



National Crafts Museum & Hastkala Academy (NCM&HKA)
Office of the Development Commissioner (Handicrafts),
Ministry of Textiles, Govt. of India
Bhairon Marg Pragati Maidan New Delhi – 110 001

RFP No: 19/20/2020 NCM&HKA dt 28 August, 2020

REQUEST FOR PROPOSAL FOR SELECTION OF AGENCY FOR DIGITAL ARCHIVES AT NATIONAL CRAFTS MUSEUM& HASTKALA ACADEMY, PRAGATIMAIDAN, NEWDELHI

Duly signed RFPs under QCBS (Quality and Cost Based Selection) method are invited in two Bid System from competent and eligible agencies for the project , who satisfy the eligibility criteria enumerated in the RFP Documents for **Digitization of Artifacts including administrative documentat ionat National Crafts Museum & Hastkala Academy, Pragati Maidan, NewDelhi.** Interested agencies are advised to visit CPPP site: <https://eprocure.gov.in/eprocure/app> and also download the RFP documents from www.nationalcraftsmuseum.nic.in at NCM&HKA official website or from www.handicrafts.nic.in at the office of Development Commissioner (Handicrafts), West Block VII, R.K.Puram, New Delhi-110070 as per the following schedule:-

Critical date sheet:

| Information | Details |
|--|--|
| RFP Publishing Date | 3 rd September, 2020 |
| RFP Document Download Start Date | 3 rd September, 2020 from 10.00 AM onwards |
| Pre-Bid meeting was held with agencies as per original RFP | 6 th July, 8 th July & 16 th July 2020 at National Crafts Museum & Hastkala Academy, Bhairon Marg, Pragati Maidan, New Delhi-110001 |
| Bid Submission Start Date | 3 rd September, 2020 |
| Bid Submission End Date | 5 th October, 2020 |
| Earnest Money Deposit | Rs.12.00 Lakhs only. |
| Technical Bid Opening Date | 5 th October, 2020 |
| Venue, Date & Time of Technical Presentation | To be informed to the shortlisted agencies |

The bid both Technical (Techno-Commercial) Bid and Financial bid duly furnished in separate e-cover should be submitted ON LINE THROUGH CPP portal by the due date and time as per the above schedule. The NCM& HKA reserves the right to accept or reject any or all RFPs in full or part without assigning any reason whatsoever. NCM & HKA shall also not be bound to accept merely the lowest RFP but the technical suitability, capability and superiority of the concept/equipment/system as well as after sales service including infrastructure to render such service etc. shall be of prime consideration for selection of the appropriate set of concept/equipment/system collectively considered as a complete solution.

REQUEST FOR PROPOSAL (RFP)

For

SELECTION OF AGENCY FOR DIGITIZATION OF ARTIFACTS AT NATIONAL CRAFTS MUSEUM & HASTKALA ACADEMY, PRAGATIMAIDAN, NEWDELHI

**MINISTRY OF TEXTILES
GOVERNMENT OF INDIA**

Introduction:

The National Crafts Museum & Hastkala Academy (earlier known as National Handicrafts and Handlooms Museum), popularly known as the Crafts Museum, celebrates the rich, diverse and practicing craft traditions of India. Situated in a large campus at the corner of Pragati Maidan, opposite the majestic Purana Qila, the museum was designed by the renowned architect Charles Correa.

At present the Museum collection consists of over 33,000 specimens in various crafts, acquired over a period of 60 years collected from various states of India named as Andhra Pradesh, Arunachal Pradesh, Assam, Bihar, Delhi, Gujarat, Haryana, Himachal Pradesh, Jammu and Kashmir, Karnataka, Kerala, Madhya Pradesh, Maharashtra, Manipur, Meghalaya, Mizoram, Nagaland, Orissa, Punjab, Rajasthan, Tamil Nadu, Tripura, Uttar Pradesh, West Bengal. The collection reflects the continuing traditions of handicrafts and handlooms.

Museum collection consists of a variety of traditional artifacts such as Textiles, a vast range of metal lamps, sculptures, utensils etc, Wood-works, Folk/tribal paintings, range of cane and bamboo crafts, clay and terracotta figures and a lot more. The exquisite examples of textiles include Kalamkaris, Jamawars, Pashmina and Shahtoosh shawls, embroidered fabrics especially Kanthas, Chikankari works and chakras Tie and Die (Bandhani) fabrics, Baluchar and Jamdaani saris, Pichwais, phulkaris, Ikat fabrics of Orissa, Chamba Rumals, Block printed textile fabrics of Gujarat and Rajasthan, Himru textile pieces of Maharashtra, Naga shawls, Chanderi saris and a variety of tribal textiles of the Lambadi, Toda and Naga tribes of North-eastern India.

The rare and finest specimens of traditional Indian handicrafts and handlooms are preserved with the objective that these would serve as source material for the revival, reproduction and development of Indian crafts. These source materials are meant for the master craftsmen, art-historians and craft designers along with the people who are interested to know our age-old cultural heritage. Museum is a special attraction for foreign tourists who wish to have a glimpse of our material culture.

