

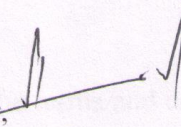
**GOVERNMENT OF ASSAM
DIRECTORATE OF MUSEUMS, GUWAHATI 1**

No. DMA 767/2022/2

Dated, Guwahati, 10th January, 2023

Short Tender Notice

Sealed tenders affixing non-refundable court fee of Rs 8.25 (Rupees Eight and Paise twenty five only) are invited from government registered reputed firms for the work "**Supply and Installation of signages and wayfinders at Assam State Museum, Guwahati 1**" for an estimated amount of Rs. 9,00,000 (Rupees Nine Lakhs) only by the office of the undersigned latest by 1400 hrs , **25.01.2023**.


Director,
Directorate of Museums, Assam
Ambari, Guwahati-781001

SECTION A: GENERAL

A. Description of Work

The directorate of Museums intends to install theme based uniform signage and wayfinding signs for Assam state Museum campus for ease of navigation and visitor orientation. The scope of the work includes Supply and Installation of customized signages and wayfinders (interior and exterior) as per approved design (refer Section C) and specification mentioned in this document. The scope shall be limited to Assam State Museum campus located in Ambari, Guwahati 1.

B. Value of the work: the estimated value of the work is Rs. 9,00,000.00 (Rupees Nine Lakhs) inclusive of all taxes.

C. Period for Completion of Work: The work must complete within a period of 45 days starting on the next day of issuance of work order. The contractor may apply in writing for permission of extended working hrs to meet the deadline while complying with the prevailing labour laws. In such cases the contractor shall seek permission in writing from the Director of Museums on submission of copy of identity cards of working staff.

D. Documents to be submitted (in order) :

1. Checklist of the documents submitted
2. Forwarding letter in letter head of the firm with affixed, non-refundable prescribed court fee.
3. Copy of valid Trade license
4. Copy of GST registration.
5. Copy of PAN card.
6. Financial Report by CA
7. Signed copy of the tender document as acceptance of the terms and conditions.
8. Experience documents/certificate
9. Self-Declaration Non-Blacklisting form

E. Instruction to the bidders

- a. Each Bidder shall submit only one Bid for one work. Bidder who submits more than one Bid will cause the proposals with the Bidder's participation to be disqualified.
- b. The Bidder, at his own cost, responsibility and risk is encouraged to visit, examine and familiarize himself with the Site of Works and its surroundings and obtain all information that may be necessary for preparing the Bid. The costs of visiting the Site shall be at the Bidder's own expense. He may Contact the person nominated from the Directorate of Museums, Assam, whose contact details are given in this document.
- c. A Prospective Bidder requiring any clarification of the bidding documents may notify at the Employer's address indicated in the Notice Inviting Bids. The Employer will respond to any request for clarification received prior to the deadline for submission of bids.
- d. Before the deadline for submission of bids, the Employer may modify the bidding documents by issuing addendum. Any addendum thus issued shall be a part of the bidding documents and will be uploaded on Directorate's website

<http://museums.assam.gov.in>. To give prospective bidders reasonable time in which to take an addendum into account in preparing their bids, the Employer shall extend, as necessary, the deadline for submission of bids.

- e. All documents relating to the Bid shall be in the **English** Language.
- f. All duties, taxes, royalties and other levies payable by the bidder under the Contract, or for any other cause, shall be included in the rates, prices, and total Bid price submitted by the Bidder.
- g. The unit rates and the prices shall be quoted by the bidder entirely in Indian Rupees. All payments shall be made in Indian Rupees only.
- h. Bidders shall submit offers that comply with the requirements of the bidding documents, including the financial bid as indicated in the tender drawings and specifications. Alternative proposals will be rejected as non-responsive.
- i. Bidders cannot modify or withdraw their bids once submitted.
- j. The bidder shall not subcontract any part or whole of the scope of work without due approval of the Employer in writing, Subcontracting shall not alter the primary Contractor's obligations in any case.
- k. The bid is to be submitted in hard copy at the office of the director, Directorate of Museums , Ambari, Guwahati 1addressed to the Director, Museums, Government of Assam
- l. The proposal is to be submitted on two bids basis i.e., Technical Bid and Financial Bid.
- m. 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.
- n. 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>>”
- o. 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.

