

**GUJARAT STATE DISASTER MANAGEMENT AUTHORITY
(GSDMA)**

Block 11,12, 5thFloor, Udyog Bhavan, Sector – 11, Gandhinagar

Phone No: 079 2325 9220

Website: <http://www.gsdma.org>



**TENDER FOR SELECTION OF AGENCY FOR INTERIOR WORKS
AND OPERATIONS & MAINTENANCE INCLUDING
DEVELOPMENT, SUPPLY, PROCUREMENT, INTEGRATION,
EXECUTION , OPERATION & MAINTENANCE OF SOFT
CONTENT, EXHIBITS, INSTALLATIONS, LIGHTING AND
DIGITAL EQUIPMENT AT SMRITIVAN MEMORIAL MUSEUM
AT BHUJ, KUTCH, GUJARAT, INDIA**

Tender Number:

GSDMA / Smritivan / Museum Interior Works / Tender / 10 / 2020

Issued By:

Gujarat State Disaster Management Authority (GSDMA)

on

27th October 2020

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Notice Inviting E-Tender

Subject: "Tender for selection of agency for interior works and operations & maintenance including development, supply, procurement, integration, execution, operation & maintenance of soft content, exhibits, installations, lighting and digital equipment at Smritivan Memorial Museum at Bhuj, Kutch, Gujarat, India"

Gujarat State Disaster Management Authority (GSDMA) invites interested parties to participate in this Request for Proposal for bidding and selection process for the appointment of Contractor for **"Tender for selection of agency for interior works and operations & maintenance including development, supply, procurement, integration, execution, operation & maintenance of soft content, exhibits, installations, lighting and digital equipment at Smritivan Memorial Museum at Bhuj, Kutch, Gujarat, India"**

Tender Documents may be downloaded from <https://gsdma.nprocure.com> OR www.gsdma.org

For view download and any other updates regarding this Tender, kindly check www.gsdma.org or N-procure website. Tender Fee & EMD shall be paid along with online submission of Tender Documents. EMD shall be submitted before the due date along with the original documents. All the relevant documents of the Tender shall also be submitted physically before the due date & time by Registered Post A.D. / Speed Post / Courier Services / Hand delivery which shall be addressed to: **Chief Executive Office, Gujarat State Disaster Management Authority (GSDMA)** super scribing the envelope with Tender No. and Description.

Important Dates & Information

Department Name	:	Gujarat State Disaster Management Authority (GSDMA)
Inviting Bid/Bid Opening Authority	:	Chief Executive Officer (CEO) Gujarat State Disaster Management Authority (GSDMA), Udyog Bhavan, Sector-11, Gandhinagar, Gujarat
Name of Work	:	"Tender for selection of agency for interior works and operations & maintenance including development, supply, procurement, integration, execution, operation & maintenance of soft content, exhibits, installations, lighting and digital equipment at Smritivan Memorial Museum at Bhuj, Kutch, Gujarat, India"
Period of Contract / Project Timeline	:	6 Months for Museum Interior execution (Part -1) 60 Months (5 years) for Museum Operation and Maintenance (Part -2) (the contract for O&M can be extended for further 5 years basis the performance of the bidder during first 5 years)
Tender Currency Type	:	Single
Tender Currency Settings	:	Indian Rupee (INR)
Joint Venture \ Consortium	:	Allowed (max 3 partners)
Amount Details		
Tender Fee (INR)	:	Rs 17,700/- (Rs 15,000 + 18% GST)
Tender Fee payable to	:	Non - refundable by Demand Draft in favour of “Gujarat State Disaster Management Authority (GSDMA)” in f from any Scheduled bank / Nationalized Bank
EMD (INR)	:	Rs 2,25,00,000 (INR Two crore twenty-five lacs)
EMD in favour of	:	(Rupees Two crore twenty-five lacs Only) by DD in favour of “Gujarat State Disaster Management Authority (GSDMA)” from any Scheduled Bank / Nationalized Bank For list of Scheduled Bank refer to RBI’s website: https://m.rbi.org.in/scripts/bs_viewcontent.aspx?Id=3657 https://rbidocs.rbi.org.in/rdocs/content/pdfs/BANKL13042020_I.pdf
Tender Dates		
Tender notice in newspaper	:	27 th October 2020
Bid Document Downloading Start Date	:	27 th October 2020
Bid Document Downloading and end of online submission Date	:	5th December 2020 up to 1600 hours
Pre-Bid Meeting	:	1. Presentation on Concept of the Museum Interior will be held online on a virtual platform on 5 th November 2020 1600 hours (link will be shared later on email) 2. Pre – Bid meeting will be at 1400 Hours on 7th November 2020 & will be held at GSDMA. Bidders who cannot attend physically can join online on a virtual platform as set up by GSDMA. Maximum of 3 persons from one organization is allowed to attend the pre-bid

