



Odisha State Museum

Kalpana Square, Bhubaneswar

TENDER CALL NOTICE No.1528/OSM.

Dated. 07 .09.2022

Sealed Tenders in conformity with the terms, conditions and specifications in the tender documents are invited from reputed creative agencies/reputed interior decoration having experience in Museology for :

Reorganization of Ivory Gallery in Odisha State Museum, Bhubaneswar.

- 1) Last date & Time of sale of Tender document- Dt. 26.09.2022 3.30 PM
- 2) Last date of receipt of Tender documents- Dt. 26.09.2022 4.30 PM
- 3) Date & time of opening of Technical Bids – Dt. 28.09.2022 11.00 A.M

For details, please visit Govt. website www.tendersodisha.gov.in and Odisha State Museum website www.odishamuseum.nic.in

(Bidders are requested to visit the website www.odishamuseum.nic.in regularly for any amendment, corrigendum/ cancellation of the tender)

Sd/-

**Superintendent of Museum,
Odisha, Bhubaneswar.**



Odisha State Museum

Bhubaneswar.

Tel/Fax-0674-2431597, Email-supdt.museum@hotmail.com

Website *www.orissamuseum.nic.in/index.htm*

TENDER SCHEDULE

Tender Call Notice No.1528/OSM., Dated 07.09.2022.

BID DOCUMENT

FOR

SELECTION OF AGENCY FOR

**REORGANIZATION OF IVORY GALLERY
OF ODISHA STATE MUSEUM.**

Particulars of tender document issue

**Odisha State Museum
Bhubaneswar.**

Date of issue of tender document

Tender call notice No.1528 /OSM., Dated. 07.09.2022

**Issued in favour of :
(Full name & address)**

Telephone No. – Land line :

Mobile :

Vide money receipt No.:

Dated:

**Issued by
(Stamp and signature of issuing officer)**

Cost of tender paper (Non-refundable) = Rs.6,000.00 (Rupees six thousand) only by hand

**ODISHA STATE MESUEM
BHUBANESWAR.**

Tender call notice No.1528/OSM.

Dated.07.09.2022

- 1. On behalf of Odisha State Museum the Superintendent invites sealed tender on item rate basis from the eligible creative agencies/reputed interior decorators having experience in museology for development of art galleries for the assignments as given below.**

| Sl. No. | Name of work | Bid Security | Cost of document in Rs. | Period of completion. |
|---------|---|--|-------------------------|-----------------------------------|
| 1 | Reorganization of Ivory Gallery in Odisha State Museum, Bhubaneswar. | Bid Security Declaration to be furnished as per FD Office Memorandum No.8484 dated.05.04.2022 | Rs.6000.00 | 03 (Three) calendar months |

2. The tender documents are available in official website of Govt. of Odisha. "www.tendersodisha.gov.in and also www.Orissamuseum.nic.in and can be downloaded from **Dated.12.09.2022. to 26.09.2022.** The agency has to deposit the cost of tender paper as above by cash or through demand draft drawn on or before Dated **26.09.2022.** from any nationalized/scheduled bank payable at Bhubaneswar in favour of the "**Superintendent of Museum, Odisha, Bhubaneswar**". The demand draft should be enclosed along with the tender documents and dropped in the Tender Box within specified time.
3. The tender must be accompanied with the Bid Security Declaration form as per the F.D. Office Memorandum No. 8484, dated. 05.04.2022.
4. The tender must be dropped in the tender box kept in the office of the Superintendent, Odisha State Museum, Bhubaneswar on or before **4.30 PM of Date 26.09.2022.** The bid is to be submitted in two covers consisting of (1) Techno-Commercial Bid (Cover-1) and (2) Price bid (Cover-2) Both the techno commercial bid & price bid have to be submitted in a single sealed cover superscribing "**Tender call Notice No.1528/OSM date 07.09.2022** and the Techno-Commercial Bid will be opened on **28.09.2022 at 11.00A.M.** by the undersigned in the presence of the agencies, who may like to be present. If there will be a public holiday on the last date of receipt & opening of the tenders as specified above, the tender documents shall be received & opened on the next working day at the same time & venue.
5. Intending agencies are required to furnish the following documents in the Techno-Commercial Bid.
- Proof towards deposit of cost of tender paper
 - Bid Security Declaration Format in prescribed proforma
 - Affidavit towards authenticity/genuineness of certificates
 - Copy of GST Registration Certificate
 - Copy of PAN card
 - Copies of credential certificates as per Documents of Tender Call Notice.
6. The sealed tender duly filled in properly must be signed by the agency in each & every page as a token of acceptance of terms, conditions, specifications as laid down in the tender
7. The agency shall have to furnish an affidavit in support of the authenticity/ genuineness of the documents/certificates and credentials along with the quotation document. In case of production of forged document, the penalty shall be rejection of their tender. The authority reserves the right to verify the authenticity of documents in case of any doubt or complaint.

