SHORT TENDER NOTICE DOCUMENT
FOR
Preparing of Exhibition Material
On
150th Birth Anniversary of Mahatma Gandhi

Cost of the Tender Rs. 1000/-
Estimated Value of Tender Rs. 35,00,000/-

Date of Tender Issue: 14/09/2019 at 1:00 hrs
Last date of Tender Submission: 25/09/2019 till 15:00 hrs
Opening of Technical Bids: 26/09/2019 at 14:00 hrs
Government of Bihar
Department of Art, culture & Youth
Bihar Museum Society, Patna
Bailey Road Patna, Patna-800001

SHORT TENDER NOTICE INVITING TENDER FOR PREPARING EXHIBITION MATERIAL ON “150 TH BIRTH ANNIVERSARY OF MAHATMA GANDHI”

Sealed tenders are invited from reputed agencies under “Two-bid” system - Technical Bid (un-priced) and Financial Bid (priced) to provide Exhibition material for Bihar Museum Society, Patna (An Autonomous Organization under the Department of Art, Culture & Youth, Govt. of Bihar, Registered under Societies Registration Act, 21, 1860).

Detailed information of the Tender Document can be downloaded from the website http://yac.bih.nic.in or http://prdbihar.gov.in. The bidder has to submit non-refundable tender processing fee of Rs. 1,000/- (Rupees One thousand only) and Earnest Money Deposit (EMD) of Rs. 70,000/- (Rupees Seventy Thousand only) through demand draft in favor of BIHAR MUSEUM SOCIETY, PATNA, payable at Patna along with the Technical Bid. Bid Security money will be returned after completion of the tendering process. Tender Document complete in all respects in a sealed envelope is to be submitted by Speed Post/Registered Post only at the Office of the Director, Bihar Museum, Bailey Road, Patna - 800001. No tender will be accepted by courier or by hand. The tenders received late/tenders without Processing Fee/Conditional tenders/Incomplete Tenders in any respect would be rejected. The Director, Bihar Museum, Patna reserves the right to accept or reject any or all tenders without assigning any reason.

Important Dates for the selection process:

(i) Date for pre-bid conference - Sep 21, 2019 at 3.00 p.m.
(ii) Last date for submission of Tender - Sep 25, 2019 up to 03.00 p.m.
(iii) Date of opening Technical Bid - Sep 26, 2019 at 02.00 p.m.
(iv) Date of opening Financial Bid - Sep 26, 2019 at 04: 00 p.m.

Venue for pre-bid Conference: Pre-bid meeting will be held at the office of the Director, Bihar Museum, Bailey Road, Patna – 800 001.

Government of Bihar
Department of Art, culture & Youth
3rd Floor, Vikas Bhavan (New Secretariat)
Patna – 800 015
Bihar Museum Society, Patna

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Venue for pre-bid Conference: Pre-bid Conference will be held at the office of the Director, Bihar Museum, Bailey Road, Patna – 800 001. All the interested parties must be present in the pre bid conference to understand the complete and exact scope of work failing which their bid will not be considered.
II. SCOPE OF WORK

This is basically for preparing an exhibition on the Mahatma Gandhi’s 150th birth anniversary by the Department of Art, Culture and Youth, Govt. of Bihar which would be organised in Gyan Bhawan, Ghandhi Maidan, Patna. The selected agency will be responsible to make fabrication of Pre Fabricated Modular Flexible & Portable Structure to withstand, constructions, erection, installation, exhibits preparation, maintenance and display including screening etc and propagating the teaching of Mahatma Gandhi detailed in preceding paras:

Subject and Objectives
Mahatma Gandhi was an exceptional leader and human being. He has influenced and inspired both individuals and world leaders in the fight against inequality and oppression, and has provided an invaluable contribution to peaceful freedom struggles across the world. Mahatma Gandhi’s struggle was first and foremost for the freedom and independence of the people of India. But his message was also one of universal relevance. His voice for humanity, equality, justice and non-violence gained global recognition.