		meeting (link will be shared later on email) Any Queries should be sent before pre-bid meetings on email address – sksgsdma@gmail.com & saurabhgsdma@gmail.com with a copy to drmanojpatadiya@gujarat.gov.in and ceo@gsdma.org on or before 06 th November 2020 1700 hours.
Last Date & Time for Receipt (Submission) of Technical Bid (Along with EMD, Tender Fee, Bid documents)	:	5 th December 2020 up to 1600 hours
Date of Tender opening (Technical Bid)	:	5 th December 2020 at 1700 hours
Date of Presentation	:	To be informed to Qualified Bidder
Financial Bid Opening	:	To be informed to the technically qualified bidder
Submission of certain documents, etc.	:	Submission of EMD, Tender fee, Technical Bid and other Documents till 5 th December 2020 at 1600 hrs. in the office of CEO GSDMA, Gujarat State Disaster Management Authority (GSDMA), Udyog Bhavan, Sector-11, Gandhinagar. Gujarat
Phone	:	079 2325 9220
List of Uploaded documents	:	RFP, Tender drawings, BOQ (Part 1 & Part 2) & reference presentation with supportive documents

Note: The above-mentioned dates are subject to amendment, in which case the amendments shall be notified through web only.

Basic Terms and Conditions

- Bidders can download the tender document free of cost from the website.
- Bidders must submit Price bid / Financial proposal in **Electronic form only** on n-procure website before the last date & time for submission. Bidders should not wait till last moment to submit the financial bid in the portal.
- Price bid offers in physical form will not be accepted in any case and the bid will be disqualified.
- The set of tender documents comprises of:
 - RFP document (Part -1 Museum Interior Execution & Part -2 Museum Operations & Maintenance)
 - Bill of Quantities for Part – 1 (Museum Interior Execution Works)
 - Bill of Quantities for Part – 2 (Museum O&M Works)
 - Tender drawings
 - Concept Presentation of Smritivan Memorial Museum (provided in below link)
 - Various reference Videos to understand the Concept
 - Videos can be viewed / Downloaded by clicking the below link:
<https://rb.gy/9dcoaw>
Bidders must raise a request to take access of these videos. The link will re-direct bidders to Access Request Page.

Bidders who wish to participate in online tenders will have to procure/ should have legally valid Digital Certificate as per Information Technology Act-2000 using which they can sign their electronic bids. Bidders can procure the same from any of license certifying Authority of India or can contact (n) Code Solutions – A division of GNFC Ltd., who are licensed Certifying Authority by Govt. of India.

All bids should be digitally signed. The bidder should contact the below mentioned address for their query on every Monday to Friday between 14:00 Hr – 16:00 Hr at GSDMA Office

IMPORTANT NOTE TO BIDDERS:

Timely Submission of offer to GSDMA: In addition to bid submitted online, all the relevant documents as per the tender requirement should also be submitted physically along with the original Tender Fee and EMD in sealed cover at GSDMA office on or before the due date and time. All such documents can be submitted by RPAD/ speed post / Courier Service / Hand delivery. Otherwise the offer will not be considered and no further communication in the matter will be entertained.

