

REQUEST FOR PROPOSAL

For

**Selection of Consultancy for IT Intervention and Digital
Transformation of the Assam State Museum**

RFP No: No.DMA.421/Pt-3/2021/7 Date: 30/05/2022

Issued By:

Directorate of Museums, Guwahati

Government of Assam

Request for Proposal for Selection of Consultancy for IT Intervention and Digital Transformation of the Assam State Museum

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SECTION A: GENERAL INFORMATION

1. Timelines for RFP

This RFP is issued by the Directorate of Museums, Government of Assam, herein after referred to as 'client', to invite proposals from reputed firms/agencies for providing consulting services for IT Intervention and Digital Transformation of the Assam State Museum. The request for selection of Consulting Agency needs to be supported by adequate documentary credentials, CVs and about Consulting Agency's expertise in similar projects. The selection of Consulting Agency shall depend on the credentials provided by them with respect to organization capacity and experience, presence and strength of resources, etc.

The responses received pursuant to this RFP will be evaluated as per the criteria specified in this document. The nature, quantum and scope of work for the project will evolve depending upon the requirements of the Directorate of Museums, Government of Assam, GNB Road, Ambari, Guwahati – 781001.

The time schedule for various activities flowing from the issue of this RFP shall be as given below:

Important Dates & Events

| Sl.No. | Particulars | Details |
|--------|---|--|
| 1. | RFP Reference No. | No.DMA.421/Pt-3/2021/7 |
| 2. | Date of issue of RFP | Date: 30/05/2022 |
| 3. | Bid closing Date | Date:22/06/2022 at 3.00PM |
| 4. | Technical Bid Opening Date | Date: 28/06/2022 at1.00PM |
| 5. | Commercial/Finance Bid Opening Date | Will be communicated to the Technically qualified bidders. The venue shall be 'offline'. |
| 6. | RFP processing Fee | Rs.5000/- to be paid through Demand Draft in favour of Assam State Museum Management Society and payable at Guwahati, Assam |
| 7. | Earnest Money Deposit (EMD) to be submitted | Rs. 20,000/-(Rupees Twenty Thousand only) to be paid through Demand Draft in favour of Assam State Museum Management Society and payable at Guwahati, Assam |
| 8. | Validity of the RFP | 90 days from Date of Issue. |
| 9. | Address for communication | Directorate of Museums, Assam, GNB Road, Ambari, Guwahati – 781025 e-Mail address: assamstatemuseum@gmail.com |

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Bids not conforming to the requirements mentioned above and as laid down in the terms and conditions or non-submission of EMD at the time of opening of the Eligibility-cum-Technical bid are liable to be summarily rejected. The decision of Director, Museums, for purpose of Eligibility-cum-Technical Qualification/ Financial Bid shall be final and binding on all the bidders.

- 1.1. The bidder is expected to carefully examine the specifications and terms & conditions of the RFP. Failure to furnish all information required in the RFP or submission of a bid not substantially responsive to the RFP in every respect will be at the Consulting Agency's risk and may result in the rejection of the bid.
- 1.2. Late submission of bids will not be accepted.
- 1.3. Last minute submission of bids should be avoided.
- 1.4. Incomplete or conditional bids will be summarily rejected. For any of the assistance regarding participation in the RFP contact at email: assamstatemuseum@gmail.com

Director
Directorate of Museums
Ambari, Guwahati, Assam

SECTION B: TERMS OF REFERENCE

2. About Directorate of Museums, Government of Assam

The Assam State Museum was founded by the Kamrupa Anusandhan Samity and was opened on 21st April, 1940 by Sir Robert Reid, the then Governor of Undivided Assam. The Provincial Museum was taken over by the Govt. of Assam in 1953 and placed under the Museums and Archaeology of the Education Department. Subsequently, for systematic and efficient management, two separate entities i.e. Directorate of Museums and Archaeology were made in 1983. The aim of the Directorate of Museums is to collect, preserve and display antiquities and objects of art of Assam, both tangible and intangible, for the purpose of enjoyment and education.

3. Project Background and Objectives

Project Background :

To prepare a Detailed Project Report for IT intervention, implementation and gap analysis of the Assam State Museum.

Objectives :

1. To have a digital database of all objects/artefacts (both in display and storage)/resources and a virtual museum platform/website.
2. Collection Management and easy retrieval networking system.
3. Museum gallery connectivity system and monitoring of the security of collections.
4. Development of visitor management system.
5. Prepare a blueprint for a digital gallery including an implementation strategy.

4. Scope of Work for Consultant

The scope shall include but not limited to the Assam State Museum, Guwahati

The main Scope of work of this exercise is to prepare a study, design and prepare a detailed report for digital transformation of the Directorate of Museums, Government of Assam and the Assam State Museum, located at Guwahati, Assam. The consultant shall study the current scenario of the Directorate of Museums, Government of Assam i.e., its IT e-Readiness, design and develop feasible digital interventions for the museum, so as to increase the user-friendliness, awareness and footfalls.

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The broad scope of work will include:

1. Planning and Current State Assessment

- a. Understand broad level requirement of Directorate of Museums including the status of IT infrastructure.
- b. Studying the current process for museum activities e.g., ticketing, entry, gallery path, information display, exhibit interaction, souvenir shops and purchase, visitor book entry and exit.
- c. Highlighting issues and bottlenecks that may arise during implementation of the project and recommending mitigation measures required to be undertaken by the organization.

2. To-Be Design and Development of DPR

- a. Design and define the IT intervention plan and roadmap for digitization of Museum.
- b. Planning of Digital gallery
- c. Develop alternatives and determine the best solution and model for implementation
- d. Defining the Solution.
- e. Develop bill of services, material and quantity
- f. Discussions with the stakeholders to prepare the Detailed Project Report.
- g. Preparation of DPR complete with cost analysis, implementation strategy, technology evaluation, scalability, control and management plan etc.

