



jk"Vh; df"k mi ; ksxh I wetho C; jks  
NATIONAL BUREAU OF AGRICULTURALLY IMPORTANT MICROORGANISMS

Hkjr; df"k vuq kku ifj"n~

(Indian Council of Agricultural Research)

df ekg] i kV cX u0&6] eÅ ukfk Hk t u] mRrj i nsk&275101

Kusmaur, Post Bag No. 6, Mau Nath Bhanjan, Uttar Pradesh- 275101

Tel ¼njHk"K½ (0547) 2530080, FAX ¼QDI ½ (0547) 2530381,

E-Mail ¼ley½ [nbaimicar@gmail.com](mailto:nbaimicar@gmail.com), (Web): [www.nbaim.org.in](http://www.nbaim.org.in)



F. NO. 17(03) NBAIM/Museum/2014-15/

Date: 30.12.2014

**Tender notice for specialized fabrication, production and installation services for development of museum including the Hardware and software**

On behalf of the President, ICAR, Director, National Bureau of Agriculturally Important Microorganisms, Kushmaur, Mau (U.P) invites sealed tenders form various firms for the specialized fabrication, production and installation services for development of museum including the Hardware and software

S. NO	Particulars	Detail Specifications	Bid Security (EMD) in Rs.
1.	Specialized fabrication, production and installation services for development of museum including the Hardware and software at the NBAIM, Mau	Please see in Tender documents	Rs 100000/ (Rs One lakh only)

The schedule of tender is as follows:

**Last date of acceptance of tender** : 27.01.2015 at 10:00AM

**Date of opening of tenders** : 27.01.2015 at 11:00AM

The institute will not be held responsible for any sort of postal delay.

Duly filled in and sealed tender form should be submitted for aforementioned items along with required **Bid security (Earnest Money Deposit) in shape of Demand Draft(DD) of Rs.100000/(Rs. One lakh only) of quoted value along with tender fee of Rs 500/ in shape of DD. The DD should be in favour of ICAR Unit NBAIM, Mau payable at SBI, Maunath Bhanjan Branch (code 01671)** on the scheduled date and time positively. Any tender form received after stipulated date & time or received without Bid security as specified above shall be deemed as rejected. Tender forms so received will be opened on the stipulated date & Time in the presence of tenderer or their authorized agents. The Competent Authority reserves the right to accept or reject the tenders at any time without assigning any reason thereof. Terms & Conditions and Tender form can be downloaded from our website [www.nbaim.org.in](http://www.nbaim.org.in) and [www.mgrportal.org.in](http://www.mgrportal.org.in) .

(Administrative officer)

NBAIM invites proposals for specialized fabrication, production and installation services for development of museum including the Hardware and software at the NBAIM, Kushmaur, Mau 275103, subject to terms and conditions given hereunder in this document.

## **SUBMISSION OF BID**

The Bidding Process shall be in three parts, viz.

Part-I: Qualifying documents & EMD

Part- II: Technical Bid

Part- III: Financial Bid

### **“Qualifying Documents & EMD”**

**The First** envelope must enclose the following documents and should be marked in bold letter as “Qualifying Documents & EMD”.

1. A brief description of the firm and an outline of recent experience in assignments of a similar nature
2. Firm / companies should have ISO 9000/ 2014 certification (desirable)
3. Proof of registration central or State Govt. or equivalent
4. Proof of Sales Tax Registration, PAN Card Details
5. Copy of sales tax return
6. Copy of Income tax return
7. Firm / Companies should have minimum annual financial turnover of Rs.1.0 crore
8. Firm / Companies should have executed at least two orders of Rs. 25 lakh each OR single order of Rs. 50 lakh of Museum in Govt. institution or SAU/ University only
9. Firm / Companies should have minimum experience of 10 years in the field of fabrication & installation museum in Govt. institution only
10. List of user Departments with their contact number/ address, so that technical committee may visit if required
11. Firm / Companies should have completed at least five structures
12. Firm / Companies has to give an undertaking on non judicial paper worth Rs.100.00 (duly signed by the notary), that his/ her firm/ company is not barred or black listed & also declare that his company having no legal case by any department or institute
13. Firm / Companies may have to give technical presentation in front of a committee or official, if need be.

Technical & Financial Bids are to be submitted on same date and time. The Technical bid and financial bid will be sealed in different envelopes super scribing "TECHNICAL BID" AND "FINANCILA BID" respectively. Both the bids will be sealed in a bigger envelope and super scribed as "Proposal FOR PROVIDING SPECIALISED FABRICATION, PRODUCTION AND INSATALLATION SERVICES FOR MUSEUM EXHIBITS".