No tender shall be accepted in any case after due date and time of receipt of the Tender, irrespective of delay due to postal services or any other reasons and GSDMA does not assume any responsibility for late receipt of the Tender.

1. All interested parties are requested to understand this Tender in detail in order to comply with GSDMA's requirements including but not limited to the fees and deadlines, selection criteria, selection methodology, scope of work, and minimum technical standards, etc. The bidders shall strictly abide by All the terms and conditions prescribed in this Tender and provide accurate information to GSDMA.
2. Bid in TWO (2) copies (**1 Original + 1 Copy**) shall be sent in sealed envelopes to GSDMA
3. All the envelopes should be addressed to: Chief Executive Officer-GSDMA Gujarat. Complete postal address of the bidder along with contact name & details should appear on all the envelopes so that it is possible to find out whose bid it is without opening the envelope.
4. Tender Fee and EMD shall be submitted in 2 separate envelopes. Tender Fee & EMD are allowed from any Scheduled bank / Nationalized Bank. For list of Scheduled Bank refer to RBI's website:
https://m.rbi.org.in/scripts/bs_viewcontent.aspx?Id=3657
https://rbidocs.rbi.org.in/rdocs/content/pdfs/BANKL13042020_I.pdf
5. Tender fee(non-refundable) will be accepted by DD drawn in favour of the **Gujarat State Disaster Management Authority** payable at Gandhinagar. Tenders submitted without tender fee will not be accepted. The envelope for tender fee should be super scribed as "Tender Fee".
6. EMD (refundable) will be accepted by DD drawn in favour of the **Gujarat State Disaster Management Authority** payable at Gandhinagar. Tenders submitted without EMD will not be accepted. The envelope for tender fee should be super scribed as "EMD".
7. **It is mandatory for all bidders to submit their PRICE-BID only through online (e-tendering).** Price bid submitted in physical form will not be considered for its opening and

only online submitted price bid will be considered for evaluation. Bidders to note that Price Bid of those bidders shall be opened (Online/e-tendering) who are technically qualified as per eligibility & marking criteria mentioned in this RFP

8. All the Bidders should fulfil the pre-qualification criteria as stipulated in RFP Document in order to be evaluated on technical grounds
9. Any technical/commercial query pertaining to this Tender should be referred to: sksgsdma@gmail.com & saurabhgsdma@gmail.com with a copy to drmanojpatadiya@gujarat.gov.in and ceo@gsdma.org
10. **Tender Documents (PDF Format) can be downloaded from Website:**
<https://gsdma.nprocure.com> OR www.gsdma.org.
11. GSDMA reserves the rights to accept/ reject any or all tenders without assigning any reasons thereof. Bidders are requested to be in touch with the above-mentioned websites till opening of the price bid to know the latest status.

Invitation for Bids (IFB)

1. Gujarat State Disaster Management Authority (GSDMA) has received a grant from Government of Gujarat for development of Smritivan Memorial Museum at Bhuj.
2. GSDMA invites e-tender from experienced agency in similar field for providing Tender for selection of agency for interior works and operations & maintenance including development, supply, procurement, integration, execution, operation & maintenance of soft content, exhibits, installations, lighting and digital equipment at Smritivan Memorial Museum at Bhuj, Kutch, Gujarat, India. Tender no.: GSDMA / Smritivan / Museum Interior Works / Tender / 10 / 2020
3. Bidders may obtain further information regarding the tender from:
Mr. Saurabh Singh, Deputy Director – GSDMA
Email address: sksgsdma@gmail.com & saurabhgsdma@gmail.com
All such emails asking for information must be sent to above email ids with a copy to drmanojpatadiya@gujarat.gov.in and ceo@gsdma.org
A complete set of bidding documents may be downloaded by interested bidders from <https://gsdma.nprocure.com> OR www.gsdma.org
4. All bids must be accompanied by a non-refundable Tender fee Rs 17,700 (15,000 +18% GST) & EMD of Rs. 2,25,00,000 (INR Two crore twenty-five lacs only) in form of Demand draft/ Bank Guarantee from any Scheduled bank or Nationalized Bank (except Co-operative Bank) in India in favour of Gujarat State Disaster Management Authority, Gujarat. For list of Scheduled Bank refer to RBI's website: https://m.rbi.org.in/scripts/bs_viewcontent.aspx?Id=3657
https://rbidocs.rbi.org.in/rdocs/content/pdfs/BANKL13042020_I.pdf