F. Other Terms and Conditions :

- a. The Bidder shall bear all costs associated with the preparation and submission of his Bid, and the employer will, in no case, be responsible or liable for those costs.

- b. The rates and prices quoted by the Bidder shall be fixed for the duration of the Contract and shall not be subject to adjustment at any point of time.
- c. No Bid will be accepted by Employer after the deadline of submission of Bid
- d. Information relating to the examination, clarification, evaluation, and comparison of bids and recommendations for the award of a contract shall not be disclosed to bidders or any other persons not officially concerned with such process until the award to the successful bidder has been announced. Any attempt by a Bidder to influence the Employer's processing of bids or award decisions may result in the rejection of his Bid.
- e. Employer reserves the right to accept or reject any Bid, and to cancel the bidding process and reject all bids, at any time prior to the award of Contract, without thereby incurring any liability to the affected Bidder or bidders or any obligation to inform the affected Bidder or bidders of the grounds for the Employer's action.
- f. Within 10 (ten) days after receipt of the Letter of Acceptance, the successful Bidder shall deliver to the Employer a Performance Security of Rs 1,00,000 (Rupees one Lakhs only), for the period of the time for completion of works plus additional defect liability period of 180 days.
- g. The vendor should practice absolute safety of the objects and human in the museums while carrying out the work. All operations should be carried out with necessary precautions and care.
- h. 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.
- i. The undersigned is not bound to accept the lowest bid and reserves right to accept or reject any proposal without assigning any reason thereof.
- j. Order shall be placed as per quoted price by successful bidder and budget provision.
- k. 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.
- l. All disputes are subject to the jurisdiction in Kamrup (Metro) Assam.
- m. Anything of historical or other interest or of significant value unexpectedly discovered on the Site shall be the property of the Employer. The Contractor shall notify the authority of such discoveries and carry out the employer's instructions for dealing with them.
- n. The Contractor shall carry out all instructions of the Architect/Engineer, which comply with the applicable laws where the Site is located.
- o. The Architect/Engineer shall give notice to the supplier of any Defects before the end of the Defects Liability Period, which begins at Completion and ends after 180 days. The Defects Liability Period shall be extended for as long as Defects remain to be corrected. Every time notice of Defect/Defects is given, the Contractor shall correct the notified Defect/Defects within the length of time specified by the Architect/ Engineer's notice.
- p. The rates quoted by the Contractor shall be deemed to be inclusive of the GST, sales and other levies, duties, royalties, cess, toll, taxes of Central and State Governments, local

bodies and authorities that the Contractor will have to pay for the performance of this Contract.

- q. During continuance of the Contract, the Contractor and his sub-Contractors shall abide at all times by all existing labour enactments and rules made there under, regulations, notifications and bye laws of the State or Central Government or local authority and any other labour law (including rules), regulations, bye laws that may be passed or notification that may be issued under any labour law in future either by the State or the Central Government or the local authority. The Contractor shall keep the Employer indemnified in case any action is taken against the Employer by the competent authority on account of contravention of any of the provisions of any Act or rules made there under, regulations or notifications including amendments. If the Employer is caused to pay or reimburse, such amounts as may be necessary to cause or observe, or for non-observance of the provisions stipulated in the notifications/bye laws/Acts/Rules/regulations including amendments, if any, on the part of the Contractor, the Engineer/Employer shall have the right to deduct any money due to the Contractor including his amount of performance security. The Employer/Engineer shall also have right to recover from the Contractor any sum required or estimated to be required for making good the loss or damage suffered by the Employer. The employees of the Contractor and the Sub-Contractor in no case shall be treated as the employees of the Employer at any point of time.

G. Bid Evaluation criteria

The technical bid will be evaluated first. Only firms those technical bid qualifies for the project shall be eligible for financial bid opening. The selection will be based on reasonably lowest quoted price however, firms having experience in similar project of similar scale shall be preferred.

