

Government of Bihar
Department of Art, Culture & Youth
3rd Floor, Vikas Bhavan (New Secretariat)
Patna - 800 015

NOTICE INVITING TENDER FOR Engagement of Fine Art Handling Agent for the Movement of Artifact from Patna Museum to BiharMuseum.

Sealed tenders are invited from reputed agencies under “Two-bid” system - Technical Bid (un-priced) and Financial Bid (priced) for **Movement of Artifact from Patna Museum, Patna to BiharMuseum, Patna.**

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. 5,000/- (Rupees five thousand only) and Bid Security Fee of Rs. 1,00,000/- (Rupees One Lakh Only) through demand draft in favour of Bihar Museum Society, payable at Patna alongwith the Technical Bid. Bid Security money will be returned to the all unsuccessful Agencies after 30 days of finalization of the tender. Tender Document complete in all respects in a sealed envelope is to be submitted by Speed Post/Courier only at the Office of the Director, Bihar Museum, Bailey Road, Patna- 800001. 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) Last date for submission of Tender | - | 30/09/2016 up to 03.00 p.m. |
| (ii) Date of Presentation and opening Technical Bid- | | 30/09/2016 at 04.00 p.m. |
| (iii) Date of opening Financial Bid | - | Will be informed. |

General Terms & Conditions

1. Issue of tender form does not necessary mean that the tenderer is an eligible party.
2. The 'Tenderer' and/or 'Party' and/or Service Providers as used in the tender document, shall mean the one who has signed the tender Form and Format 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 three financial years.
6. The tenderer should be an established Agency / Firm dealing with the categories of works published in the Tender Notice or having infrastructural facilities including manpower in case of Service Provider.

7. The tenderer shall have to submit a declaration stating that he/she is not a relative of any serving employee of Directorate of Museum, Bihar being a partner in the tendered company and not blacklisted by any Government organization.
8. The tenderer shall give the official mailing address, phone, fax number, email address to which all correspondence shall be made by the Office of The Director, Bihar Museum, Patna. Also, if address changed the same shall have to be immediately intimated to the Office of Director, Bihar Museum, Patna.
9. The incomplete or conditional tenders would not be accepted and are liable to be rejected.
10. Bids received by the Office of The Director, Bihar Museum, Patna after the specified date and time, will not be considered.
11. Tender without Earnest Money Deposit will not be accepted and is liable to be rejected summarily.
12. Tenders not conforming to the requirements mentioned in the Tender Form will be rejected and no correspondence shall be entertained in this regard.
13. 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. Attested copies of the Registration Number for the firm along with TIN No. allotted by the Sale Tax authority PAN No. and Service Tax No. allotted by the Income Tax /Customs Department and copy of the last Income Tax Clearance Certificate, Satisfactory Performance Certificate issued by the concerned agency(s) /organizations where such type of works/jobs have been performed by the tenderer earlier shall also be enclosed.
14. The tenderer shall have to produce documentary proof i.e., Telephone Bill / Electricity Bill / Income tax clearance certificate, if he is an assessee under Income Tax Act, in support of proof of address of the firm.
15. The tenderer should take care that the rate and amount should be written in such a way the interpolation is not possible. No column should be left blank which would otherwise make the tender liable for rejection.
16. False information / documents provided for consideration would result in disqualification of the bidder.
17. Forwarding letter should clearly indicate the list of enclosures. Every paper of the tender should be signed by the tenderer with seal of Agency / Firm.
18. The Tenderer/Agency/Firm shall not sublet the work to other Tenderer/Agency/Firm after the award of the work.
19. The Office of The Director, Bihar Museum, Patna will deduct Income Tax (TDS) at source under section 194-C of the Income Tax Act, 1961 as applicable from the Tenderer.
20. The successful tenderer shall provide a non-judicial stamp paper of Rs. 1000/- for prepared a Rate Contract Agreement. who 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 of 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.

