

Tender Notice No: GSDMA/SM-III/Smritivan/consultancy/03/2018

GUJARAT STATE DISASTER MANAGEMENT AUTHORITY



**Request for Proposal for master planning, exhibition design,
development & curation of Smritivan Earthquake Memorial Museum
at Bhujiyo Dunger, Kutch-Bhuj, Gujarat**

GUJARAT STATE DISASTER MANAGEMENT AUTHORITY

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REQUEST FOR PROPOSAL - MASTER PLANNING EXHIBITION DESIGN, DEVELOPMENT & CURATION OF SMRITIVAN EARTHQUAKE MEMORIAL MUSEUM AT BHUJIYO DUNGER, KUTCH-BHUJ, GUJARAT.

Section 1: Invitation

1. Sealed proposals are invited by Gujarat State Management Authority from individual(s) / companies / firms, in QCBS for the following works:

Data Sheet

Information	Details
Name of the Tender	Request For Proposal –Master Planning, Exhibition Design, Development & Curation of Smritivan Earthquake Memorial Museum At Bhujiyo Dunger, Kutch-Bhuj, Gujarat.
Tender fee	5,000/-
EMD	Rs. 6,00,000/-
Date of uploading	12 March 2018 up to 1100 hrs
Pre bid Date	22 March 2018 1500 hrs
Last date and time for submission of proposals (Technical and commercial)	9 April 2018 up to 1600 hrs Note: Proposal must be submitted online on https://nprocure.com website.
Opening of Technical bid	9 April 2018 at 16:30 hrs
Place of obtaining tender documents	The tender document can be downloaded from www.gsdma.org , www.nprocure.com
Authorized representative	PS & CEO, Gujarat State Disaster Management Authority
Email for correspondence	piyushgta@gmail.com

2. Proposals shall be submitted as per the “Instructions to Bidder”.
3. The **Request for Proposal** duly completed in all respects shall be received/uploaded upto 9 April 2018 up to 1600 hrs.

4. The proposal documents duly sealed can also be sent through Registered post/Speed post/Courier so as to reach in the same office as mentioned above not later than the time and date of opening of the proposals.
5. Proposals received after the stipulated date and time (see article 3 above) are liable to be rejected and returned unopened to the respective party.
6. Proposals shall be treated as non-responsive and are liable to be summarily rejected if the requested parties does not submit all supporting documents or does not furnish the relevant details as per the prescribed format/requirements. The parties may take a note of this.
7. The technical proposals shall be opened at 9 April 2018 at 16:30 hrs.
8. The financial proposals of those consultants who have been declared successful after opening, evaluation of the technical proposals and following the presentation. Only those who obtain **65% marks** in the overall marking, their financial bids will be opened.
9. The validity of the offer shall be Ninety (180) days from opening of the technical proposals.
10. The transfer of the Request for Proposal is not admissible.
11. GSDMA reserves the right to reject any or all prospective proposals without assigning any reason and to restrict the list of individuals / firms / companies to any number deemed suitable by it, if too many proposals are received satisfying the basic qualification criteria.
12. GSDMA do not bind itself to accept the lowest proposal and to give any reason for the decision taken.

Section 2. Instructions to Bidders

1. The Bidders are invited to submit a Proposal (a Technical Proposal and a Financial Proposal) for conceptualizing, designing, layout, setting up, execution and curation of Smritivan Earthquake Memorial Museum at Bhujiyo Dunge, Kutch-Bhuj, Gujarat.

2. Inspection of site by the Bidders

- 2.1 Construction of the Museum is on-going, the Bidders are advised to visit the site and take all information and conditions into account in preparing their proposal and before submitting the proposal. Bidder has to bear the cost of site inspection in this respect.
- 2.2 The Bidders shall be deemed to have full knowledge of the site and the buildings whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed.
- 2.3 The Bidders may submit the proposals keeping in view all the articles of Terms of Reference (Refer- Section 3). The proposals should be framed in such a manner that it includes the conceptualizing, designing, layout, setting up, execution and curation.
- 2.4 The professional fees for curation should be quoted separately. The final decision on the

curation package will be revisited at the time of actually start of curation of works following the completion of execution of all works.

- 2.5 Submission of the proposal by the Bidder implies that he has read the letter of invitation, instructions to the consultant, terms of reference and all other contract documents and has made himself aware of the scope of work and schedule of services to be delivered.
- 2.6 Bidders may carefully note that they are liable to be disqualified at any time during process of selection of consultant for award of services in case any of the information furnished by them is not found to be true. The decision of GSDMA in this respect shall be final and binding.

3. Clarifications on the Document for Request for Proposal.

- 3.1 A prospective Bidder requiring any clarification on the Request for Proposal may notify, Mr. Piyush Ramteke, Deputy Director, GSDMA via email at piyushgta@gmail.com.
- 3.2 The nominated official will respond to any request for clarification, which he receives earlier than seven (7) days prior to the deadline for submission of Proposal. Copies of the response shall be forwarded to all Bidders of the Request for Proposal including a description of the enquiry but without identifying its source.

4. Amendment of the document for Request for Proposal

- 4.1 At any time prior to the deadline for submission of the proposal, GSDMA may for any reason whether at its own initiative or in response to any request by any prospective consultant amend the document of Request for Proposal by issuing Corrigendum, which shall be part of the document of Request for Proposal.
- 4.2 Any addendum/corrigendum issued shall be communicated online on both the tendering website and the GSDMA website.
- 4.3 To give Bidders reasonable time in which to take the addenda/corrigenda into account in preparing their proposal, extension of deadline for submission of proposal may be given as necessary.
- 4.4 GSDMA may at its discretion extend the deadline for submission of the proposals at any time before the time of submission of the proposal.
- 4.5 The transfer of the Request for Proposal is not admissible.

5. Validity of the Request for Proposal.

- 5.1 The validity of the offer shall be ninety days from the opening of the technical proposal and shall be for a period of 16 Months for Design, Tendering and Execution ie May 2018 to September 2019 and a period of 5 years for only Curation from September 2019 to September

2024.

- 5.2 In exceptional circumstances, prior to the expiry of the original time limit for Validity of the proposal, GSDMA may request that the consultant may extend the period of validity for a specified additional period. The request and the Bidders response shall be made in writing. The Bidder may refuse the request. A Bidder agreeing to the request will not be required or permitted to modify his financial proposal.

6. Document of Request for Proposal

- 6.1 The document of Request for Proposal include the following:

- 6.1.1 Invitation
- 6.1.2 Instructions to the Bidder
- 6.1.3 Terms of reference / Scope of work
- 6.1.4 Annexures - Forms

- 6.2 The Bidder is expected to examine all instructions, terms of reference, conditions, documents, and other information in the RFP documents. Failure to furnish all information required by the RFP documents or submission of a Proposal not substantially responsive to the RFP documents in every respect will be at the Bidders risk and may result in rejection of its proposal.

7. Language

The proposal and all documents related to the proposal shall be written in English.

8. Signing of all proposal papers and completing technical & financial proposals

- 8.1 All the pages of the RFP including the technical and financial proposals, preliminary conceptual drawings, technical details, schedule of proposed works, etc. submitted by Bidder shall be **signed and stamped** by the bidder or his representative holding the Power of Attorney (Enclose original/attested notarized copy of the Power of Attorney).
- 8.2 While filling the details in the form provided for Technical proposal for technical evaluation it will be the responsibility of the bidder to clarify his approach, methodology, site/gallery evaluation and assessment and conceptual exhibition/gallery design proposals. The Bidders shall ensure that there is no discrepancy in the given details. In case of any discrepancy, GSDMA holds the full right to draw the final conclusion and any decision based on such conclusion shall be final and binding.

9. Deviations

- 9.1 The Bidder should clearly read and understand all the terms and conditions etc. mentioned in the original RFP documents. Bidders are advised not to make any corrections, additions or alterations in the original RFP documents. If Bidder makes any correction in his own entries the same shall be initialed and stamped by him. If this condition is not complied with, Proposal is liable to be rejected.
- 9.2 Bidders has to propose extra items or services necessary for effective completion of project

than separate sheets mentioning the scope of work and the outputs shall be proposed separately.

- 9.3 Correspondingly, the same items of work or services must submit the details of items and rates separately in financial proposal. It will though not be binding on GSDMA to accept the same and may be considered separately during the award of work.