Checklist of document submitted

SI No	Item	Remarks (if any)
Technical Bid (Envelop 1)		
1	Appendix 1 : Format for submission of Proposal	As attached
2	Appendix 2 : Project Experience	Provide list in table and Attach copy of work order/ photo document
3	Appendix 3: Self-Declaration – Non Blacklisting	Fill attached form
4	Form 1: Valid Trade License	Attach Copy
5	Form 2: Financial Report by CA	Attach Report
6	Form 3: GST certificate	Attach copy
7	Form 4: PAN copy	Submit Self-attested copy
Financial Bid (Envelop 2)		
8	Appendix 4: Financial Bid	Fill attached form with financial proposal.

All bid related communication shall be made to:

Director,
Directorate of Museums, Assam
GNB road, Assam state Museum, Ambari,
Guwahati 1
e-mail address: assamstatemuseum@gmail.com
For technical queries
8692811521

Important dates*:

Issue of tender	:	10:00 hrs 10.01.2023
Last date of submission	:	1400 hrs 25.01.2023
Date of opening of tender	:	1500 hrs 25.01.2023

*If any of these dates fall on a declared holiday then the next working day shall be considered for the purpose.

SECTION B: 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 – 1, Assam

Subject: RFP for Supply and Installation of signages and wayfinders at Assam State Museum, Guwahati 1

Ref: DMA 767/2022/2

dated:10.01.20123

Dear Sir,

1. Having examined the Tender, we, the undersigned, offer to propose for providing our bid for selection of Consulting Agency for Supply and Installation of signages and wayfinders at Assam State Museum, Guwahati 1, 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 30 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	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

Signature and seal
Date

Appendix- 3

SELF-DECLARATION – NON BLACKLISTING

To,
The Director,
Directorate of Museums, Assam
Ambari, Guwahati -1

Sir,
In response to the Tender document No. DMA 767/2022/2 Dated 10/01.2023, For ‘Supply and Installation of signages and wayfinders at Assam State Museum, Guwahati 1,

I/ We hereby declare that presently our company/Firm.....(Name of the firm) is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central Government/ PSU/Autonomous Body.

I/ We further declare that presently our Company/firm.....is not blacklisted and not declared ineligible for reasons other than corrupt & fraudulent practices by any State/ Central Government/ PSU/ Autonomous Body on the date of Bid Submission.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Thanking you,

Yours faithfully,

Name of the Bidder:

Authorized Signatory:

Seal of the Organization:

Date:

Place:

Financial Bid

Appendix 4
Letter comprising the Financial BID

Dated:.....

The Director,
Directorate of Museums, Assam
Ambari, Guwahati -1

Sub: Financial Proposal for Supply and Installation of signages and wayfinders at Assam State Museum, Guwahati 1,

Reference : DMA 767/2022/2, Dated 10/01.2023

Dear Sir,

With reference to your RFP document dated 10/01.2023, I/we, having examined the Bidding Documents and understood their contents, hereby submit my/our BID for the aforesaid Project. The BID is unconditional and unqualified.

2. I/ We acknowledge that the Authority will be relying on the information provided in the BID and the documents accompanying the BID for selection of the supplier for the aforesaid Project, and we certify that all information provided in the Bid are true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying the BID are true copies of their respective originals.

3. The BID Price has been quoted by me/us after taking into consideration all the terms and conditions stated in the Bid Document, our own estimates of costs and after a careful assessment of the site and all the conditions that may affect the project cost and implementation of the project.

4. I/ We acknowledge the right of the Authority to reject our BID without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.

5. In the event of my/ our being declared as the Selected Bidder, I/we agree to enter into an Agreement without setting any additional condition thereto.

6. I/ We shall keep this offer valid for 30 (thirty) days from the BID Due Date specified in the RFP.

7. I/ We hereby submit our BID and offer a lumpsum BID Price of
Rs.....
(.....
..... in words) for undertaking the aforesaid
Project in accordance with the Bidding Documents.