5. Expected Deliverables of the Consultant

- Submission of preliminary study and concept Report –T+4 weeks
- Submission of Draft Detailed Project Report (DPR) –T+8 weeks
- Submission of Final Detailed Project Report (DPR) – T+12 weeks

T = Date of Commencement of Services

6. Assignment Duration

The consultant shall be selected for a period of 3 months, extendable on mutual agreement between the client and the successful bidder by another term as mutually agreed.

7. Resource Requirements

Following are the list of 3 resources with necessary qualification and relevant experience required from competent agencies for empanelment to carry out the consultancy activities as per the scope of work mentioned in this RFP:

7.1 Digital Transformation SME (1 position)

| Parameter | Description |
|------------------|--|
| Education | B.E./B.Tech (IT/EC). or equivalent with MBA or equivalent |
| Experience | <ul style="list-style-type: none"> • Minimum 15 years of total experience. • Minimum 10 years of experience in IT consulting and advisory services role. • Comprehensive knowledge of digital transformation, hardware, software, application, storage, integration and networking. |

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| | |
|--|---|
| | <ul style="list-style-type: none"> • Minimum 10 years’ experience in managing large scale IT projects. • Should have experience on the use / development of digital technologies for museums, libraries, etc. and should have developed IT Strategies and Plans for government organizations. • Should have good experience of As-Is study, To-Be report, and preparation of detailed project report |
|--|---|

7.2 Team Lead (1 position)

| Parameter | Description |
|------------------|---|
| Education | MSc or Equivalent in Economics, Data Science, Data Management & Technology for Digital Museum & Digital Inventory concept |
| Experience | Minimum 5 plus years of experience in IT Consulting, Advisory, Central Govt. Level Projects along with Budgeting and Financial Management Experience. |

7.3 Digital Transformation Consultant (1 position)

| Parameter | Description |
|------------------|---|
| Education | B.E./B.Tech. (IT/EC) or equivalent |
| Experience | <ul style="list-style-type: none"> • Minimum 10 years of total experience. • Minimum 5 years of experience in IT consulting, advisory / implementation services role. • Comprehensive knowledge of digital transformation, hardware, software, application, storage, integration and networking. • Should have experience in designing and architecting solutions. • Minimum 5 years’ experience in managing large scale IT projects. • Should have experience on the use / development of digital technologies for museums, libraries, etc. • Should have good experience of As-Is study, To-Be report, and preparation of detailed project report. |

Note:

- i. The consultant deployed need to have relevant experience in development of Detailed Project Reports for Government projects.
- ii. Resources will be required to bring their own laptop to perform the consultancy work during the duration of the contract.

8. Project Location

The Consultant will be required to work primarily in the Directorate of Museums, Guwahati, Assam throughout the duration of this project or from the firm’s office, as required. Necessary office space, seating / working arrangements, and internet facility will be provided by the client. Necessary Out-of-Pocket expenses should be budgeted by the bidders in their financial proposal.

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SECTION C: ELIGIBILITY / EVALUATION CRITERIA

9. Pre-qualification Criteria/ Eligibility Criteria

The Consulting Agency must fulfill the following eligibility conditions and must also submit documentary evidence in support of fulfilling the reconditions while submitting its Bid. *(Note: should read these conditions carefully and comply strictly while submitting their Bids.)*

| S/N | Basic Requirement | Specific Requirement | Documents Required |
|-----|-------------------------------|--|--|
| 1. | Legal Entity | <p>a. The Consulting Agency should be an entity incorporated under Companies Act, 1956 / LLP Act, 2008/ Partnership Act 1932.</p> <p>b. The entity should be registered under GST and Income Tax.</p> <p>c. The Consulting Agency should be in existence for at least 5 years in India.</p> <p>Entities / Firms are not allowed to participate as Consortium / Association / JV.</p> | <p>a. Copy of Certificate of Incorporation / Registration under relevant Act.</p> <p>b. Copies of GST Registration Certificate and PAN Card</p> <p>c. Copy of Work Order dated equal to or more than 7 years old from the due date of submission of proposal</p> |
| 2 | Turnover | The bidder's Average Turnover from Consultancy / Advisory services should be minimum Rs.100 Crores in the last three audited financial years (FY 2018-19, 2019-20 and 2020-21). | Copy of certificate from Statutory Auditor / Chartered Accountant specifying the average turnover from advisory / consultancy services in the last three audited financial years (FY 2018-19, 2019-20 and 2020-21). |
| 3 | Net worth & Profit | The Bidder should have Positive Net Worth and must be a profit making entity as on 31 st March of each of the last three audited financial years (FY 2018-19, 2019-20 and 2020-21). | Copy of certificate from Statutory Auditor / Chartered Accountant specifying the Net Worth and Net Profit for the firm as on 31 st March of each of the last three audited financial years (FY 2018-19, 2019-20 and 2020-21). |
| 4 | Manpower | The Bidder should have at least 100 experienced manpower in IT Consultancy and advisory services in India as on the last date for submission of proposals. | Certificate from the Authorized Signatory / HR Head on the entity's letterhead. |
| 5 | ISO Certification | The Bidder should be ISO 9001:2008 or 2015 certified. | Copy of valid certificate as on the date of submission of proposals. |
| 6 | Power of Attorney | The bidder should provide a power of attorney /Board resolution in the name of the person signing the bid. | Copy of power of attorney / Board resolution in the name of the signatory of the bid. |

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| S/N | Basic Requirement | Specific Requirement | Documents Required |
|-----|------------------------|--|---|
| 7 | Blacklisting | The Bidder or its Parent(s)/ Holding firm(s) or its subsidiary(ies) should neither have been blacklisted by any state / central government department / PSU as on the date of submission of the bid. | Self-declaration on the Letterhead of the company signed by the Authorized Signatory. |
| 8 | Work Experience | Firm should have work orders for IT transformational projects under Government of India / Govt. of Assam as Consultant / Technical Advisor / PMU / PMC in the last 5 years | Copy of work order / contract and completion certificate |

NOTE:

Only one bid is permitted by a Consulting Agency. A Consulting Agency if found to be submitting more than one Bid in different firm names, then such a bid of the Consulting Agency shall be disqualified and its technical bid shall not be opened/considered and the EMD shall be forfeited.

