

GOVERNMENT OF ASSAM
DIRECTORATE OF MUSEUMS: GUWAHATI

No.DMA.698/2023/8

Dated Guwahati, the 19th December, 2022

Short Tender Notice

Sealed tenders affixing non refundable court stamp of Rs 8.25 is invited from experienced registered firms for the arrangements of the Seminar , Training and work shop " Care of Museum objects " by the office of the undersigned within 1400 hours , 29th December 2022. Details may be seen in the website www.museums.assam.gov.in.

Sd/-

Director of Museums, Assam
Guwahati-1

Memo No. No.DMA.698/2023/8-A

Dated Guwahati, the 19th December, 2022

Copy to :

1. The Director , DIPR, Dispur, Guwahati-6-for information and Publication.
2. The FAO , Directorate of Museums, Guwahati-1--for information.
3. The Curator i/c , Assam State Museum, Guwahati-1--for information and Publication.
- ✓ 4. The Content Manager, Website(www.museums.assam.gov.in), Directorate of Museums, Guwahati-1 --for information and Publication in web site.

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A. Name of the work : Care of Museum objects "- Seminar, Training and workshop on conservation at Assam State Museum, Guwahati .

B. Duration of the Event: Tentatively on 1st week of January 2023 for 9(Nine) days .

C. Scope of work : Provide necessary arrangements for the one day seminar, two day training and six days workshop on conservation at Assam State Museum Guwahati. The works would include arrangements at Hall, classroom , providing conservation materials, stationaries, refreshments, printing works skilled manpower for carpentry, documentation, labourers. And any other work as may be specified.

Sl.No	Item	Quantity/ Specification
1.	Printing:	Banners:6 Nos , Invitation cards, study materials, certificates signages, condition reports.
2.	PA and projector system 3 days	1 set
3.	Hall arrangements	Flower decoration, lighting
4.	Felicitation items (gamosa)	10 nos
5.	Remuneration to resource persons	3 persons
6.	Remuneration to Data entry for documentation works	5
7.	Refreshments for 140 persons (Tea,Lunch, water) for Seminar	140 nos
8.	Refreshments for 30 persons (Tea,Lunch, water) for Training for 2 days	60 nos
9.	Refreshments for 30 persons (Tea, Lunch, water) for Training for 6 days .	180 nos
10.	Accommodation of participants	5 nos X 3 days
11.	Conservation materials / Stationary	Cleaning material, brush, gloves, Apronmask, ethanol, rust arrestor, consolident, pesticides, etc
12.	Carpentry work with materials and hired labour.	Making of wooden racks, modification , blocking of windows lifting of objects ,etc
13.	Class room arrangements and stationaries	
14.	Logistics for resource person	POL/etc
15.	Storage /packing	material (foam,polythene rolls , bubble sheet/packing materials/blotting papers etc)

D. Value of the work : Within Rs 4.95 Lakhs (Rupees Four Lakhs and Ninty five thousand) only
Inclusive of all taxes.

E. Terms and conditions :

1. Preference would be given to firms having experience in organizing work shops especially in Museums.
2. Bidders may visit the office of the undersigned before bidding.
3. All documents should be put in an envelope super scribed with the name of the work and addressed to the undersigned . The name of vendor with address and contact number be clearly written at left bottom of the envelope.
4. The Office of the undersigned would not be held responsible in any way for any accidents during the work to the staff engaged by the vendor.
5. The bids would be evaluated based on document submitted specific experience , and price quotation. Preference would be given to firms having experience in organizing work shops especially in Conservation works in Museums .
6. The undersigned is not bound to accept the lowest bid and reserves right to accept or reject any proposal without assigning any reason thereof .
7. Order shall be placed as per quoted price by successful bidder and budget provision.
8. Subsequent payment on completion of work is subject to the Financial sanction and release of funds by higher authority as per Govt rules and procedures.
9. The undersigned reserves the right to revoke the work order if the work is found to be unsatisfactory or in accurate.
10. All disputes are subject to the jurisdiction in Kamrup (Metro) Assam.

Documents to be submitted:

F. Documents to be submitted (in order) :

1. Forwarding in letter head with court fees.
2. Price quotation inclusive of all taxes
3. Copy of valid Trade license
4. GST registration.
5. Experience documents
6. Documents related to event arrangements (gallery development /conservation)and in Museums.

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