NOTICE INVITING SHORT TENDER FOR
"Community Outreach Agency" for Museum Biennale -2020.

Sealed short tenders are invited from reputed agencies under “Two-bid” system - Technical Bid (un-priced) and Financial Bid (priced) for Community Outreach Agency to conduct programme for Museum Biennale -2020 at Bihar Museum, 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. 50,000/- (Rupees Fifty Thousands) through demand draft in favour of BIHAR MUSEUM SOCIETY, PATNA, 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/Registered Post/ by courier/ by hand 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 prejudice.

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

Important Dates for the selection process:
(i) Date for pre-bid conference - Feb 6, 2020 at 3.00 p.m.
(ii) Last date for submission of Tender - Feb 8, 2020 up to 12.00 p.m.
(iii) Date of opening Technical Bid - Feb 8, 2020 up to 02.00 p.m.
(iv) Date of opening Financial Bid - Feb 8, 2020 up to 05.00 p.m.

Memo No. – वि० सं०/ _____________ Patna, Dated : _____________

Copy to – The Director, Information & Public Relation Department, Bihar with 08 (eight) additional copies of the advertisement and CD for publication in national dailies.
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Bihar Museum is an experiential museum, with state-of-the-art architecture and technology in Patna, Bihar. Showcasing the rich past of Bihar and incorporating a special space for children within, the Museum is emblematic of fostering an inclusive culture and bringing a global internationalism to a national identity.

The Bihar Museum wishes to initiate a fresh new idea of a Museum Biennale, which will bring together a taster of key collections from the various museums in our country. The idea is to celebrate the wealth and treasures of our country, which form a part of different museum collections, and in addition to learn about India’s rich cultural heritage. The Biennale is to be held from March 25 to June 25, 2020.

**Work scope**

For the organisation and smooth operation of the Biennale, the Bihar Museum would like to appoint Community Outreach Agency to conduct programme for Museum Biennale -2020. The scope of work for this position includes the following:

1. To reach out, initiate and maintain communication with various cultural and social institutions/organizations across India classified using an institutional framework / urban tiers

2. Building engagement with local audiences with a specific lens on children and the elderly

3. Building strategic partnerships with relevant government bodies and NGOs

4. Liaising with schools to create a booking schedule for student visits

5. Design and activation of systems to capture data for impact assessment

6. Agency should have minimum of 3 years’ experience in managing Community Outreach programming and requires a detailed understanding of the Indian cultural and media landscape. Agency should have a wide network across the art community
III. ELIGIBILITY CRITERIA
Technical bid envelop should contain the following:-

1. Registered Office/Branch office in India, with Certificate of Incorporation and Register of Companies.

2. The Bidder must be a legally constituted Proprietary firm, Joint Venture 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 Community Outreach Agency to conduct programme for Museum Biennale -2020.

3. The bidder must have experience of 3 years as Community Outreach Agency to conduct programme. The documents for the same must be attached.

4. Financial Turnover during the last three years should be at least 50 Lakhs per year.

5. Income Tax Return of 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/Joint Venture/Partnership firm/Limited Company or corporate Body
   (II) GST registration certificate
   (III) PAN Number

8. The Agency/bidder should attach successful satisfactory completion certificates/work orders/PO issued by the clients, as documentary evidence in support to above eligibility criteria.

9. Bid received after the specified date and time for receipt of bids would not be entertained.

10. Bid incomplete in any other form are liable to be rejected out rightly.

11. Any enquiry after submission of the bid would not entertained.

12. The rates quoted by the successful bidder shall remain valid for a period of contract from the date of opening the bid.

13. 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 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 Community Outreach Agency to conduct programme for Museum Biennale -2020", to 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.

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.

4. 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.

5. Evaluation of Technical Bids: The Tender Committee shall undertake the exercise for evaluation of the technical bids. Each bidder may be required to given an oral/PowerPoint 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.

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 (Annexure-I) 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 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.

7. 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.

8. **TDS and other taxes as applicable will be deducted from agency’s bill as per Govt. instructions from time to time.**

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

10. 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.

11. The bidder/supplier should not have been banned/blacklisted from any Ministries/Department/Agencies in the field.

12. 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.

13. **Penalty:** In case of premature termination of the contract due to any of the clauses of Termination the security amount shall be forfeited.

14. **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.

15. **Jurisdiction:** In case of any dispute, the jurisdiction shall be the Court at Patna only.
ANNEXURE-I
(To be submitted on Letter Head of the Registered Agency)

TECHNICAL BID
Community Outreach Agency to conduct programme for Museum Biennale -2020

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 /Joint Venture/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>
<th>With Date</th>
<th>Proof Attached (if Yes then Page no.)</th>
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<tbody>
<tr>
<td>1.</td>
<td>Proof of incorporation/inception of the Agency</td>
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<td>2.</td>
<td>PAN Number</td>
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<td>3.</td>
<td>GST</td>
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<td>4.</td>
<td>Certificates of Work experiences</td>
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<td>5.</td>
<td>Audit Report of last 3 years</td>
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<td>6.</td>
<td>Income Tax Return for the last 3 years</td>
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<td>7.</td>
<td>Undertaking regarding no case pending/not being blacklisted on Non-Judicial Stamp Paper of Rs. 100/-</td>
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<td>8.</td>
<td>Any other relevant information</td>
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Name and signature of the authorized person of the firm along-with seal
FINANCIAL BID

Kindly submit Quoted price in following work head:

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<thead>
<tr>
<th>S.N.</th>
<th>Work scope</th>
<th>Quoted Rates</th>
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<tbody>
<tr>
<td>1.</td>
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