10. Technical Evaluation Criteria

Minimum technical qualification marks: 75marks

| Sl. No | Criteria | Basis of Evaluation | Marks |
|--------|--|--|-----------------|
| 1. | The bidder's total years of existence in India as a consultancy / advisory firm. <i>(Documents Required: Copy of Incorporation / Registration Certificate / Partnership Agreement along with copy of oldest work order / agreement specifying the date of order / agreement)</i> | >=5 years & < 7 years: 10 Marks >=7 years & < 10 years: 12 Marks >= 10 years: 15 Marks | 15 Marks |
| 2 | The bidder's Average Turnover from Consultancy / Advisory services in each of the last three audited financial years (FY 2018-19, 2019-20, 2020-21). <i>(Documents Required: Copy of certificate from Statutory Auditor / Chartered Accountant specifying the average turnover from advisory / consultancy services in the last three audited financial years.)</i> | >=Rs. 101Cr&<=Rs. 150Cr:10Marks >= Rs.151Cr&<=Rs. 200Cr:12Marks >= Rs. 200Cr:15marks | 15marks |
| 3 | The Bidder's experience in provision of IT transformational projects under Government of India / Govt. of Assam as Consultant / Technical Advisor / PMU / PMC in the last 5 years. <i>(Documents Required: Copy of work order / contract)</i> | 1-2Projects:10marks 3-4Projects:12marks > 4Projects:15marks | 15marks |

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| Sl. No | Criteria | Basis of Evaluation | Marks |
|--------------------|--|---|------------------|
| 5 | The Bidder's experience in executing at consultancy / advisory services project in Assam <i>(Documents Required: Copy of work order / contract)</i> | 1-2Projects:8marks More than 2 Projects:15marks | 15marks |
| 6 | Quality of proposed team to be deployed for Directorate of Museums, Assam <i>(Documents Required: Resource CV in the prescribed format.)</i> | The bidder would be evaluated on the basis of the profiles submitted for the 3 resources as per Section 7 of the RFP, as follows: 1. Digital Transformation SME(1position) = 15 Marks 2. Team Lead(1 position) = 13 Marks 3. Digital Transformation Consultant (1 position) = 12 Marks | 40marks |
| Total Marks | | | 100 marks |

SECTION D: INSTRUCTION TO BIDDERS

11. Period of Validity of Bids

- 11.1.** The bids shall be valid for a period of 90 days from the date of opening of the bids. A bid valid for a shorter period may be rejected as non-responsive.
- 11.2.** In exceptional circumstances, at its discretion, client may solicit the Consulting Agency's consent for an extension of the validity period. The request and the responses thereto shall be made in writing (or by email).

12. Procedure, Terms and Conditions

- 12.1.** Consulting Agencies are advised to study the Bid Document carefully. Submission of the Bid will be deemed to have been done after careful study and examination of all instructions, eligibility norms, terms and requirement specifications in the tender document with full understanding of its implications. Bids not complying with all the given clauses in this bid document are liable to be rejected. Failure to furnish all information required in the bid Document or submission of a bid not substantially responsive to the bid document in all respects will be at the Consulting Agency's risk and may result in the rejection of the bid.
- 12.2.** All bids shall remain valid for 90 days from the last date of bid submission.
- 12.3.** Joint Venture (JV) or consortium is not allowed for the scope of work mentioned in the RFP.
- 12.4.** GST Registration Certificate: Any Consulting Agency who does not have GST Registration cannot bid for this RFP.
- 12.5.** Client reserves the right to solicit additional information from Consulting Agencies. Additional information may include, but is not limited to, past performance records, lists of available items of work etc.
- 12.6.** Client reserves the right to accept the whole, or part of or reject any or all bids without assigning any reasons; and to select the Consulting Agency which, in the sole opinion, best meets the interest of Client.
- 12.7.** Client reserves the right not to accept bid(s) from any agency resorting to unethical practices or on whom investigation/enquiry proceedings have been initiated by Government investigating Agencies/Vigilance Cell.
- 12.8.** All information contained in this RFP, or provided in subsequent discussions or disclosures, is proprietary and confidential. No information may be shared by the bidder with any other organizations/agencies/consultants.
- 12.9.** Client reserves the right to reject any bid proposal without assigning any reasons thereof, and the same shall not be questioned on any ground, whatsoever.
- 12.10.** Time is the essence of the contract. Client reserves the right to cancel the order placed on any bidder and assign the work to anyone else at the risk and cost of the aforesaid bidder in case of delay, non-compliance to specifications or any other valid reason.
- 12.11.** Participation of Joint ventures/ Consortium not allowed.

13. Earnest Money Deposit (EMD)

- 13.1.** Each bidder shall submit, along with their Bids, Earnest Money Deposit (EMD) of Rs. 20,000/- (Rupees Forty Thousand only), to be paid through Demand Draft / Pay Order in favour of Assam State Museum Management Society and payable at Guwahati, Assam
- 13.2.** Proposals without paid EMD shall be summarily rejected.
- 13.3.** No interest shall be payable by Client for the sum deposited as earnest money deposit.

