



F. No. F. 55 - 1 (3) / 2018 EX H.
NATIONAL ARCHIVES OF INDIA
JANPATH, NEW DELHI
Request for Proposal (RFP) for engagement of Curator

For

PERMANENT EXHIBITION ON CIVIL SERVICES IN INDIA

1. INTRODUCTION

A permanent exhibition at the Lal Bahadur Shastri National Academy of Administration, Mussoorie (LBSNAA) is being proposed to be mounted by the National Archives of India (NAI) with the purview to document and exhibit the evolution of the Civil Services in India with special emphasis on the role of the Academy.

Sealed quotations in two bid system are invited on behalf of Director General, National Archives of India for consultancy services, conceptualizing, curating and content development etc., of the above mentioned permanent Exhibition. Individuals/ organizations/ Agencies having proven experience (at least five years) in the relevant field may submit their duly filled in (i) technical bid along with all supporting documents and (ii) financial cost bid of work to be undertaken in separate envelopes by 18 June 2018 (4.00 PM) addressed to the Director General of Archives.

Estimated cost of the engagement of curator is Rs 20 lakhs. Pre bid meeting would be held at LBSNAA on 2 June 2018. Interested parties may visit LBSNAA to see the venue and seek any clarification.

The work will be executed by individuals/ organizations/ agencies selected through a two bid process, comprising of Technical and Financial Bids.

Bids in a sealed envelope super scribed as "Permanent Exhibition on Civil Services in India" - Consultancy services for curating and content development addressed to Director General, National Archives of India, Janpath, New Delhi – 110001 should reach by 18 June 2018, Monday (4.00 PM), National Archives of India, , Janpath, New Delhi .

The proposals duly sealed must be sent through Registered post/Speed post/Courier so as to reach at the above mentioned address not later than the time and date of opening of the proposals. Proposals received after the stipulated date and time are liable to be rejected and returned unopened to the respective party.

Proposals shall be treated as non-responsive and are liable to be summarily rejected if the requested parties do not submit all supporting documents or do not furnish the relevant details as per the prescribed format/requirements.

The technical Bids proposals shall be opened on 19 June 2018, Tuesday at 11.30 a.m. in the Committee Room, National Archives of India (Main Building) in the presence of the bidders/their authorized representatives who wish to attend, at a subsequent date to be intimated separately through email.

Presentation of the technically qualified proposals would be held on 23 June 2018, Saturday for the purpose of evaluation in LBSNAA in the presence of the Steering Committee Members/ special invitees identified either by National Archives of India or LBSNAA. Date and Time of the presentation would be intimated through email.

Preliminary examination of the proposals would be carried out by the Technical Evaluation Committee to be constituted for the purpose in NAI and Tender and Finance Committees of NAI.

Financial proposals of those curators who have been declared successful after opening and evaluation of the technical proposals shall be opened at a subsequent date to be intimated separately through email. Financial proposals of only such bidders/ agencies with 70% or more marks in the Technical Evaluation would be considered.

NAI reserves the right to reject any or all prospective proposals without assigning any reason and to restrict the list individuals/organizations/ agencies to any number deemed suitable by it, if too many proposals are received satisfying the basic qualification criteria.

2. OBJECTIVE OF THE PERMANENT EXHIBITION

This exhibition would portray the development of Civil services in India from earliest period with available sources. The proposed exhibition would be based on primary and secondary archival material. The content for the exhibition would be sourced from various archival repositories and government agencies. A concept note in this regard is attached as **Annexure A** and the floor plan of the venue/ building to be used for the Permanent Exhibition at LBSNAA, Mussoorie is attached at **Annexure B**.

3. SCOPE OF THE PROJECT

The curation of the Exhibition and preparation of layout or any other media as being identified, will be sole responsibility of the selected individual/ organization/ agency. The brief details on the varied items of the work involved in the curatorial assignment are as hereunder:

- I. A curatorial statement – a summary of what curator sees the project will be and what will be the visitor experience.
- II. A Curatorial approach document/Curator's essay – This is the spine of the project, around which all elements will be built. The overall (or 'umbrella') concept will be explained here. The main narrative will be outlined. Sub-narratives will form part of this document. This will talk about the divisions or components of the overall exhibition, broken up into galleries or thematic spaces, the 'flow' and allocation of available space. From this document, the client will understand the story the curator will be saying through a layout of the exhibition.
- III. Gallery or broad layout – details about how the exhibition will be broken up into galleries or themes, space (in approximate terms) needed for each theme/ gallery.

