Sealed short tenders are invited from reputed agencies under “Two-bid” system - Technical Bid (un-priced) and Financial Bid (priced) to designing and preparing exhibition materials and Fabrication 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 five hundred only) and Earnest Money Deposit (EMD) of Rs. 2,00,000/- (Rupees Two Lakhs) through demand draft in favour of BIHAR MUSEUM SOCIETY, PATNA, payable at Patna along with the Technical Bid. Those Agencies have already applied against PR: 14424 (Art and Culture) 2019-20, dated 23.01.2020 are not needed to apply again. 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 or by hand 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:

(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. – बिं 30/--------------- Patna, Dated : 31.01.2020
Copy to - The Director, Information & Public Relation Department, Bihar with 08 (eight) additional copies of the advertisement and CD for publication in national daily.
NOTICE INVITING SHORT TENDER FOR DESIGNING AND PREPARING EXHIBITION MATERIALS AND FABRICATION ON “MUSEUM BIENNALE-2020”

Sealed short tenders are invited from reputed agencies under “Two-bid” system - Technical Bid (un-priced) and Financial Bid (priced) to designing and preparing exhibition materials and Fabrication 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 five hundred only) and Earnest Money Deposit (EMD) of Rs. 2,00,000/- (Rupees Two Lakhs) through demand draft in favour of BIHAR MUSEUM SOCIETY, PATNA, payable at Patna along with the Technical Bid. Those Agencies have already applied against PR: 14424 (Art and Culture) 2019-20, dated 23.01.2020 are not needed to apply again. 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 or by hand 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- Feb 8, 2020 up to 12.00 p.m.
(ii) Date of opening Technical Bid - Feb 8, 2020 up to 02.00 p.m.
(iii) Date of opening Financial Bid - Feb 8, 2020 up to 05.00 p.m.
II. SCOPE OF WORK

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.

Subject and Objectives

Bihar Museum, Patna in the small time since its dedication to the public at large has become a new milestone in the museum movement of the country. The Bihar Museum, Patna has fulfilled the need of a world-class museum with the inclusion of state-of-the-art technologies of audio-visual presentation for increased visitor experience. It attracts crowd from all over the world and is an exciting tourist destination and cultural hub. The exhibits and displays are tailored to create interactive spaces and people are encouraged to make repeat visits. Thus, Bihar Museum presents itself as the most well suited institution to host a Biennale in the field of Museums. it will provide a platform on biennial basis to discuss contemporary museum practices and suggest a way forward.

Bihar Museum, Patna as the host of the proposed Biennale for Museums will also play a crucial role in highlighting the status of Patna city as a Cultural hub, not only in India but world at large. The related paraphernalia associated with hosting a Biennale will encourage city development and marketing, cultural tourism and urban regeneration of Patna. It will secure the place of Patna in the cultural map of the world. Such a high profile event will be the perfect backdrop to showcase the historic as well as the cultural legacy of Patna. In addition to dedicated conceptual exhibitions, Biennale will also offer a rich programme of talks, seminars, workshops, film and documentary screenings for school children and students apart from the dedicated target audience of museum professionals.

Through the Exhibition, Bihar Museum is initiating a fresh new idea that of a Museum Biennale which has never been done anywhere in the world. Beginning within the country itself, the first Biennale will concentrate on 12 museums of the country. 10 key objects selected by the Museum director as to what constitutes the essence of the museum. The 200 objects will show the cultural diversity of the country and the plural nature of the collection.
The Biennale collection will be on display at the Bihar Museum for three months, during which times a series of interactive workshops, seminars and talks by museum directors and art lovers will take place.

Through the display, and the events spread over four months, the role of the museum, taste, connoisseurship and the response of the viewers will be documented through publications and short films.

The Museum Biennale will open new directions of understanding the Museum and its role in society.

**INSTRUCTIONS TO BIDDERS**

The Bidders are invited to submit Technical Proposal and Financial Proposal for conceptualizing, designing, layout, setting-up and execution of Exhibition for Museum Biennale-2020.