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- 13.4. The EMDs of the unsuccessful bidders would be refunded.
- 13.5. For the selected bidder, the EMD shall be returned on submission of the Performance Bank Guarantee (PBG) to Client.
- 13.6. EMD can be forfeited-
 - i. In case the bidder withdraws its bid during the bid process i.e., after submission of the bid.
 - ii. In case selected bidder failed to sign the contract agreement within the stipulated time.
 - iii. During the bid process, if a bidder indulges in any such deliberate act as would jeopardize or unnecessarily delay the process of bid evaluation and finalization.
 - iv. In case, bidder violates any of such important conditions of this RFP document or indulges in any such activity as would jeopardize the interest of Client. The decision of Client regarding forfeiture of the EMD shall be final and shall not be called upon question under any circumstances.

14. Tenure of the Contract

The contract shall be valid for **3 months** from the date of signing the contract. The price quoted by the selected bidder shall remain valid for this entire contract period. In case of change of tax rate etc., the prevailing tax rate shall be applicable.

However, notwithstanding anything stated herein, Client reserves the right to terminate the contract at any point of time during the contract period without prior notice if they found the performance of services and quality of deliverables not satisfactory.

15. Pre Bid queries, Responses and Issue of Corrigendum

- 15.1. The Bidders will have to ensure that their Pre-Bid queries should reach to the nodal officer notified in the datasheet by email to assamstatemuseum@gmail.com or before the deadline mentioned in the section “Timelines of RFP” and as per the format below:

| Sl. No. | RFP document Reference(s) (Section & Page Number(s)) | Content of RFP requiring Clarification(s) | Points of clarification |
|---------|---|--|----------------------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |

- 15.2. The client shall endeavour to provide timely response to all queries by email. However, Client makes no representation or warranty as to the completeness or accuracy of any response made in good faith.
- 15.3. At any time prior to the last date for receipt of bids, Client may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the RFP document by a corrigendum.
- 15.4. The Corrigendum (if any) and clarifications to the queries from all bidders will be emailed to all bid participants and shall be uploaded in the website of the department.
- 15.5. Any such corrigendum shall be deemed to be incorporated in to this RFP.
- 15.6. In order to afford prospective bidders reasonable time in which to take the corrigendum into account in preparing their bids, Client may, at its discretion, extend the last date for the receipt of RFP Bids.

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16. Amendments to the RFP

- 16.1.** Before the last date of the receipt of the proposals, Client may amend any of the RFP conditions or may add new RFP condition(s) or delete existing RFP condition(s) as may be desired or wherever Client feels that such an amendment/addition/deletion is absolutely necessary. Any such amendment/addition/ deletion to the RFP conditions will be communicated to the bidders through email (for those bidders who submit pre-bid queries) and/or uploaded in the website of the directorate.
- 16.2.** Client, at its discretion, may or may not extend the due date and time for the submission of bid documents on account of the amendments.

17. Instructions for proposal submission

- 17.1.** The bid is to be submitted in hard copy at the address mentioned in Section A, Important Dates and Events, addressed to the Director, Museums, Government of Assam
- 17.2.** The proposal is to be submitted on two bids basis i.e., Technical Bid and Financial Bid.
- 17.3.** One (single) copy of Technical Proposal is to be submitted in a separate folder and labelled as “Technical Proposal”, “Do not open before << Date and Time for Opening of Technical Proposal>>”. The name and address of the bidder along with RFP No. is to be mentioned in the label of the Technical Proposal. The Technical Proposal envelope should be sealed properly.
- 17.4.** Please note that Prices should not be indicated in the Technical Proposal but should only be indicated in the Financial Proposal failing which the bid submitted shall be summarily rejected.
- 17.5.** One (single) copy of the Financial Proposal is to be submitted in a separate sealed envelope. The envelope should be labelled as “Financial Proposal”, “Do not open with Technical Proposal”. The name and address of the bidder along with RFP No. is to be mentioned in the label of the Financial Proposal. The Financial Proposal envelope should be sealed properly.
- 17.6.** Both the technical and financial envelopes / covers should be inserted into a third outer envelope / cover and sealed properly. The outer envelope should be labelled with the RFP No., Bidder’s name and address, along with the name and address of the addressee, i.e., Director, Museums. The envelope should also be labelled as “Do not open before <<Last Date and Time for Submission of Proposal>>”
- 17.7.** The Consulting Agencies are requested to submit the following:
 - i. Proposal hard copy of it to be dropped at “The Director, Directorate of Museums, Assam, GNB Road, Ambari, Guwahati – 781001
 - ii. Financial Proposal
 - A. Documents to be submitted in the Technical Bid envelope:
 - Signed copy of the Bid Document
 - Format for submission of Proposal
 - Print receipt of the EMD paid to be submitted.
 - All supporting documents required for fulfilling the Pre-qualification criteria and Technical Qualification and all the completed and signed Annexure forms–
 - a. Particulars of the Bidder
 - b. Power of Attorney
 - c. Undertaking on Non-blacklisting
 - d. Compliance sheet for Eligibility Criteria /Pre-qualification

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- e. Supporting documents for Eligibility Criteria/Pre-qualification
- f. Technical Evaluation Sheet
- g. Technical Proposal
- h. CV
- i. Undertaking for number of Professionals

B. Document to be uploaded in the Financial Bid Envelope:

- Financial Proposal

18. Bid Instruction and Opening

- 18.1.** The bidder should submit the proposal only in the RFP Form downloaded from the website of Directorate of Museums. :<https://museums.assam.gov.in/>
- 18.2.** Any condition put forth by the bidder other than the conditions mentioned in the RFP notice will be treated as null and void.
- 18.3.** Each page of each of the RFP response must be signed and stamped by the authorized signatory of the responding Company.
- 18.4.** The proposal review committee may require written clarifications from the bidders. The primary function of clarifications in the evaluation process is to clarify ambiguities and uncertainties arising out of the evaluation of the bid documents.
- 18.5.** Client reserves the right to reject any bid proposal without assigning any reasons thereof, and the same shall not be questioned on any ground, whatsoever.
- 18.6.** Time is the essence of the contract. Client reserves the right to cancel the order placed on any bidder and assign the work to anyone else at the risk and cost of the aforesaid bidder in case of delay, non-compliance to specifications or any other valid reason.