21. 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 tenderer to complete the job within the scheduled times as mentioned in the order will be recovered from the tenderer along with administrative charges.
22. The Office of the Director, Bihar Museum, Patna 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, Bihar Museum, Patna will be final in this regard.
23. If the insurance of Antiquities is being asked to be done by the agency, payment of insurance premium will be made by the client within 15 days of raising the bill. The bill will be inclusive of actual insurance premium + 5% Administrative charges (of insurance premium) for getting insurance.
24. Total number of Antiquities is upto 50000 (Fifty Thousand).
25. Payment will be made after 30 days from getting Work Completion Certificate from the Client/ Authorized person.
26. Timeline of transportation of Antiquities from Patna Museum, Patna to Bihar Museum, Patna will be approx. 8 months from the issue of the work order.
27. For any queries related to tender please e-mail to bmpatna2014@gmail.com

Technical Specifications

1. The tenderer must have proven expertise in handling of fine art objects for National (at least 5) and International (at least 3) Exhibitions. The firms which do not have the necessary expertise experience and background of the project will not be considered. Agency should be furnished the details of the Museums with whom they have handled the Fine Art Objects both in India and abroad during the last 10 years.
2. The tenderer must have present a comprehensive presentation before the tender committee on the following topics: -
 - a. Presentation of past project done and work methodology adopted – 10 Marks
 - b. Work plan and schedule for the present project – 10 Marks
 - c. Response to queries by the Tender committee – 10 MarksBidders must have obtained 20 marks out of 30 to qualify.
3. The Agency should have the required infrastructure, handling equipment, fork lifts, closed body container truck, dollies, trolleys and any other exclusive equipment required for Artefact handling etc. exclusively for handling art works and is required to furnish the details of the same
4. Fabrication of wooden boxes per cu. ft. with and without packing material : The boxes in 6mm/12mm/18mm are to be prepared of waterproof and termite proof plywood and board with water resistant coating wherever required for various categories of exhibits and are to be 'knock-down' boxes equipped with nuts & bolts, handles for easy lifting and bottom strengthened with two wooden batons fit to lift them with forklift smoothly (wherever required), and angle clamp with appropriate stenciling and stickers. The packing material include variety of synthetic foam (EP Sheets/Spiro foam) (4" or 2") thermocoal (2"), bubble air plastic sheets, polythene, acid free tissue paper, cotton, brown paper and masking tape etc. and silica gel is also to be placed inside the boxes as per international standards for transportation of art objects.

5. Transportation of Artifacts will be done by road only. Hence, the agency will have to clearly quote rates for transport by road only. For transportation by road, the rates will have to be quoted as per km. mentioning the size/capacity of truck (10 ft. /14ft. /17ft.20ft.), closed body, lockable and secured. It may also be noted that the trucks may have to be detained at time of transferring of Artifacts, if required and hence detention charges have to be quoted clearly. In the case of future increase in the fuel prices above 10% of the existing rates at the time of award of the tender, a proportionate increase in the approved per km. rates can be considered on mutual consent based on calculating the fuel consumption involved in the transportation of Artifacts to Bihar Museum.
6. The Agency should have his own establishment with sufficient skilled and technical workforce duly trained in fine art handling. Agency should furnish the details of such technical workforce and the quality certificates/performance certificate from recognized institutions, be they Government bodies or other bonafide institutions
7. The Agency must be ready to perform the jobs/service during day and night on all 7 days of the week, including Holidays if required.
8. The tenderer should have minimum 10 years of experience in fine art handling and should have an annual turnover of at least Rs. 10 Crores or above for the last 3 years. (2013-14,2014-15 and 2015-16)
9. The tenderer should preferably be a member of the National or International Association in Fine Art Handling and transportation network etc. such as Overseas Moving Network International (OMNI), International Convention of Exhibitions and Fine Arts Transport (ICEFAT), FIDI, FAIM, IATA, etc. Copies of testimonials/certificates must be attached with the technical bids.
10. The technical and financial bids should be submitted in separate sealed envelopes which may be put together in a larger envelope super-scribing "Technical & Financial bid for engagement of Fine Art Handling Agent". The bids in sealed cover along with EMD may be submitted by Registered Post/Speed Post in the office of the Director, Bihar Museum, Bailey Road, Patna - 800001.
11. The financial bids of only those firms who qualify in the technical bids will be considered.
12. 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). Director, Bihar Museum, Patna 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.
13. **Security Deposit:** The tenderer/Tenderer shall deposit a security of Rs. 25,00,000/- (Twenty Five Lakh only) by Pay Order/Bank Draft in favour of Bihar Museum Society, Patna or in the form of Bank Guarantee / Fixed Deposit for the due performance of the contract. In the event of any breach/violation of any terms and conditions contained herein by the tenderer, the said security deposit shall be forfeited by the Director, Bihar Museum, Patna. The Earnest Money can be adjusted against the security money. No interest shall be paid by the Director, Bihar Museum, Patna on earnest money or security deposit.
14. **Contract Validity:** The contract shall be initially valid for a period of one year that may be extended by an advance notice of 30 days at the sole discretion of the Director,