8. The tender received will remain valid for 90 (Ninety) days from the last date of receipt of tenders and the validity of tenders can also be extended if agreed to by the agencies and the Superintendent Odisha State Museum.
9. The Agencies shall have to adhere to the terms & conditions of agreement & technical specification.
10. Qualifying Criteria:- For award of the assignment, Bidder should have qualifying criteria as detailed in the "DTCN".
12. Conditional offers in no case shall be taken into consideration.
13. The authority reserves absolute right to accept or reject any or all tenders without assigning any reason thereof.
14. Any dispute arising out of the above tender call notice shall be subject to Jurisdiction of Hon'ble High Court of Orissa at Cuttack and their sub-ordinate courts at Bhubaneswar only.

For Odisha State Museum

Sd/-
**Superintendent of Museum,
Odisha, Bhubaneswar.**

Memo No. :1529/OSM.,Dated._07.09.2022.

Copy submitted to the Senior P.S to the Additional Chief Secretary, OLL & Culture Department, Bhubaneswar for favour of kind information of Additional Chief Secretary, OLL & Culture Department, Bhubaneswar.

Sd/-
**Superintendent of Museum,
Odisha, Bhubaneswar.**

Memo No. :1530/OSM.,Dated.07.09..2022.

Copy submitted to the Director & Additional Secretary, OLL & Culture Department, Bhubaneswar for favour of kind information.

Sd/-
**Superintendent of Museum,
Odisha, Bhubaneswar.**

Memo No. :1531/OSM.,Dated.07.09.2022.

Copy to the Notice Board, Odisha State Museum, Bhubaneswar for information of all concerned.

Sd/-
**Superintendent of Museum,
Odisha, Bhubaneswar.**

Schedule for the Tender

| Sl. No. | Parameter | Name |
|---------|---|--|
| 1 | Last date & Time of sale of Tender document- | Dt. 26.09.2022 3.30 PM |
| 2 | Last date of receipt of Tender documents | Dt. 26.09.2022 4.30 PM |
| 3 | Date & time of opening of Technical Bids & Technical Presentation | Dt. 28.09.2022 11.00 AM |
| 4 | Date & time of Technical Presentation | Dt.28.09.2022 3.00 P.M. onwards |
| 5 | Opening of Price Bid | To be informed to the Technically Qualified Bidders by appropriate means |

Signature of the Agency/ Quotationer

Sd/-
Signature of the Superintendent,
Odisha State Museum, Bhubaneswar

1. Eligibility Criteria

The Bidders eligible to participate in this tender should fulfill the following Criteria