10. Deadline for submission of proposal

- 10.1 Please submit a PDF file of your **RFP** package on or before **9 April 2018 up to 1600 hrs** by to piyushgta@gmail.com. The PDF document should not exceed 15mb or it will not be accepted by the email ids.
- 10.2 RFP documents (EMD, supportive documents and hard copy of technical proposal) must be delivered in the hardcopy form to the address below or on or before 9 April 2018 up to 1600 hrs

Gujarat State Disaster Management Authority (GSDMA)
Attention: G. C. Brahmabhatt, IAS (Additional-CEO)
5th Floor, Block No. 11, UdyogBhavan,
Sector 11, Gandhinagar – 382017,
Gujarat, India
Tel: +91-79-23259246
Fax: +91-79-23259275
E-mail: info@gsdma.org

- 10.3 Financial proposal (price bid) have to filled online on nprocure website on or before **9 April 2018 up to 1600 hrs.**
- 10.4 Proposals received after the stipulated date and time are liable to be rejected and returned unopened to the respective party.
- 10.5 Proposals received after opening of the proposals, shall be rejected and returned unopened to the Bidders.

11. Withdrawal of Request for Proposal

No Request for Proposal can be withdrawn after submission and during validity period of the request for proposal.

12. Sealing and marking of proposals

The Technical & Financial proposals shall be submitted on or before the due date and time, with all the relevant documents as mentioned below:

12.1. Technical Proposal

The Technical Proposal shall comprise of following documents:

<ul style="list-style-type: none">• Description of firms and qualifications
<ul style="list-style-type: none">• Team - Key Personnel-experience and Sub-Consultants, roles and responsibilities,

team organization
<ul style="list-style-type: none"> • Project experience: 3-5 projects, including at least 3 similar projects, completed within the last 10 years.
<ul style="list-style-type: none"> • Project understanding and design approach
<ul style="list-style-type: none"> • Statement of Design Process and Management
<p># Technical proposal have to submit in pdf form through mail on or before 9 April 2018 up to 1600 hrs by to piyushgta@gmail.com. The PDF document should not exceed 15mb or it will not be accepted by the email ids.</p> <p># Technical proposal shall not contain price bid.</p>

12.2. Financial Proposal

The Consultant shall quote professional fees including supervision from beginning till completion. See attached Summary Sheet A.

13. Opening of the Proposals

- 13.1 The Technical Proposals shall be opened at **9 April 2018 up to 1630 hrs**, in the presence of the consultants/ their authorized representatives who wish to attend.
- 13.2 Consultants or their authorized representatives who are present shall Sign the register in evidence of their attendance.

14. Clarification of the proposals

To assist the examination, evaluation and comparison of the proposals, GSDMA may at their discretion ask the Bidders for any clarifications as considered essential. All such correspondence shall be in writing and no change in substance of the proposal shall be sought or permitted. The above clarification for submission of the details shall form part of the proposal and shall be binding on Bidders.

15. Preliminary examination of proposals

- 15.1 GSDMA shall examine the Proposals to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed and whether the Proposals are in order.
- 15.2 Arithmetical errors shall be rectified on the following basis. If there is a discrepancy between the unit price and the total price, which is obtained by multiplying the unit price and quantity, or between subtotals and the total price, the unit or subtotal price shall prevail, and the total price shall be corrected. If there is a discrepancy between works and figures, the rate in words shall prevail.

- 15.3 Prior to the detailed evaluation, GSDMA shall determine whether each Proposal is of acceptable quality, is complete and is substantially responsive to the RFP documents. For purposes of this determination, a substantially responsive Proposal is one that conforms to all the terms of reference, and other conditions of the RFP documents without deviations, objections, conditionality or reservation.
- 15.4 A deviation, objections, conditionality or reservation is one;
- 15.4.1 That affects in any substantial way the scope, quality or performance of the contract.
- 15.4.2 That limits in any substantial way, inconsistent with the RFP documents, GSDMA's rights or the successful Bidders obligations under the contracts; or
- 15.4.3 Whose rectification would unfairly affect the competitive position of other Bidders who are presenting substantially responsive Proposals.
- 15.5 If a Proposal is not substantially responsive, it shall be rejected.
- 15.6 In case of Proposals containing any conditions or deviations or reservations about contents of Proposal document, GSDMA may ask for withdrawal of such conditions/deviations/reservations. If the Bidder does not withdraw such conditions/deviations/reservations, the Proposal shall be treated as non-responsive. GSDMA's decision regarding responsiveness or non-responsiveness of a Proposal shall be final and binding

16. Performance Guarantee

- 16.1 The Successful Bidder shall, within seven (7) days of the issue of the LoI, submit the Performance Bank Guarantee as per the format prescribed in Appendix 18: Format of Performance Bank Guarantee and sign the Contract Agreement with stipulated time.

Section 3. Terms of Reference

1. Introduction

Gujarat Smritivan Society, Govt. of Gujarat is implementing the Smritivan project on Bhujiyoo Dungar at 470 acres of land. The project includes the construction of Reservoirs, sunset point, plantation of trees, Development of Eco Park, Fort wall repairs & lighting, Conference & Art facilities, Construction of Library, Documentation and Research Centre and Construction & Development of Smritivan Earthquake Memorial Museum.

The Smritivan Earthquake Memorial Museum is an integral part of Smritivan Project and it is expected to come up at an area of about 10800sq m. The Museum will showcase the disaster experience of the region from ages of Dholavira to the most recent ones. The museum will not only showcase the experience of earthquake but also will be an emotive experimental space that reflects kachchhiyat.

Exhibition galleries for earthquake relics, traditions etc. shall be the part of museum and apart from that the museum will also provide a stage for people to share memories, stories, folk-lore's etc. The museum will explore both physical and digital forms of displays. The central spine of the museum

will also act as a space for local artisans and craftsmen with the intention of promoting the rich culture of Kutch

The museum building includes LHIC (Living Heritage Intangible Culture) Orientation, Earthquake, Museum exhibits, Temporary Exhibit Galleries, Auditorium/Screening and Service Rooms, Classrooms/Education Programming, Collections/Storage, SEMM (Smritivan Earthquake Museum Memorial) Administration/Board Room, Exhibit Mntce/Graphic Production Shop, Café/Kitchen/Cold-Storage, Museum/Memorial Retail/Souvenir Shop, HVAC/Electrical/Mech Room, IT and Exhibit Server Control Room, Library/Reading Room, Public amenities/Handicap Access Ramps

2. Authority & Project Team

Client: **Gujarat State Disaster Management Authority, Govt. of Gujarat (GSDMA)**

Architect : **Vastushilpa Consultants (VSC)**

3. Project Description

The detail report of Museum and Museum architectural drawings may be referred from GSDMA website (www.gsdma.org)

http://www.gsdma.org/uploads/22.01.2018_SVB_CONCEPTUAL%20REPORT%20FOR%20SMRITI%20VAN%20MUSEUM_FOR%20UPLOAD.pdf

4. Scope of Work

4.1. Key Points

- 4.1.1. The museum designer will have to work within the architectural shell provided, there cannot be any civil work change like in terms of levels, plinths, ramps, heights, skylights etc.
- 4.1.2. The museum design team would only work in the museum galleries and other museum interior spaces which is approx. 8000sq.mt in Built Up area.
 - a) Block A (Ref. Point 4.2.7)
 - b) Block B (Ref. Point 4.2.7)
 - c) Block C
 - d) Block D
 - e) Block E
 - f) Block F
 - g) Block G
 - h) Block H
- 4.1.3. The bidder shall assist with architect in finalization of all provision to be left in the civil work with respect to Electrical, HVAC, AV and any other special equipment provisions which to be kept.
- 4.1.4. The over all project scope would generally split into the following stages :
 1. Concept design
 2. Detail design
 3. Tendering/ Procurement
 4. Working Drawings
 5. Execution/Fabrication works if any

6. Construction Supervision
7. Curation work post handover of buildings

- All stages of works till stage 6 will including the inputs of the curator/curatorial team. The bidder will ensure adequate support is available at all stages.

