

**ODISHAN INSTITUTE OF MARITIME AND SOUTH EAST ASIAN STUDIES  
(OIMSEAS),  
GOVERNMENT OF ODISHA  
DEPARTMENT OF ODISIA LANGUAGE, LITERATURE & CULTURE,  
BHUBANESWAR, ODISHA – 751014  
Ph. 0674-2432320, Email: [oimseas2010@gmail.com](mailto:oimseas2010@gmail.com)**

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No. 102/OIMSEAS,

dt. 23.12.2019

**TENDER  
FOR ORGANISATION OF MARITIME HERITAGE GALLERY  
IN ODISHA STATE MUSEUM, BHUBANESWAR**

Odishan Institute of Maritime and South East Asian Studies, Department of Odia Language, Literature & Culture, invites sealed tender from reputed firms / agencies to curate, design and execute the Maritime Heritage Gallery in Odisha State Museum, Bhubaneswar.

The sealed tender should be submitted by interested firms / agencies to the Secretary, OIMSEAS, Deptt. of OLL & Culture, State Museum Campus, Kalpana Square, Bhubaneswar-751014 by **08.01.2020 up to 03:00 PM**. The detail term and conditions of the tender and tender documents are available in the office of the Secretary, OIMSEAS.

**Sd/-  
Secretary,  
OIMSEAS**

**SECTION -I**  
**NOTICE INVITING TENDER**  
OIMSEAS, Department of OLL & Culture,  
State Museum Campus, Kalpana Square, Bhubaneswar-751014  
Ph. 0674-2432320, E-mail: oimseas2010@gmail.com

Office of Issue	Odishan Institute of Maritime and South East Asian Studies, Department of OLL & Culture, Govt. of Odisha, Bhubaneswar - 14
Date of Issue	24.12 .2019
Last Date & Time of the sale of the tender	07.01.2020, 12.00 PM
Corrigendum if any	04.01.2020
Due Date & Time of Receipt of the technical and financial bids.	08.01.2020 up to 03.00 PM
Date & Time of: <ul style="list-style-type: none"> <li>• Technical Bid Opening &amp; Assessment</li> <li>• Power Point Presentation</li> <li>• Financial Bid Opening &amp; Evaluation</li> </ul>	09.01.2020 at 11.00 AM
Venue	<b>Odishan Institute of Maritime &amp; South East Asian Studies. (OIMSEAS) Department of OLL &amp; Culture, Govt. of Odisha, Bhubaneswar - 14</b>

On behalf of the Govt. of Odisha, SECRETARY, OIMSEAS invited bids from firm/agencies to curate, design, and execute the Maritime Heritage Gallery at Odisha State Museum, Bhubaneswar.

1. Interested Firms/Agencies must satisfy all eligibility criteria stated in **Section II** of this document.
2. Last date of Submission of the technical and financial bid is Dt 08.01.2020 up to 03.00 PM. Interested Firms/Agencies may purchase the document from the office of the Secretary, OIMSEAS, Department of OLL & Culture, Bhubaneswar-14.
3. Cost of tender paper: INR 5,000/-(five thousand) by way of cash (Non-Refundable) and the receipt should be submitted along with the technical bid.
4. The tenderers are required to pay Rs. 2, 50,000/- (two lakhs fifty thousand) as E.M.D. (5% of the tentative estimated amount INR 50 lakhs) in Demand Draft in favour of the Secretary, Odishan Institute of Maritime and South East Asian Studies, Bhubaneswar drawn on any nationalized bank payable at Bhubaneswar with the technical bid, which will be returned to unsuccessful tenderers after selection of the bidders. The EMD amount will be returned to the successful tenderer after completion of satisfactory assigned works.