- IV. Objects/artefacts/materials list – the papers, documents, films, audio, records, objects, photographs, installations; which will go into each themed space or gallery
- V. Sources list – Details of the sources from where each of these materials will be sourced. The material may be owned by individuals, to be loaned, to be purchased, to be reproduced or to be procured on some special arrangement. List should also contain details of the person/ agency who owns these materials, and what permissions are to be taken.
- VI. Text and description of objects – Submission of text for all panels, content materials, brochure to be used in the Permanent Exhibition.
- VII. Details of appropriate technology/ digital interface suitable for the galleries.
- VIII. Meeting/ discussion sessions of the curators with the designer for the exhibition (to be identified separately) for giving inputs for design process at the next stage.

4. COMPLETION TIME FRAME/ DATES

All work to be completed and hand over within four weeks of the job order.

5. SUBMISSION OF BID:

Bid should be submitted in two sealed envelope,

5.1. TECHNICAL BID (ENVELOPE –I):

Technical bid is to be submitted as per the proforma at **Annexure - C**. Details of the Bid document required to be submitted as part of technical bid are detailed in the proforma.

5.2. FINANCIAL BID (Envelope–II)

The Financial Bid document should include cost breakup as detailed in proforma at **Annexure – D**.

5.3 BID SUBMISSION:

- i. Tender placed in sealed covers (in two envelopes duly marked as TECHNICAL (Envelope-I) and Financials (Envelope-II) with the name of the project written on each envelope should be placed in the outer envelope and marked on top as Permanent Exhibition at LBSNAA

- ii. The evaluation would be on both Technical and Financial Bids
- iii. The technical bids shall be scrutinized by the committee constituted for the purpose.
- iv. The Committee will assess the ability of the agencies to carry out the requisite work and quality of profile and experience of the agency in the field. The bid would be evaluated as per the Eligibility Criteria
- v. The applicants who would be shortlisted as per above evaluation shall make Power point Presentation on a subsequent date to be intimated separately through email. The Financial bids of individuals/ organizations/ agencies qualified in technical bid round will be opened on a subsequent date to be intimated separately through email, in the Committee Room, National Archives of India (Main Building) in the presence of the bidders/their authorized representatives who wish to attend.

5.4.CRITERIA FOR EVALUATION

The Criteria for Technical Evaluation is as below:-

Sl. No.	Criteria	Scoring
1	Experience of the individual/ agency in executing similar works	20 Marks
2	Overall Concept and design of the Exhibition <ul style="list-style-type: none"> • Concept, scripting and curation– 50 Marks • Gallery plan - 20 marks • Innovative ideas and technology used in accordance with Theme – 10 Marks 	80 Marks
	Total	100 Marks

a. Technical Bids:

Minimum marks required to qualify technically is **70**. Financial quotation of only those who qualified technically would be opened on time indicated on completion of technical round i.e. Quality cum Cost Based System (QCBS).

b. Final Selection:

Final selection will be made on the basis of quality and price (QCBS system) by giving 80:20 weightage to the technical and financial score respectively. Then agency will be ranked on the basis of total score on weighted technical and financial score. The agency securing Rank 1 shall be selected for allocation of work. 80% weightage will be assigned to technical aspects and 20% to financial bid.

Declaration of the award of contract - Based on evaluation of the Technical Proposals of curators, Financial Proposals of the curators having technical score of more than 70% will be opened. The lowest Financial Proposal (Fm) will be given a financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be determined using the following formula:

$$Sf = 100 \times Fm/F;$$

in which Sf is the financial score, Fm is the lowest Financial Proposal, and F is the Financial Proposal (in INR) under consideration. Proposals will be finally be ranked in accordance with their combined technical (St) and financial (Sf) scores:

$$S = St \times Tw + Sf \times Fw;$$

Where S is the combined final score, and Tw and Fw are weights assigned to Technical Proposal and Financial Proposal that will be 0.80:0.20. At this stage, Technical Proposal and Financial Proposal will be given a weightage of 80: 20 and the consultant with highest combined final scores will be selected as the successful consultant and contract will be awarded to the successful curators after approval of the competent authority.