19. Opening of the Bids

- 19.1.** Bid proposals received upto the stipulated date and time will be taken up for opening on the appointed day and time. The bid proposals received after the last date and time will not be accepted. Client reserves the right to disqualify any or all the bidders, in case of not being satisfied with the documents furnished or otherwise without assigning any reasons thereof.
- 19.2.** The Technical Bid will be opened first on the appointed date and time in presence of the representatives of the bidders who choose to remain present. The technical bid will be evaluated as per the terms and conditions of the RFP.
- 19.3.** The Financial Bid will be opened on the appointed day and time only in respect of those bidders who qualify in the technical bid. The bidders who qualify in the technical bid may remain present at the time of the opening of Financial Bid if they choose so.
- 19.4.** Client reserves the right at all times to postpone or cancel a scheduled bid opening. The venue and date and timing for the opening of bids specified in section “Time line for RFP”. In the event of the specified date of bid opening being declared a holiday, the bids shall be opened at the appointed time and location on the next working day.

20. Bid Evaluation Mechanism

- 20.1.** The Technical Bid will be evaluated by the Proposal Evaluation Committee as per the Eligibility/pre-

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qualification Criteria mentioned in this document. The participating bidders will be required to fulfill the pre-qualification criteria mentioned in the RFP to qualify for Technical Evaluation. The Financial Bids of technically qualified Bidders (≥ 75 marks) alone will be opened. The decision of the committee shall be final in this regard.

- 20.2. Technical Evaluation Calculation** – The bidder with the highest technical marks will be denoted as ‘T1’. The bidder with second highest technical score will be denoted as ‘T2’ and so on.
- 20.3. Evaluation of Financial Proposal** – In the second stage, the financial evaluation will be carried out as per this RFP. The financial proposals of only those bidders who score more than or equal to the minimum technical marks (i.e. ≥ 75 marks) will only be opened. The bidders securing less than the minimum technical marks will be rejected and their bids marked as “Technically Non-Responsive”.
- 20.4.** For Financial Evaluation, **the total cost including all other incidentals, taxes, duties, out of pocket expenses, etc. and inclusive of GST**, as indicated in the Financial Proposal will be considered. The bid price will include all taxes and levies and shall be in Indian Rupees and mentioned separately.
- 20.5.** The Proposal Evaluation Committee will determine whether the Financial Proposals are complete and unconditional. The cost indicated in the Financial Proposal shall be deemed as final and reflecting the total cost of services. Omissions, if any, in costing any item shall not entitle the firm to be compensated and the liability to fulfil its obligations as per the scope of work within the total quoted price shall be that of the Consultant. The lowest Financial Proposal (Fm) will be given a financial score of 100 points. The financial scores of other proposals will be computed as follows:
- 20.6.** The lowest financial offer will be awarded 100 points. The Price scores of other Bidders will be calculated as:

$$F_n = (F_m/F_b) \times 100$$

Where

F_n = Normalized financial score of the bidder under consideration

F_b = Price quoted by the bidder under consideration

F_m = Lowest price quoted

20.7. Combined QCBS Evaluation

Proposal evaluation committee will evaluate and compare the bids determined to be substantially responsive. It is proposal evaluation committee’s intent to select the proposal that is most responsive to the project needs, and each proposal will be evaluated using the criteria and process outlined in this section.

Technical bids shall be examined by the proposal evaluation committee with respect to compliance, completeness and suitability of the proposal to the project and only the bids which are in compliance to the requirements mentioned in the RFP shall be considered as technically qualified.

Total bid evaluation: Only the commercial bids of those bidders qualified in the technical evaluation shall be opened. Commercial bids of the other bidders will not be opened.

The evaluation shall be strictly based on the information and supporting documents provided by the bidders. It is the responsibility of the bidders to provide all supporting documents as listed in forms necessary to fulfil the mandatory eligibility criteria.

The Bids received will be evaluated using the Quality cum Cost Based Solution (QCBS). The

Request for Proposal for Selection of Consultancy for IT Intervention and Digital Transformation of the Assam State Museum

weightage of the technical and commercial parameters will be in the ratio of 80:20, respectively. For calculation of the combined Technical and Price Score of all bidders, the following formula will be used:

$$\text{Total Score} = \text{Tn} + \text{Fn}$$

Bidder scoring highest “Total Score” will be assigned as ‘H1’ and will be selected.

In case of tie, the bidder securing higher Technical Score would be given preference. The Selected Bidder shall be the first ranked Bidder (having the highest combined score). The second-ranked Bidder shall be kept in reserve and may be invited for negotiations in case the first ranked Bidder withdraws or fails to comply with the requirements specified in the RFP

- 20.8.** Client shall constitute a proposal evaluation committee to evaluate the bids and manage the entire bidding process.

21. Award of work

- 21.1.** The H1 bidder, as described above, will be awarded the work for providing expert resources to carry out the consulting activities and to give necessary support to Client, Directorate of Museums, Government of Assam.

22. Performance Bank Guarantee Deposit (PBG)

- 22.1.** The successful Bidder shall deposit Performance Bank Guarantee of 5% of the total contract value in the form of Bank Guarantee valid for the period of contract issued by any of the Nationalized/Scheduled Banks within 10 days from the issue of Letter of Intent. PBG must be submitted before signing of the contract agreement with Client. If the PBG is not paid within time specified, the EMD submitted by the successful bidder shall be forfeited. In such case, Client shall be entitled to get the work executed from elsewhere and recover the consequential loss sustained from the successful bidder due to getting the work executed either by other bidder or by a bidder selected through the process of re-tendering.