## SECTION II INSTRUCTIONS TO THE FIRMS / AGENCIES

### INTRODUCTION

#### 1. ELIGIBILITY CONDITIONS

- i. The Firm/Agency must be registered in India as a Limited Company/ Partnership/ Sole Proprietorship under relevant acts. Copies of the Registration certificate should be attached in the technical bid.
- ii. Valid GST Registration number. Copies should be attached in the technical bid.
- iii. PAN Card with Income Tax return of last three years (Assessment year 2017-18, 2018-19 and 2019-20). Copies should be attached in the technical bid.
- iv. The firm/agency should have minimum average turnover of INR 75 lakhs in the last three financial years (FY 2016-17, 2017-18 and 2018-19).
- v. The agency should have experience in executing of similar line of work either in the National or State level Museum. Certificate from the concerned authority of such experience should be attached in the technical bid.
- vi. The firm/agency should have experience and expertise in executing gallery organization or reorganization work in the National or State level Museum. (Documentary evidences should be submitted)
- vii. The Firm/Agency must not be blacklisted by Govt. of India or States / Central or State PSU as on the date of submission of the Bid. An undertaking in this regard shall be submitted.

#### 2. SCOPE OF WORK (ROOM SIZE: 69 feet X 39 feet)

The scope shall include curate, design and implementation. Some historical Artifacts shall be provided by OIMSEAS.

##### A. Table Top Show Case 4 Nos. (H 3' X 6')

- i. Maritime Heritage of India (Map showing the Maritime Sites of India with display of antiquities)
- ii. Ancient ports sites of India (Map showing the Port Sites of India with display of antiquities)

- iii. Maritime Heritage of Odisha (Map showing the Maritime Sites of Odisha with display of antiquities)
- iv. Ancient Ports of Odisha/Kalinga (Map showing the Maritime Sites of India with display of antiquities) along with South East Asian Countries.

**B. Wall Show Cases 12 Nos. (H 8' X 6' X 1.5')**

- i. River Systems of Odisha ((Map showing the River systems of Odisha with ancient trade centers with display of antiquities)
- ii. Literary and Archaeological Source Materials (Write ups with Secondary Sources) (Wall Show Case)
- iii. Replica of Maritime Gods & Goddess with descriptions.
- iv. Boat Building Traditions with varieties (Write ups, Map showing the Boat Building Centers with display of Antiquities and Manuscripts)
- v. Explored Maritime Trade Centers of Odisha ( Location Map with display of Antiquities)
- vi. Excavated Maritime Sites of Odisha (Location Map with display of Antiquities)
- vii. Display of Potteries/Ceramics (Chinese, Burmese, Roman, Knobbed ware etc)
- viii. Display of Terracotta Objects and Inscriptions (Indonesian, Chinese and Ceylonese coin, Kharosthi Inscription, etc)
- ix. Excavated Foreign origin Objects (Roman Bullae, Indonesian Bronze image etc.)
- x. Fairs and Festivals related to Maritime Activities.
- xi. Export-Import items
- xii. Cowry to credit card ( display of Coins)

**C. Dioramas: 2 nos. (H 8' X 14' X 7')**

- i. Ancient Trade Routes with major Trade Centres of India
- ii. Fairs and Festivals related to Maritime Activities (Sadhavas and Khudurikuni Osha, Akash Dwipa)

**D.** Pedestals: 4 Nos for Individual Objects (H 2.5' X 2')

**E.** Partition wall: 840 sq. ft.

**F.** Fire Fighting system

**G.** 52" LED TV

**H.** Inverter

**I.** CCTV

**J.** Lighting and Wiring of the showcase and diorama etc.

**K.** Sitting arrangement 2 Nos.

**L. Signage and Label:**

- i. Gallery Sign Board: 6' X 2' (Embossed letter on Wooden Board both Odia and English)
- ii. Mariners/Travelers visited Odisha (Ptolemy's to British Period)
- iii. Introduction Board on Maritime Heritage of Odisha & India – 3' X 6', 4 Nos. photo and art work (Odia & English)
- iv. Write ups: 3' X 5' - 5 nos. (Ancient Port Sites of India, Ancient Port Sites of Odisha, Excavated Maritime Trade centres of India, Excavated Maritime Trade centres of Odisha, Modern Ports of Odisha)
- v. Laminated A4 labels for Show cases with stand: 18 nos.
- vi. Laminated labels for Pedestals: 4 nos.