**Inspection of site by the Bidders**

- The Bidders are advised to inspect and examine the venue and take all information and conditions into account in preparing their proposal and before submitting the proposal. The Bidders or their representative may contact – Director, Bihar Museum, E-mail: directorbiharmuseum@gmail.com and bmpatna2014@gmail.com for any information/clarification regarding venues or proposal in general.
- The Bidder shall be deemed to have full knowledge of the venue whether he/she inspects it or not and no extra charges consequent upon any misunderstanding or otherwise shall be allowed.
- The Bidder may submit the proposals ensuring all the articles of Terms of Reference [Scope of Work], for the venue. The proposals should be framed in such a manner that it includes the curation, conceptualisation, designing/planning, interior designing/works, painting, fabrication of showcases/pedestals and other related material like, captions, signage, write-ups, panels, partitions, CCTV, fire-alarming and fire-fighting system, etc. The successful bidder in consultation with the Bihar Museum may exhibit more objects from reserve collection.
- Submission of the proposal by the Bidder implies that he/she has read the letter of invitation, instructions to the Bidder, terms of reference and all other contract documents and has made him/her aware of the scope of work and schedule of services to be delivered.
- The Bidders, who are eligible to apply as per requirement cited in Notice Inviting Request for Proposal shall bear all costs associated with the preparation and submission of the proposal and Bihar Museum will in no case be responsible or liable for these costs regardless of the conduct or the outcome of the process of selection of Bidder for award of services.
- Bidder may carefully note that they are liable to be disqualified at any time during process of selection of Bidder for award of services in case any of the information furnished by them is not found true. The decision of Bihar Museum in this respect shall be final and binding.
- All the pages of the Tender including the technical and financial proposals, preliminary conceptual drawings, technical details, schedule of proposed works,
etc. submitted by Bidder, shall be signed and stamped by the Bidder or his representative holding the Power of Attorney.

• While filling up the rates in the financial proposal, Bidder shall ensure that there is no discrepancy in the rates mentioned in figures and words. In case of any discrepancy, the rate mentioned in the words shall be taken as final and binding.

**Summary of Scope of Work**

The Collection of 12 Museum will be on display for three months. You have to design and conceptualise for 15,000. Designing and supervising graphics for walls and other collaterals such as banners, signage, captions, flyers, and maps. The selected Fabricator/Agency will be responsible for the undertaking and execution of the following services under the supervision of Bihar Museum:

- Around 200 exhibits of different sizes and weight will be displayed.
- The above objects will be from 12 different museums and the 12 block/cubical will be designed of individual museum.
- Schematic Design and Detailing of the exhibits based on the concepts and interpretive plan developed by Bihar Museum for all types of exhibits including cases, panels, interactive media and more.
- Case design – final specification of cases and interior plinths and artifact mounts
- Case layouts – detailed layouts of all artifacts selected and specification of mount types
- Detailed specifications of materials, sizes, method of construction
- Performance specification of all materials selected
- Mechanical and electrical coordination
- Lighting design and specification
- Multimedia hardware specification and design, performance and design of control rooms
- Model, diorama and hands-on exhibit design and specification
- Graphic design – final specification, layouts, map and illustration design. Artwork – ready for production files
- Image selection and procurement – research, select and procure all images for panels, murals, etc. These should be rights free.
- Exhibition text and label – the design team must include a researcher/writer/historian to prepare all written materials and artifact labels for the exhibition.
- Artifact selection – preparing a process and work with the client team to make the final selection of artifacts. These artifacts will then be laid out in the cases.
- Prepare list of potential artists and suppliers for completion of custom works, if needed.
- Designer must comply with the rules and regulations of the Government of Bihar. Please note that this selection is only for the proposed Exhibition.

**Team/Expertise Required**

The selected agency to complete this work must have the following expertise.