Scope of Work:

With the vision of bringing The National Crafts Museum & Hastkala Academy further into the 21st century and also to re-establish its place on the map, the office of the Development Commissioner (Handicrafts), Ministry of Textiles has envisaged a plan with the financial support of M/S BPCL under CSR activities to upgrade and modernize the existing facilities at the Museum and to additionally expand the storage capacity to Digitally Archive all the available collection of artifacts with the museum so that it is easily accessible for the people and artisans.

The activities as detailed below, clearly outlining the Aims and Outcomes to be adopted in executing the project:

- A) Digitization of Artifacts including administrative documentation

A. Digital Archives-

Crafts museum has more than 30,000 artifacts of various sizes, 5% of the total artifacts are on display in the galleries and open spaces including village complex in the museum.

A 1.Scope of work for Digital Archives:

- 10,000 objects to be 3D scanned and rest objects to be archived through high resolution photography documentation with detailed research.
- Digitize, Document (Detail research of each object e.g. origin, Uses Technique Etc.), Categorize, Preserve, and Promotions and archive the collection of the National Crafts Museum & Hastkala Academy through high resolution **PHOTOGRAPHY AND 3D SCANNING**.
- Develop a flexible and robust **ARCHIVE AND CONTENT MANAGEMENT SYSTEM** to manage digitized material.
- **Create various platforms** for Curator, Scholar, Researchers, School Children and International stake holder for Digital Exhibition etc, to encourage research and study of the archival material. By adding the layer of Application ProgrammeInterface (API)to the National Crafts Museum & Hastkala Academy's digital archive, we allow for manifold opportunities. Not only is it safely accessible information for research and study. It opens up to creators, software developers and others to be able to build unprecedented products and services at the heart of which is the National Crafts Museum & Hastkala Academy.
- **Software-**
Software may be customized as international standard having maximum key search & categories and should have ability to connect the 3D scanned objects in future if required. Software should be in compliance to the Application Security Rules of Government website and as per guide lines of M/o Electronics & Information Technology.

The software also enables inventory management for a warehouse like environment. Each product will also have its indexing and coding integrated into the software.

Each physical object may have a location detection tag, which can be read through NFC on a mobile phone. The platform will enable this mechanism to manage compact storage solutions.

There could be a dedicated Radio emitter receiver to track the location of the object in a physical space.

Separate kiosks can be built for the people to interact with the objects for detailed inspection. These touch enabled kiosk will enable people to see all the available artifacts in 3D.

The backend will have strong search function for swift access -

The software can create custom list and matrix to help specific needs. There will be user login facility to control access to the database.

The technology will also have error free and robust product tracking feature, wrong place detection and proper guidance to the handling staff so that mix-up can be reduced.

The backend will have strong Content Management System, as well as the administrative panel to configure the application and its content

One of the concept will be similar to a museum or a library which aims to create a repository of the given number of artifacts and products which can be accessed anywhere across the globe. Using the various build-in tools, users would be able to interact with the data and

explore the in depth details of the products. This repository will help in research and education on the Indian handicrafts and textiles.

The repository will also be accessible through a dedicated web portal and mobile phones application

A. 2. Aims:

With new technological leaps and changing economic status, the vision of the National Crafts Museum & Hastkala Academy is to evolve and be able to address the future paradigms for Indian crafts and culture. A Digital Archive of Indian Crafts gives a chance to create linkages, on one hand with India's digital natives who feel a strong need to connect with an authentic identity and on the other with Craftspeople and Artisans who are unable to connect with their potential new patrons. Through this intervention the Crafts Museum would be able:

- To preserve objects, craft techniques and methods through restoration, documentation
- To democratize – make crafts accessible to everyone through archiving and display
- To connect – make the crafts museum and epicenter for collaboration and interdisciplinary experiments by connecting existing stakeholders attracting the interest of larger community towards crafts and heritage of India.

The setting up of digital archives would involve creating India's largest and most accessible digital education and learning resource of Indian crafts. Archiving would include the following activities:

- Documentation through high resolution photography and 3D scanning where deemed necessary.
- Developing a flexible and robust Archive and Content Management System
- Creating platforms to encourage research and study of the archival material

The timelines would involve Digitization of the collection, categorization & archiving and to build API/websites and other user interfaces.

A.3. Outcomes/Uses:

- Will help increase the visitors to the museum not only from within the country but also amongst overseas tourists.
- Digitalization of all artifacts
- Exhibition development: Designers and Curators will be able to create innovative new experiences for visitors. This will directly translate to higher footfall and ticketing based revenue.
- Collection Management: It will provide systematic methodologies for archivist and collection Managers to maintain details about all objects.
- Research: The archive can become a reputed source for research & scholarship.
- This will be purely for educational purpose. e.g. Educational Workshop
- Accessible website to research and explore the collection
- Integrated use of digital archives in New Interactive Exhibits
- Opportunities for Indian Crafts to use Augmented Reality and Virtual Reality to explore and innovate with new technologies.
- Crafts practitioner and Artists/Designer collaborations can harness the past practices for new innovation.
- Digital Data led Industry collaborations can activate new revenue sources.
- Tie-in Indian Craft history and address repatriation through digital collection and renewed research.