**M.** OIMSEAS may authorize an official to supervise and inform the firm/agency in case of change in the above plan, well in advance.

**N.** The Firm/Agency shall submit a fortnight progress report to the authority including photographic evidences of work.

**3. COST OF BID PREPARATION & SUBMISSION**

The interested Firm/Agency shall bear all the costs associated with the preparation and submission of the technical Bid. OIMSEAS will, in no case, be responsible or liable for these costs, regardless of the conduct or outcome of the process.

**4. CLARIFICATION PERTAINING TO THIS TENDER DOCUMENT**

Each bidder must review all tender documents and promptly report and request clarification of any discrepancy, deficiency, ambiguity, error, inconsistency, or omission contained therein by 31.12.2019 in working days, not including Saturdays, Sundays and Statutory Holidays observed by Govt. of Odisha. Any such request must be submitted to the Secretary, OIMSEAS (Email: [oimseas2010@gmail.com](mailto:oimseas2010@gmail.com)) or Secretary, OIMSEAS, Department of OLL & Culture, Government of Odisha in writing and send it by e-mail indicated in the Tender document or in person. The queries shall be answered in the return mail.

**5. PREPARATION OF TECHNICAL BIDS**

The Firm/Agency shall furnish as part of the Technical Bid documents establishing the firm's/Agency's eligibility, the following documents or whichever is required as per terms and

conditions of this document.

- i. Certificate of Registration of the Firm/Agency.
- ii. GST Registration.
- iii. Copy of PAN.
- iv. Particulars of Agency - The profile of the firm with details of personnel with their professional qualification as per Proforma enclosed as Form - I.
- v. Financial turnover for the last three years as specified in Clause 1(v) of this document, Proforma enclosed as Form-II.
- vi. Documentary proof of past relevant experience as specified in Clause 1(vi) of this document, in the form of either work order, or completion certificate issued by authority, as per Proforma enclosed as Form-III.
- vii. Execution of work in similar line as specified in Clause 1(vii) of this document, as per Proforma enclosed as Form-IV.
- viii. Power Point Presentation on design, models and execution of the work should be presented after the opening of the technical bid.
- ix. The tenderers are required to pay Rs. 2, 50,000/- (two lakhs fifty thousand) as E.M.D. (5% of the tentative estimated amount INR 50 lakhs) in Demand Draft in favour of the Secretary, Odishan Institute of Maritime and South East Asian Studies, Bhubaneswar drawn on any nationalized bank payable at Bhubaneswar with the technical bid, which will be returned to unsuccessful tenderers after selection of the bidders. Successful tenderer have to get back his E.M.D. amount after satisfactory completion of the work.
- x. Receipt of payment of the tender papers should be enclosed with the technical bid.
- xi. Forwarding letter as enclosed as Annexure I in the financial bid.

## **6. PREPARATION OF FINANCIAL BIDS.**

- i. Approximate cost of Maritime Heritage Gallery is in INR 50 Lakh.
- ii. The rates should be quoted in the Proforma enclosed as Form-V both in words and figures otherwise the tender will be liable for rejection. In case of discrepancy between words and figures, the words shall prevail. The tender document should be legible and free from error, over writing or conversion of figures. In case of any over writing not signed by the tenderer will be liable for rejection.
- iii. The bidders are to quote a single price for each item. If any multiple prices are quoted the tender shall be rejected.

## **7. PERIOD OF VALIDITY OF BIDS**

- i) The said agreement shall be valid for period of 75 days subject to extension at the discretion of authority. This agreement can also be revoked before the expiry of 75 days if the performance of firm is found unsatisfactory.
- ii) In exceptional circumstances, Firm/Agency may request the consent of the OIMSEAS for an

extension to the period of Bid validity. The request and the response there to shall be made in writing. The request and granting extension will not be permitted to put any condition and/or modify the Bid.