6. PAYMENT TERMS

No advance payment will be paid to the agency.

15% of the payment will be made after submission of the draft curatorial proposal (within two weeks of the award of work order).

Final remaining payment shall be paid after satisfactory completion of the job in all respects.

7. LEGAL JURISDICTION

That all the disputes or differences arising between the parties out of or relating to construction, meaning and operation or effect of this Terms & Conditions of Tender and/or subsequent agreement or breach thereof shall be settled by the sole Arbitrator who may be appointed with the consent of both the parties in accordance with the provisions of Arbitration and Conciliation Act, 1966 and any statutory modification or re-enactment thereof. The place of Arbitration shall be New Delhi. The decision of the Arbitrator shall be final and binding upon both the parties. The expenses of the Arbitrator as determined by the Arbitrator shall be shared equally by the Parties. Arbitration award shall be in writing and shall state the reasons for the award.

Smaltes

Annexure A

Concept Note on setting up a Museum at the Academy

Background

The Academy is the premier training institution for the senior civil services in the country. It is responsible for imparting professional training at induction level and mid-career training to members of the IAS as well as conducting a common Foundation Course for direct recruits to the All-India Services and Central Services. The Academy was founded on September 1, 1959 by amalgamating the IAS Training School at Metcalfe House, Delhi and IAS Staff College at Simla.

Need

The Academy has contributed to nation-building in independent India by imparting quality training to generations of civil servants including induction and mid career training to IAS. It is important that the history and living traditions of the Academy are captured for posterity through a museum that may inspire coming generations of civil servants as well as showcase the achievements of the Academy as an important public institution of the country.

Building

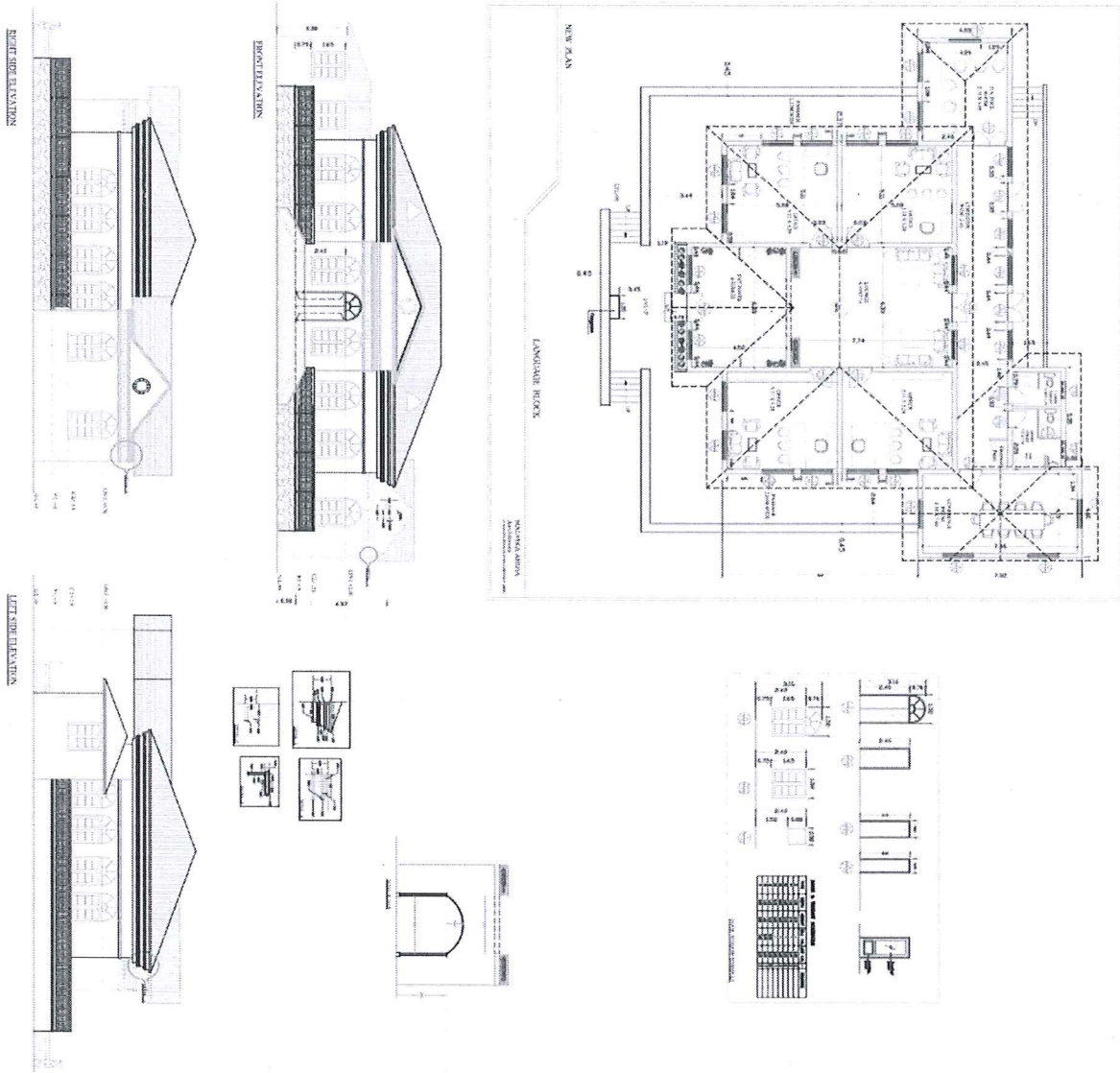
The Academy has completed reconstruction of the Old Language Block located just above the Director's Lawns. Given its central and vantage location as well as its period architectural character, it is well-suited to be converted into a museum of the Academy. The building has a carpet area of around 2000 feet, excluding toilets. It has wooden flooring, aesthetic lighting and is centrally heated.