B. Terms of selection of agencies are mentioned in the table below.

| | | |
|----------|--------------------------------------|---|
| 1 | Name of Project | Digital Archives at National Crafts Museum & Hastkala Academy, Pragati Maidan, New Delhi. |
| 2 | Owner | Office of the Development Commissioner for Handicrafts, Ministry of Textiles, Government of India |
| 3 | Implementing agency | To be decided through EOI |
| 4 | Site area/ location | Digital Archive: All the galleries + objects in open area |
| 5 | Project Monitoring Committee | <ul style="list-style-type: none"> i. A Project Monitoring Committee will be formed by the Authority in order to monitor the activities at the site, review any issues/concerns and undertake following activities: <ul style="list-style-type: none"> a. Supervise, monitor and control the activities of the agencies engaged for the site. b. Ensure that the activities are aligned with the objectives of NCM&HKA. c. Provide local level support and coordination to the Authority. ii. The Project Monitoring Committee will conduct review meetings from time to time. iii. If any matter is not resolved within 30 days, Concessionaire Agency can escalate it to designated officer at Ministry of Textiles. |
| 5 | Date of Completion of Project | Period to complete both the project : 2 years (may be extended & curtailed as per the requirement) |
| 6 | Selection process | <p>The Selection Process will be undertaken as below:</p> <ul style="list-style-type: none"> I. Expression of Interest (RFP) by the prospective applicants and Pre-bid Conference. II. Request for Proposal (RFP) <ul style="list-style-type: none"> a. Technical Proposal including Presentation (ranking of pre-qualified applicants as per scoring criteria in RFP) b. Financial Proposal of Technically qualified applicants will be evaluated III. EOI validity will be 180 days from the due date of proposal <p>Note: Authority reserves the right, without any obligation or liability, to accept or reject any or all applications, at any stage of the selection process, to cancel or modify the process or any part thereof, or to vary any or all the terms and conditions at any time, without assigning any reason what soever.</p> |

| | | |
|----|-----------------------------------|---|
| 7 | Selection criteria | <p>Qualification Criteria for agencies:</p> <ol style="list-style-type: none"> I. Registered company in India II. Consortium with maximum 3 members III. Joint Venture IV. In-house expertise in supervising crafts & design projects as well as digital UI/UX interaction, communication design V. Experience in setting up of labs and studios specially for Art, Design & Craft sector VI. Should have experience in successfully executing minimum five assignment/facility (<u>Attach supporting work order</u>, completion certificate as applicable) VII. Aggregate average turnover of not less than <u>Rs. 1 Crore</u> in last three years (i.e. in each financial year) VIII. A net worth of not less than Rs. 1 Crore in last financial year (Attach supporting Auditor's /CA certificate). IX. Agency/Company should be able to demonstrate expertise in the area and having experience in projects related to Museums/heritage and digital archives (attach work orders). X. Agency/Company should have executed at least 3 similar projects worth more than 1.00 Crore in value. |
| 8 | Documents to be submitted | <ol style="list-style-type: none"> I. General profile of the firm II. Net-worth certificate from a Chartered Accountant III. Last 3 years income tax returns IV. Experience of working in similar projects With documentary proof and details of works in hand. V. List of professional employees and consultants of the firm having experience in the required area of experience. VI. All the mentioned annexure in the subsequent sections |
| 9 | Earnest Money Deposit(EMD) | <p>Rs12.00 Lakhs in the form of Demand Draft at RFP stage by all agencies. Agencies which are registered with MSME/NSIC, Govt. of India need not submit Bid security/EMD provided they should submit a copy of proof of registration with MSME/NSIC.</p> |
| 10 | Performance Security | <p>Performance Security: 5% of the value of the contract by way of Bank Guarantee by successful agency at agreement signing</p> |

| | | |
|------------------|----------------------------|--|
| <p>11</p> | <p>Exit clauses</p> | <p>The Authority shall exercise the exit clause, if:</p> <ol style="list-style-type: none"> I. The Agency abandons the work without prior written consent of the Authority for more than 120 (one hundred twenty)days II. In case of repetitive significant performance failures not attended by Concessionaire or there are major defaults by the Concessionaire III. The Agency failed to make any payment due to the Authority within the 90 days of due date or period specified in Agreement IV. The Agency creates any Encumbrance in breach of the Agreement or there is a change in Ownership in breach of the Agreement <p>The Agency shall exercise the exit clause, if:</p> <ol style="list-style-type: none"> I. The Authority fails to transfer / pay / reimburse / adjust payments within 30 days or period specified in Agreement, from due date of such payments as the case may be, for which the Agency is entitled as per the terms of Agreement |
|------------------|----------------------------|--|