In this time of uncertainty and disruption, the celebration of Gandhi’s birthday is a reminder of the continued relevance of his teachings and of their outmost importance all over the world. We live in a time not only of uncertainty and disruption, but also a time where a more aggressive and polarizing political rhetoric seem to be gaining ground. Let us therefore remind ourselves of what Gandhi not only said, but also did. I quote; “In a gentle way, you can shake the world”.

Through the Exhibition, the Gandhi’s teachings and Contribution/ struggle etc will be on display, also remind us that change often begins at the individual level, and that we all, as human beings, have the capability to change the world through peaceful activism.

Work scope

<table>
<thead>
<tr>
<th>Activities</th>
<th>Detail description to be provided in Technical Bid</th>
<th>Quantity</th>
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<tbody>
<tr>
<td>Display Panels</td>
<td>Movable, Non Warping art display panel with suitable base (Overall size 4’x8’ (Moisture/Water resistant plywood 12/8 mm, MDF complete with superior quality matte/ lacquer coating with excellent durability, adhesion, panel base size 2.5’x4’ including erection at site.</td>
<td>88 Units</td>
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<tr>
<td>Light</td>
<td>LED spot light, Material Aluminium /steel size: -W350 mm x D 80 X H 110mm (or as suitably decided), and Connection cord as per requirement.</td>
<td>88 Units</td>
</tr>
<tr>
<td>Show Case</td>
<td>Display Case Stand –Size-W 1525mmX L 1500MMXH 800MM with slope board (W 1400X D 500X H 150 mm)/ with white fabrics specially selected for museum, Colour white, Case Made up of highly transparent fiberglass/glass &amp; Box shaped pedestal ideally suited for art Museum Galleries.</td>
<td>03 units</td>
</tr>
</tbody>
</table>
| Miscellaneous | • Design/Concept Development  
• Flex printing  
• Packing/unpacking & Transportation | As per requirement |
III. ELIGIBILITY CRITERIA

Technical bid envelop should contain the following:

1. Head Office and Registered Office in India, with Certificate of Incorporation from Register of Companies.
2. The Bidder must be a legally constituted Proprietary firm, Partnership firm, Limited Company or Corporate Body, who possess the required licenses, registrations etc., as per law valid at least for 12 months from the date of the opening of tender for providing above exhibition material.
3. The bidder must have experience in preparing exhibition material for national level exhibition. The documents for the same must be attached.
4. Financial Turnover during the last years should be at least 50 Lakhs
5. Income Tax Return of last 3 Assessment years should be submitted with technical bid.
6. There should be no case pending with the police against the Proprietor/Firm/Partner or the Company and should not blacklisted by any Government office. (An undertaking in this regard on Non-Judicial Stamp Paper of Rs. 100 is to be provided.)
7. The Bidder shall have the following Registrations and details of the same be provided in the Technical Bid:
   (I) Company Registration/Proprietary firm/Partnership firm/Limited Company or corporate Body
   (II) GST registration certificate.
   (III) PAN Number
8. Bid received after the specified date and time for receipt of bids would not be entertained.
9. Bid incomplete in any form are liable to be rejected out rightly.
10. Any enquiry after submission of the bid would not entertained.
11. The rates quoted by the successful bidder shall remain valid for a period of contact from the date of opening the bid.
12. The firm should not have been banned/blacklisted from any Government, department and agency earlier.

IV. PROCEDURE

1. Tender Bids should be placed in a properly sealed envelope addressed to Director, Bihar Museum, Bailey Road, Patna, 800001, Bihar.