23. Payment Terms

- 23.1.** The payment will be released on submission and approval of the final DPR by Client upon submission of valid tax invoice by the successful bidder on the basis of the payment schedule.
- 23.2.** Release of payment is subjected to approval of the bill by the Governing Body, Assam State Museum Management Society.
- 23.3.** Request for part payment before submission of the final DPR shall not be considered.
- 23.4.** All payments will be made subject to TDS (Tax deduction at Source) as per the Income Tax Act, 1961 and other taxes if any as per Government of India rules.
- 23.5.** All tax will be calculated on prevailing rates.
- 23.6.** Any payment related issues shall be resolved by Client as per directive of the higher authority of the Assam State Museum Management Society.

24. Penalty Clause

- 24.1.** Project assignments to the consulting agency will be on the basis of deliverables defined by Client.

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Project delays or delay in submission of deliverable on account of the resources provided by the Agency will attract a penalty of 0.5% per week of the total project value for upto 2weeks, beyond which the Directorate will be free to get the job done from any other agency. The maximum ceiling limit of the penalty would be 10% of the contract value under this assignment. Penalty will not be applicable if the delay is not attributable to the Consulting Agency or for any other unforeseen / force majeure reason not attributable to the consultant.

- 24.2.** Replacement of consultant, as requested by Client due to non-performance has to be completed within two weeks from the date of notification by Client to the consulting agency. Not meeting the requirements of timelines, will result in the 0.5% penalty per resource per week with maximum ceiling limit of the penalty would be 10% of the contract value.
- 24.3.** In case the change of resources is done due to a resource getting infected with Covid-19, the Consulting Agency needs to produce the Covid-19 positive test report.
- 24.4.** Any replacement of resource during the contract period shall only be permitted for reasons beyond the control of the consulting agency, viz. death, health reasons, resignations, etc. and only with the explicit approval of Client, Directorate of Museums, Government of Assam. In such circumstances, the consulting agency shall propose a replacement resource with equivalent or higher qualification and experience and who shall be deployed only after explicit approval from the client.
- 24.5.** Due to certain restrictions / lock-downs announced from time-to-time by the Government of India / Government of Assam / District Administration due to the COVID-19 pandemic, it may become necessary for the resources deployed by the Selected Agency to work from home / work from anywhere but the office of the client. In such extraordinary instances / circumstances, the client shall allow the resources to work from home / work from anywhere and not insist on physical presence of the resources at the premises / site of the Client. Also, in such instances, the payments due to the selected bidder shall not attract any penalty, whatsoever.

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SECTION E: ANNEXURES

Annexure 1: Format for submission of Proposal

Cover Letter

(To be submitted on the Letter head of the Bidder)

To

The Director

Directorate of Museums,

GNB Road, Ambari, Guwahati – 25, Assam

Subject: RFP for Selection of Consultancy for IT Intervention and Digital Transformation of the Assam State Museum

Ref:..... dated:.....

Dear Sir,

1. Having examined the Tender, we, the undersigned, offer to propose for providing our bid for selection of Consulting Agency for providing advisory services, to Client, Government projects in the State of Assam, in full conformity with the Letter of requirement.
2. We have read the provisions of above mentioned RFP and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our Bid shall not be given effect to.
3. We hereby declare that all the information and statements made in this proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.
4. We understand you are not bound to accept any proposal you receive.
5. Our proposal shall be valid till 90 days from the last date of submission of proposals as specified in the RFP.
6. Our correspondence details with regards to this Tender are:

| S No. | Information | Details |
|-------|--|---------|
| 1 | Name of Bidder | |
| 2 | Address of Bidder | |
| 3 | Name, Designation and Address of the contact person to whom all references shall be made regarding this Tender | |
| 4 | Telephone no. of contact person: | |
| 5 | Mobile no. of contact person: | |
| 6 | Fax no. of contact person: | |
| 7 | E-mail address of contact person: | |

7. We hereby declare that our Bid response is made in good faith and the information contained is true and correct to the best of our knowledge and belief.

Sincerely,

[BIDDER'S NAME], Title,

Signature, Date

Request for Proposal for Selection of Consultancy for IT Intervention and Digital Transformation of the Assam State Museum

Annexure 2: Particulars of the Consulting Agency

RFP No.

Date:

| Sl. No | Information Sought | Details to be Furnished |
|---------------|--|--------------------------------|
| 1 | Company's name | |
| 2 | Nature of business | |
| 3 | Company address | |
| 4 | Date of registration | |
| 5 | Year of commencement of business | |
| 6 | GST registration no. | |
| 7 | Income Tax PAN/ TAN No. | |
| 8 | Service Tax No. | |
| 9 | Name, Address, email, Phone nos. and Mobile Number of Authorized Signatory - i) Managing Director / Partner ii) Next contact person iii) Project in Charge for this project | |

(Name and Designation)

For and on behalf

Seal

Request for Proposal for Selection of Consultancy for IT Intervention and Digital Transformation of the Assam State Museum

Annexure 3: Format for Power of Attorney

Note: A standard document by bidder firm authorizing the person signing the proposal documents on behalf of the bidder firm will also be acceptable.