D.PROCEDURE FOR SUBMISSION OF BIDS

Submission of Bids shall be in accordance with the instructions mentioned below:

- I. The agency shall be responsible for all costs incurred in connection with participation in the RFP process, including but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of proposal, in providing any additional information required by NCM&HKA to facilitate the evaluation process, and in negotiating a definitive contract or all such activities related to the bid process.
- II. NCM&HKA will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- III. NCM & HKA reserves the right to award the contract project-wise as well as the entire work to one agency depending upon the Technical & Financial Bid evaluation criteria.
- IV. Bid Documents
 - a. Technical bid documents (e-Envelop –1)
 - b. Financial bid documents (e-Envelop –2)

E.EVALUATION PROCESS

GENERAL ELIGIBILITY, EVALUATION, TECHNICAL PRESENTATION AND FINANCIAL EVALUATION

- a. The evaluation will involve validating the credentials submitted in the format as prescribed. Credentials without valid proof will be invalid and will not be considered. The NCM&HKA reserves the right to accept or reject proof of credentials at its sole

- discretion without having to give reasons to the Agencies thereof.
- b. On receipt, the technical proposals shall be opened first by the committee of officers constituted by the competent authority at the specified date , time & place.
 - c. Technical bids shall be analyzed & evaluated by the committee of officers regarding general selection criteria of agencies. The committee shall record in detail the reasons of acceptance or rejection of the technical proposals analyzed & evaluated by it.
 - d. All the short listed eligible agencies /firms will be given a date,time & place to give a power point presentation (PPT) before the committee of officers regarding technical presentation about the concept and various details for proper evaluation.
 - e. NCM&HKA shall open the financial bids of only those bidders who have been declared technically qualified by the committee for further analyzing or evaluation and ranking and selecting the successful bidder for placement of the contract.
 - f. Quality & Cost Based Selection (QCBS) shall be applied & accordingly, technical proposals shall be scored as per criteria mentioned in the RFP. Only those responsive proposals that have achieved at least minimum 70 marks as Qualifying Score in Quality of Technical proposal shall be considered further.
 - g. After opening & Scoring, the financial proposal of responsive technically qualified bidders, a final combined score shall be arrived.

The following weightage criteria will be adopted during Technical evaluation-

| Sl. No. | Evaluation Criteria/ Parameter | Max. Score | Agency's Score |
|----------------|--|-------------------|-----------------------|
| 1. | Evaluation of the work experience | | |
| | Experience of working in the field of education, art and culture | 10 | |
| | Experience of working with crafts and understanding of craft processes | 20 | |
| | Experience in executing Digitization work in Museum | 25 | |
| 2. | Technical Presentation including Concept and Detailed Project(including innovative project design) | 25 | |
| 4. | Composition of team | 20 | |
| | Total Marks | 100 | |

The minimum qualifying score will be 70% of total marks as above.

Only those Agencies who fulfill the guidelines of functional & technical requirements and comply with the eligibility criteria will be short listed for financial bid opening.

E1. EVALUATION OF FINANCIAL BID

- a) The Financial Bids of the technically qualified Agencies will be opened on the mentioned date as per the schedule.
- b) The agency with the lowest financial bid (L1) will be awarded 100score.
- c) Financial Scores for other than L1 Agencies will be evaluated using the following formula: Financial Score of an Agency = {(Financial Bid of L1/Financial Bid of the

Agency) X 100} (Adjusted to two decimal places)

- d) Only fixed price financial bids indicating total price for all the work/services specified in this bid document will be considered.
- e) Details of the taxes and duties livable on the basic cost of the development of the gallery to be indicated clearly in the financial bid.
- f) Errors & Rectification: Arithmetical errors will be rectified on the following basis: "If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail".

E2. COMBINED EVALUATION OF TECHNICAL & FINANCIAL BIDS

- a) The technical and financial scores secured by each agency will be added using weight age of 80% and 20% respectively to compute a Composite Bid Score.
- b) Total points: $(0.8 \times T(s)) + (0.2 \times \text{Financial Score of Agency})$
 - a. Where T(s)= Technical Score
- c) The agency securing the highest Composite Bid Score will be declared as the Best Value Agency for award of the Project.
- d) In the event the bid composite bid scores are "tied", the agency securing the highest technical score will be declared as the Best Value Agency for award of the Project.

F. Questions:

Please direct all questions in writing only by e-mail: sohanjha1989@gmail.com
nhcraftsmuseum@gmail.com

G. Compensation and Expenses

Respondents will not be compensated for any expenses associated with the preparation and submission of RFP.