- Design
- Graphic Design
- Electrical and Mechanical
- Engineering
- Lighting
• Multimedia/Video
• Image Procurement
• Writing/Editing
• Historian, Art and other experts

Schedule of Deadlines and Expected Date of Award

After receiving appointing letter/work award, the agency will have to complete designing work within 15 days and the fabrication work should be in all aspect by before 20 March 2020.

We envision the following areas for proposed exhibition :( Tentative layout is attached)

• Temporary Exhibition Hall
• Contemporary Hall
• Multipurpose Hall, If needed

Specification of Work

<table>
<thead>
<tr>
<th>S.no.</th>
<th>Particulars</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td><strong>Flooring</strong></td>
</tr>
<tr>
<td></td>
<td>100 mm Raised wooden Flooring and Beige loop carpet finish on top.</td>
</tr>
<tr>
<td></td>
<td>SS Skirting finish in the edges with Shine finish</td>
</tr>
<tr>
<td></td>
<td>Polythene covering on top for dirt control for the opening of the exhibition.</td>
</tr>
<tr>
<td>B</td>
<td><strong>Booth Structure</strong></td>
</tr>
<tr>
<td></td>
<td>CCTV</td>
</tr>
<tr>
<td></td>
<td>ABC type store pressure portable fire extinguisher</td>
</tr>
<tr>
<td></td>
<td>All main structure with roll painted (Velvet finish)</td>
</tr>
<tr>
<td></td>
<td>Booth Fascade with light box with backlit media</td>
</tr>
<tr>
<td></td>
<td>Showcases as per the artefact dimension (toughned glass only) - minimum or no visibility of hardware.</td>
</tr>
<tr>
<td></td>
<td>MDF plinth in roll painted finish (Velvet finish)</td>
</tr>
<tr>
<td></td>
<td>Mounting of the artefact with ss or hardwood only</td>
</tr>
<tr>
<td></td>
<td>Labels in Acrylic (8mm thick with printed vinyl on top)</td>
</tr>
<tr>
<td></td>
<td>LED screen 42”</td>
</tr>
<tr>
<td></td>
<td>Thematic recreation state wise design in the size of 8ft ht x 4ft width or vice versa.</td>
</tr>
<tr>
<td></td>
<td>LED Lights for the general lighting - As per requirement</td>
</tr>
<tr>
<td></td>
<td>Track Lights or showcase lights for the Artefact display cases</td>
</tr>
<tr>
<td></td>
<td>Information counter in spray painted finish. (Lockable)</td>
</tr>
<tr>
<td>C</td>
<td><strong>Signage &amp; Graphic</strong></td>
</tr>
</tbody>
</table>

6
A Set of 3D logo for each booth on top of the fascia with illumination

Graphics Design and Development (Content shall be provided by individual Exhibitor) 5mm sunboard backing wherever required and vinyl or equivalent.

Vinyl Sticker as and wherever required

<table>
<thead>
<tr>
<th>D</th>
<th><strong>Electricals &amp; Lighting</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Install all of Lighting and sockets and cabling</td>
</tr>
<tr>
<td></td>
<td>Power sockets 3 nos in each booth</td>
</tr>
<tr>
<td></td>
<td>Distribution Box for the main power control and circuiting</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>E</th>
<th><strong>Furniture</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Executive chairs for the meeting table for discussion</td>
</tr>
<tr>
<td></td>
<td>Round Table with Laminated top</td>
</tr>
<tr>
<td></td>
<td>Catalog stand</td>
</tr>
<tr>
<td></td>
<td>Glass bowl for business card</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>F</th>
<th><strong>Show services</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Installation &amp; Dismantling</td>
</tr>
<tr>
<td></td>
<td>Daily Cleaning</td>
</tr>
<tr>
<td></td>
<td>technical person stand by during the show</td>
</tr>
</tbody>
</table>

### 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 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 of 8 years 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 1 Crores
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, 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 8 conferences/events/ exhibitions in public sector/Private Sector.
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.

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

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

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

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

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 Designing and Providing exhibition materials (Fabrication)” 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.

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 offer 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 given an oral/PowerPoint presentation for the offer given by them as and when requested