The bid document should be properly numbered and signed on each page by the authorized signatory of the company under company seal and submitted in proper manner.

Bids with all the relative annexure and the detailed proposal of the bidders solicited herewith in this document should be submitted to the address mentioned above and by the date of Submission of Bid ad per Clause 3: Bid Request for Proposal for Providing specialized fabrication, production and installation services for museum exhibits at NBIAM.

### **Schedule & Venue**

To ensure uniformity at the time of evaluation and finalization of offers the bidders shall strictly follow the format & procedure indicated in the Annexure.

### **Document Fee**

The Bid should be submitted along with the Document Fee of Rs 500/(Rupees Five Hundred only) in favor of " ICAR Unit NBAIM, payable at Mau, Uttar Pradesh

### **Earnest Money Deposit (EMD) and Performance Guarantee**

Technical bids must be accompanied by an **EMD of Rs 100000/ (One lakh only)** of quoted value in the form of Demand Draft(Annexure IV) in favor of "ICAR Unit NBAIM, payable at Mau, Uttar Pradesh"

**Technical bids not accompanied with the document fee and/or EMD shall be summarily rejected.** The EMD of unsuccessful bidders will be returned to them on selection and execution of agreement with successful bidders. No interest shall be paid on the EMD. If the selected bidder, refuse/ or is unable to accept the order, his EMD will be forfeited.

The EMD deposited by the successful bidder shall be returned after submission of Performance Guarantee equivalent to 10% of the contract value. The successful bidder shall be required to enter into an agreement with NBAIM and the performance guarantee is required to be submitted by the successful bidder before signing of agreement. The performance guarantee deposited by the successful bidder shall be appropriated by NBAIM based on non performance in accordance with this document

### **Evaluation of Technical Bid**

The Technical bid will be examined by NBAIM which may call for clarifications/additional information from the bidders. The same must be furnished to NBAIM within the Request for Proposal for providing specialized fabrication, production and installation services for museum exhibits at NBAIM, Mau.

### **Validity of Proposal**

Financial Bid of the bidders who have been short-listed by the Evaluation Committee will only be opened. The price quoted in Financial Bid should be inclusive of all taxes, duties, transpiration and any other charges. No price escalation on any ground whatsoever will be entertained during the period of validity of the rates.

## **INSTRUCTIONS TO THE BIDDER**

### **General Terms & Conditions of the Quotation**

- The proposal is being invited in Single Stage Double Envelope Process. The technical details with the relevant information / documents / acceptance of all terms and conditions strictly as described in the RFP document should be submitted. If short listed, the Financial Bid of the bidder will be opened.
- Any incomplete or ambiguous terms/conditions/quotes will disqualify this bidder/
- NBAIM reserves the right to accept/ reject any or all Proposal/s without assigning any reason thereof.
- NBAIM reserves the right to stop the process at any stage and go in for fresh bidding without assigning any reasons thereof.
- NBAIM may, in its absolute discretion, seek additional information or material from any bidder after the bidding closes and all such information and material provided shall be taken to form part of that bidder's proposal.
- Bidder should provide details of their Fax, email and full address(s) to ensure that replies to Bids could be conveyed promptly.
- Details of Bid document
- Please read the term & conditions laid down in this document carefully.
- Please fill in the relevant information in the blanks provided.
- Please sign in full by the Authorized Signatory (ies) with company seal in all the relevant Annexure and return the complete set in sealed cover.
- Bids not fulfilling any or all of the conditions prescribed or which are incomplete are liable to be rejected.
- No advance copy of bid through Email/Fax or in any other form should be disclosed to any the employee NBAIM.
- No consideration will be given to bids received after the time stipulated above. Any extension of time shall be sole discretion of NBAIM.
- Canvassing/Cartel in connection with bidding process in strictly prohibited and bids submitted by bidders who resort to canvassing are liable to be rejected.

- The firm should not have been black listed by any Govt. Bodies/ PSUs etc.

## **SCOPE OF WORK**

Specialized fabrication, production and installation services for museum exhibits at NBAIM, Mau shall comprise of the following.

The selected contractor will be required to complete all the required services to fabricate, produce and install exhibits and interpretive media for the museum this includes, but is not limited to the following.