Technical Bid

Annexure -I

Experience of the Applying Agency

Relevant services/works carried out in the last five years by the agency in following format along with copy of work orders and completion certificates from clients:

| | |
|----|---|
| 1 | Assignment Name |
| 2 | Location |
| 3 | Narrative description of Project |
| 4 | Name of Employer |
| 5 | Address |
| 6 | Duration of assignment |
| 7 | Start Date (Month/Year) |
| 8 | Completion Date (Month/Year) |
| 9 | Approx. Value of services |
| 10 | Name of Associated Agencies, if any |
| 11 | Name of main staff members involved and functions performed |
| 12 | Description of Actual services provided by your firm |

I/We hereby declare that the above statements are true. I/We also declare that the decision of <RFP INVITING AUTHORITY> regarding selection of eligible firms for submitting/opening of RFP Document (Financial Bid) shall be final and binding on me/us.

Date:

Official Seal and Signature of the Agency

List of Key Professionals whose CV and experience is to be evaluated

| Sl. No. | Name | Qualification | Years of experience | Details of task to be undertaken in this project | Remarks |
|---------|------|---------------|---------------------|--|---------|
| | | | | | |
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Annexure -III**Format of Curriculum Vitae (CV)**

| Sl.No. | Particulars | Description |
|--------|---|--|
| 1 | Name | {Name of the key professional} |
| 2 | Date of Birth | |
| 3 | Nationality | |
| 4 | Qualification | {Summarize college/university and other specialized education, names of board/university, year and degrees obtained} |
| 5 | Membership in Professional societies | |
| 6 | Employment record | {Starting with present position, list in reverse order every employment held. List all positions held since graduation, giving dates, names of employing organizations, titles of positions held and locations of assignments} |
| 7 | Years of experience | Total sum of experience years |
| 8 | Name of firm (if any) Details of the firm | { If the agency has a firm other than the agency invited for request for proposal. Type of services offered, annual turnover, number of staffs employed and brief of executed projects} |
| 9 | Details of Tasks to be undertaken in this project | The role of the Agency/professional will play in the present project |

Certification:

I, the undersigned certify that to the best of my knowledge and belief, these data correctly describe the team member, his/her qualifications and his/her experience.

Date:

(Signature)

Composition of the team personnel and task(s) of each Team Member

| <u>Sl.No.</u> | <u>Name</u> | <u>Position</u> | <u>Task in the proposed work</u> |
|----------------------|--------------------|------------------------|---|
| | | | |
| | | | |
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Format for FINANCIAL PROPOSAL**A. Digitalization of Artifacts-**

| Sl. No. | Works | Particulars | Amount (Rs. Lakhs) |
|----------------|---|---|---------------------------|
| 1 | 3D scanning-10000 Objects and high resolution photography documentation of 21000 objects. Digitization, Documentation Categorization, Preservation, Archive & Content management System, Creation of platforms for curator, scholars, digital exhibitions & education. | 1. 3 D Scanner & Peripherals | |
| | | 2. Soft, workstation & Server | |
| | | 3. Camera and peripherals | |
| | | 4. Archiving Studio | |
| 2 | Required equipments /materials and man power experienced professionals to be arranged by agency. | 5. Experienced Personnel for the project period to complete the work: | |
| | | Team leader | |
| | | Project Director and Expert | |
| | | Technical Expert – Archiving | |
| | | Data Scientist | |
| | | Technical Expert (3D Visualizer) – UI/UX/Communication Design | |
| | | Photographer | |
| | | UX Design | |
| | | Designer | |
| | | Researcher | |
| | | Expert – Programming & Outreach | |
| | | Operational Team – Archiving | |
| | | Operational Team (Web developers) – Website/ Open access | |
| | | Support Team | |
| | Total Cost | | |

**Office of Development Commissioner (Handicrafts),
Ministry of Textiles, Govt. of India
West block VII, R.K.Puram, New Delhi-110 070**

RFPNo.: _____

Instructions for Bid Submission

1. The Agencies are required to submit their bids at the office of <RFP INVITING AUTHORITY>. The instructions given below are meant to assist the Agencies to prepare their bids in accordance with the requirements and submit their bids

PREPARATION OF BIDS

1. Agencies should be taken into accounts any corrigendum published on the RFP document before submitting their bids.
2. Please go through the RFP advertisement and the RFP document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
3. deleted

SUBMISSION OF BIDS

1. Agencies should submit the bid i.e. on or before the bid submission time. Agencies will be responsible for any delay due to other issues.
2. Every page of the document should be signed and stamped.
3. Agencies should submit the EMD as per the instructions specified in the RFP document. The original instrument should be posted/couriered/given in person to the RFP Processing Section, latest by the last date of bid submission. The detail of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

ASSISTANCE TO AGENCIES: Any enquiries relating to the RFP document and the terms and conditions contained therein should be addressed to the RFP Inviting Authority for an EOI or the relevant contact person indicated in the RFP.

