Bihar Museum
Department of Art, Culture & Youth
Bailey Road (Jawaharlal Nehru Road)
Patna – 800001

(SHORT TENDER NOTICE)

NOTICE INVITING TENDER FOR Engagement of Fine Art Handler at Bihar Museum for assisting in Mount making and Installation of Artefacts at different Gallery.

Sealed tenders are invited from reputed agencies under “Two-bid” system - Technical Bid (un-priced) and Financial Bid (priced) for Engagement of Fine Art Handler at Bihar Museum for Mount making and Installation of Artefacts at different Gallery.

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. 1000/- (Rupees thousand only) and Bid Security Fee of Rs. 50,000/- (Rupees Fifty thousand Only) through demand draft in favour of Bihar Museum Society, payable at Patna along with 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 respects would be rejected. The Director, Bihar Museum, Patna reserves the right to accept/reject any or all tenders without assigning any reason.

Important Dates for the selection process:
(i) Last date for submission of Tender - 02/07/2019 up to 03.00 p.m.
(ii) Date of Presentation and opening Technical Bid - 02/07/2019 at 04.00 p.m.
(iii) Date of opening Financial Bid - 02/07/2019 at 04.00 p.m.


Copy to – The Director, Information & Public Relation Department, Bihar with 08 (eight) additional copies of the advertisement and CD for publication in national dailies.
Bihar Museum
Department of Art, Culture & Youth
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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 Bihar Museum 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 Bid Security 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. Total number of Antiquities is around 175 (OneHundred seventy-five only) with 5% escalation.

24. Payment will be made as per the following schedule from the Client/Authorized person.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Percentage of Work Done</th>
<th>Percentage of Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>25% of the work</td>
<td>20% payment of the contact amount</td>
</tr>
<tr>
<td>2</td>
<td>50% of the work</td>
<td>20% payment of the contact amount</td>
</tr>
<tr>
<td>3</td>
<td>75% of the work</td>
<td>25% payment of the contact amount</td>
</tr>
<tr>
<td>4</td>
<td>100% of the work</td>
<td>35% payment of the contact amount</td>
</tr>
</tbody>
</table>

25. Timeline for mount making and installation of Antiquities at different galleries of Bihar Museum, Patna will be 6 months from the issue of the work order.

26. Tenderer have to submit 5% of the quoted price at the time of agreement. 5% security deposit will be deducted from each running bill. The total security of 10% of the contract value will be refunded six months after the completion of all works.

27. For any queries related to tender please e-mail to bmpatna2014@gmail.com before 25th of June.

**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 furnish the details of the Museum with whom they have handled the Fine Art Objects both in India and abroad during the last 10 years.

2. The tenderer must submit a comprehensive plan before the tender committee on the following topics:
   a. 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 Marks

   Bidders must have obtained 20 marks out of 30 to qualify.

3. The Agency should have the required infrastructure, handling equipment, fork lifts, 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. 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.

5. 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.

6. The tenderer should have minimum 10 years of experience in fine art handling and should have an annual turnover of at least Rs. 5 Crores or above for the last 3 years (2016-17, 2017-18, 2018-19).

7. 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.

8. 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.

9. The financial bids of only those firms who qualify in the technical bids will be considered.

10. 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.

11. Security Deposit: The tenderer/Tenderer shall deposit a security of Rs. 10,00,000/- (Ten Lakh only) by 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.

12. **Contract Validity**: The contract shall be initially valid for a period of 12 months that may be extended by an advance notice of 15 days at the sole discretion of the Director, Bihar Museum, Patna or a further period of 6 months and at the same terms and conditions.

13. **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 of 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.

14. **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 thereunder 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.
Government of Bihar  
Department of Art, Culture & Youth  
3rd Floor, Vikas Bhavan (New Secretariat)  
Patna – 800 015

FINANCIAL BID

<table>
<thead>
<tr>
<th>Sl no.</th>
<th>Description of Job</th>
<th>Composite rate for the total work</th>
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| 1      | De-Mounting, Lifting for Mounting as per the instruction of mount maker, requirement of Chain pulley for bigger Artefact, Transportation of Antiquities and Art Objects to different Galleries for Installation as per requirement and direction of the Curator. | Rate in figure and words for the entire works inclusive of all charges, taxes including GST as applicable. | Rs............................................

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

Date:  
Place:  
Signature:

Name and Address with Seal