4.2. Museum Exhibition Design Masterplan

- 4.2.1. The Smriti Van Report – Conceptualizing the Thematic Content is the preamble to the project.
- 4.2.2. The designer/team will showcase their vision in continuation with the report.
- 4.2.3. Any deviations from the Smritivan report should be highlighted along with reasons. Financial Implication related to the same shall also be highlighted.
- 4.2.4. An exhibition design masterplan would create the storyline of the whole museum.
- 4.2.5. Content Development and design development of each individual gallery.
- 4.2.6. There are a total of 8 museum block in the museum buildings. Block A is an auditorium while Block B includes a Café, Museum Shop and Childrens play area.
- 4.2.7. The design and execution of Block A and B are not in the scope of work of the consultant, but the masterplan and the theme should include both these blocks as well.
- 4.2.8. Prepare a preliminary estimate for the project.
- 4.2.9. Preparation of Mock Ups of different design conditions

4.3. Conceptualize & design of all Museum interior spaces and galleries

- 4.3.1. Design of each individual gallery with continuation to the master plan
- 4.3.2. A tentative list of works is listed below, the bidder may add or edit this list as per their masterplan
 - a) Space Planning/Exhibition design,
 - b) Arrangement and layout of the galleries,
 - c) Design of graphics, final specification, layouts, map and illustration design.
 - d) Artwork –This would include if needed - Research, select and procure all images for panels, murals, etc. These should be rights free,
 - e) Design of display structures, showcases and exhibits etc.
 - f) Storage facilities and their management
 - g) Installation of public information system & signage,
 - h) Management of museum-shop and planning of what all would be present in it.
 - i) Exhibition text and label – The design team must include a researcher/writer/historian to prepare all written materials and artifact labels for the exhibition.
 - j) Artifact selection – If the bidder proposed to have artifacts in the exhibition system then the following sequence of works will have to be taken up :
 - i. Identify sources from where these artifacts maybe procured
 - ii. Systems of procurement – Tendering Vs Individual Buy Out
 - iii. Preparation of Tender Documents
 - iv. Assisting the Client in scrutiny of Tender and in award of work
 - v. Supervision to ensure artifacts are bought to the site in perfect condition
 - vi. Installation of artifacts and design of displays in which these artifacts will be placed.
 - vii. Security specifications for the artifacts and installation of case or other security arrangements.

- k) Specialized or Customized Works – If the bidder proposed to have any specialized work within the museum be it art, sculpture etc. :
- i. Identify a list supplier/artists
 - ii. Systems of procurement – Tendering Vs Individual Buy Out
 - iii. Preparation of Tender Documents
 - iv. Assisting the Client in scrutiny of Tender and in award of work
 - v. Supervision during the preparation of the custom works
 - vi. Installation and design of any special structure need to showcase these works.
- l) Light Systems – The masterplan and the detailed design document will highlight the different types of lighting conditions envisioned by the bidder.

Procurement of lighting fixtures will be done by GSDMA. The bidder shall do the following:

- i. Work with the architect in finalization the location of all points with respect to Lighting so that the same maybe incorporated in the civil work where ever necessary
 - ii. Preparation of Tender Documents
 - iii. Assisting the Client in scrutiny of Tender and in award of work
 - iv. The number of tenders envisioned by the bidder should be highlighted at the time of preparation of Museum Exhibition Design Masterplan
 - v. Supervision during installation, testing, commissioning and post occupancy
- m) HVAC Systems – The masterplan and the detailed design document will highlight the different types of comfort conditions envisioned by the bidder in different galleries.

Procurement, commissioning and installation of HVAC equipment is a part of the civil contractor but if any special equipment is needed then the same will have to highlighted to GSDMA who shall procure the same. The bidder shall do the following:

- i. Work with the architect in finalization the location of all points with respect to HVAC so that the same maybe incorporated in the civil work where ever necessary
 - ii. Preparation of Tender Documents
 - iii. Assisting the Client in scrutiny of Tender and in award of work
 - iv. The number of tenders envisioned by the bidder should be highlighted at the time of preparation of Museum Exhibition Design Masterplan
 - v. Supervision during installation, testing, commissioning and post occupancy
- n) Audio Visual Systems – The masterplan and the detailed design document will highlight the different types of lighting conditions envisioned by the bidder.

Procurement of audio visual systems will be done by GSDMA. The bidder shall do the following:

- i. Work with the architect in finalization the location of all points with respect to AV so that the same maybe incorporated in the civil work where ever necessary
 - ii. Preparation of Tender Documents
 - iii. Assisting the Client in scrutiny of Tender and in award of work
 - iv. The number of tenders envisioned by the bidder should be highlighted at the time of preparation of Museum Exhibition Design Masterplan
 - v. Supervision during installation, testing, commissioning and post occupancy
- o) Earthquake Simulator – This is the most important element of the project. It is the actual experience of the earthquake which will be portrayed here.

The bidder shall do the following:

- i. On the basis of the masterplan and the detailed design document the type of earthquake simulator to be used will be decided.
 - ii. If any special provisions are to be made in the civil work, the same will be worked on with the architect.
 - iii. Systems of procurement – Tendering Vs Individual Buy Out
 - iv. Preparation of Tender Documents
 - v. Assisting the Client in scrutiny of Tender and in award of work
 - vi. The number of tenders envisioned by the bidder should be highlighted at the time of preparation of Museum Exhibition Design Masterplan
 - vii. Supervision during installation, testing, commissioning and post occupancy maintenance.
- 4.3.3. Design and detail any other display/interpretive panel inside the Museum galleries.
- 4.3.4. Model, diorama and hands-on exhibit design and its specification if any,
- 4.3.5. Prepare a detailed estimate with special reference to systems of procurements ie. Estimate if Tendered vs. Estimate if directly bought out by the client.
- 4.3.6. Even if any element is directly bought out, the bidder shall do the following
- a) Identify sources for procurement
 - b) Assist the client in negotiating the price of the item
 - c) Supervision during transportation, installation, commissioning and post occupancy

4.4. Estimation of bill of quantities and specifications

- This stage will cover comprehensively the preparation of tender drawings/documents with complete details incorporating all services and all schedules of quantities.
- In the Tender Stage the bidder shall:

1. Prepare detailed drawings covering all under the scope of work, detailed services drawings for all utilities and services if needed and including details of specifications of all special items of work.
 2. Prepare detailed estimate of cost (on RnB format) based on the working drawings and schedule of specifications.
 3. Obtain approval of GSDMA to the above and modify them if considered necessary by the GSDMA or in order to downscale the work to bring the detailed estimate of cost within + 5% of the preliminary estimate of cost covered.
 4. Prepare and supply Tender Documents, containing bills of quantities, along with details of calculation and take-off sheets of all the items of work for works including details of specifications of all special items, complete to enable the GSDMA to invite tenders for the main and subsidiary work packages.
 5. The finalized tender documents and prints of drawings will be supplied to the GSDMA by the bidder for GSDMA to invite tenders from prospective executing agencies.
 6. The bidder will provide necessary assistance to GSDMA in scrutiny of the tenders received and submit the recommendation thereof. The bidder shall also assist in negotiation and final award of work.
- Working Drawing Stage:
 1. Prepare detailed working drawings covering all under the scope of work, detailed services drawings for all utilities and services if needed and including details of specifications of all special items of work.
 2. Detailed Shop Drawings/ fabrication drawings submitted by any agency or vendor shall be scrutinized and certified as fit for construction by the Bidder.

4.5. Construction Stage

In the Construction Stage, the bidder shall:

1. Supply to the contractors/ executing agencies such additional drawings, specifications and details that may be required for proper execution of the work.
2. Obtain GSDMA's approval for any material deviation in design or the working drawings or costs or schedule and specifications from the approved scheme.
3. Establish a Site Office with adequate technical staff as listed in Annexure I. While the bidder may equip the Site Office as per requirement, the facility to print up to A0 sized drawings should be available at all times. The site office should become operational consistent with the commencement of construction work at site.
4. The site office will be placed on site for one year from the date of start of execution. Any extension in the time beyond a period of one year will be on mutually decided terms.
5. The bare space for the Site Office will be provided by GSDMA free of cost. Water and Electricity will be charged at the billing rates for actual consumption which will be recorded through a sub-meter.