Name of the contact person in the authority- Ms. NIDHI , Deputy Director(NCM & HKA), M.No-9891192407

UNDERTAKING

Dated:

To,
Senior Director, National Craft Museum & Hastkala Academy
Office of Development Commissioner (Handicrafts)
Bhairon Marg, Pragati Maidan, New Delhi – 110 001

Respected Sir/Madam,

This is to notify you that our company-_____ intends to submit a proposal in response to EOI for <PROJECTNAME>

We also declare that our company has not been blacklisted by not blacklisted by any Central Government/ State Government/PSU/Autonomous Body/ Chambers of Commerce and other similar Associations.

Sincerely,

(Signature of authorized person)

Name:

Designation:

Company name:

**National Crafts Museum &Hastkala Academy (NCM&HKA)
Office of the Development Commissioner (Handicrafts),
Ministry of Textiles, Govt. of India
BhaironMargPragatiMaidan New Delhi – 110 001**

GENERAL TERMS AND CONDITIONS FOR SUBMISSION OF RFP FOR <PROJECT NAME >

Prices and rates quoted shall be firm and fixed for the entire period of execution of the order.

1. The successful Agency shall submit within 3 (three) days from the date of placement of the work order the duplicate copy of the work order duly signed and official stamp on all the pages as a token of acceptance of the order.

2. Earnest Money Deposit (EMD) of Indian Rs12.00 Lakhs for Digital Archive Project. EMD to be submitted by way of Demand Draft / Pay Order drawn on Sr. AO, CP&AO, Office of Development Commissioner (Handicrafts), R.K. Puram payable at New Delhi. Earnest Money deposits of unsuccessful Agencies will be returned within 30 working days from the date on which the final decision is taken about the source from which the items under RFP are to be procured or within 2 (two) months from the date of the opening of the RFPs, whichever is earlier. Earnest Money Deposit in respect of the successful Agency will be retained with the Council until the completion of entire execution of the order as per terms and conditions of the RFP. In case, the successful agency refuses to accept the offer after finalization and placement of the order as per the finalized and accepted terms and conditions, the order shall be cancelled forthwith without any further reference and the EMD deposited for this RFP shall be forfeited.

3. Price: The price and rates indicated shall include cost of Projection/Building Mapping Show and Curation & Operation. Prices and rates quoted shall be firm and fixed for the entire period of execution of the order.

4. The selected agency shall be responsible for proper co-ordination with NCM & HKA periodical supervision of these works at site to ensure the desired quality of workmanship and use of specified materials and the end result.

5. Time of Completion: Time is the essence of the work. The entire work shall be completed positively by the time of completion committed in the Project implementation schedule by the successful agency.

6. Every effort should be made to complete the entire work by the successful agency within the committed Project implementation schedule. In case the successful agency fails to comply with the specified time schedule as per accepted terms and conditions, and where the progress of work is not found satisfactory, and commensurate with the expected progress.

7. General Terms of payment

30% of contract value as first advance will be given on award of contract and on submission of UC of first advance amount of 30%, again 30% as second advance will be released. 20% will be released on utilization of 2nd advance. Remaining amount will be released after 100% completion of the Project.

8. Specifications of the items under RFP once finalized are to be strictly adhered to.

9. The authorities of the Office of NCM & HKA reserves the right to amend, alter or modify the terms and conditions, specifications of the items if necessary for betterment of the works. No additional cost shall be borne by NCM&HKA for such amendments.

10. In case the successful agency refuses to accept the offer after finalization or does not comply within 07 days from the date of placement of the order as per the finalized and accepted terms & conditions, earnest money deposit would be automatically forfeited and the order shall be cancelled forthwith.
11. The authorities of Office of NCM&HKA do not bind themselves to accept the lowest RFP and reserves the right to accept or reject any or all RFP wholly or partially without assigning any reason whatsoever.
12. The successful agency shall obtain necessary trade and other licenses/permissions as may be required to carry out the RFP job at <RFP CALLING OFFICE> and shall also be responsible for compliance of all statutory rules and regulations which may be in force time to time from the appropriate authorities at their own cost.
13. <RFP CALLING AUTHORITY> shall not be liable for any injury or death of an employee who is deployed by the successful agency within/outside the work site during the time of execution of the work order.
14. The successful agency shall not transfer wholly or partially the order of supply, installation, testing and commissioning of the equipment to any other person(s) /firm/ company for any reason whatsoever and in which case the order shall automatically stand cancelled.
15. All disputes and differences between the successful agency and <RFP CALLING AUTHORITY> of any kind whatever arising out of or in connection with the order on carrying out the subject work shall be referred to the sole arbitration of a person nominated by the <RFP CALLING AUTHORITY>, whose decision in this regard will be final and binding on both the successful agency and the <RFP CALLING AUTHORITY>. The provisions of the Arbitration and Conciliation Act 1996 or any statutory modification or re-enactment thereof and of the rules made there under for the time being in force shall apply to arbitration's proceedings under this Clause.
16. All other conditions given in the RFP document under various sections shall stand valid and the successful agency shall abide by them.

I/We hereby declare that the above statements are true. I/We also declare that the decision of <RFP CALLING AUTHORITY> regarding selection of eligible firms for submitting/opening of RFP Document (Financial Bid) shall be final and binding on me/us.

