



Government of Bihar
Department of Art, culture & Youth
Bihar Museum Society, Patna
Bailey Road Patna, Patna-800001

NOTICE INVITING SHORT TENDER FOR
"Public Programming 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 **Public Programming Agency** 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. 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 assigning any reason.

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 | - | Jan 28/2020 at 3.00 p.m. |
| (ii) Last date for submission of Tender- | | Jan31/2020 up to 12.00 p.m. |
| (iii) Date of opening Technical Bid | - | Jan31/2020 up to 02.00 p.m. |
| (iv) Date of opening Financial Bid | - | Jan31/2020 up to 05.00 p.m. |

Memo No. बि० 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.

(Director)



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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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 a Public Programming Consultant. The scope of work for this position includes the following:

1. Managing the organisation and production of the Biennale, which includes the formal opening, a 2-day international conference, three verticals over the course of three months, and closing ceremony
2. Technical and on-ground production required during the Biennale
3. Designing and printing event related creatives, such as banners, brochure, standee, and other collaterals
4. To manage the PR of the Museum Biennale 2020 onwards
5. To manage the Social Media of the Museum Biennale 2020 onwards
6. Maintaining website specifically for the Bihar Museum Biennale which will contain all information regarding the Biennale
7. Documenting the proceedings of the 2-day international seminar to be held as part of the opening of the Biennale
8. Coordinating with all resource persons invited for the opening and conference
9. Preparing programme schedules and welcome kits for all invitees of the conference
10. Create strategic approaches, methods and solutions to build and engage audience
11. Agency should have minimum of 5 years' experience in managing public 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, Partnership firm, Limited Company or Corporate Body, who possesses 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 of 5 years in preparing exhibition material for national level exhibition. The documents for the same must be attached.
- 4 Financial Turnover during the last three years should be at least 50 Lakhs
- 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 be blacklisted by any Government office. (An undertaking in this regard on Non-Judicial Stamp Paper of Rs. 100 is to be provided.)
- 7 The Bidders shall have the following Registrations and details of the same to 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 The agency/ bidder should be a well-established professional Fabricator and Manager for exhibition any conference/event/ exhibition and must have an exhibition of 5 conferences/events/ exhibitions in public sector/Private Sector.
- 9 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
- 10 Bid received after the specified date and time for receipt of bids would not be entertained.
- 11 Bid incomplete in any other form are liable to be rejected out rightly.
- 12 Any enquiry after submission of the bid would not be entertained.
- 13 The rates quoted by the successful bidder shall remain valid for a period of contact from the date of opening the bid.
- 14 The firm should not have been banned/blacklisted from any Government, department and agency earlier.

IV. PROCEDURE

1. Tender Bid 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 in a separate envelope and the Financial Bid should be put in a separate sealed envelope, clearly indicating "TECHNICAL BID" and "FINANCIAL BID" with the details of the Bidder. Both sealed Technical & Financial Bid's envelopes should be put in one envelope and must be super-scribed "**Tender for Public Programming Agency**" 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.
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 over-written and shall be in both i.e. figures and words.
4. In case two or more agencies are found to have quoted the same rates, the Tender Committee shall recommend about the Bidder to which the offers shall be granted based on the basis of the marks scored in the Technical Bid. The Bidder getting higher score in the Technical Bid shall be awarded the work. The decision of the Director, Bihar Museum or Authority nominated by the Department shall be final.
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 shall undertake the exercise for evaluation of the technical bids. Each bidder may be required to give 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 Agreements 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
Public Programming Agency

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. _____

<u>Payment Details</u>	
DD _____	
No _____	
Date _____	
Amount _____	
Bank _____	

Sl. No.	Documentary Proof of	With Date	Proof Attached (if Yes then Page no.)
1.	Proof of incorporation/inception of the Agency		
2.	PAN Number		
3.	GST		
4.	Certificates of Work experiences		
5.	Audit Report of last 3 years		
6.	Income Tax Return for the last 3 years		
7.	Undertaking regarding no case pending/not being blacklisted on Non-Judicial Stamp Paper of Rs. 100/-		
8.	Any other relevant information		

Name and signature of the authorized person of the firm along-with seal

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

FINANCIAL BID**Kindly submit Quoted price in following work head:**

S.N.	Work scope	Quoted Rates
1.	Managing the organisation and production of the Biennale, which includes the formal opening, a 2-day international conference, three verticals over the course of three months, and closing ceremony	
2.	Technical and on-ground production required during the Biennale	
3.	Designing and printing event related creatives, such as banners, brochure, standee, and other collaterals	
4.	To manage the PR of the Museum Biennale 2020	
5.	To manage the Social Media of the Museum Biennale 2020	
6.	Maintaining website specifically for the Bihar Museum Biennale which will contain all information regarding the Biennale	
7.	Documenting the proceedings of the 2-day international seminar to be held as part of the opening of the Biennale	
8.	Coordinating with all resource persons invited for the opening and conference	
9.	Preparing programme schedules and welcome kits for all invitees of the conference	
10.	Create strategic approaches, methods and solutions to build and engage audience	
	Grand Total	