4.6. Construction Management Services:

The bidder shall:

1. Check and approve shop drawings submitted by any Contractor.
2. Carry out necessary supervision and inspection to ensure that the works are being executed generally in accordance with the working drawings consistent with the specifications and details.
3. Submit to GSDMA a daily, weekly and monthly review report on the project, the quality of execution and its conformity with drawings, details and specification.
4. Advise GSDMA on the progress of work and its conformity with the working drawings and the schedule of progress envisaged and finalized by the executing agencies. However, in these matters the decision will be mutually taken between the Bidder, Architect Consultant and GSDMA.
5. Advise the GSDMA on changes required to be carried out, if necessitated due to any technical reasons.
6. Prepare a set of Completion Drawings and as-built drawings including elevations and sections and structural details indicating details of building and all services and supply 4 sets of the completion drawings to the GSDMA, including one reproducible set using A-0 or A-1 size or combination. These drawings will also be supplied in soft copy form on a DVD. The drawings shall be prepared in AutoCAD. The bidder shall certify all the as-built drawings submitted by the contractors/ vendors including the compilation of all user manuals and operation manuals.
7. Obtain Completion Certificate and Occupancy Certificate (if any and as required), including attending all meetings at Municipal and Statutory Bodies to be held for the purpose. GSDMA will provide assistance in obtaining the necessary approvals.

4.7. Curation of museum

1. The scope includes the entire museum ie.
 - a. Block A
 - b. Block B
 - c. Block C
 - d. Block D
 - e. Block E
 - f. Block F
 - g. Block G
 - h. Block H
 - i. All External Courtyards and Central Spine
2. The curator will be in-charge of a collection of exhibits in the museum.
3. The curator will build up collections, often in specialist areas.
4. The curator will develop ways in which objects, archives and artworks can be interpreted, through exhibitions, publications, events and audio-visual presentations.
5. Additional responsibility involve :
 - a. Buying exhibits,
 - b. Organizing exhibitions,

- c. Arranging restoration of artefacts,
 - d. Identifying and recording items,
 - e. Developing and organizing new collections to expand and improve educational and research facilities
 - f. Extensively researching, negotiating prices on and buying items such as sculptures, statues and paintings that can add value to the collection
 - g. Maintaining records and cataloguing acquisitions
 - h. Researching, compiling and preparing written information about catalogues and publishing it on GSDMA's website
 - i. Collaborating with other institutions
 - j. Ensuring that collections are properly preserved
 - k. Raising funds and grants
 - l. Interviewing, hiring and training staff.
6. The job of curator is open to graduates of all disciplines, but particularly relevant subjects include:
- Anthropology
 - Archaeology
 - Art
 - Art history
 - Arts administration
 - Event/exhibition management
 - History.

5. Team/Expertise Required

The design team (consultant) selected to complete this work must have at least the following expertise. The design lead should ensure that it includes individuals and sub-consultants to complete the works above. All sub-consultants shall be managed and paid by the lead designer.

- Design
- Graphic Design
- Electrical and Mechanical
- Engineering
- Lighting
- Multimedia/Video
- Image Procurement
- Writing/Editing
- Historian, Art and other experts

Ref. form I & Form J

6. Selection Process and Schedule

The project is currently under construction and will be completed by July, 2018. The museum's content design is also expected to be completed within the same timeframe. It is not compulsory but it is expected that the bidder would be aware of the project, the overall concept and current construction stage.

The Selection Process is two bid system.

- The marks for technical evaluation are 100 ,
- 75 marks will be as per the requirements in clause 8 and 25 marks will be for the presentation
- All bidders will be invited for the presentation.
- Following the presentation, a final marking out of 100 will be done. Only those who obtain 65% marks in the overall marking, their financial bids will be opened.
- A consultant will be selected in accordance with the Quality and Cost Based Selection (QCBS).
Weightage - Technical Bid 80% + Financial Bid 20%
- Financial score will be arrived at as follows: _The firm quoting the lowest will be given 25 marks. The other firms will be allocated marks based on the formula "25PL/P", where P is the fee quoted by the firm while PL is the lowest fee quoted.

7. Submission Guidelines

Bidders/Consulting Firms are invited to submit RFP, in A4 color format with a maximum of 120 pages in the order outlined below. PDF softcopy of the RFP package should not exceed 15 MB.

Section	Description
1.	<p>Cover Letter</p> <p>Include firm name and address and list key members of the design team, with a brief description of what makes your firm and team ideal for this project. Consultants may associate with other firms in the form of a joint venture to enhance their qualifications. The submission should clearly state the nature of Association (JV). Details of the JV if any should also be provided in this letter. The lead firm cannot have a JV with more than 2 other firms.</p> <p><i>Provide contact information for the submission, including name, telephone and facsimile numbers and e-mail address.</i></p>
2.	<p>Firm Qualifications</p> <p>Provide qualifications for the design firm, including background, expertise and approach. Describe capability and those aspects of the firm that make it especially suited to this project.</p> <p><i>Identify the location of the office, how long the firm has been practicing, the size of the firm including total professional and support staff by discipline, and any resources that are significant for this project.</i></p> <p><i>JV is allowed in this work, Ref Form I</i></p>

	<p>The average annual turnover of the participating consulting firms should be as follows :</p> <p>Category (a) i.e. Museum / Exhibit Designer Consultant / Firm should have an average annual turnover of minimum of Rs. 75 Lakh over the last 3 years (for each year)</p> <p>Category (b) i.e. The lead partner in the Consortium should have annual turnover of minimum of Rs. 75 Lakh over the last 3 years (for each year).</p> <p>The Secondary partner in the Consortium should have annual turnover of minimum of Rs. 15 Lakh over the last 3 years (for each year).</p> <p>The lead partner/bidder should have been in practice since at least the past five financial years.</p> <p><i>Provide tax return documents of the firm for the last 3 years, in India, TAN no. GST no. and company incorporation certificate.</i></p> <p><i>Provide audited annual financial reports of the firm in India of the last 3 years.</i></p>
3.	<p>Design Team Composition and Key Personnel Describe the potential team composition. Identify the name, qualifications, role and responsibilities for each key member of the Team, including the Lead Designer and Project Manager and provide a concise outline of experience relevant to this project. Position titles should be indicated and time commitment to the project specified.</p> <p>Provide the professional qualifications and a brief description of the role and capability of each key team member in this section and place resumes in the appendices. Please ensure that you have all the expertise requirements as identified in clause 5</p> <p><i>Include an organizational chart indicating roles and relationships and professional status of all team members.</i></p> <p><i>All members of the JV should also be included in this list.</i></p>
4.	<p>Project Portfolio Provide Examples of Work depicting a minimum of 3 and a maximum of 5 relevant completed projects, under the headings below. Images may be photographs and legible drawings and diagrams. Concise captions identifying the role and responsibilities of the respondent, and other salient characteristics or accomplishments may be included along with a performance and completion certificate from the Client.</p>

	<p>Project List page shall precede the illustrations and list the referenced projects under the 3 headings and in the sequence they are presented.</p> <p>For each project, identify the:</p> <ol style="list-style-type: none"> 1. Project Name, 2. Date Start and Completion; 3. Client, 4. Location, 5. Area in terms of both built up and carpet area in Square meters; 6. Budget; 7. Construction Cost, 8. Project Team, 9. Relevance to this project, 10. Delays if any, 11. Litigation History,. <p>Museum/Exhibition Projects and Curation</p> <p>The firm should have undertaken at least three thematic / museum exhibitions of Rs 1 crore</p> <p>The firm should have worked on at least three other cultural projects of Rs 2.5 crore</p> <p>Minimum 1 project should be such where the firm has been involved in the curation process.</p> <p>The bidder may also use projects which are a part of a larger project for eg. An exhibition space with in an airport etc. Atleast one project should be stand alone.</p> <p>Architecture projects will not be considered.</p> <p>All project should be a minimum 400 square meters and at least one of the projects must be 1000 square meters or more in carpet area, of a similar type, scale and complexity as the Smritivan Earthquake Memorial Museum.</p> <p>Identify the firm's role and why these projects are relevant.</p> <p>Other Projects and Experience</p> <p><i>This section provides an opportunity to include other projects and / or additional experience. Identify why they are relevant to this project.</i></p>
5.	<p>Project Understanding and Approach</p> <p>Describe your design philosophy with respect to your approach and expectations for the Smritivan Earthquake Memorial Museum.</p> <p>Identify the most important design opportunities for this project and how you would explore them.</p>

	<i>Identify the most important design issues for this project, and how they would be addressed / resolved by the applicant. It is expected that the bidders will present their design philosophy in terms of 3D Visualizations, Drawings, Parallel Images/Case Studies etc.</i>
6.	<p>Statement of Design Process and Management Provide a brief statement of the applicant's ability to deliver effective team leadership and project management. Identify what the success factors will be for this project and any concerns that you may have.</p> <p><i>Provide a summary of your approach to project management and project cost control and record of schedule.</i></p>

- GSDMA reserves the right to verify the performance of the designer/ firm and to call for any further information
- Bidders/ firm may furnish any additional information separately as deemed necessary. However, they are advised not to furnish superfluous information. No information shall be entertained after the due time unless called for by GSDMA
- Feel free to add design proposals
- Any information furnished by firm found to be incorrect at any stage would render their being ineligible without prejudice to any other right or remedy available in law of land.