Know all me by these presents that we <Name of Company> incorporated in India under the Companies Act, 1956/ LLP Act 2008 <<remove whichever is not applicable>> and having its registered office at <Registered Office Address> (India) (Hereinafter called the “Company”) hereby nominate, constitute and appoint <Name of person in whose favour authority is being made under the attorney>, <Designation of the person>, s/o/d/o <Father’s name of the person>, to be true and lawful attorney in fact and at law of the Company for and in the name and on behalf of the Company, to do, execute and perform all or any of the following acts, deeds, matters and things namely:-

1. To appear for and represent the Company to all intents and purposes in connection with the matters pertaining to signing and submission of RFP No. **No.DMA.421/Pt-3/2021/7** for “Selection of Consultancy for IT Intervention and Digital Transformation of the Assam State Museum” and all affairs ancillary or incidental thereto.
2. AND the Company hereby agree that all acts, deeds and things lawfully done by the said attorney shall be construed as acts, deeds and things done by the Company itself on the above matter and the Company hereby undertakes to ratify and confirm all and whatever its attorney shall lawfully do or cause to be done for and on behalf of the Company by virtue of the powers hereby given.
3. In witness whereof <Name of person> authorized to execute the attorney on behalf of <Name of Company>, <Designation of the person> of the Company acting for and on behalf of the Company under the authority conferred by the <Reference of body/ notification/ authority orders like Board of Directors of the Company> in its <reference/number/meeting held on> dated <date of reference> has signed this Power of attorney at <place> on this day of <day> <month>, <year>.
4. The signatures of <Name of person> in whose favour authority is being made under the attorney given below are hereby certified.

<Signature, Name & Designation of person executing attorney and Name of company>

WITNESS:

<Signature, Name & Designation of person executing attorney>

<Signature, Name & Designation of person in whose favour authority is being made under the attorney>

CERTIFIED:

<Signature, Name & Designation of person executing attorney and name of company>

Request for Proposal for Selection of Consultancy for IT Intervention and Digital Transformation of the Assam State Museum

Annexure 4: Undertaking for Non-Blacklisting

(To be submitted on the Letter head of the responding firm)

To,

Date:

The Director
Directorate of Museums,
GNB Road, Ambari, Guwahati – 25, Assam

Subject: RFP for Selection of Consultancy for IT Intervention and Digital Transformation of the Assam State Museum

Respected Sir,

We, the undersigned, hereby declare that

- We are/are not blacklisted with any of the Government or Public Sector Units.

Thanking you,

Dated this Day of
2022(Signature)(In the
capacity of)
Name.....

Duly authorized to sign the Tender Response for and on behalf of:(Name
and Address of Company)
Seal/Stamp of bidder

Request for Proposal for Selection of Consultancy for IT Intervention and Digital Transformation of the Assam State Museum

Annexure 5: Format for Technical Proposal

To,

Date:

The Director
Directorate of Museums,
GNB Road, Ambari, Guwahati – 25, Assam

Subject: RFP for Selection of Agency for Selection of Consultancy for IT Intervention and Digital Transformation of the Assam State Museum

RFP No.....

Respected Sir,

We, the undersigned Bidders, having read and examined in detail the Tender document in respect of Selection of Consultancy for IT Intervention and Digital Transformation of the Assam State Museum, do hereby propose to provide the services as specified in the above mentioned Tender document along with the following:

1. EARNESTMONEYDEPOSIT(EMD)

EMD of amount **Rs.....(Rupees.....Only)** is being paid through Demand Draft and is enclosed with this technical proposal. This EMD is liable to be forfeited in accordance with the provisions of this tender.

2. DEVIATIONS

We declare that all the services shall be performed strictly in accordance with the Tender documents.

3. SECURITY DEPOSIT FOR CONTRACT PERFORMANCE

We hereby declare that in case the contract is awarded to us, we shall submit the contract performance guarantee in the form prescribed in Annexure14.

We hereby declare that our bid is made in good faith, without collusion or fraud and the information contained in the bid is true and correct to the best of our knowledge and belief.

Thanking you,

(Signature of the Bidder)

Printed Name

Designation, Company Name, Address, Contact number Seal

Date:

Request for Proposal for Selection of Consultancy for IT Intervention and Digital Transformation of the Assam State Museum

Annexure 6: Compliance sheet for Eligibility Criteria/Pre-qualification Criteria

| S/N | Basic Requirement | Specific Requirement | Documentary Evidence Required | Compliance (Yes/No) | Reference Page No. |
|------------|--------------------------|-----------------------------|--------------------------------------|----------------------------|---------------------------|
| 1. | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |
| 8 | | | | | |
| 9 | | | | | |

Request for Proposal for Selection of Consultancy for IT Intervention and Digital Transformation of the Assam State Museum

Annexure 7: Technical Evaluation Sheet

| Sl.No | Criteria | Basis of Evaluation | Compliance (Yes/No) | Reference Page No. |
|--------------|-----------------|----------------------------|----------------------------|---------------------------|
| 1. | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |

Request for Proposal for Selection of Consultancy for IT Intervention and Digital Transformation of the Assam State Museum

Annexure 8: Summary of relevant project experience executed/executing by Consulting Agency

| SL No. | Name of the Project | Client name & Address | Brief Scope of work | Value (Cost of the Project) | Project Duration | Year of Implementation | Whether Project Completed or continuing | Page reference no. of Supporting Documents in the bid (like PO/Work order/Agreement/Completion Certificate/Release of project payment receipt against the work order). |
|--------|---------------------|-----------------------|---------------------|-----------------------------|------------------|------------------------|---|--|
| | | | | | | | | |
| | | | | | | | | |

Request for Proposal for Selection of Consultancy for IT Intervention and Digital Transformation of the Assam State Museum

Annexure 9: Format for CV

To be used for providing resumes for profile review as per the resource requirement stated in this RFP. One CV to be submitted against each required position (Total Required resources=3)

| S/N | Detail | Response | | | |
|-----|--|---|--------|-------------|------|
| 1 | Proposed Position | | | | |
| 2 | Name of the Consulting Agency | | | | |
| 3 | Name of Staff | | | | |
| 4 | Date of Birth | | | | |
| 5 | Education | S No | Degree | Institution | Date |
| 6 | Membership of Professional Associations/Societies, if Any | | | | |
| 7 | No. of Years of Experience |years | | | |
| 8 | Summary of key training and certifications | | | | |
| 9 | Language Proficiency | (Read/Write/Speak)-(Excellent/Good/Fair) | | | |
| 10 | Employment record (Starting with present position- List in reverse order every employment held by staff member since graduation, giving for each Employment as per form at provided) | From[Year]:To[Year]:Employer: Positions held: | | | |
| 11 | Highlights of assignments handled And significant accomplishment. | Name of assignment or project: Year: Location: Client: Main project features: Positions held: Activities performed: | | | |