Address: -

Gujarat State Disaster Management Authority (GSDMA)

Block No.11, 12, 5thFloor, Udyog Bhavan, Sector-11, Gandhinagar, Gujarat

5. The detail timeline for Tender procedure are as follows:

Tender Dates		
Tender Notice in Newspaper	:	27 th October 2020
Bid Document Downloading Start Date	:	27 th October 2020
Bid Document Downloading till and end of online submission Date	:	5 th December 2020 up to 1600 hours
Pre-Bid Meeting	:	<p>1. Presentation on Concept of the Museum Interior will be held online on a virtual platform on 5th November 2020 1600 hours (link will be shared later on email)</p> <p>2. Pre – Bid meeting will be at 1400 Hours on 7th November 2020 & will be held at GSDMA. Bidders who cannot attend physically can join online on a virtual platform as set up by GSDMA. Maximum of 3 persons from one organization can attend the pre-bid meeting</p> <p>(link will be shared later on email)</p> <p>Any Queries should be sent before pre-bid meetings on email address – sksgsdma@gmail.com & saurabhgsdma@gmail.com with a copy to drmanojpatadiya@gujarat.gov.in and ceo@gsdma.org on or before 06th November 2020 1700 hours.</p>
Last Date & Time for Receipt (Submission) of Technical Bid (Along with EMD, Tender Fee, Bid documents)	:	5 th December 2020 up to 1600 hours
Date of Tender opening (Technical Bid)	:	5 th December 2020 at 1700 hours
Date of Presentation	:	To be informed to Qualified Bidder
Financial Bid Opening	:	To be informed to the technically qualified bidder
Project Completion Time period	:	6 Months (interior works execution) (RFP – Part 1)
Project Timeline for O&M works	:	60 Months (5 years) for Museum Operation and Maintenance (RFP Part -2) (the contract for O&M can be extended for further 5 years basis the performance of the bidder during first 5 years)
Project Value	:	Approximate Value Rs. 100 Cr including Operation and Maintenance cost excluding GST. (Note the bidder will quote for O&M cost for 5 years as per Part-2 BOQ attached)

EMD (INR)	:	Rs 2,25,00,000 (INR Two Crore Twenty-Five lacs)
Performance security (Part – 1)	:	Rs 3,25,00,000 (INR Three Crores Twenty-Five Lacs)
Performance security (Part – 2)	:	Rs 1,00,00,000 (INR One Crore)

6. The price bid / proposals (which are to be submitted online on N-procure portal only) will be opened in the presence of the bidder's representatives who choose to attend at the time and date and at the address to be advised by the GSDMA after approval of the evaluation of the technical proposals.

7. Qualification criteria

The qualification criteria of the bidder will be as under:

- The bidder should be company/ firm/ consortium with sound experience in performing the required job work as mentioned in the tender documents.
- Number of members in a JV/ consortium shall not be more than 03. A member of JV shall not be permitted to participate either in individual capacity or as a member of another JV in the same tender.
- The bidder must understand that the project is a state-of-the-art museum, with complex installations, projection systems, audio-visuals, graphical panels, sculptures, artworks and furniture works. It is required that the bidder should be thorough in doing similar works.
- If Consortium/JV is created for operations & management partner, the O&M partner in JV / Consortium must meet the minimum eligibility criteria defined under clauses 7.5, 7.6 & 7.7 for O&M part.