8. Technical Evaluation

Technical Bid Qualification	Marks
• Description of firms and qualifications	10
• Team - Key Personnel-experience and Sub-Consultants, roles and responsibilities, team organization	10
• Project experience: 3-5 projects, including at least 3 similar projects, completed within the last 10 years.	25
• Project understanding and design approach	15
• Statement of Design Process and Project Management	15
Total (A)	75

Presentation to GSDMA (B)	25
Total (A+ B = C)	100

9. Payment Schedule

- The Consultant shall be paid professional fee/execution charges in following stages in consistency with the work done:

Project Milestone Schedule:				
Sr. No.	Description of Milestone (Physical)	Time allowed in Months (from date of start)	% Payment to be Release	% Cumulative Payment
Milestone of Works (Time duration 16 Months)				
1	Retainer		5% of Total Fees payable, adjusted at the last stage	5% of Total Fees payable, adjusted at the last stage
2	Museum Design Masterplan and Preliminary Estimate	2 Months	20% of Total Fees payable,	25% of Total Fees payable,
3	Detailed Design and Estimate	5 Months	15% of Total Fees payable,	40% of Total Fees payable,
4	Estimation of bill of quantities and specifications and Procurement Process	7 Months	15% of Total Fees payable,	55% of Total Fees payable,
4	Completion of Block C and Block D Including Testing and Commissioning of all services of Electrical Installations, Installation and commissioning of all elements related to the museum interiors. All finishing works and other Infrastructure work under the scope of this tender	11 Months	20% of Total Fees payable,	75% of Total Fees payable,
5	Completion of Block E , F and G Including Testing and Commissioning of all services of Electrical Installations, Installation and commissioning of all elements related to the museum	14 Months	15% of Total Fees payable,	90% of Total Fees payable,

	interiors. All finishing works and other Infrastructure work under the scope of this tender			
6	Completion of Block H Including Testing and Commissioning of all services of Electrical Installations, Installation and commissioning of all elements related to the museum interiors. All finishing works and other Infrastructure work under the scope of this tender	16- Months	10% of Total Fees payable,	100% of Total Fees payable,
8	Curation	+60 Months	Fees will be independent	

10. Action & compensation in case of bad work:

If, at any time before the expiry of Defects Liability period as detailed in clause 10-A. It shall appear to the Engineer-in-charge or his sub-ordinate in charge of the work that any work has been executed unsound, imperfect or with unskilled workmanship or with materials of inferior quality or that any materials or articles provided by him for the execution of the work are unsound, or of a quality inferior to that contracted for or are otherwise not in accordance with the contract, it shall be lawful for the Engineer-in-charge to intimate this fact in writing to the contractor and then notwithstanding the fact that the work, materials or articles complained of may have been passed, certified and paid for, the contractor shall be bound forthwith to rectify, or remove and reconstruct the work so specified in whole or in part as the case may require, or if so required, shall remove the materials or articles so specified in whole or in part and provide other proper and 'suitable materials or articles at his own charge and cost, and in the event of his failing to do so within a period to be specified by the Engineer-in-charge in the written intimation aforesaid, the contractor shall be liable to pay compensation at the rate of one percent on the amount of the estimate of the rectification for every day not exceeding ten days during which the failure so continues, and in the event of any such failure as aforesaid continuing beyond ten days, the Engineer -in-charge may rectify or remove, and re-execute the work or remove and replace the materials complained of as the case may be at the risk and expense in all respects of the contractor. Should the Engineer-in-charge consider that any such inferior work or materials as described above may be accepted or made use of, it shall be within his discretion to accept the same at such reduced rates as he may fix therefore. However, the contractor shall be responsible for normal maintenance of the work till the final bill for the work is prepared by the Departmental Officer.

Clause 10A: Defect liability period:

The contractor shall be responsible to make good and remedy at his own expense any defect which may develop or may be noticed before the period mentioned hereunder from the certified date of completion, The within 15 days of receipt of the notice. In the case of failure on the part of the contractor, the Engineer-in-charge may rectify or remove or re-execute the work at the risk & cost of the contractor. The Engineer-in-charge shall be entitled to appropriate the whole or any part of the amount of security deposit towards the expenses, if any, Incurred by him in rectification, removal or re-execution. The Defects Liability period shall be as under

(a) For all works costing up to Rs. 50,000 (amount put to tender), the period shall be 3 months from the certified date of completion.

(b) For all works costing more than Rs. 50,000 and up to Rs. 1 crore (amount put tender), the period shall be 12 months from the certified date of completion or one monsoon, whichever is later.

(c) For major projects costing more than Rs. 1 crore, the period shall be 18 months from the certified date of completion which should include one monsoon.

For building works, the period specified in (a), (b) or (c) above OR elapse of monsoon period following the certified date of completion, whichever is later. For the purpose of deciding the monsoon period, the 30th September may be treated as the last date.

11. Additions and Alterations

- (i) GSDMA shall have the right to request in writing changes, additions, modifications or deletions in the design and drawing of any part of the work and to request in writing additional work in connection therewith and the bidder shall comply with such request.
- (ii) If GSDMA deviates substantially from the original scheme which involves for its proper execution extra services, expenses and extra labour on the part of the bidder for making changes and/ or additions to the drawings, specifications or other documents due to rendering major part of the whole of his work infructuous, the bidder may then be compensated for such extra services and expenses on quantum maruit basis, mutually agreed, at percentage applicable under this Agreement unless such changes, alterations are due to bidder own commission/omission and/or discrepancies. The decision of GSDMA shall be final on whether the deviations and additions are substantial as requiring any compensation to be paid to the bidder. However, for minor modifications or alterations, which do not affect the entire design or planning, no amount will be payable.
- (iii) If it is found after call of tenders that the acceptable tender is not within the amount sanctioned, the bidder shall, if so desired by GSDMA, take steps to carry out necessary modification to see that the tendered cost does not exceed the amount of corresponding sanction by more than 5%. The bidder shall not be paid anything extra for such modification. If GSDMA is convinced that the trend of market rates is such that the work cannot be done within the amount of sanctioned estimate, and the cost of work needs to be revised, the bidder shall submit a revised estimate expeditiously for obtaining revised sanction of the competent authority without any extra charges.
- (iv) The bidder shall not make any deviations, alteration, addition or omission from the work shown in the final drawings and documents, described and awarded to the Contractor(s) or self, except through and with prior approval by the GSDMA.

12. Time Schedule

- (i) **Commencement of work:** The date of commencement of work will be considered as the 15th day after signing of the Agreement.
- (ii) **Time period**
 - a. Design – 5 Months
 - b. Execution –11 Months
 - c. Curation post completion of Buildings – 60 Months

13. Compensation for Delay

The time allowed for carrying out the work above shall be strictly observed by the bidder and shall be deemed to be the essence of the Agreement on the part of the bidder. The work shall, throughout the stipulated period of the contract, be processed with all diligence and in the event of failure of the bidder to complete the work within the time schedule as specified above or subsequently notified to him, the bidder shall pay as compensation an amount equal to ¼ (One fourth) percent or such smaller amount as GSDMA decide, on the total fee payable, per week that the work remains unfinished after the specified date, subject to a maximum of 5% of the total fee payable.