- iii) The Firm/Agency shall submit a fortnight basis progress report to the authority including photographic evidences of work.

## **8. FORMAT AND SIGNING OF BIDS**

The tender shall be typed or hand written in the prescribed proforma and shall be signed by the Firm/Agency or a person or persons duly authorized to bind the Firm/Agency to the contract. The tender document both technical and financial bid submitted shall be sealed properly.

## **SUBMISSION OF BIDS**

### **9. SEALING AND MARKING OF BIDS**

Interested Firm/Agencies may submit their bid in an envelope as detailed given below:  
Interested firm shall have to submit their tender in sealed covers super scribed “Tender for Organization of ‘MARITIME HERITAGE GALLERY’ at Odisha State Museum by OIMSEAS”. So as to reach the following address on or before dated 08.01.2020 by 3.00 P.M. The name and address of the Agency should be mentioned on the envelope.

### **10. LAST DATE & PLACE OF SUBMISSION OF BIDS**

Bid complete in all respects may be submitted to office of the **Secretary, OIMSEAS, Department of OLL & Culture, Govt of Odisha, State Museum Campus, and Bhubaneswra-14 by 08.01.2020 before 3.00 PM.** Bid received after due date & time shall not be entertained. Bids submitted through Post or through Courier Service must reach on or before the due date and time. Any transit delay will be at the risk of the Firm/Agency. Authority shall at its discretion, extend this deadline for submission of Bids by amending the Tender documents.

### **11. LATE BIDS**

Any Bid received by OIMSEAS after the deadline for submission of Bids prescribed by office, shall be rejected and returned unopened to the Firm/Agency.

### **12. WITHDRAWAL OF BIDS**

The Agency may withdraw its bid after submission, provided that the written notice of withdrawal is received by the office prior to the deadline prescribed for submission of Bids.

The Firm's/Agency's withdrawal notice should be prepared, sealed, marked and dispatched as required in the case of bid submission. A withdrawal notice may be sent by E-mail but followed by the signed confirmation copy by post, so as to reach Secretary, OIMSEAS not later than the due date and time for submission of Bids.

## **BID OPENING**

### **13. OPENING OF BIDS BY OIMSEAS**

Department shall open the Bids in the presence of the Firms/Agencies or their authorized representatives who choose to attend, **at 11.00 AM on 09.01.2020**. The Agencies' representatives who are present shall sign in an attendance register. A maximum of one representative for any Firm/Agency shall be permitted to attend the Bid opening.

The Firm's/Agencies' names, Bid withdrawals and such other details will be announced at the time of opening of Bids. If the date fixed for opening of Bids is declared a holiday, the revised date of opening will be the next working day.

### **14. CONTACTING THE OIMSEAS**

No Firm/Agency shall try to influence OIMSEAS on any matter relating to its Bid, from the time of the Bid opening till the time the contract is awarded. Any effort by any Agency to influence the OIMSEAS in its proposal evaluation, comparison or award decision shall result in the rejection of the Bid.

### **15. EVALUATION OF BIDS**

Financial Proposals pertaining to the organization of the Maritime Heritage Gallery submitted by eligible bidders after the evaluation of the technical bid and the Power Point Presentation (PPP) will be opened, and the lowest bidder (L1) will be declared the preferred bidder for the award of the work.

### **16. RIGHT TO ACCEPT OR REJECT BIDS**

The authority reserves the right to cancel, accept, reject any tender assigning any reason thereof.

### **17. ISSUE OF WORK ORDER.**

The issue of work order shall constitute the intention of the OIMSEAS to enter into a contract with the tenderer for undertaking the assignment as specified in the Scope of Work. The tenderer shall within 7 days of issue of the work order, give his acceptance along with performance security in conformity with the format provided in the Annexure II of this tender document.