The bidder must submit the following documents for fulfilling the eligibility for appointment of agency:

7.1 Proof of average annual financial turnover –

Single Entity: The firm should have the average annual financial turnover for 3 (three) years of not less than Rs. 30.00 Crores from similar types of work FY 2017-18, 2018-19, 2019-20

In case of Joint Venture / Consortium:

At least one firm out of the JV/Consortium should have the average annual financial. turnover for 3 (Three) years of not less than Rs.30.00 Crores in similar types works. FY 2017-18, 2018-19, 2019-20

The JV partner fulfilling the Turnover Criteria must be principle bidder in the JV / Consortium.

- 7.2 Bidder or any one bidder (in case of JV / Consortium) should have proof of having completed similar works as per the definition during last seven (07) years ending of March 2020.

Three similar projects costing each not less than Rs.15 Crores

or

Two similar projects costing each not less than Rs. 20 Crores

or

One similar project costing each not less than Rs. 30 Crores

- 7.3 Certificates/letter from the employers (clients)/ Agreement Copy shall be attached as documentary proof of experience. (certifications required for completed projects only)
- 7.4 The bidder must have in house production facility with wood CNC, Paint workshop, Metal works, cutting machines used for interior works. The installations need to be produced at factory and installed on site to minimize the time for project completion. Self-certification to be provided by bidders supported with photograph & registration certificate of the facility.
- 7.5 The average annual financial turnover for last 3 years should not be less than Rs. 5.0 Cr. from list of eligible works for operations and maintenance. FY 2017-18, 2018-19, 2019-20. If a JV /Consortium is bidding for the work, then the O&M partner in the JV / Consortium must fulfil this turnover criterion
- 7.6 Bidder / O&M partner, over the last 7 (seven) financial years must have paid for/received payments for meeting the O&M expenses on any eligible projects for an area of minimum 40,000 sq. ft, Self certification and documentary proof should be attached.
- 7.7 Bidder / O&M partner, over the last 7 (seven) financial years must have done AMC for audio visuals equipment's and interior installations for a period of minimum (2) two years on eligible projects, documentary proof should be attached.

8. Definition of Similar works for Museum Interior Execution (Part 1):

1. Execution of interior work for museums/exhibition /interpretation center/experience centre/ visitor center of national importance done for state/central governments/government undertakings / local government bodies.
2. This should include – interiors, projection systems, interactive screens, installations, films, audio/visual soft content for digital media, graphical illustrations, exhibit build up items, technology and hardware integration.

9. List of eligible works for Museum Operations and Maintenance (Part-2):

Museum/ convention center /interpretation center/ visitor center/ Historical places / Monuments / Information centers / Institutes / Hotels / other commercial establishments with relevant experience.

Eligibility Criteria Summary in cases of JV / Consortium

Below table summarizes the possible JV / Consortium Cases & the eligibility criteria defined for each partner. For Part – 1 Interior Works – JV / Consortium Partner satisfying the Financial Criteria must be considered as Principle Bidder

Accordingly, other cases are formed, wherein it is mentioned which eligibility criteria must be satisfied by which JV / consortium partner

If there is any query with respect to formation of Joint Venture / Consortium and their respective eligibility conditions, bidders may write to sksgsdma@gmail.com &

saurabhgsdma@gmail.com with a copy to drmanojpatadiya@gujarat.gov.in and ceo@gsdma.org. The queries will be answered in / after the pre-bid meeting.