14. Termination

Agreement between the bidder and GSDMA may be terminated by either one giving the other a written notice of not less than 90 (ninety) days, should either fail substantially to perform his part of the responsibilities/duties, so long as the failure is not caused by the one initiating the termination.

12.2 When termination of this Agreement is not related or attributable, directly or indirectly, to any act, omission, neglect or default on the part of the bidder, the bidder shall be entitled to professional fees upto the then current stage of working.

12.3 In the event of bidder's firm closing its business or GSDMA having terminated the agreement, GSDMA shall have the right to employ another agency to complete the work. However, the payment due to the bidder will be made if found reasonable.

15. Determination of the Agreement

GSDMA may without any prejudice to its right against the bidder in respect of any delay, by notice in writing, absolutely determine the Agreement in any of the following cases:

- (i) If the bidder being a firm/ company passes a resolution announcing its closure or any Judicial Court makes any order that the firm/ company shall be wound up or if a receiver or a manager on behalf of any creditor is appointed against any dues owed by the firm/ company or if circumstances arise which entitle the Judicial Court or creditor to appoint a receiver or a manager or which entitles the court to pronounce a winding up order.
- (ii) If the bidder commits breach of any of the terms of this Agreement.
- (iii) When the bidder has made himself liable for action under any of the cases aforesaid, GSDMA shall have powers:
 - (a) To determine or rescind the Agreement.
 - (b) To engage another agency to carry out the balance work debiting the bidder the excess amount, if any, so spent.

16. Arbitration

- 16.1 If any dispute, difference or disagreement arises at any time between the parties in respect of the meaning or construction of this Agreement, or covering anything herein contained or arising out of this Agreement, or the validity of the enforcement thereof and which cannot be settled mutually, then such dispute, difference or disagreement shall, within 30 days (or such longer period as may be mutually agreed upon) from the date one party informs the other in writing that such dispute, difference or disagreement exists, be referred to a mutually agreed sole arbitrator. The Arbitrator so appointed then shall commence the proceedings forthwith.
- 16.2 The arbitration proceedings will be conducted in accordance with and be subject to the Indian Arbitration and Conciliation Act 1996 as amended from time to time and the decision of the Arbitrator shall be final and binding on the parties.
- 16.3 The arbitration proceedings will have its seat at Gandhinagar.
- 16.4 The bidder shall continue to perform his duties with diligence notwithstanding the fact that a dispute has been referred to arbitration or any dispute or difference or disagreement has arisen.
- 16.5 The bidder shall not make any claim after 90 days of submission of his final bill. Any such claim of the bidder after 90 days will be deemed to have been time-barred and the GSDMA shall be discharged and released of all liabilities under the Agreement in respect of these claims.

17. Guarantee

- 17.1 The bidder shall agree to re-design at his cost any portion of his architectural/ engineering and design work, which, due to his failure to use a reasonable degree of design skill, is found defective, within two years from the date of start of regular use of the portion of the work affected. The GSDMA shall grant right of access to the bidder to these portions of the work claimed to be defective, for inspection.
- 17.2 GSDMA may also make good the loss if any, incurred by the GSDMA by recovery from the dues to the bidder, in case of failure to comply with the above clause.
- 17.3 Clause 17.1 will be operable only if it is established beyond reasonable doubt that the said defect is a design failure and not due to the fault of contractor's workmanship or the lack of supervision.
- 17.4 In case of a mutually agreed extension of the time of contract, the bidder security deposit shall be released on pro-rata basis from the date of signing of the contract.

18. Correspondence and Communication

Irrespective of any means of communication that may be employed (telephone, mobile phone, Short Message Services or E-mails), all official correspondence and confirmation copies must be sent as hard copy entities at the respective 'Address for Correspondence' covered under 1, Definitions above.

19. General

- 19.1 The bidder shall be fully responsible for the technical soundness of the work, including those of Sub-Consultants, and other specialists, if any, engaged by him and also ensure that the work is carried out generally in accordance with the drawings, details, specification and his conception.
- 19.2 GSDMA will have the work supervised and inspected at any time by any officer nominated by it who shall be at liberty to examine any of the drawings, reports and records, check estimates and designs including design calculations.
- 19.3 The appointment of GSDMA's own supervisory staff if any, does not absolve the bidder of his responsibility of general/ periodic supervision. The bidder shall be responsible for designs for all provisions/ services of the work entrusted to him so as to satisfy their requirement.

20. Indemnity

- 20.1 The bidder hereby agrees that the fees to be paid as provided herein will be in full discharge of function to be performed by him and no claim whatsoever shall lie against GSDMA in respect of any proprietary rights or copyrights on the part of any other party relating to the concept, drawings, details, reports and models.
- 20.2 The bidder shall indemnify and keep indemnified GSDMA against any such claims and against all cost and expense paid by GSDMA in defending himself against such claims.
- 20.3 In the event that a claim or suit is brought against bidder or the consultants by any third part for damages arising from personal injury or property damage caused wholly by GSDMA or anyone employed by GSDMA, or anyone for whose acts GSDMA may be held responsible then GSDMA shall indemnify the architect and fully reimburse any loss, damage or expenses, including the attorney's fees, which the bidder may incur in connection therewith.

Section 4. Annexures

1. FORM A : Cover Letter

To,
**The
PS & CEO
Gujarat State Disaster Management Authority
Block 11,12, 5th Floor
Udyog Bhavan, Sector – 11, Gandhinagar.**

Sub: Submission of the Tender Document No. _____, dated _____.

Dear Sir,

We, the undersigned, have considered and complied with the "Instructions to Bidders" and have accepted the terms stipulated in the Tender Document No. GSDMA/SM-III/Smritian/consultancy/03/2018.

The Scope of Work to be offered by us shall include but not be limited to “Master Planning Exhibition Design, Development & Curation of Smritivan Earthquake Memorial Museum at Bhujijo Dunger, Kutch-Bhuj, Gujarat”.

In full cognizance and compliance with these aforesaid conditions and the regulations of local government authorities, we the undersigned do hereby offer our Bid and agree for the following:

- i. The work covered under the Bid shall be completed to the entire satisfaction of yourselves or your representative in conformity with the Tender Document at the prices accompanying this Bid.
- ii. The Project shall be handed over installed, interconnected, tested, commissioned and modified and we shall achieve commissioning in not later than One Hundred and Eighty(180) days from the date of issue of LoA.
- iii. I/We further certify that in regard to matters relating to security and integrity of the country, we or any of our Associates have not been charge-sheeted by any agency of the Government or convicted by a Court of Law.
- iv. I/ We hereby irrevocably waive any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by GSDMA in connection with the selection of Applicants, selection of the Bidder, or in connection with the selection/ bidding process itself, in respect of the above mentioned Project and the terms and implementation thereof.
- v. We agree to keep the bidding valid for acceptance for a period of 180 days from the opening the Price Bid and the Bid shall not be withdrawn on or after the opening of bidding till the expiry of this period or any extension thereof.
- vi. We also acknowledge and accept that you shall not pay for any discontinuance or low performance rate resulting from malfunction of / or inadequacy of our equipment, instruments or personnel.
- vii. We further represent that we have familiarized ourselves with all the terms and provisions of the various parts of the bidding documents and that in making our Bid, we do not rely upon any representation made by any agent or employee of yourselves in respect of the terms of the bidding documents or the nature of the performance of the works.

Yours Sincerely,

Signature: _____

In the capacity of: _____

Duly authorized to sign Tenders for and on behalf of (Name & Address)

Witness _____

2. FORM B: Financial Information

Financial Analysis-Details to be furnished duly supported by figures in balance sheet/profit & loss account for the last **Three (3)** years duly certified by the Chartered Accountant, as submitted by the bidder to the Income Tax Department (copies of all the documents to be attached).

S. No.	Description	Years		
		2014-2015	2015-2016	2016-2017
i)	Gross Annual turnover			
ii)	Turnover on construction works			
iii)	Profit/Loss			

Financial arrangements for carrying out the proposed work.

Solvency Certificate from Bankers of bidder in the prescribed Form B

SIGNATURE OF BIDDER (S)

Signature of Chartered Accountant with Seal

3. FORM C: Solvency Certificate

(FORM OF BANKER'S SOLVENCY CERTIFICATE FROM A SCHEDULED BANK)

SOLVENCY CERTIFICATE

This is to certify that to the best of our knowledge and information that M/s. /Shri..... having marginally noted address, a customer of our bank are/is respectable and can be treated as good for any engagement up to a limit of Rs.....(Rupees.....
...).

