

F. No. 55-1/2023-Exhibition
 Government of India
 Ministry of Culture
National Archives of India
 Janpath, New Delhi -110001
 E-mail: naiaexhibitionunit@gmail.com
www.nationalarchives.nic.in

the 12.1.2023

INVITING TENDER NOTICE

National Archives of India (NAI) propose to mount an archival exhibition on the theme of 'राष्ट्र निर्माण और महिलाएं' on the occasion of 133rd Foundation Day of NAI and as part of ongoing Azadi ka Amrit Mahotsav (India @75). This exhibition shall be mounting on 11 March 2023 (title may be change; if required). In this connection, NAI invites sealed quotations from **empanelled firms with the NAI** for organising aforesaid exhibition in National Archives Museum/Exhibition Hall as per following quantity and specification:

Work/Job Name: Organising an Exhibition on the theme 'राष्ट्र निर्माण और महिलाएं'.

Job Description: Conceptualization, planning, designing, content development, curation and dismantle of Exhibition; Size of the Exhibition Halls I, II & III: L- 35.93 Mtr., W- 34.32 Mtr. Approx.

Specifications

S. No.	Item/Details
1.	Size of the Exhibition Halls I, II & III: L- 35.93 Mtr., W- 34.32 Mtr. Approx.
2.	Designing and layout of the exhibition as per theme <ul style="list-style-type: none"> i) Size of the exhibits-As per layout and design of the exhibition ii) Scanning of selected documents, photographs, sketches etc. on high resolution iii) Cleaning work: To remove blackness, yellowness, torn edges from the archival document, photo correction etc. of the scanned documents iv) Designing of the scanned images for blow up/prints as per layout of the

	exhibition on walls/panels etc.
3.	Two Collage to highlight the original exhibits, displayed along with - giving due care for the exhibit safety in mixed medium, complementing theme with laser/router cut letters, Raised images highlighted through lightening effect for creating an eye-catching effect. 16' x 10', (approx.) as per image proportion.
4.	Digital Printing of the exhibits as per layout. The prints should be printed on 300 GSM Art paper/Acrylic Sheet. (Number of Exhibits for printing can be increased as per demand of the theme. No additional payment would be made for it)
5.	Artwork: i) Collage, diorama, 3D effect, bunting, mural etc. (As per requirement, layout and theme of exhibition) ii) Proper use of height and size of the exhibition halls, raising and lightening effects
6.	i) Designing and Printing of Publicity Leaflets- a) Hindi and English b) Qty- 500 (250 in each) c) 170 GSM Art paper d) Two or three folds depends on the material
7.	ii) Designing and printing of publicity hoardings- a) Hindi and English b) Size and Qty Entry gate of Exhibition Hall 1+1 as per requirement Six hoardings size : 5 x 7 ft.
8.	Designing of e- posters and invitation card for the exhibitions
9.	Making and Translation of concept note, storyline, captions, leaflet, research on theme and any other material as per requirement of exhibition. All the above material should be bilingual (English and Hindi).
10.	Submission of dummy: Dummy of all items (Concept note, storyline, brochure, panels, reprints of showcase, collage, artwork, hoardings/signages etc) would be submitted after scanning, cleaning and designing of exhibits for approval before final execution of the work.
11.	Two Multimedia/Touch Panel would be made functional in the kiosk, Led TV, Touch screen in the halls etc.
12.	High Rise Buntings.....10ft x 2ft.....04 Nos.

13.	App Software – based on Barcode, for downloading exhibition contents (Description/sample – How this App will actually work)
14.	After award of job/work order firm team should depute in NAI for the preparation and mounting said exhibition. Firm should coordinate the Exhibition Unit for the guidance, requirement and approval of all the above mentioned works.
15.	Firm should be bound to do all the miscellaneous work required during the time of Exhibition (No additional payment would be made for it).
16.	Soft copy of the exhibition: Scanned exhibition material (showcase wise, panel wise, storyline, brochure matter etc.) to be handed over to NAI.

The sealed envelope containing the quotation should be super-scribed as “**Quotation for organising an exhibition entitled ‘राष्ट्र निर्माण और महिलाएं’**” and should contain the price for these specified jobs. The Sealed Quotations addressed to the **Director General, National Archives of India, Janpath, New Delhi, 110001** should reach within 21 days of uploading of the notice on NAI website. Any quotation received after that would not be entertained.

The Director General, National Archives of India, reserves the right to reject the Organizations/Agencies/ Firms for tender without assigning any reason thereof. The decision of the National Archives of India in this respect shall be final and binding.



(Dr. Sanjay Garg)
Deputy Director of Archives
National Archives of India