Yours faithfully,

(Signature, name and designation of the Authorised Signatory)
Name & seal of Bidder

Date:

Place:.....

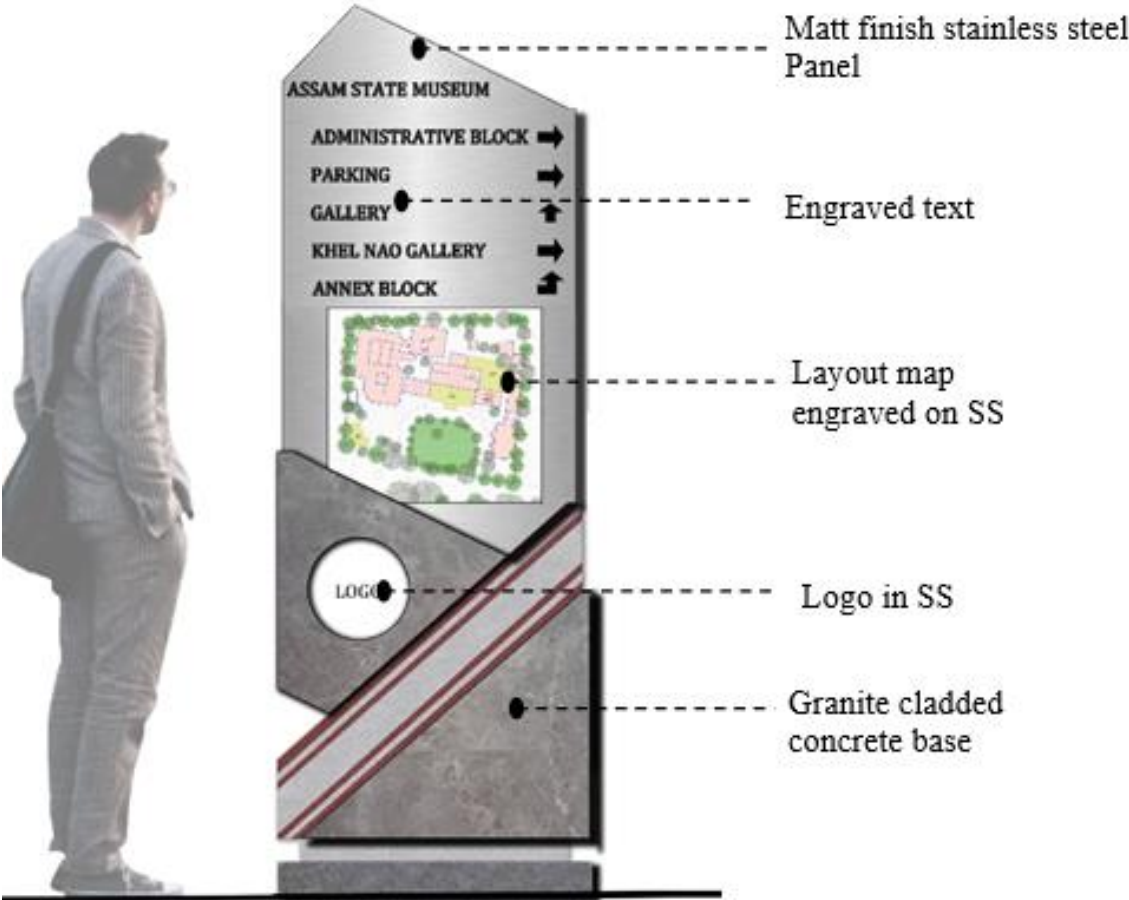
Email id:

Phone No.....

SECTION C: DESIGN AND SPECIFICATION

Stainless steel engraved free standing structure

A free standing signage pillar with integrated map finished with stainless steel and natural stone cladding. The pillar shall rest on a concrete pedestal with 900 mm deep foundation in M20 grade concrete. It shall have external illumination through IP65 grade spot light. The pillar will be supported with internal MS fabricated framework treated with anti-rust coating.