Sr. No.	Bidder	Interior Execution Works		O&M Works	
		Financial Capability / Turnover	Similar Works Experience	Financial Capability / Turnover	Similar Works Experience
1	Single Entity	7.1	7.2, 7.3, 7.4	7.5	7.6 & 7.7
2	Joint Venture-1 (2 parties)	7.1 – Principle Bidder / First party	7.2 – First Party 7.3 – First Party 7.4 – Any party from JV	7.5 - Second Party	7.6– Second Party 7.7 – Second Party
3	Joint Venture-2 (2 parties)	7.1 – Principle Bidder / First party	7.2 – Second Party 7.3 – Second Party 7.4 – Any party from JV	7.5 - Second Party	7.6– Second Party 7.7 – Second Party
4	Joint Venture-3 (2 Parties)	7.1 – Principle Bidder / First party	7.2 – Second Party 7.3 – Second Party 7.4 – Any party from JV	7.5 - First Party	7.6 – First Party 7.7 – First Party
5	Joint Venture-4 (3 Parties)	7.1 – Principle Bidder / First party	7.2 – Second Party 7.3 – Second Party 7.4 – Any party from JV	7.5 - Third Party	7.6 – Third Party 7.7 – Third Party

NOTE: If the bidder feels, there is any other possibility of forming a JV / Consortium to bid for this work, bidder may seek clarification in Pre-Bid Meeting by mentioning in the queries to be sent for clarification to above mentioned email ids. The queries will be clarified during / after the pre-bid meeting.

10. Marking system

Sr. No	Component	Maximum marks
1	Human Resources Requirement (Table A)	20
2	Experience of Firms (Table B)	25
3	Presentation showcasing the past works on similar grounds showcasing the interior works, art works, film works, narrator used, no. of technologies explored, installations. (Table C)	15
4	Presentation showcasing how this project will be executed in terms of management, timeline, shop drawing capabilities, execution capabilities, film making capabilities, interior execution capability, artwork and graphic execution works, collaboration with various artisans, technology and lighting capability. (Table D)	35
5	Experience in Operation & Annual Maintenance with special manpower for Audio Visual, Digital Marketing, Artist & ushers. AMC for Museum Equipments, Lights & Stimulator Installation. (Bidder should submit relevant documents for verification) (Table E)	05
	TOTAL MARKS	100

NOTE:

- Presentation as per Table C, Table D and Table E for the proposed project must be submitted with technical bid. If the bidder fails to submit the same, the offer will be considered as non-responsive and rejected out rightly.
- The bidder must provide necessary all supporting documents showing his financial and technical capabilities and experiences.

TABLE A: Human Resource Requirement (Maximum marks: 20)

Key Professional Staff /Consultant and qualification required are as follows:

Sr. No.	Designation	No.	Min.years of Exp.	Role & Duty Description	Min qualifications	Marks	Remarks
1	Project Manager	1	10 years of experience in leading similar works	The resource is expected to have optimum understanding of design, technology, integration and interior execution. The resource will be responsible to ensure the project progress wrt to project finances and timelines and provide regular updates to GSDMA in regard to the project.	B.E/ B.Tech / Project Management/ B.Arch	2	On roll/ Office deployment
2	Creative Director – Interior & installations	1	10 years of experience in similar works	The resource is expected to have optimum understanding of spatial and visual design including integration of graphics, artwork, AV and technology with interiors along with the knowledge of shop drawings production. He should have good understating of materials, structural strength and joining details.	Graduate and postgraduate (Design / Arch) from a reputed institute like IIT / SPA / NID/equivalent	2	Office deployment
3	Creative Director -AV content	1	10 years of experience in similar works	The resource is expected to hold good understanding of directing films in multiple mediums and styles like hologram, 2D/3D animation, shooting, documentary, virtual reality etc. He should understand the digital media and AV in coordination with overall museum experience and should be well versed with the development process	Relevant qualification or graduation in film making/direction /cinematography/dramatic arts from reputed institute	2	Office deployment