Bihar Museum, Patna or a further period of one year and at the same terms and conditions and the extension shall be based on the satisfactory performance of the contract.

15. **Termination Clause:** The contract can be terminated with three months' prior notice by the tenderer and one month's notice by the Director, Bihar Museum, Patna. 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 Director, Bihar Museum, Patna shall have the right to terminate the contract forthwith and engage another supplier/service provider to carry out the work/services.
16. **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 Patna, Bihar. The award will be binding upon the parties. The Director, Bihar Museum, Patna reserves the right to reject all or any tender without assigning any reason.

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TECHNICAL BID

FORMAT FOR TECHNICAL BID FOR ENGAGEMENT OF FINE ART HANDLING AGENT IN BIHAR MUSEUM, PATNA			
Sl no.	Particulars	Details	
1	Name of the Firm		
2	Complete Address		
	A. Telephone No,		
	B. E-Mail ID		
	C. Fax No		
	D. Website		
3	Date of incorporation/establishment of the firm		
4	Whether the company is a proprietorship firm, Pvt. Firm, Ltd Co, if so the names of the Ltd Co, if so the names of the owner / Directors etc., be furnished		
5	PAN No		
6	Service Tax No		
7	Profile of the Firm (Attach a separate sheet along Brochure)		
8	Financial Status (Annual Turn Over)	Year	Annual Turn Over
		2013-14	
		2014-15	
		2015-16	
		Attach attested copies of Balance Sheet and IT return of each year	
09	Infrastructure Facilities		
	A. List of equipment available (Attach separate sheet with photograph)		
	B. Manpower Details (Attach organization chart with detail of Technical Qualification)		
	C. No. of covered truck and fork lift, cranes available		
10	Experience in Handling Domestic/International Exhibition during the last 10 Years		
	A. Name of the Museums		
	B. Nature and type of exhibition handled		
	C. Description of various exhibitions related jobs undertaken		
	D. Cost Involved		

	E. Time Frame	
	F. Attach photographic proof / appreciation / satisfactory performance letters issued by the concerned organizations.	
11	Affiliations and Membership of International / National Associations of Art Movers / Air travel associations and other related organization and ISO certifications, if any. (Attach testimonials)	
12	Member of the National or International Association in Fine Art Handling and transportation network (Attach Supporting documents)	
13	Earnest Money	
	A. Demand Draft No.	
	B. Date	
	C. Drawn on	
	D. Rupees in Figure and words	

Date :

Place :

Signature :

Name and Address with Seal

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FINANCIAL BID

FORMAT FOR FINANCIAL BID FOR ENGAGEMENT OF FINE ART HANDLING AGENT IN BIHAR MUSEUM, PATNA		
Sl no.	Description of Job	Composite rate for the total work
1	Photography, De-Mounting, Cleaning, Packaging, Lifting, Transportation of Antiquities and Art Object by mechanical transport from Patna Museum, Patna and placement of the transported objects in identified places at Bihar Museum, Patna (Approximately 2km) and all other allied works (i.e. unpacking installation) as per requirement and direction of the appropriate authority.	Rate in figure and words for the entire works inclusive of all charges, taxes and levies as applicable. Rs... .. (Rs. -----Only)
2	The Handling, Transportation and shifting of Didarganj Yakshi is to be done in two parts:- (i) from Patna Museum, Patna to Bihar Museum, Temporary Exhibition Gallery for temporary placement on or before 17.10.2016 and (ii) Final placement at Art Gallery (Gallery - D), Bihar Museum, Patna.	

**** All rates should be quoted with applicable taxes. No payment will be made extra.**

Date :
Place :
Signature :

Name and Address with Seal