Date:

Official Seal and Signature of the Agency

I.EVALUATION OF PROPOSALS:-**1. Evaluation of the work experience (Ref. to Annexure I)**

| Sl.No. | Criteria | Marks |
|--------------|--|-----------|
| 1 | Experience of working in the field of education, art and culture | 10 |
| | Experience of working with crafts and understanding of craft processes | 20 |
| 2 | Experience in executing Digitization work in Museum | 25 |
| Total | | 55 |

2. Evaluation of Technical Presentation including Concept and Detailed Project (including innovative project design)

| Sl.No. | Criteria | Marks |
|--------------|---------------------------------------|-----------|
| 1 | Understanding of the Scope of work | 10 |
| 2 | Work Plan/Project Design | 10 |
| 3 | Deliverable Plan along with timelines | 5 |
| Total | | 25 |

3. Evaluation of the team component (Ref. to Annexure I)

| Sl.No. | Criteria | Marks |
|--------|---|-------|
| 1 | Team leader: a. Studied from an Institute of eminence & top 100 universities in India : 2.5 Marks; b. No. of years of Experience International Experience Minimum 20 years of exp: 1.5 Marks c. Should have experience in working on digital projects with outreach, archiving & documentation: 1 Mark | 5 |
| 2 | Technical Expert – Archiving a. Technical Degree from a recognized university b. Minimum 05 years of experience | 1.5 |
| 3 | Technical Expert (3D Visualizer) – UI/UX/ Communication Design a. Technical Degree in Interaction Design from a recognized university b. Minimum 05 years of experience | 2.5 |
| 4 | Photographer | 1.5 |

| | | |
|---|--|-----------|
| | a. Degree in Photography from a recognized university b. Minimum 03 years of experience | |
| 5 | Designer a. Degree in Design from a recognized university b. Minimum 05 years of experience | 2.5 |
| 6 | Researcher a. Doctorate in related field from a recognized university b. Minimum 05 years of experience | 2.5 |
| 7 | Expert – Programming & Outreach a. Degree in related field from a recognized university b. Minimum 05 years of experience | 1.5 |
| | Operational Team – Archiving a. Bachelors’ Degree in related streams b. Minimum 03 years of experience | 1.5 |
| | Operational Team (Web developers) – Website/Open access and Support team a. Bachelors’ Degree in Web technology b. Minimum 03 years of experience | 1.5 |
| | Total | 20 |

| Other Accession number | Name (Accession number) | (Q) Description | Material(s) | Image | Digital photo(s) | Acquired by | Stock register (Volume, page) | Verification register (Volume, page) | Condition | Location | Dimensions (in cms) | Weight | Provenance | Culture | Period | Technical function | Cultural significance | Remarks/Notes | Remarks by Data entry Person |
|------------------------|-------------------------------|---|-----------------------------|-------|------------------|-----------------------------|-------------------------------|--------------------------------------|-------------------|--|---------------------|--------|--------------------------|------------------|--------|--------------------|-----------------------|---|------------------------------|
| 154/1/1 | m/1/2: 54/1 Scarf | 1 Red cotton hand (Pant) with embroidery and mirror work | Cotton, Silk thread, Mirror | | 54.1.3.P G | P-32/ old register; Curator | V.1; P.1 Pg.664; No.2573 | V.7; Pg.664; No.2573 | Good | Textiles Gallery Room 36 No. 36 | 123 x 26 | | Ajmer (Marwar) Gujarat | 20th Century | | | | | |
| 2 | m/1/2: 54/2: 54/2: Closer | 1 Changed-embroidered with mirror work | Silk, Mirror | | | P-32/ old register; Curator | V.1; P.1 Pg.666; No.2586 | V.7; Pg.666; No.2586 | Good | N. Marwar Dilip Singh Wade Dilip Singh Wade Dilip Singh Wade | 70 x 70 | | Ajmer (Marwar) Gujarat | 20th Century | | | | | |
| 3 | 54/1/3: 54/3: 54/3: Shawl | 1 Red embroidered shawl with mirror work | Cotton, Silk thread, Mirror | | 54.1.3.D PG | P-32/ old register; Curator | V.1; P.1 Pg.672; No.2585 | V.7; Pg.672; No.2585 | Good | Ajmer No. 23 D | 231 x 65 | | Ajmer (Marwar) Rajasthan | Mid 20th Century | | | | Outstanding example of embroidery - a masterpiece | |
| 4 | 54/1/4: 54/4: 54/4: Bed cover | 1 Embroidered bed cover with outstanding works showing floral motifs and bedecked with glass pieces. Colours used: green, blue, yellow, off-white and white | Cotton, Silk, Glass | | | P-32/ old register; Curator | V.1; P.1 Pg.674; No.2594 | V.8; Pg.674; No.2594 | Good | Ajmer No. 23 D | 197 x 119 | | Ajmer (Marwar) Punjab | 20th Century | | | | | |
| 5 | 54/1/5: 54/5: 54/5: Shirt | 1 The red dyed maroon shirt piece with a broad start border. Full and decorated with floral designs with multicolored threads | Cotton | | | P-32/ old register; Curator | V.1; P.1 Pg.311; No.13905 | V.32; Pg.311; No.13905 | Damage at places | Textile Gallery; Ajmer no. 36 B | 463 x 73 | | Ajmer (Marwar) Gujarat | | | | | | |
| 6 | 55/1/6: 55/1: 55/1: Bed cover | 1 Red bed cover having many blue border patches in mirror work with sun embroidery | Cotton | | | Chairman | V.1; P.1 Pg.334; No.14203 | V.33; Pg.334; No.14203 | Stained at places | Ajmer No. 36 B | 280 x 159 | | Ajmer (Marwar) Sindh | | | | | | |