- I. Complete fabrication services including- millworks, AV, multimedia, models, and dioramas, low-teach hand-on exhibits etc.
- II. Produce Shop Drawings-Construction drawings for all exhibit components must be detailed out and submitted for review and approvals]

Multimedia software Production-research, scripting, sourcing (image, Stock material and new material), procurement, online and offline productions, pre and post production work, WiFi/Ethernet integration, etc.

Graphic Artwork Production – the contractor will be supplied with necessary templates, requirements, specification and content for graphic production. The contractor will be responsible for preparing art work and ensuring final approval by the client prior to production. The fabricator will provide recommendation for graphic production such as substrate, mounting and displaying techniques those specified by the designers.

Original art work production- the contractor is required to work the NBAIM personal for the production of original art works for display in the exhibit galleries. The contractor should refer to original art work specification in section of the final design report for details

Artifact Mounts- A small number of artifacts will be displayed in the exhibit. The contractor will need to create a series of plinth and/or custom mounts to ensure the security of artifacts.

Provide all necessary warranties and guarantees

Provide training for NBAIM staff on operating and maintain the exhibits

Provide adequate commissioning period to correct errors and omissions

Contractors must comply with the rules and regulation of Government of India.

### **Expression of Interest**

Reputed Designers and Fabricators having sound experience are invited to make a presentation to qualify for being awarded the turn key project for Establishment/Face Lifting of Agriculture Museum at NBAIM' on behalf of the Director NBAIM in latest style and visitor friendly manner. The agencies have to ensure an attractive display with a visible arena & lively presentation fro Linear, Two Dimensional as well as Three Dimensional Displays. The Theme of the Museum shall focus on "microbes and micro based technology in agriculture".

The Presentation would include Technical, Creative and Financial aspects. The scope of work includes Conceptualization of theme, Designing of floor plan & layout, Preparation of 3D mock up an presentation showing exact position & Layout of Exhibits, Script writing, Interior decoration including Wall Paneling & Showcases, Complete Art Work including Murals, models & Dioramas and Fabrication & Development of Latest Exhibits of the international standard.

Agencies who shall qualify in Technical bid only will be eligible to participate in the Creative & Financial Bidding. Agencies having minimum turnover of rupees one crore annually for last three years related to work of similar nature and also having the past experience (i.e..already developed minimum five such agricultural museum) with requisite knowledge of the agriculture subject shall be given preference.

The duly audited copies of last three year Balance sheet and photocopies of purchase orders of Government, Semi Government or public undertaking for similar work shall be enclosed. Also only those parties who are registered with income Tax and Sales Tax Department may apply along with Pan No. & Sales Tax Registration VAT.

### Terms and Conditions for submitting the Tenders

1. Each column of the tender document be filled properly and every papers/ documents enclosed with bid documents must be signed and stamped by the authorized signatory of the agency/ company.
2. All the annexure A, B & C namely Technical Bid, Creative Bid and Financial Bid may be submitted in separate duly sealed Envelops along with 4<sup>th</sup> envelop contacting this letter in original (duly stamped & signed) along with Earnest Money.
3. These four Envelopes shall clearly be marked as the Respective Bids with company's seal and address. All the them shall be then placed in one Big Envelop mentioning the name number & last date of the tender and addressed to the Director, NBAIM
4. All tender duly completed, signed and sealed shall reach the institute latest by 27.01.2015 on or before 11:00 a m, late tenders shall not be entertained in what so ever is the case. In case the last date is declared as the holiday, the next working day shall be treated as the last date.
5. The Technical Bids shall be opened on 27.01.2015 at 11:00 am in front of the tenders. Only those agencies who qualify in technical biddings shall be called for making a creative bid presentation on a notified date and the financial bid of the successful bidders may be opened thereafter.
6. The Professional Designers/ Fabricators/ Agencies specially those who are in the field of fabricating and designing the agriculture museums for last 5 years and whose annual turnover is not less than one crore annually during last three years would be considered eligible for bidding.



7. The above said job will be treated as turn key project and tendere may have to make his own arrangements to transfer the raw material to the institute. Any road permit of form required from the institute may please be requested for well in advance.
8. The successful agency need to provide a list of the labour & other staff who will be entering the premises of the institute and shall obtain a gate pass for each of their personal.
9. The rates quoted for the tender shall include transportation charges, packing and unpacking, loading and delivery of the material at the institute.
10. Any Government taxes or levies shall be mentioned separately.
11. The bid shall be valid for a period of 90 days from the last date of the submission.
12. The successful bidder shall deposit security money of Rs.10% of quoted value in shape of demand draft, Favoring Director NBAIM, payable at SBI Mau.
13. The resultant job order will be interpreted under Indian Laws and all disputes emanating shall be settled under jurisdiction of ICAR New Delhi. The Director NBAIM reserves the right to accept or reject any or all the tenders without assigning any reason thereof.