## SECTION III

### GENERAL CONDITIONS OF CONTRACT

#### 18. STANDARDS

The Agency shall abide by all relevant rules & regulations of the government as issued from time to time. Materials are to be used should be branded and of international standard. Works should be done by using the latest technology.

#### 19. INTELLECTUAL PROPERTY RIGHTS

All rights for reproduction, editing and future use for the creative layouts accepted for release and/or released by the OIMSEAS shall be with the OIMSEAS unless otherwise stated explicitly & agreed by the OIMSEAS at the time of accepting the layout. The Agency shall use only authorized products/ materials or have all rights of such Products/materials used for organization of gallery like branded materials. The Agency shall indemnify the OIMSEAS against any third party claims of infringement of patent, copyright, trademark, industrial design or intellectual property rights arising from use of any design/model/art work etc., if any, under the scope of contract.

#### 20. INSPECTION AND TESTS

The Secretary or its representative shall have right to inspect the work. Should any inspection point to the need for improvement or the alteration necessary to improve, it shall be incorporated by the agency. Nothing in this clause shall in any way release the Agency from any warranty or other obligations under this contract.

If any service or any part there of before it is taken over is found un-satisfactory or fails to fulfill the requirements of the contract, The OIMSEAS shall give the Agency notice setting forth details of such short comings or failure and the Firm/Agency shall make or alter the same to make it comply with the requirements of the contract forthwith and in any case within a period not exceeding seven days of the initial report. These replacements shall be made by the Firm/Agency free of all charges. Should it fail to do so within this time, the OIMSEAS reserves the discretion to reject and replace at the cost of the Agency the whole or any portion of service as the case may be, which is un-satisfactory or fails to fulfill the requirements of the contract. The cost of any such replacement made by the OIMSEAS shall be deducted from the amount payable to the Agency.

#### 21. DELIVERY

The work in all respect must be completed within 75 days from the receipt of the work order to make it operational and open for the public.

## **22. PAYMENT TERMS**

Payment shall be admissible as per the following terms:

- i. No advance payment shall be made.
- ii. The payment shall be made against invoices raised on work progress basis provided that documentary records and evidences of work are submitted by the firm / agencies along with the invoices.
- iii. Payments, if any, may be made subject to deductions of Tax at Source (TDS) and other duties / levies, if any.

## **23. CHANGES IN WORK / RELEASE ORDER / CONTRACT**

The OIMSEAS may, at any time, by a written order given to Firm/Agency, make changes within the general scope of the work related to terms & references, enlarging the scope, analysis or specifications.

If any such change causes an increase or decrease in the cost of, or the time required for the execution of the contract an equitable adjustment shall be made in the contract price or delivery schedule, or both, and the contract shall accordingly be amended. Any proposal by the Agency for adjustment under this clause must be made within seven days from the date of the receipt of the change in order.

Secretary  
Odishan Institute of Maritime and South East Asian Studies  
Department of Odia Language, Literature and Culture,  
Bhubaneswar-14

**FORM-I**

<b>PARTICULARS OF AGENCY</b> (To be submitted by Agencies in the technical bid)			
Sl. No	Particulars		
1.	Name of the Firm/Agency		
2.	Address of offices Tel. No. Mobile Nos. Fax No. E – mail		
3.	Name, Designation, Contact No. & E-mail of Authorized Representative		
4.	Year of Establishment Legal status of agencies (Proprietor / Partnership / Private Ltd. / Public Ltd.		
5.	Number of years of experience in Museum gallery organization / reorganization work		
6.	Whether serving other Museums etc. recently or has served in the past, if so, please attach a suitable proof such as copies of work orders at various times.		
7.	List of clients served in public sectors.		
8.	We are not blacklisted by Govt. of India or States, or any Central or State PSU as on the date of submission of this Bid		
9.			

I/ we hereby certify that all the particulars given above are correct and true to the best of my/our knowledge.

(Name and Signature of the Tenderer)

Note:

1. If needed, the agency can use separate sheets for explaining the above points.
2. Department reserves the rights to verify the facts given by the agency, with the authorities, if so required.