Sr. No.	Designation	No.	Min.years of Exp.	Role & Duty Description	Min qualifications	Marks	Remarks
				and approvals required at different stages like storyboard, visual style, music and voice over sample etc.	like NSD / FTII /equivalent		
4	Creative head for visualisation and scenography	1	7 years of experience in similar works	The resource is responsible to coordinate with the respective visualisation team to prepare print ready file based on the content framework and museum gallery narrative. He should be well versed with designing detailed graphics, illustrations, editing and colour corrections of pictures and archives. He should be experienced in making environmental visuals with the understanding of space, scale and design with respect to overall scenography.	B.Des / BFA from reputed college like NID / JJ college of art/NIFT /equivalent	1	Office deployment
5	Art and craft director	1	7 years of experience in art and craft design	The resource will be responsible for coordinating and managing all the installations and artworks to be designed by specialised artist and produced by a local artisan with experience in the respective local crafts like applique, terracotta etc as per specifications. He should be familiar with the various art forms and be able to lead teams of artists and artisans with experience in handling big teams and exhibitions.	Relevant qualification	1	Office deployment

Sr. No.	Designation	No.	Min.years of Exp.	Role & Duty Description	Min qualifications	Marks	Remarks
6	Production Manager	1	10 years of experience in managing production similar works	The resource to be well versed in detailing and manufacturing complex installations dealing in a range of materials like Corian, FRP, Wood, MS, SS, stretch ceiling etc. He should be capable to integrate mechanical and electronic systems withing the installations with precision and desired finishing. The manager should be well versed in planning and managing the production including pre-fabrication process, Part production and assembly.	Relevant qualification	1	Site deployment
7	Architect	1	5 years of experience in similar works	The resource is required to have experience of working on museum/exhibition sites and be well versed in coordinating between various parallel verticals of a museum execution including interiors, installations, AV integration etc	B.Arch from reputed college	0.5	On roll and Site deployment
8	Civil Engineer	1	5 years of experience in similar works	The resource is required to have experience of working on museum/exhibition sites and should be well versed with coordination process required for museum execution including installations constituting electronic and mechanical systems, AV integration and lighting coordination, automation etc.	B.E/ B.Tech/ B.Arch/ B.Tech (Mechanical)	0.5	On roll and Site deployment

Sr. No.	Designation	No.	Min.years of Exp.	Role & Duty Description	Min qualific ations	Marks	Remarks
9	Electrical engineer	1	5 years of experience in similar works	The resource is required to have experience of working on museum/exhibition sites and should be well versed with coordination process required for museum execution including installations constituting electronic and mechanical systems, AV integration and lighting coordination, automation etc. The engineer will be responsible for coordinating between the civil contractor and the interior contractor relating to all the ELV requirements	B.E/ B.Tech (Electric al)/diplo ma	0.5	Site deployment
10	Asst. Engineer	1	5 years of experience in similar kind of projects	The resource is required to have experience of working on museum/exhibition sites and should be well versed with coordination process required for museum execution including installations constituting electronic and mechanical systems, AV integration and lighting coordination, automation etc.	B.Tech (Civil)/ B. Arch/dip loma	0.5	Site deployment
11	Music Director	1	10 years of experience in Music Direction in films/TV Serials/ Advertisement Films/SEL shows/Projection Mapping/Museum shows	The resource will be responsible for understanding the museum narrative intent and direct the audio experience of the entire museum. He should be familiar with various local Kutchi/Gujarati folk music styles and instruments and should be proficient in music/audio production, editing and mixing required for the	Relevant qualifica tion	1	Office deployment / consultant