| # | Criteria | Required Documents |
|-------|---|--|
| 1.1 | <p><u>Technical Criteria</u> The Bidder must have experience of having successfully executed similar type of work during the last 5 (five) years, which shall be either of the following:</p> <p>i) Two similar completed type of work of value not less than INR 10 Lakhs each OR ii) One similar completed type of work value not less than INR 20 Lakh</p> <p><u>Note:</u> a. "Similar completed work means" shall mean the Bidder should have successfully executed the work involving conceptualization, design, supply and execution of the project. b. Applicable 5 (five) years shall be preceding five financial years excluding the financial year or floating of the Tender (i.e. FY 2016-17, FY 2017-18, FY 2018-19, FY 2019-20 & FY 2020-21)</p> | <p>Self-attested copies of</p> <p>a) Relevant contracts or work orders or agreements containing the scope of services the value of the contract or work order or agreement; and b) Completion certificate from their clients/employers, regarding successful completion of the services. c) In case value of the contract is not mentioned in the contract or work order or agreement, then the value must be mentioned in the completion certificate issued by the client/ employers.</p> |
| 1.2 | <p><u>Financial Criteria</u> i) Average financial turnover of the Bidder during the last 3 (three) financial years should be at least INR 50 Lakh</p> <p><u>Note:</u> a. Applicable 3 (three) years- FY 2018-19, FY 2019-20 & FY 2020-21</p> | <p>a) Copies of audited financial statements b) In case the audited financial statements of the last financial year is not yet ready, the Bidder shall submit unaudited financial statements, certified its statutory auditor</p> |
| 1.3 | <p><u>Other Criteria</u></p> | |
| 1.3.1 | <p>The Bidder can be either</p> <p>i) A Company (Private or Public, or ii) A registered partnership firm, or iii) An LLP firm</p> | <p>Copies of</p> <p>a) Company (Private or Public)</p> <ul style="list-style-type: none"> • Certificate of Incorporation • Memorandum of Association <p>Articles of Association</p> <p>b) Registered partnership firm</p> <ul style="list-style-type: none"> • Registration Certificate • Deed of Partnership <p>c) LLP firm</p> <ul style="list-style-type: none"> • Certificate of Incorporation • Deed of Partnership |

Signature of the Agency/ Quotationer

Sd/-
Signature of the Superintendent
Odisha State Museum, Bhubaneswar

| # | Criteria | Required Documents |
|-------|---|---|
| 1.3.2 | The Bidder should not have been banned/ blacklisted/ in any department in Odisha/ PSU/ in any State/ Odisha State Museum due to any reasons as on date of submission of Bid | Affidavit to this effect as per the format given in Annexure |
| 1.3.3 | The Bidder whose Contract/ Agreement with OSM had been terminated/ failed to perform will not be eligible to participate in the bidding. | Decision of OSM in this regard is final & binding on all such entities. |

- 2.1 The Techno-Commercial Bids shall first be evaluated to determine whether they are complete, whether the required documents have been submitted in the correct formats and whether the documents have been properly signed by the Authorized Signatory and whether the Techno-Commercial Bid is generally in order. It will be determined whether the Techno-Commercial Bid is of acceptable quality, is generally complete and is substantially responsive. Techno-Commercial Bid is one that conforms to all the terms, conditions and specifications of the tender documents without any material deviations, objections, conditionalities or reservations.
- 2.2 A Techno-Commercial Bid which is not substantially responsive, may be rejected by OSM and may not subsequently be made responsive by the Bidder by correction of the material deviations.
- 2.3 If required, OSM may ask Bidder to provide clarifications on the submitted documents provided in the Techno-Commercial Bid, if necessary, with respect to any doubts or illegible documents. The officer inviting Tender may ask for any other documents of historical nature during Technical Evaluation of the tender. Non submission of legible documents may render the bid nonresponsive. The authority inviting bid reserves the right to accept any additional document. However, no changes in the Price Bid shall be sought, offered or permitted. No modification of the bid or any form of communication with OSM or submission of any additional documents, not specifically asked for by OSM will be allowed and even if submitted, they may not be considered by OSM.
- 2.4 The responsive Techno-Commercial Bids shall then be evaluated in detail to determine whether they fulfill the eligibility criteria and other requirements of the tender, such as submission of all the requisite documents as sought for.
- 2.5 Techno-Commercial Bids which fulfill the above criteria shall be evaluated further in accordance with the scoring given in Clause 2.6 and Technical Marks shall be assigned to each such Techno-Commercial Bid. Techno-Commercial Bids which do not fulfill the above criteria shall not be evaluated further and shall not be considered to be a technically qualified bid. Techno-Commercial Bids which fulfill the above criteria, and which receive Technical Marks of 70 (seventy) or higher out of 100 shall be considered to be technically qualified bids.