**FORM-II**  
**Financial turnover for the last three years**  
**(To be submitted by Firm/Agencies in the technical bid)**

Name of the Firm/Agency:

Sl. No	Financial Year	Amount in INR
1.	2016-17	
2.	2017-18	
3.	2018-19	

Signature of the tenderer:

<b>FORM-III</b>				
<b>DETAILS OF TENDERER'S PAST EXPERIENCE</b>				
(To be submitted by Agencies in the technical bid)				
<b>Name of the Firm/Agency:</b>				
<b>Sl. No.</b>	<b>Client's Name</b>	<b>Year of Execution</b>	<b>Scope of Work</b>	<b>Amount in INR</b>
<b>1.</b>				
<b>2.</b>				
<b>3.</b>				
<b>4.</b>				
<b>5.</b>				
<b>Signature of the tenderer:</b>				

<b>FORM-IV</b>				
<b>DETAILS OF TENDERER'S RELEVANT EXPERIENCE</b>				
(To be submitted by Agencies in the technical bid)				
<b>Name of the Firm/Agency:</b>				
<b>Sl. No.</b>	<b>Name of the Museum</b>	<b>Year of Execution</b>	<b>Scope of Work</b>	<b>Amount in INR</b>
<b>1.</b>				
<b>2.</b>				
<b>3.</b>				
<b>4.</b>				
<b>5.</b>				
<b>Signature of the tenderer:</b>				

<b>FORM-V</b>						
<b>FINANCIAL PROPOSAL</b>						
(To be submitted by Agencies in the financial bid)						
<b>FINANCIAL BID FOR MARITIME HERITAGE GALLERY IN ODISHA STATE MUSEUM, BHUBANESWAR By OIMSEAS, Deptt. of OLL &amp; Culture, Govt. of Odisha</b>						
Sl. No.	Items	Unit	Quantity	Rate per each		Total
				In figures	In words	
1.	Table top Show Case (H 3' X 6')	Nos.	4			
2.	Wall Show Case (H 8' X 6' X 1.5')	Nos.	12			
3.	Diorama (H 8' X 14' X 7')		2			
4.	Pedestals (H 2.5' X 2')	Nos.	4			
5.	Partition wall	Sq. Ft.	840			
6.	Fire Fighting system	Nos.				
7.	52" LED TV	Nos.	1			
8.	CCTV	Nos.	As required			
9.	Lighting and Wiring of the Room and display area					
10.	Ceiling decoration/Art work	Sq. Ft.	2691			
11.	Sitting Arrangement (Flat Long bench with cushion)	Nos.	2			
12.	Introduction board (Odia -English) 4' X 6'	Nos.	2			
13.	Signage and Label		As required			
14.	Inverter		As required			
	Rupees _____				Total	
	_____ Only					

Name & Signature of tenderer.

*ANNEXURE I*

**TENDER COVERING LETTER**  
(To be submitted by Agencies on their letterheads)

**Ref. No.** .....

To  
Secretary,  
OIMSEAS,  
Deptt. of OLL & Culture,  
State Museum Complex, Kalpana Square,  
Bhubaneswar-751014

Dear Sir,

- 1 Having examined this tender Proposal, we, undersigned, intend to provide in conformity with the said services to be rendered, conditions of contract and specifications.
- 2 We undertake, if our Bid is accepted, to commence deliveries within schedule time frame and to complete delivery of all the services specified in the contract within as per schedule calculated from the date of issue of your work order.
- 3 We agree to abide by this Bid for a period of 75 days from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
- 4 Until a formal LOI is prepared and executed, this tender document together with your written acceptance thereof in your notification of award shall constitute a binding contract between us.
- 5 The Bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement.
- 6 We understand that you are not bound to accept the lowest or any Bid, you may receive.

Dated this ..... day of .....20

Name and Signature -----

In the capacity of -----

Duly authorized to sign the Bid for and on behalf of.

Witness -----

Address -----