Location Matrix		
S I N o.	Nos	Location
Ground Floor		
1	1	Reception
2	1	Sculpture Gallery
3	1	Store
4	1	VIP Room
5	1	OLD Block
6	1	Drinking water
7	1	CCTV control room
8	1	DA Toilet
9	1	Lift
10	1	Arm Gallery
11	1	Cat. Off room
12	1	inscription gallery
13	1	coin gallery
14	1	Pre and proto historic gallery
15	3	Exit sign
16	1	Curator's cabin
17	2	Electrical room
18	1	Toilet
19	1	Textile gallery
1 st floor		
20	1	Wood craft Gallery
21	1	Manuscript Gallery
22	1	cat asst Office
23	1	FF gallery
24	1	painting gallery
25	1	GLEO office
26	1	Village life gallery
27	1	new cabin
28	1	natural history gallery
29	1	Store 2
30	1	Unassigned room 1
31	2	Exit sign
32	1	Lift
2nd floor		
33	1	Ethnographic Gallery
34	1	Exhibition space
35	1	Photography studio
36	3	Cabin
37	1	lift
38	2	Exit sign
Admin Block		

39	6	office room sign
40	2	Toilet
41	1	Conference
42	1	Design studio
43	1	Toilet
44	1	Director's office
45	1	Pantry
46	1	Library
47	1	LPO office
48	1	Conference
49	1	Store
Annex Block		
Ground Floor		
50	1	Artist's Studio
51	1	Artist's room
52	1	Store 3
53	1	Unassigned Room 1
54	2	Unassigned Room 2
1st Floor		
55	1	Unassigned
2nd Floor		
56	1	Lab
57	1	lab office
58	1	Lab store
3rd Floor		
59	1	Unassigned Floor
Khel Nao Gallery		
60	1	Gallery
61	2	Entry/Exit sign
Miscellaneous		
62	5	No Entry
63	5	Under maintenance
64	3	Assembly
65	20	This Way
66	20	Photography Prohibited
67	6	Floor map
68	20	Do not touch
69	5	Hazard
70	3	Lift notice
71	10	Do not litter / do not spit
Total	173	
Outdoor Wayfinder		
1	3	Composite wayfinding pillar
On Building Façade		
1	1	Backlit metal extruded text on ACP backing (English and Assamese text)