Sd/-

Signature of the Agency/ Quotationer

Signature of the Superintendent
Odisha State Museum, Bhubaneswar.

2.6 The Technical Scoring criteria is specified below:

| Sl. No. | Criteria | Maximum score | Marking scheme | Documents to be submitted in the Techno-Commercial Bid |
|----------|---|---------------|--|--|
| 1 | Organizational Capability | 25 | | |
| 1A | Average financial turnover during last 3 FYs (FY 2018-19, FY 2019-20, FY 2020-21) | 25 | <ul style="list-style-type: none"> • \geqINR 50 Lakh: 15 marks • For every additional INR 5 lakh, 1 additional mark shall be awarded, subject to max additional 10 marks | Copy of audited financial statements |
| 2 | Technical Capability | 35 | | |
| 2A | No. of similar projects on work of conceptualization, design, supply and execution during the last 5 years in India (FY 2016-17, FY 2017-18, FY 2018-19, FY 2019-20 & FY 2020-21) | 20 | <ul style="list-style-type: none"> • \geqProjects < 3 Projects:5 marks • \geq3 Projects & <5 Projects 10 marks • \geq5 Projects & <10 Projects 15 marks • \geq 10 Projects 20 marks | <ul style="list-style-type: none"> • Relevant contracts or work orders or agreements containing the scope of services, the value of the contract or work order or agreement; and • Completion certificate from their clients, regarding successful completion of the services • In case the Bidder fails to avail the Completion Certificate from their Client, the proof of Completion duly certified by its Statutory Auditor shall be submitted. |

Sd/-

Signature of the Agency/ Quotationer

Signature of the Superintendent,
Odisha State Museum, Bhubaneswar

| | | | | |
|------------------------|--|------------|--|--|
| 2B | No. of years of experience of the Bidder in conceptualization, design, supply and execution of similar interior work / Museum gallery making exhibition. | 15 | <ul style="list-style-type: none"> • ≥ 3 Years & < 5 Years: 5 marks • ≥ 5 Years & < 10 Years: 10 marks • ≥ 15 Years: 15 marks | <ul style="list-style-type: none"> • Relevant contracts or work orders or agreements containing the scope of services, the value of the contract or work order or agreement; and • Completion certificate from their clients, regarding successful completion of the services • In case the Bidder fails to avail the Completion Certificate from their Client, the proof of Completion duly certified by its Statutory Auditor shall be submitted. |
| 3 | Approach and Methodology (A&M) | 40 | | |
| 3 | Quality of the presentation | 40 | <p>a. Understanding & coverage of scope of the work, its planning outline, timeline schedule, methodology and work plan</p> <p>b. Creative conceptualization the project:</p> | Only those Bidders who fulfill the requirements of the eligibility criteria would be asked to give a presentation on their approach & methodology. The venue of the presentation shall be intimated to the eligible Bidders. |
| Technical Marks | | 100 | | |

Sd/-

Signature of the Agency/ Quotationer

Signature of the Superintendent,
Odisha State Museum, Bhubaneswar.

2.7 Opening and Evaluation of Price Bids

- 2.7.1 The date and time of opening of the Price Bid shall be communicated to the technically qualified Bidders in writing by e-mail / registered post/ speed post; the Price Bids of only technically qualified Bidders shall be opened. A comparative statement shall be prepared detailing each price component in the bid and including all components of the Price Bid.
- 2.7.2 The lowest Price Bid as determined in terms of the paragraph above shall be assigned a Financial Score, Fs of 100. All the other Price Bids corresponding the Techno-Commercially acceptable bids shall be assigned a Financial Score, Fs based on the following formula:

$$Fs = \frac{100 \times \text{Lowest Price Bid received}}{\text{Amount of the Price Bid}}$$

2.8 Selected Bidder:

For each techno-commercially acceptable bid, the bid with the highest Technical Marks shall be assigned a Technical Score, Ts of 100.

