ Consultancy services rendered :

Year	Amount (Rs.)
2014-15	
2015-16	
2016-17	

11. Audited Accounts of the last 3 years (For Organization/Institution/Agency) :
12. Whether Income Tax is paid by the Organization/Institution/Agency :
(if so, copy of the returns of last 3yrs. & IT Clearance Certificate may be enclosed)
13. PAN No. /TAN No. and Bank details :
14. Whether the Organization/Institution/Agency has got valid Service Tax Registration No. and, if so, copy of the same may be enclosed :

CERTIFICATE

It is certified that:

- (i) The information given above is TRUE to the best of my knowledge. The organization/ Institutions /Agency shall stand liable for any information given above which is later found to be FALSE.
- (ii) Our Organization/Institution/Agency is interested to undertake the proposed work.
- (iii) I am competent to sign this Certificate.

Date: _____ Authorised Signatory:
Place: _____ Name:
Seal of the Organization: _____ Designation:

**N.B: Attach separate sheets wherever necessary*

FORM-II
UNDERTAKING

(Original signed copy on the letterhead of Organization/Institution/Agency)

Ref. No.....

Dated:

To

The Director General,
National Archives of India,
Janpath,
New Delhi -110001

**Subject: - "SHORTLISTING OF ORGANISATIONS/INSTITUTIONS AGENCIES FOR
TRAVELLING EXHIBITION"**

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Sir,

This is to notify you that (Name of the Organisation /Institution/ Agency) intends to submit proposal in response to EOI for **SHORTLISTING OF FIRM FOR TRAVELLING EXHIBITIONS.**

I/we also declare that I/our organization/institution/agencyⁱ have not been blacklisted by any Central / State Government Department / Public Sector Undertaking.

I/we also declare that our organization/institution/agency do/does not have any religious or political affiliation.

Sincerely,

(Signature of authorised person)

Name:

Designation:

ⁱ Strike off whichever is not applicable.