   Technical bid along with Tender Processing Fee and EMD draft be put up in a separate envelop and the Financial Bid should be put in separate sealed another envelope, clearly indicating “TECHNICAL BID” and “FINANCIAL BID” with the details of the Bidder. Both sealed Technical & Financial Bid’s envelops should be put in one envelope and must be super-scribed “Tender for Providing exhibition material” with the name, address, e-mail & phone nos. of the Bidder. The tender must be submitted at the Office of the Director, Museums Bihar, Bailey Road, Patna, Bihar, 800001 on the date & up to the time mentioned in the tender notice and the tenders will be opened in the Office of the Director, Bihar Museum, Bailey Road, Patna, Bihar in the presence of all Bidders or their authorized representatives on the date informed to the Bidders through e-mail/sms.

2. An Index page showing contents/annexure & page no. should be annexed first followed by relevant documents with proper page numbering & signed by the owner of the firm or his Authorized Signatory as token of acceptance of Terms & Conditions. In case the tenders are signed by the Authorized signatory, a copy of the power of attorney/ authorization may be enclosed along with tender.

3. The bidder must ensure that the conditions laid down for submissions of offers are complete and correctly filled. The rates and units shall not be overwritten and shall be in both i.e. figures and words.

5. Opening of Tenders: The technical bids of the tenders received will be opened by the competent authority, in presence of such firms or their authorized representatives who may choose to be present. It may please be
noted that the sealed envelope containing the financial bids will not be opened until the technical evaluation is complete and the result are approved by tender Committee.

6. Evaluation of Technical Bids: The Tender Committee/Evaluation/Review Committee shall undertake the exercise for evaluation of the technical bids. Each bidder may be required to given an oral/PowderPoint presentation for the offer given by them as and when requested during the validity of the bid. This will ascertain their understanding of the scope of the work involved. The evaluation of the bids will be used on the attributes and the maximum marks assigned to each attribute. The evaluation will be based on profile of the bidder, experience, track record and the background of the Agency. The Agencies those who are considered and recommended by the Committee, the financial bids of those Agencies shall be opened. The financial bid of the Agencies will be considered for L1, L2, L3 and so on. The decision of the Committee is final and no further communication will be entertained.

7. The evaluation of the tender will be done as per quality cum cost basis (QCBS) methods. The technical did shall be opened first and only technically eligible bidder selected by Tender Committee shall participate in the financial bid.

All Firm receiving 60 or more marks in the technical evaluation will be short listed Opening of Financial Bids: After completion of evaluation of technical bids, Financial bid should be submitted in the prescribed format duly filled in as given with signature and stamp by the Agency. Please note that Bidders must give the price quote against each schedule of items and make total and add applicable tax. The Financial bid complete in all aspects should be submitted in sealed envelope super scribing Financial bid. The Bihar Museum Society will inform the date of opening of the Financial Bid in Advance.

8. Any changes with respect to this tender will be notified through News Paper and the website [http://yac.bih.nic.in](http://yac.bih.nic.in) or [http://prdbihar.gov.in](http://prdbihar.gov.in) only.

9. Bihar Museum Society reserves the right to accept or reject any or all the tenders without assigning any reason.

V. TERMS AND CONDITIONS

1. The Bidders who are interested in participating in the tender must read and comply with the instructions and the terms and conditions contained in the tender document.

2. The bids shall be filled in by the Bidder clearly, neatly and accurately. Any alteration, erasures or over-writing would be liable to make the tender invalid unless the same is neatly carried out and attested over the full signature of Bidder. The decision of Bihar Museum to interpret the information and rates filled in by the Bidder shall be final and binding on the Bidder.

3. The Bihar Museum will notify the successful Bidder by E-mail or in writing, by registered letter that its bid has been accepted. The Bidder will submit their concurrence immediately within two days for carrying out the task. The notification of award will constitute the formation of the Contract.

4. The Bidders are required to fill in complete and accurate details as required under the tender documents. Failure to furnish all the information as required under the bid documents or submission of a bid containing deviations from the contractual terms and conditions, specifications or requirements shall be treated and rejected as being non – responsive.

5. The Bidder shall be disqualified if any untrue statement or misrepresentation is made in the bid forms, attachments and other supporting documents submitted by the Bidder.