All the other Technical Scores, corresponding the Techno-Commercially acceptable bids shall be assigned a Technical Score, Ts based on the following formula:

$$Ts = \frac{100 \times \text{Technical Marks}}{\text{(Highest Technical Marks obtained by any bidder)}}$$

Then the Combined Score, S shall be calculated as follows:

$$S = Ts \times [70\%] + Fs \times [30\%]$$

The Bidder who achieves the highest Combined Score shall be the Selected Bidder.

3. Payment

- 3.1 Payment to the tune of 90% shall be made to the agency only after completion of the assignment and after due certification of the respective concerned officials of Odisha State Museum, Bhubaneswar.
- 3.2 Balance 10% shall be released after 60 (Sixty) days from date of payment against item 3.1 above on obtaining no dues clearance from the Odisha State Museum.
- 3.3 Security deposit @ 3% shall be deducted from each bill and the same shall be returned after a period of six months from the date of handing over of the gallery in complete shape.
- 3.4 Successful bidder has to submit ISD @2% of the contract value before drawl of the agreement.
- 3.5 Statutory deposits such as TDS on Income Tax/GST as applicable shall be deducted from each running bill along with other taxes as applicable and imposed by Govt. at the time of execution of the work.

Sd/-

Signature of the Agency/ Quotationer

Signature of the Superintendent,
Odisha State Museum, Bhubaneswar.

SPECIAL CONDITION

- 1) The Selected L-1 quotationer has to execute the assignment within stipulated period i.e. 03 (Three) months from the date of issue of work order.
- 2) The agency has to deliver the items to the tender inviting authority duly complied with the specifications and quality as approved by the Museum authorities.
- 3) The L-1 agency has to bear all the expenses related to lodging, boarding and transportation required for completion of the assignments in scheduled time.
- 4) No extra payment shall be made to the agency beyond the quoted/ negotiated rates for execution of the above assignment.
- 5) Prior to taking of the work, the agency has to submit detailed plan of the project and get it approved from the Superintendent, Odisha State Museum, Bhubaneswar.
- 6) Intending Bidders can visit the State Museum on any working day, from 10.00 A.M. to 5.30.P.M. except for Mondays (being weekly holidays) to gate familiarized with the objects of the ivory gallery.
- 7) In no case, the specifications and quality of the ivory gallery shall be compromised.
- 8) Bidders having been qualified in the Techno Commercial Bid shall be asked for a power point presentation on conceptualization of the project on 28.09.2022 in the office Chamber of Superintendent of Museum, Bhubenswar.

ADDITIONAL INFORMATION TO THE BIDDERS

- 1) The proposed gallery is having floor measurement of 20” X 42” (original) + 18” X 30” (to be added to)approximately.
- 2) The adjacent room is to be added to the ivory gallery by way of renovation as required and allowed in the best engineering practice and the cost thereof should be included in the offer of the tender.
- 3) The agency needs to be acquainted with the objects to be displayed in the ivory gallery and submit the plan during power point presentation after opening of the technical bid.
- 4) All objects to be displayed in the gallery are to be placed in the closed cabinet so as to restrict dust for entering into the display cabinet.
- 5) Detailed specifications / measurements of all items for the proposed gallery need to be presented by the agency during the power point presentation on the scheduled date and time.

Signature of the Agency/ Quotationer.

Sd/-
Signature of the Superintendent
Odisha State Museum, Bhubaneswar.

Annexure-I

**FORMAT OF BID SECURITY DECLARATION FROM
BIDDERS IN LIEU OF EMD**

(On Bidders Letter head)

I/We, the authorized signatory of M/s..... ,
Participating in the subject tender No. for the item/job of
.....,do hereby declare:

That in the event we withdraw / modify our bid during the period of validity or I/we fail to execute formal contract agreement within the given timeline or I/we commit any breach of Tender Conditions / Contract which attracts penal action and I/we will be suspended from being eligible for bidding/award of all future contract(s) of Government of Odisha/ Odisha State Museum, Bhubaneswarforaperiodofthreeyearfromthedataofcommitting suchbreach.

SignatureandSeal of Authorized Signatory of bidder

Name of Authorized Signatory.....