Thematic coverage

The broad concept behind setting up a museum is to showcase the administrative tradition of the civil service (including the IAS). The museum may be curated on the broader theme of systems of administration in India which would subsume the tradition of the civil service as well as the contribution of the Academy.

Annexure B

Floor Plan



APPLICATION PROFORMA OF TECHNICAL BID FOR CURATORIAL SERVICES FOR PERMANENT EXHIBITION AT LBSNAA

1. Name of the Agency/Individual :
2. Address & Telephone Nos. :
3. Year of establishment :
4. Status (Proprietorship/partnership Company) :
5. Name of Partners/Directors/Owners :
6. PAN No. :

(Submit latest Income Tax Clearance Certificate/ copy of the Returns submitted)

7. TIN No. (In case of Agency) :

8. Annual Turnover

2015-16

2016-17

2017-18

9. Professional Experience:

(Enclose company profile along with self-attested samples/specimen of Job executed along with documentary proof i.e. job order/payment receipts etc.

10. Furnish details of the work done by you in the last five years:

11. Information related to the proposed curatorial work (as detailed in the scope for work at Para 3 of RFP) Presentation and the concept paper on approach towards the following:

- I. A curatorial statement
- II. A Curatorial approach document/Curator's essay
- III. Gallery or spatial layout
- IV. Objects/artefacts/materials list
- V. Sources list
- VI. Text and description of objects
- VII. Details of appropriate technology/ digital interface suitable for the galleries

Signature of Bidder

Name of the Person with designation

Name of the Agency :

Address :

Tel. No. :

Fax No./Email :

Mobile No :

Place

Date

Note: Incorrect/ False declaration will result in disqualification and black listing of the firm by this department. Please enclose all necessary documents in support of the claim.



APPLICATION PROFORMA OF FINANCIAL BID FOR CURATORIAL SERVICES FOR PERMANENT EXHIBITION AT LBSNAA

I, authorized representative of the Company, hereby quote the rates inclusive of all incidental expenses and taxes for the following job of NAI for Permanent Exhibition at LBSNAA.

Sl. No. Description of job	Cost in INR figures & words
1.Curation including Research, Content development and Script of the exhibition in LBSNAA Approx. (As per scope of Work)	Rs. (in Figures) Rs. (in words)
2. Govt. Taxes as applicable:	
	Total Cost: (1 + 2): Rs. (in Figures) Rs. (in words)

I, undertake to abide by the terms & conditions as laid down in the RFP of NAI, Government of India, New Delhi and to follow the instructions given by the Evaluation Committee as well as Expert Committee of the NAI, Government of India, from time to time.

Signature of Bidder

Name of the Person with designation

Name of the Agency :

Address :

Tel. No. :

Fax No./Email :

Mobile No :

Place

Date