Authorized Signature [*In full and initials*]:

Name and Title of Signatory:

Name of the Company:

Request for Proposal for Selection of Consultancy for IT Intervention and Digital Transformation of the Assam State Museum

Annexure 10: Number of Professionals

(On Bidder's letter head)

To,

Date:

The Director

Directorate of Museums,

GNB Road, Ambari, Guwahati – 25, Assam

Subject: Number of Professionals on payroll

Respected Sir,

This is to certify that<<Firm Name>>has more than Number of IT Advisory / Consultancy professionals employed fulltime on the payroll of the company undersigned as DD/MM/YYYY.

Dated this Day of 2022.

(Signature)(In the capacity of)

(Name)

Duly authorized to sign the Tender Response for and on behalf of:

(Name and Address of Company)

Seal/Stamp of bidder

Request for Proposal for Selection of Consultancy for IT Intervention and Digital Transformation of the Assam State Museum

Annexure 11: Format of Performance Bank Guarantee (PBG)

(To be stamped in accordance with Stamp Act)

Ref: Bank Guarantee No.....

Date:.....

To,

The Director

Directorate of Museums,

GNB Road, Ambari, Guwahati – 25, Assam

Subject: RFP for Selection of Consultancy for IT Intervention and Digital Transformation of the Assam State Museum

Dear Sir,

WHERE AS (Name of Executing Consulting Agency) herein after called "Bidder" has undertaken, in pursuance of Contract dated.....2021 (herein after referred to as "the Contract") to provide the services for Client, Government of Assam.

AND WHERE AS it has been stipulated in the said Contract that the Bidder shall furnish a Bank Guarantee ("the Guarantee") from a scheduled bank as per the agreement WHERE AS we ("the Bank", which expression shall be deemed to include its successors and permitted assigns) have agreed to give the Government of Assam the Guarantee:

THEREFORE, the Bank hereby agrees and affirms as follows:

1. The Bank hereby irrevocably and unconditionally guarantees the payment of Rs. _____ (being 5% of the sum of order value) to tenderer under the terms of their Agreement dated on account of full or partial non-performance/ non-implementation and/or delayed and/or defective performance / implementation. Provided, however, that the maximum liability of the Bank towards tenderer under this Guarantee shall not, under any circumstances, exceed in aggregate.
2. In pursuance of this Guarantee, the Bank shall, immediately upon the receipt of a written notice from tenderer stating full or partial non-implementation and/ or delayed and/or defective implementation, which shall not be called in question, in that behalf and without delay/demur or set off, pay to tenderer any and all sums demanded by tenderer under the said demand notice, subject to the maximum limits specified in Clause 1 above.
3. This Guarantee shall come into effect immediately upon execution and shall remain in force for a period of this contract from the date of its execution or till <<DD/MM/YYYY>>.
4. The liability of the Bank under the terms of this Guarantees hall not, in any manner whatsoever, be modified, discharged, or otherwise affected by:
 - a) Any change or amendment to the terms and conditions of the Contract or the execution of

Request for Proposal for Selection of Consultancy for IT Intervention and Digital Transformation of the Assam State Museum

any further Agreements.

- b) Any breach or non-compliance by the Implementation Bidder with any of the terms and conditions of any Agreements/credit arrangement, present or future, between Implementation Bidder and the Bank.
- 5. The BANK also agrees that tenderer at its option shall be entitled to enforce this Guarantee against the Bank as a Principal Debtor, in the first instance without proceeding against service provider (bidder) and not withstanding any security or other guarantee that tenderer may have in relation to the Implementation Bidder's liabilities.
- 6. The BANK shall not be released of its obligations under these presents by reason of any act of omission or commission on the part of tenderer or any other indulgence shown by tenderer or by any other matter or thing whatsoever which under law would, but for this provision, have the effect of relieving the BANK.
- 7. This Guarantee shall be governed by the laws of India and only the courts of Guwahati, Assam shall have exclusive jurisdiction in the adjudication of any dispute which may arise here under.

Dated this on the.....Day of2022

Witness

(Signature)

(Name)

Bank Rubber Stamp

(Official Address)

(Signature)

(Name)

Designation with Bank

Stamp Plus Attorney as per Power of Attorney No.

Dated:

Request for Proposal for Selection of Consultancy for IT Intervention and Digital Transformation of the Assam State Museum

Annexure 12: Format for Financial Proposal

(On Bidder's letter head)

To,

Date:

The Director

Directorate of Museums,

GNB Road, Ambari, Guwahati – 25, Assam

Subject: RFP for Selection of Agency for Selection of Consultancy for IT Intervention and Digital Transformation of the Assam State Museum

RFP No.....

Respected Sir,

We, the undersigned Bidders, having read and examined in detail the Tender document in respect of Selection of Consultancy for IT Intervention and Digital Transformation of the Assam State Museum, do hereby propose to provide the services as specified in the above mentioned Tender document and our financial proposal for the same is as below:

| S/N | Consultant Role | Qty. | Timeframe | Rate (inclusive of all expenses) (in INR) | Taxes (GST) (in INR) | Total Price (incl. of GST) (in INR) |
|--|--|------|-----------|--|-------------------------|--|
| 1 | DPR for IT Intervention and Digital Transformation of the Assam State Museum | 1 | 3 months | | | |
| Total Price with Taxes in words: Rupees | | | | | | |

Thanking you,

(Signature of the Bidder) Printed

Name

Designation, Company Name, Address, Contact number Seal

Date: