



National Archives of India
Government of India
Janpath, New Delhi – 10001

NOTICE INVITING EMPANELMENT OF FIRMS FOR
ORGANIZING ARCHIVAL/DIGITAL EXHIBITIONS

EXPRESSION OF INTEREST

The Panel of Firms would be valid for three years.

F. No. 1-4/2022-Exh.

Dated: 17 MAY 2022

National Archives of India, an attached office of Ministry of Culture invites applications for empanelment of Organizations/Agencies for preparing and organizing Archival/Digital Exhibitions.

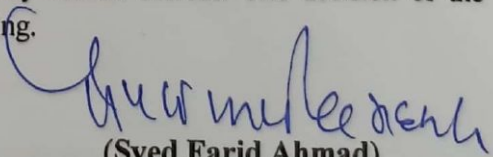
Interested reputed Organizations/Agencies having proven experience (of minimum 5 years) in the relevant field of archival exhibition and fulfilling the prescribed eligibility criteria may submit their profile along with all supporting documents. The documents envelope containing the expression of interest should be super-scribed as '**Empanelment for preparing and organizing Archival/ Digital Exhibitions**' and should contain filled Annexure –I form. The Expression of Interest addressed to the **Director General, National Archives of India, Janpath, New Delhi, 11001** should reach within 21 days of uploading of the notice on NAI website.

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ELIGIBILITY CRITERIA

- i. The applicant should be a registered company/entity of repute with sound experience in organizing and preparing / curating Archival Exhibitions.
- ii. The applicant must have at least five years of experience in fabricating, erecting and dismantling of hanger structures as well as an in house team of craftsmen and workmen such as designers, carpenters, POP and fiber glass modelers. Documentary proof must be enclosed with photographs and work orders.
- iii. The applicant must have sound experience of curating, designing and presenting thematic exhibitions/displays with digital components.
- iv. The applicant should furnish details of such archival theme display in varied areas. List of reputed past clients should also be enclosed. Special mention may be made of the work done for any Government Organization/Ministries in the last three years.
- v. The applicant must have an annual turnover of at least Rs.40 lakhs per year during the last five years. A Chartered Accountant's certificate (Balance sheet) for last five financial years and relevant professional experience of minimum five years shall be enclosed by the applying firm.
- vi. All applicants should submit an undertaking that they have never been blacklisted by any Government of India Ministry/Department/Authority/Organization/Agency.
- vii. The Firm should submit its PAN and GST/registration details.
- viii. Details of infrastructure must be enclosed including details of man power or profiles of key personnel such as curators, designers etc. along with their qualifications and experience in curating, designing such presenting such exhibitions and the relevant components thereof.
- ix. Latest Income Tax clearance Certificate/Copy of Returns must be submitted along with the application.
- x. In case any information submitted by the firm is found false, the application will be summarily rejected.
- xi. The bidding firm should have at least one office located in Delhi/NCR, although it may have its registered office anywhere in India.

The Director General, National Archives of India, reserves the right to reject the Organizations'/Agencies for empanelment without assigning any reason thereof. The decision of the National Archives of India in this respect shall be final and binding.


(Syed Farid Ahmad)

Deputy Director of Archives
Government of India

ANNEXURE: I

**NATIONAL ARCHIVES OF INDIA ,
JANPATH , NEW DELHI**

FORM FORMAT FOR THE FIRMS

**Tender for Empanelment of Firms for Organizing Archival/Digital
Exhibitions**

Affix duly attested
Passport size recent
Photograph of the
Authorized person

(To be put in a separate sealed envelope)

1. Name of the Firm _____
 - i. Address _____
 - ii. Telephone No. _____
 - iii. Mobile No. _____
2. Name of the office-bearers of firm _____
 - iv. All governing body members in case of trust / society/others.
 - v. Proprietor in case of proprietorship
 - vi. All partners in case of partnership
 - vii. All Directors in case of company
3. Address of the Firm
 - v. Head Quarter _____
 - vi. Delhi/NCR Office _____
4. E-mail address of the bidding firm & authorized signatory for correspondence

5. GST Registration No
 - . Date of issuance _____
 - i. Date up to which valid _____
6. PAN card Number of Firm: _____

7. Registration No. & date/year of Certificate of Incorporation of Registration under Indian Companies Act (if applicable) _____

i. ISO 9001:2015 or any later version thereof License no. _____ Dated _____ Valid up to _____

ii. OHSAS 18001:1999 or any later version thereof License no. _____ Dated _____ Valid up to _____

iii. ISO 14001: 2015 or any later version thereof or..... License no. _____ Dated _____ Valid up to _____

8. Annual Turnover of last three financial years (Please attach CA's certificate with registration number of the CA and rubber seal of the CA)

i.	Year..... : Rs.....
ii.	Year..... : Rs.....
iii.	Year..... : Rs.....
iv.	Total turnover of last three financial years (i.e. sum of (i)+(ii)+(iii)) :
v.	Average annual turnover for last three financial years:..... (i.e. total turnover divided by 3)

9. Date of filing IT Return -

i. Year (enclose copies of ITR)

ii. Year (enclose copies of ITR)

iii. Year (enclose copies of ITR)

Declaration by the Firm:

I/We _____ R/o _____ am/are authorized to sign & the bid documents on behalf of the firm M/s. _____ . This is to certify that I/We before

signing this bid have read and fully understood all the terms and conditions contained in this document and undertake to abide by them.

I/We further declare that -

- i. Our firm has not been blacklisted or debarred any time during last five years and such debarment/ blacklisting is not subsisting as on the date of submission of bid.
- ii. None of the Proprietor/ Directors of the Bidder, have been or are associated with any of the Business entity in a similar capacity, which (Business Entity) has been blacklisted or debarred any time during the last five years.
- iii. No criminal case is pending against the firm by any of the clients.

I/we have enclosed the self-attested copy of the documents required in support of information given above. The list of documents which have been enclosed is given hereunder -

List of documents which have been submitted herewith are: (mention complete list)

Sl. No.	Name of Documents	Number of pages
1.		
2.		
3.		

Signature

Name of the authorized person _____

(Seal of the Firm)

Note:-

- 1. Enclose self-attested supporting documents
- 2. In case, there is more than one office in Delhi/NCR, then the bidder shall provide addresses of main office.

3. Documents to be submitted in support of the Contract value will be as under Copy of the work order & / or Copy of agreement.
4. Annual value of contract certified from the chartered accountant (duly signed with registration number of the CA and rubber seal of the CA) in respect of each client.