Yours Faithfully,

**Administrative Officer**

**NBAIM mau**

## Annexure A

### **Technical Bid**

1. Constitution of Legal Status of Bidder (attach photocopy)
2. Place of Registration
3. Pan No. (attach photocopy)
4. VAT No. (attach photocopy)
5. Services Tax No. (attach photocopy)
6. Balance Sheet & Profit & Loss Account of last three years having minimum Turnover of one Crores Annually. (attach photocopies duly attested by auditor)
7. Name, Address and Telephone, Fax number of the Bidder's bankers who may provide reference if contacted by the employers.
8. Photocopies of Order from other Government, Semi Government and Public Sectors for the work of similar nature along with the name and telephone numbers of the key personnel there so that any verification can be made (minimum 01 orders of Rs. One Crore & 04 Orders of 50 Lakhs each for executing work fabricating agricultural museums)
9. Experience of the Agency on jobs of similar nature for last years. Attach list of Works Accomplished/ Events Organized.
10. List of Clients
11. Company Profile
12. Product Profile
13. Details of in-house infrastructure and manpower (Skilled & unskilled)

## **Annexure B**

### **Creative Bid**

1. CD containing a 3D presentation in power point about the Conceptualization, Designing, Floor Plan, 3D Layout showing the exact location of the exhibits with a suggestion of what matter to be exhibited as per the script designed by you in consultation with the officers of the institute.
2. Print Out of the 3D shots compiled in a sequential way.
3. Details of the material to be used in the museum indicating the quantity and quantum of the exhibits with technical specification.

## Annexure C

### Financial Bid

S. No.	Specification of Work	Unit Price (Rs.)
A.	<u>ARTWORK</u>	
1.	Conceptualization: Creating the concept for Museum with Research on required subject	Each
2.	Script and Story writing as per the Subject	Each
3.	Visualization: Preparation of layout plan with designing & Deciding the exhibit to be used in the museum for the best possible dissemination of the information	Each
4.	3D Graphic presentation: Preparation of 3D Graphic Presentation made to scale depicting exact location of exhibits with floor plan	Each
5.	Designing & Planning: All the Exhibits as per requirement prior to start of work.	Each
B.	<u>INTERIOR</u>	
1.	Flooring with laying and fixing charges a) 1000 gsm, woolen/ Acrylic carpet b) Anti Skit ceramic tiles c) Wooden tiles	Per Sq. Ft. Per Sq. Ft. Per Sq. Ft.
2.	False Ceiling: Parabolic made of metallic/ wooden frame	Per Sq. Ft.
3.	Wall Paneling: 6 mm commercial plywood fitted on M.S.Tube/Wooden frame of 2'x2' (centre to centre) of 2"x1.5" wood complete with laminates	Per Sq. Ft.
4.	Lighting: Concealed/ Focus/ tube light/ halogen/ general. Lighting (mixture of yellow/white) with fitting /fixtures wiring /labor/ MCB Box	Per Point
5.	Show cases: Showcases/facny cupboard/display window made of wood/commercial ply board laminated with teak /sunmica complete with designing charges, cost to the materials, glass, lighting, fitting & labor	Per Cubic ft.
6.	Glass enclosure: Glass enclosure with infinity effect	Per Cubic ft.

7.	Wall painting/ polishing: 3 coats with primer & putty OBD/ Emulsion/flat / plastic paints	Per Sq. Ft.
8.	Special framers with stands: Glass/ Acrylic /Wood	Per cubic pt.
9.	Fascia Gate: Complete with Designing Conceptualist ion and fabrication of a suitable thematic gate at the entrance made of wood/ply/steel/acrylic complete with a mural/design to match with the subject.	Per Sq.ft.x height
10	Designer façade on Exterior walls with Artwork	Per Sq. Ft.
<b>C. LIST OF EXHIBITS</b>		
1.	Digital Printing including the cost of the concept planning, Scanning, designing, editing, system chargers, material cost printing and lamination with mounting on sun board a. Glossy Paper b. Flux cloth c. Vinyl sheet	Per Sq. Ft. Per Sq. Ft. Per Sq. Ft.
2.	Digital bromides: laminated display panels depicting text, photo & Graphic Digitally printed on vinyl mounted on Acrylic.	Per Sq. Ft.
3.	Digital Translates: with backlit arrangement including cost of designing, planning, scanning, printing lamination & mounting on a polycarbonate 0-40 sheet mm fitted in box with lighting arrangement a. G.I Sheet box made of 24 SWG, M.S Angles Frame b. Box made of Anodized Aluminum Sections and sheet c. Wooden box made of teak wood and ply	Per Sq. Ft. Per Sq. Ft. Per Sq. Ft.
4.	Rot glow/rotational Translates: complete with designing charge, rotating motor, 0-40 poly sheet digitally printed vinly, wooden/ aluminum box having windows for display & lighting arrangement	Per sq.ft. x height
5.	Scrolling Translite: in box with imported motor & circuit	Each
6.	Press Button Board: depict information printed on display board fitted with lights and indicators that	Per sq. ft.