Basic Details

| | | | |
|--------------------------------------|--|---------------------------------------|-------|
| Organisation Chain | Development Commissioner(Handicrafts) National Handicrafts and Handloom Museum - DCHC | | |
| Tender Reference Number | 19/20/2020/NCM HKA | | |
| Tender ID | 2020_DCHC_581245_1 | | |
| Tender Type | Open Tender | Form of contract | Works |
| Tender Category | Services | No. of Covers | 2 |
| General Technical Evaluation Allowed | No | ItemWise Technical Evaluation Allowed | No |
| Payment Mode | Offline | Is Multi Currency Allowed For BOQ | No |
| Is Multi Currency Allowed For Fee | No | Allow Two Stage Bidding | No |

Payment Instruments

| Offline | S.No | Instrument Type |
|---------|------|-----------------|
| | 1 | Demand Draft |

Cover Details, No. Of Covers - 2

| Cover No | Cover | Document Type | Description |
|----------|-----------------------|---------------|-----------------|
| 1 | Fee/PreQual/Technical | .pdf | Tender Document |
| 2 | Finance | .xls | Financial bid |

Tender Fee Details, [Total Fee in ₹ * - 0.00]

| | | | |
|------------------------------|------|----------------|-----|
| Tender Fee in ₹ | 0.00 | Fee Payable At | Nil |
| Fee Payable To | Nil | | |
| Tender Fee Exemption Allowed | No | | |

EMD Fee Details

| | | | |
|-----------------|--------------|--|-----------|
| EMD Amount in ₹ | 12,00,000 | EMD through BG/ST or EMD Exemption Allowed | Yes |
| EMD Fee Type | fixed | EMD Percentage | NA |
| EMD Payable To | CPAO DCHC | EMD Payable At | New Delhi |

Work /Item(s)

| | | | | | |
|--------------------------------------|-------------------------------|---------------------------|----------------------|-----------------------|-----------------|
| Title | DigitalArchives | | | | |
| Work Description | DigitalArchives | | | | |
| Pre Qualification Details | REFER TENDER DOC | | | | |
| Independent External Monitor/Remarks | to be nominated by O/o DC(HC) | | | | |
| Tender Value in ₹ | 9,00,00,000 | Product Category | Info. Tech. Services | Sub category | DigitalArchives |
| Contract Type | Tender | Bid Validity(Days) | 90 | Period Of Work(Days) | 730 |
| Location | Crafts Museum | Pincode | 110001 | Pre Bid Meeting Place | NA |
| Pre Bid Meeting Address | NA | Pre Bid Meeting Date | NA | Bid Opening Place | Crafts Museum |
| Should Allow NDA Tender | No | Allow Preferential Bidder | No | | |

Critical Dates

| | | | |
|-------------------------------------|----------------------|-----------------------------------|----------------------|
| Publish Date | 03-Sep-2020 01:00 PM | Bid Opening Date | 06-Oct-2020 09:00 AM |
| Document Download / Sale Start Date | 03-Sep-2020 01:00 PM | Document Download / Sale End Date | 05-Oct-2020 09:00 AM |
| Clarification Start Date | 03-Sep-2020 01:00 PM | Clarification End Date | 05-Sep-2020 11:00 AM |
| Bid Submission Start Date | 03-Sep-2020 03:00 PM | Bid Submission End Date | 05-Oct-2020 09:00 AM |

Tender Documents

| NIT Document | S.No | Document Name | Description | Document Size (in KB) |
|--------------|------|--------------------|------------------|-----------------------|
| | 1 | Tendernotice_1.pdf | Tender Documents | 673.00 |

| Work Item Documents | S.No | Document Type | Document Name | Description | Document Size (in KB) |
|---------------------|------|----------------------|--|---|-----------------------|
| | 1 | Additional Documents | ProformaforAdministrativeDocumentation.pdf | Proforma for Administrative Documentation | 457.34 |

Tender Inviting Authority

| | |
|---------|------------------------------|
| Name | Sr. Director (M) |
| Address | crafts Museum Pragati Maidan |