This certificate has been issued at the specific request for limited purpose of submitting the Tender to the GSDMA and shall not be used for any other purpose whatsoever.

This certificate is issued without any guarantee or responsibility on the bank or any of our officers and employees.

(Signature)
For the Bank

GENERAL INSTRUCTIONS:

- (1) Banker's Solvency Certificate must be on the letterhead of the bank issuing such certificate, sealed in a cover addressed to -----.
- (2) In case the Solvency Certificate is issued at the request of a partnership firm, such certificate must include names of all partners as recorded with the Bank.
- (3) The Solvency Certificate shall not be more than 6 months old from the original date of submission of tender.

4. FORM D

DETAILS OF SIMILAR WORKS COMPLETED DURING THE LAST FIVE YEARS ENDING PREVIOUS DAY OF LAST DATE OF SUBMISSION OF TENDER

A	B	C	D	E	F	G	H	I	J
Sr.No	Name of work/project and location	Owner or sponsoring organization	Cost of work in Crores of Rupees	Date of commencement as per contract	Stipulated date of completion	Actual date of completion	Litigation / arbitration cases pending / in progress with details*	Name and address / telephone number of officer to whom reference may be made	Whether the work was done on back to back basis Yes/No
1									
2									
3									

*Indicate gross amount claimed and amount awarded by the Arbitrator.

SIGNATURE OF BIDDER (S)

5. FORM E

(On letterhead of respective owners of the Work)

PERFORMANCE REPORT OF WORKS REFERRED TO IN 'FORM D'

1	Name of work/ Project & Location	
2	Agreement No.	
3	Estimated Cost	
4	Tendered Cost	
5	Date of Start	
6	Date of completion	
	(i) Stipulated Date of Completion	
	(ii) Actual Date of Completion	
7	(i) Whether case of levy of compensation for delay has been decided or not. (ii) If decide, amount of compensation levied for delayed completion, if any	Yes/No
8	Performance Report	
	1) Quality of Work	Outstanding/Very Good/Good/Poor
	2) Financial Soundness	Outstanding/Very Good/Good/Poor
	3) Technical Proficiency	Outstanding/Very Good/Good/Poor
	4) Resourcefulness	Outstanding/Very Good/Good/Poor
	5) General Behaviour	Outstanding/Very Good/Good/Poor
	Dated:	Signed by Client
	Stamp:	

Certified that the above information is complete and that the information furnished above is true, correct and not misleading to my/our knowledge and belief.

Note: - 1) Attested copies of the latest Certificate form the Employers may be attached.

- 2) In case of Private work, sufficient authentic proof of work done along with details of financial transactions have to be furnished.
 - 3) Absence of disclosure regarding any information in the above Schedule will result in disqualification of the bidder.
-

6. FORM F: Structure & Organization

1	Name & Address of the bidder		
2	Telephone No./Telex No./Fax No./e-mail address		
3	Legal status of the bidder (attach copies of original document defining the legal status).		
	a)	An Individual	
	b)	A Proprietary Firm	
	c)	A firm in partnership	
	d)	A limited company or Corporation	
4	Particulars of registration with various Government bodies (attach attested photo-copy). (Company Registration, PAN no., GST Registration, PF Registration, ESI Registration, Registration as a Contractor with CPWD/MES/State PWD etc. ant information about others)		
	ORGANIZATION/PLACE OF REGISTRATION		REGISTRATIONNo.
	1		
	2		
5	Names and Titles of Directors& Officers with designation to be deputed for the Works		
6	Designation of individuals authorized to act for the organization.		
7	Has the bidder or any constituent partner in case of partnership firm/Limited Company/Joint Venture, ever been convicted by a court of law? If so, give details.		
8	In which field of Design/Engineering Construction the bidder has specialization and interest?		
9	Any other information considered necessary but not included above.		

Certified that the information mentioned above is complete and no information has been left undisclosed and that the information furnished above is true, correct and not misleading to my/our knowledge and belief.

SIGNATURE OF BIDDER (S)

Note: Attach relevant documents like Certificate of incorporation, MOA, AOA, GST registration for firm or in case JV each participating firms.

7. FORM G: General Instructions for the Affidavit

- The affidavit shall be executed on appropriate non-judicial **stamp paper** of minimum value as applicable in the State of Bihar and notarized by a Notary Public;
- Scanned copy of the affidavit shall be uploaded at the time of submission of the tender in soft copy.

AFFIDAVIT FOR SITE VISIT

I, _____, aged ____ years, son/daughter of _____, presently residing at _____ and authorized by _____ (name of bidder) (“Bidder”) to solemn this affidavit on behalf of the Bidder, solemnly affirm on oath as hereunder:

1. The Bidder confirms that the Bidder has duly undertaken the visit of the proposed project site of Smriti Van Earthquake Memorial Museum, located at Bhuj.
2. The Bidder has inspected and examined its surroundings and has satisfied itself about the site conditions and site logistics. The Bidder confirms that it is aware of the ground conditions and nature of the site, means of access to the site and the accommodation area required for establishing the labour camp. The Bidder agrees and confirms it shall be solely responsible for arranging and maintaining the afore-mentioned at its own cost including all materials, tools & plants, water, electricity, access, facilities for workers and all other services required for executing the Work unless otherwise specifically provided for in the contract documents.
3. The Bidder confirms and agrees that the submission of the tender implies that the requisite site visit has already been undertaken and that the Bidder has acquainted itself with the local conditions and other factors having a bearing on the execution of the Work.

DEPONENT

VERIFICATION

I, _____, aged ____ years, son/daughter of _____, presently residing at _____ and authorized by Bidder verify that the information mentioned above is true and correct to the best of my knowledge and belief.

DEPONENT

8. FROM H: SUMMARY A (Price Bid Format)

Project Milestone Schedule:			
Sr. No.	Description of Milestone (Physical)	Time allowed in Months (from date of start)	Fees in Rs.
Milestone of Works (Time duration 16 Months)			
1	Exhibition Design Masterplan and Preliminary Estimate	2 Months	
2	Detailed Design and Estimate	5 Months	
3	Estimation of bill of quantities and specifications and Procurement Process	7 Months	
4	Completion of Block C and Block D	11 Months	
4	Completion of Block E , F and G	14 Months	
5	Completion of Block H	15- Months	
6	Completion of all Building works Including Commissioning of all services of Electrical Installations, Installation and commissioning of all elements, Finishing and other Infrastructure work under the scope of this tender	16 -Months	
7	Curation	+60 Months after No. 6	
	TOTAL	76 Months	

Note: All figures excluding Taxes

Price bid has to be filled online before the stipulated time.

9. FORM I: Personal Details of Personnel with the Applicant (On Roll)**Personal Details Of Personnel With The Applicant (On Roll)**

Name of Applicant: -

Sr. No.	Description		On Applicants Pay Roll
(1)	Project Manager	:	
(2)	Works Manager-I (If applicable)	:	
(3)	Number of Engineering Graduates / under graduates a) Site Engineer b) Quantity Surveyor c) Material & Quality Control Engg. d) Interior Architect	:	
(4)	Number of administrative graduates	:	
(5)	Number of skilled employees	:	
(6)	Number of Unskilled employees	:	
(7)	Please indicate whether design wherever required as per conditions of bid, will be carried out in house or with the help of consultant. If in house, please indicate the details of designs carried out over the last few years. If to be done by back-up consultants please give the data such as name of the company, key personnel and professional qualifications, present position total experience, number of engineering staff under each category of specification and details of work executed.	:	

(8)	<p>1) Incase of personnel at Sr. No. 1 to 4 please given name, qualification present position, professional experience and linguistic ability.</p> <p>2) The certified copy of degree / diploma engineers, qualification with an affidavit on stamp paper stating their appointment in the firm shall have to be attached with this schedule.</p> <p>3) The above information shall be supported with necessary documents otherwise the same shall be treated as null & void.</p>	:	
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10. FORM J: Format of Details of Qualified Technical Staff to be deployed

Sr. No.	Name	Relevant Qualification	Additional Certifications	Total Years of Relevant Experience	Remarks
1.					
2.					
3.					
4.					
5.					
6.					