	glow with press of a button, complete with designing, cost of printing with mounting on plastic sheet, wooden box, lighting, pcb control unit, electronic circuit & labor	
7.	Story Telling Board: complete with photo or translate fitted in wooden/ metallic box Electronic board containing multiple image with lighting synchronized with sound b) Audio Commentary for Above	Per sq.ft.  Per minute
8.	Interactive Kiosk: Microprocessor controlled intelligent unit where display comes on monitor with touch of finger on screen b) Designing of interactive software for interactive kiosk	Per unit  Per minute
9.	Rotoscope: Automatic rear project of documentary, slide show/ data on Plasma Screen concealed in a box	Each
10	3-D Diorama: Creating & transcending plain décor of photo to life like 3D effect using all required material with conceptualization, designing, drawing, fabrication, cost of material & labor inclusive of all electrical/ mechanical fitting & Lighting arrangement & effects. Charges inclusive of all artwork, models, murals, theme and wooden box.	Per sq. ft. height
11	Models: a) Static Models - clay/sand/pon/wooden/metallic/acrylic/plastic/FRP  b) Working Models -electro mechanical	Per cu.ft.  Per cu.ft.
12	Mural/ 2D relief Model: Made of FRP, Clay, Terracota, Paint, POP, Wood, Paper mache, any other suitable material	Per sq.ft.
13	LED move signs with circuit and graphic controller	Per sq.ft.
14	Folding Exhibition cum Training kits complete with on eno. 2x3 aluminum pipe powder coated collapsible structure, 06 no.s Velcro claded panels, 04 no. product/ brochure shelves, 04 no. stands and 02 no. lights with focus bulbs duly packed in sturdy carry bags	Per kit
15	Quick Assembly Kit comprising of 04 no. Double side Display Velcro claded Boards size 4'x3' framed	Per kit

	in deluxe aluminum channel, 05no. steel pipe stands with 05 no. sturdy base alongwith 04 no. lights with focus bulbs	
16	Foldable Rollup Banner with 6 color digital printing	Per sq.ft.
17	Acrylic Seed/ Sample Display Stands with name Header	Each
18	Acrylic Foldable Sample/ Fruit Display Bowl/ Basket	Each
19	Key rings with logo Printed as per sample a. Acrylic b. Brass c. Glass d. Bronze e. Wooden	Each Each Each Each
20	Cotton T-Shirt (Round Neck with Logo Printed)	Each
21	Cotton Caps with Logo Printed on Hood with adjuster	Each
22	Memento with the printed message concealed in a box a. Acrylic b. Steel c. Fiber d. Bronze e. Brass	Per sq. inch Per sq. inch Per sq. inch Per sq. inch Per sq. inch
23	Info-Brochure complete with a jacket cover with Digital printing on imported art card 170 gsm and a CD contenting technical input	Per sq. inch
24	Spilt AC (1.5/2.0): Standard make complete with installation and wiring 1.5/2.0	each

**All value should be quoted in Indian Rupees.**

## Annexure c

### Financial Proposal

**The Third** envelope must enclose the financial proposal with respect to the technical proposal submitted and marked in bold letter as “**Financial proposal**”

Full details of business terms and condition, e.g. packing / forwarding and delivery period VAT / Central Sales Tax / Trade Tax, other Taxes/ Charges if any

1. Validity period of quotation, Prices must be quoted F.O.R.
  2. Any other information relevant to the items may please be indicated clearly
  3. Rate should be quoted item wise.
  4. Bidders are open to quote any optional items which may be felt useful.
- **Taxes as applicable shall be mentioned separately.**