*All texts need to be approved by the project in charge before printing

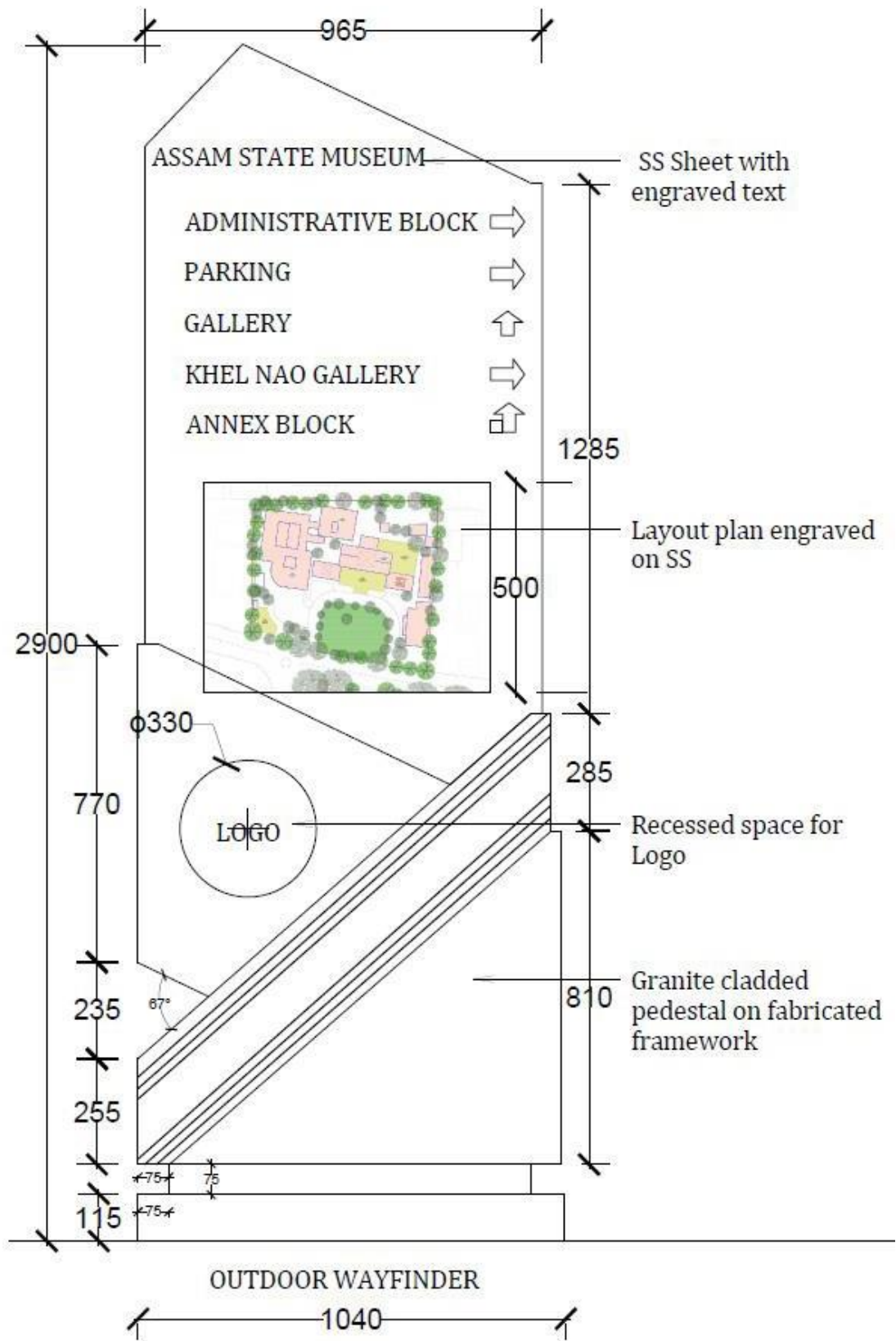


Figure 1 freestanding wayfinding pillar

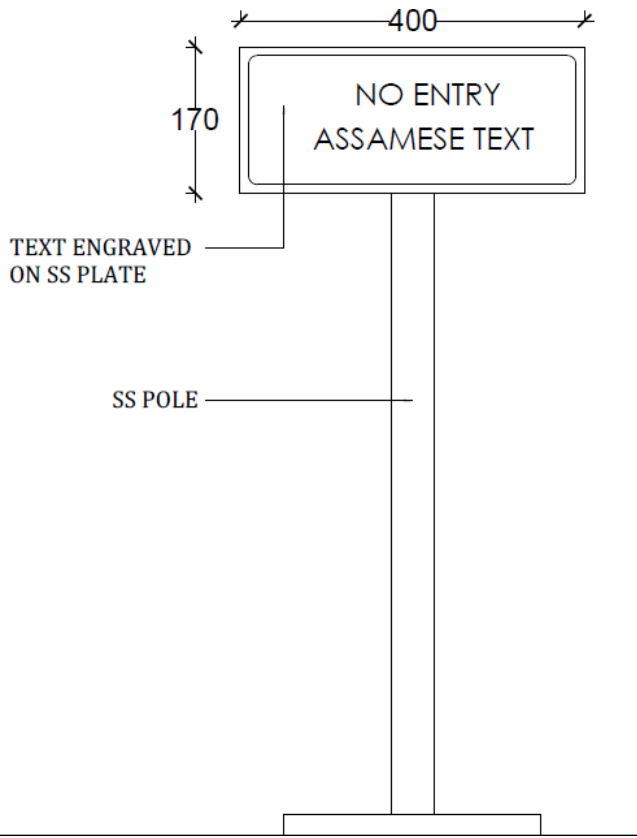


Figure 2 Typical indoor movable signage