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Note: *Kindly submit copies of resumes and appropriate certifications with this sheet.*
Additional sheets may be used to provide accurate information.

11. FORM K: Format for performance bank Guarantee

[To be on non-judicial stamp paper of Rupees One Hundred Only (INR 100/-) or appropriate value as per Stamp Act relevant to place of execution, duly signed on each page. Foreign entities submitting Bid are required to follow the applicable law in their country]

Ref.: _____

Bank Guarantee No.: _____

Date: _____

FORMAT OF BANK GUARANTEE FOR PERFORMANCE BANK GUARANTEE.

We, Bank of _____ hereby agree unequivocally and unconditionally to pay immediately on demand in writing from the Gujarat State Disaster Management Authority or any Officer authorized by it in this behalf any amount upto and not exceeding Rs _____ (in words) _____ to the said Gujarat State Disaster Management Authority on behalf of M/s. _____ (Contractor's Name) who have entered in to contract for the supply / works specified below.

LOI / A/T No _____ dtd. _____

This agreement shall be valid and binding on this Bank up to inclusive of _____ and shall not be terminable by notice or by change in the constitution of the Bank or the firm of Consultant or by any other reasons whatsoever and our liability hereunder shall not be impaired or discharged by any extension of time or variations or alterations made, given conceded or agree, with or without our knowledge or consent by or between parties to the said within written contract.

NOTWITHSTANDING anything contained herein before our liability under this guarantee is restricted to Rs. _____ (Rupees _____).

Our guarantee shall remain in force until _____(date of validity of Guarantee).
Unless demands or claims under this Bank Guarantee are made to us in writing on or before -----
----- (date should be 1 month after the above validity period of BG), all rights of
Beneficiary under this Bank Guarantee shall be forfeited and we shall be released and discharged
from all liabilities there under.

Place:

Date:

(Please mention here complete Postal
Address of Bank with Branch Code,
Telephone and Fax Nos)

Signature of the
Bank's authorized Signatory
with official seal

INSTRUCTIONS FOR FURNISHING PERFORMANCE BANK GUARANTEE

1. The Bank Guarantee by Bidders will be given on non-judicial stamp paper as per stamp duty applicable at the place where the tender has emanated. The non-judicial stamp paper should be in name of the issuing bank.
2. This bank guarantee/ all further communication relating to the bank guarantee should be forwarded to _____, Gujarat only.
3. The full address along with the Telex/Fax No. and email address of the issuing bank to be mentioned

12. FORM L - Joint Venture/ Consortium Agreement

(To be executed on non-judicial stamp paper of appropriate value to be purchased

in the name of joint venture)

PROFORMA OF JOINT VENTURE AGREEMENT BETWEEN

.....AND

..... FOR BID SPECIFICATION NO.

..... OF (Purchaser).

THIS Joint Venture Agreement executed on this day of Two thousand and between M/s.a company incorporated

under the laws of and having its Registered Office at

..... (hereinafter called the

"Lead Partner" which expression shall include its successors, executors and permitted

assigns), M/s.a company incorporated under the laws

of and having its Registered Office at

..... (hereinafter called the "Partner" which expression shall include its

successors, executors and permitted assigns) and M/s.

..... a company incorporated under the laws of

.....and having its Registered Office at (hereinafter

called the "Partner" which expression shall include its successors, executors and permitted

assigns) for the purpose of making a bid and entering into a contract (in case of award) against

the RFP No.:

for **EXHIBITION DESIGN, DEVELOPMENT & CURATION OF SMRITIVAN**

EARTHQUAKE MEMORIAL MUSEUM AT BHUJIYO DUNGER, KUTCH-BHUJ,

GUJARAT. (Purchaser)., a company incorporated under the having its

Registered Office at (hereinafter called the "Purchaser). '

WHEREAS the Purchaser invited bids as per the above mentioned RFP for the

EXHIBITION DESIGN, DEVELOPMENT & CURATION OF SMRITIVAN

EARTHQUAKE MEMORIAL MUSEUM AT BHUJIYO DUNGER, KUTCH-BHUJ,

GUJARAT. under subject Package for

AND WHEREAS PT. 2 of Section- 7 stipulating the (Qualification Requirement of the

Bidder), forming part of the bidding documents, stipulates that a Joint Venture of two or more qualified firms as partners, meeting the requirement as applicable may bid, provided the Joint Venture fulfills all other requirements and in such a case, the BID shall be signed by all the partners so as to legally bind all the Partners of the Joint Venture, who will be jointly and severally liable to perform the Contract and all obligations hereunder.

The above clause further states that the Joint Venture agreement shall be attached to the bid and the contract performance guarantee will be as per the format enclosed with the bidding document without any restriction or liability for either party.

AND WHEREAS the bid has been submitted to the Purchaser vide proposal No dated by Lead Partner based on the Joint Venture agreement between all the Partners under these presents and the bid in accordance with Qualification Requirements of the Bidders, Section - 2 has been signed by all the partners.

NOW THIS INDENTURE WITNESSETH AS UNDER:

In consideration of the above premises and agreements all the Partners to this Joint Venture do hereby now agree as follows:

1. In consideration of the award of the Contract by the Purchaser to the Joint Venture partners, we, the Partners to the Joint Venture agreement do hereby agree that M/s shall act as Lead Partner and further declare and confirm that we shall jointly and severally be bound unto the Purchaser for the successful performance of the Contract and shall be fully responsible for the design, manufacture, supply, and successful performance of the equipment in accordance with the Contract.
2. In case of any breach of the said Contract by the Lead Partner or other Partner(s) of the Joint Venture agreement, the Partner(s) do hereby agree to be fully responsible for the successful performance of the Contract .and to carry out all the obligations and responsibilities under the Contract in accordance with the requirements of the Contract.
3. Further, if the Purchaser suffers any loss or damage on account of any breach in the Contract or any shortfall in the performance of the equipment in meeting the performance guaranteed as per the specification in terms of the Contract, the Partner(s) of these presents undertake to promptly make good such loss or damages caused to the Purchaser, on its demand without

any demur. It. shall not be necessary or obligatory for the Purchaser to proceed against Lead Partner to these presents before proceeding against or dealing with the other Partner(s).

4. The financial liability of the Partners of this Joint Venture agreement to the Purchaser, with respect to any of the claims arising out of the performance of non- performance of the obligations set forth in the said Joint Venture agreement, read in conjunction with the relevant conditions of the Contract shall, however, not be limited in any way so as to restrict or limit the liabilities of any of the Partners of the Joint Venture agreement.

5. It is expressly understood and agreed between the Partners to this Joint Venture agreement that the responsibilities and obligations of each of the Partners shall be as delineated in Appendix-I (*To be incorporated suitably by the Partners) to this agreement. It is further agreed by the Partners that the above sharing of responsibilities and obligations shall not in any way be a limitation of joint and several responsibilities of the Partners under this Contract.

6. This Joint Venture agreement shall be construed and interpreted in accordance with the laws of India and the courts of Gandhinagar shall have the exclusive jurisdiction in all matters arising there under.

7. In case of an award of a Contract, We the Partners to the Joint Venture agreement do hereby agree that we shall be jointly and severally responsible for furnishing a contract performance security from a bank in favour of the Purchaser in the forms acceptable to purchaser for value of 10% of the Contract Price in the currency/currencies of the Contract.

8. It is further agreed that the Joint Venture agreement shall be irrevocable and shall form an integral part of the Contract, and shall continue to be enforceable till the Purchaser discharges the same. It shall be effective from the date first mentioned above for all purposes and intents.

IN WITNESS WHEREOF. the Partners to the Joint Venture agreement have through their authorized representatives executed these presents and affixed Common Seals of their companies, on the day, month and year first mentioned above.

1. Common Seal of

For Lead Partner

has been affixed in my/our presence

pursuant to the Board of Director's

(Signature of authorized

resolution dated

representative)

Name... ..

Signature.. Designation

Name Common Seal of the company

Designation.....

2. Common Seal of For other Partners

has been affixed in my/our presence

pursuant to the Board of Director's (Signature of authorised

resolution dated representative)

Name... ..

Signature.. Designation

Name Common Seal of the company

Designation.....

WITNESSES :

1. 2.

(Signature) (Signature)

Name Name

.....

(official address) (Official address)