6. The Earnest money of successful tenderer will be retained as security for successful completion of the contract and shall be returned only after completion of awarded work within the stipulated time.

7. The EMD paid in the form of demand draft will be refunded by means of account payee cheque or return of the same DD to the unsuccessful Bidder as soon as the tender process is completed.

8. Failure of the successful bidder to comply with the requirement of shall constitute sufficient ground for the annulment of the awards and forfeiture of the bid security, in which work, Bihar Museum may award the Contract to the next best evaluated Bidder or Call for new bids.

9. TDS and other taxes as applicable will be deducted from agency's bill as per Govt. instructions from time to time.

10. Entire work shall remain open for inspection, at all stages to the Bihar Museum's Authorized person.

11. No Advance payment will be made for initiating work.

12. The financial proposal shall remain firm and fixed till the completion of the work and there shall not be any escalation/revision and shall be deemed to include and cover all cost, expensed and liabilities of every description and all risks of every kind to be taken in executing the work.
13. The bidder/supplier should not have been banned/blacklisted from any Ministries/Department/Agencies in the field.
14. The decision of Director, Bihar Museum Society in regard to interpretation of the Terms & Conditions and the Agreement shall be final and binding on the Agency.
15. **Penalty:** In case of pre mature termination of the contract due to any of the clauses of Termination the security amount shall be forfeited.
16. **Arbitration:** In case of any dispute or differences arising on terms and conditions, the same shall be settled by reference to arbitration by the Sole Arbitrator to be appointed by the Director, Bihar Museum Society.
17. **Jurisdiction:** In case of any dispute, the jurisdiction shall be the Court at Patna only.

Read and accepted
(Full Name, Signature & Stamp of the Bidder)
ANNEXURE-I
(To be submitted on Letter Head of the Registered Agency)

TECHNICAL BID

PROFORMA FOR PREPARING EXHIBITION MATERIAL ON “MAHATMA GANDHI”

Technical Bid should indicate following information along-with the self-attested photocopies of supporting documents:

1. Name of Firm/Agency:__________________________________________

2. Registered address:_____________________________________________

3. Branch Address, if any__________________________________________

4. Phone/Fax No._________________________________________________

5. Email Address:_________________________________________________

6. Type of Organization:___________________________________________
   (Whether sole proprietorship /partnership /society/Private Limited for Cooperative body etc. attach proof)

7. Name of Proprietor/Partners/ Directors of the Organization/Firm
   ______________________________________________________________

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Documentary Proof of</th>
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<tr>
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<td>Proof of incorporation/inception of the Agency</td>
<td></td>
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<td></td>
</tr>
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<td>7.</td>
<td>Any other relevant information</td>
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Name and signature of the authorized person of the firm along-with seal
ANNEXURE-II

*(To be submitted on Letter Head of the Registered Agency)*

The financial bid will be opened only of the shortlisted/qualified bidders. The lowest bidder would be awarded.

### FINANCIAL BID

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<td>Miscellaneous</td>
<td>• Design/Concept Development&lt;br&gt;• Flex printing&lt;br&gt;• Packing/unpacking &amp; Transportation of display panels to Bihar Museum from Gyan Bhawan&lt;br&gt;• Restoration of Art pieces&lt;br&gt;• Framing&lt;br&gt;• Signage</td>
<td>As per requirement</td>
<td></td>
<td></td>
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* Agency has to quote rate for each items.
Annexure - III

Details of Scoring Pattern / Criteria Technical Bids

- Profile of the Company/Agency based on Presentation: 20 points
- Experience: 2 years - 10 points; More than 2 years: 20 points;
- Number of similar exhibitions executed:
  - 2 Exhibitions - 10 points; More than 2 Exhibitions: 20 points;
- Credibility of the agency, feedback, recognition, awards etc.: 20 points
- Financial Turnover: 50 Lakhs - 10 points; More than 50 Lakhs - 20 points

Maximum: 100 points