Company Name.....

Signature of the Agency/ Quotationer

Sd/-
Signature of the Superintendent,
Odisha State Museum, Bhubaneswar

Annexure-II

Undertaking of Agency

I / We Shri

(In case of the firm, the name of the proprietor/head of the firm along with the designation & name of firm should be mentioned)

S/o Sri _____, Permanent resident of
Vill./Street - _____, P.O. - _____, P.S.- _____
Via - _____, Dist. - _____
State - _____, PIN - _____

Declare that I/We have thoroughly gone through the tender document and I/We know the scope of works. I/We agree to execute the assignments at rates quoted by me/us or at settled rates and abide by the terms and conditions of the tender document and we shall abide by all the instructions issued by Odisha State Museum, Bhubaneswar in this regard.

Full signature of “Agency/Quotationer” with date and seal

Present address for correspondence:

Sd/-

Signature of the Agency/ Quotationer

Signature of the Superintendent
Odisha State Museum, Bhubaneswar

Annexure-III

DECLARATION BY AFFIDAVIT
(ON NON-JUDICIAL STAMP PAPER)

I / We have gone through

carefully all the Bid conditions and solemnly declare that I/we will abide by any penal action such as disqualification or black listing or determination of contract or any other action deemed fit, taken by the Odisha State Museum, Bhubaneswar against us, if it's found that the statements, documents, certificates produced by us are false /fabricated.

I / we here by declare that, I / We have not banned/ blacklisted/ in any department in Odisha/ PSU/ in any State/ Odisha State Museum due to any reasons as on date of submission of Bid.

I/we hereby declare that the Technical bid and financial bid are without any deviations and are strictly in conformity with the documents issued by the Client.

Signature of the Bidder

Sd/-

Signature of the Agency/ Quotationer

Signature of the Superintendent,
Odisha State Museum, Bhubaneswar

Bill of Quantities and Price Schedule

Name of the Work: conceptualization, design, supply and execution of Ivory Gallery of Odisha State Museum.

| Sl. No. | Description of Item | Unit | Qty. | Basic Rate | GST | Total Amount | Total Amount in words |
|---------|---|--------|------|------------|-----|--------------|-----------------------|
| 1. | Dismantling work of partition wall to make a thorough passage between Ivory Gallery and adjacent room along with cost of dismantling of present structures inside both the rooms as per best engineering practice. | Set | | | | | |
| 1. | Wall Panelling with aluminum base frame of 2ft x 2ft. with 12mm thick PVC board of density 0.575kg.per Mtr ³ and lamination on visible areas. (with material and execution). PVC board of Century/Alstone make. | Sqmtr. | | | | | |
| 2. | Installation of Showcases/Dioramas with Toughened glass of suitable thickness. | Sqmtr. | | | | | |
| 3. | Providing, fitting and fixing of false ceiling with Armstrong silhouette main runner, cross tee, wall angle with fine fissured RH-99 board on 4 walls to be fixed by means of steel screw, PVC plug & the Armstrong grid, 2ft..x 2ft. suspended from ceiling etc. complete. | Sqmtr. | | | | | |
| 4. | Electrification of Showcase/Diorama with additional lights as required, wiring in complete shape (all | Set | | | | | |

| | | | | | | | |
|----|--|---------|--|--|--|--|--|
| | lighting items should be of Havells/Phillips/Crompton make) and wire of Finolex/Vguard/Polycab make, MCCB to be of L & T/Havells/Anchor and Switches of Cona/Havells make. | | | | | | |
| 5. | 12mm thick HDF Wooden flooring for entire exposed floor area Make (Action Tesa/Square Foot/Green/Armstrong). | Sqmtrs. | | | | | |
| 6. | Providing sliding glass door of suitable thickness at the entrance of the Gallery. | Set | | | | | |
| 7. | Reinstallation of existing 06nos. of 3ton capacity Air conditioners | Nos. | | | | | |

Signature of the Agency/ Quotationer

Sd/-
Signature of the Superintendent,
Odisha State Museum, Bhubaneswar