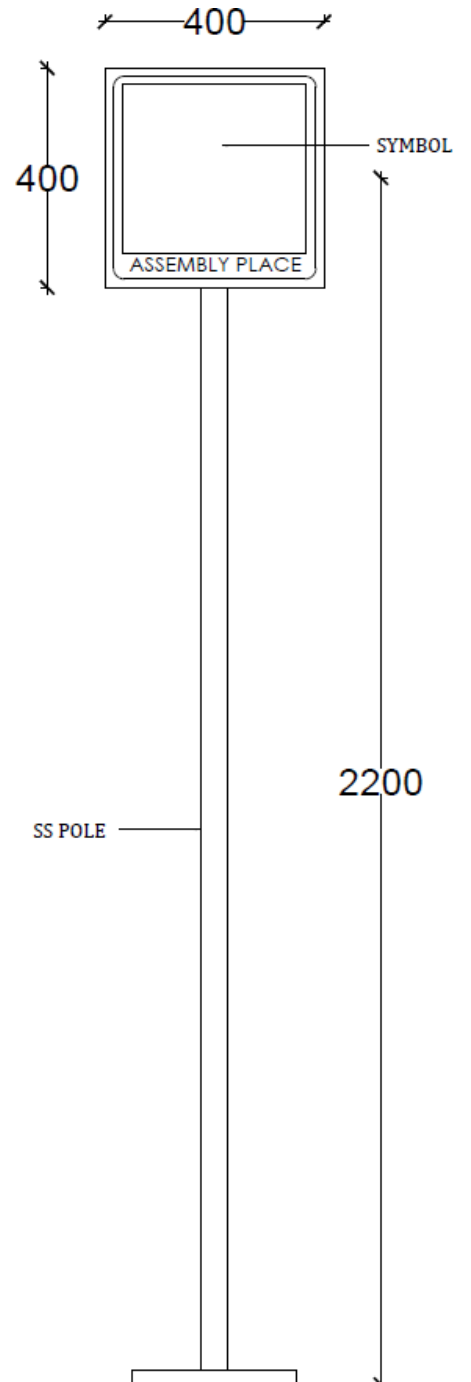


Figure 4 Typical Stand Alone outdoor signage pole

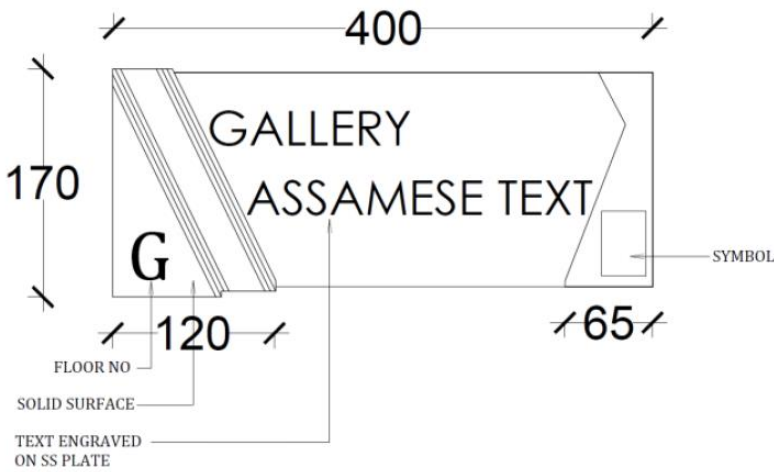


Figure 3 Typical indoor signage

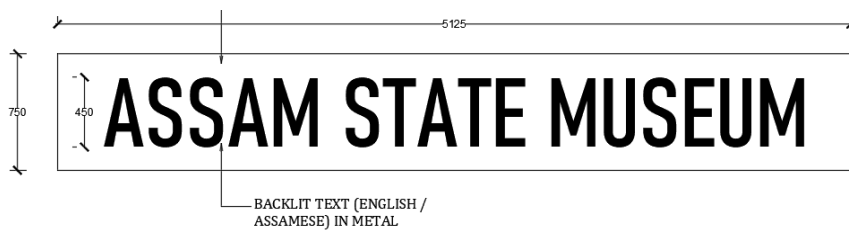


Figure 5 Façade Signage