Sr. No.	Designation	No.	Min.years of Exp.	Role & Duty Description	Min qualific ations	Marks	Remarks
			with original score	desired output. He should be well versed in managing audio recordings with various voiceover artists, interviews, singers etc. He should have the technical knowledge of all audio equipment including speaker, headphones, subwoofers, directional speakers etc required for the various installations.			
12	Animator	1	5 years of experience in animation for films /advertisements and other similar works.	The resource will be responsible for working with the AV content team and provide necessary support in the form of 2D/3D animation for all the digital content to be developed for various projections, video walls, interactive tablets, application, web portal etc.	B.Des / BFA from reputed college like NID / JJ college of art/NIFT /equivalent	0.5	Office deployment / consultant
13	Language Expert	3	7 years of experience in similar works	The resource will be responsible for doing the detail copywriting of the static and digital media content in the museum in Hindi, English and Gujarati for all the installations, soft content and panels being displayed in the museum in synchronisation with the work being executed by the visualisation and scenography team	M.A. in respective language s or equivalent	0.5	Office deployment / consultant
14	Proof-reader	3	7 years of experience in publication works for print/ digital media in Hindi,	The resources will be responsible for proofreading all the content including information panel text, digital content text, signages, labels etc in	B.A. Hons/M. A. in respective language s or	1	Office deployment / consultant

Sr. No.	Designation	No.	Min.years of Exp.	Role & Duty Description	Min qualifications	Marks	Remarks
			English and Gujarati respectively	Hindi, English and Gujarati to ensure no grammatical errors are made.	equivalent		
15	AV and technology integration expert	1	7 years of experience in similar works	The expert should be well versed in all aspects of digital installations including technology, content and integration. He should be able to configure the best equipment proposal with integration of all the technical and soft aspects of the installation for all the installations justifying the gallery intent and expected impact on the visitors. He should be familiar with various technologies like projection mapping, holographic projection, augmented reality, virtual reality and other related technologies being features in this museum. He should have experience in simulating environments digitally for calculations and take necessary design approvals on the same.	Relevant qualification	1	Office/Site deployment
16	Cultural history expert	1	7 years of experience in similar works	The resource should be well versed with theme and historical content in relation to the museum narrative. He will be responsible for coordinating with subject experts with the required knowledge for conducting interviews, making artefact replicas, making 2D/3D models for display at various galleries	Relevant qualification	1	Office deployment / consultant

Sr. No.	Designation	No.	Min.years of Exp.	Role & Duty Description	Min qualifications	Marks	Remarks
				amongst others. The resource will guide and overview the team in executing artwork and installations.			
17	Scientific technology expert	1	7 years of experience in similar works	The resource should be well versed with science and technology in relation to the museum narrative. He will be responsible for coordinating with subject experts with the required knowledge for delivery of installations such as temperature installation, wind installation, seismograph wall, forces of nature, natural disaster demonstration models, amongst others.	B.tech (mechanical)/ B.E./ equivalent	1	Office deployment / consultant
18	International museum expert	1	7 years of experience in similar works	The resource will ensure the museum is made as per international museum standards.	Relevant qualification	1	Letter of consent to be submitted as part of the submission with the CV
19	Simulator consultant	1	Consultancy/ Execution of minimum 1 shake table project of minimum 16 square metre area in India or abroad and should have an experience of executing	The consultant is expected provide shop drawings and ensure workability of the Simulator to be placed in Block H. Being the showstopper of the project, it is important that he can calibrate and integrate the entire show to create a master experience. He will be responsible to integrate all the equipment including shake table, projectors, soft content, lighting and any addition	Relevant qualification	2	Letter of consent to be submitted as part of the submission with the CV

Sr. No.	Designation	No.	Min.years of Exp.	Role & Duty Description	Min qualifications	Marks	Remarks
			shake table for at least 10 years	equipment that may be suggested by the vendor to create an end to end experience for the visitor. He should be well versed with the science and dynamics of natural disasters specifically earthquake, cyclones and famines.			
				TOTAL MARKS		20	

Note: Contractor / Bidder is responsible for deployment of minimum manpower / resources as requested in this RFP.

TABLE B: Experience of Firms (Maximum marks: 25)

Sr.No.	Qualification Criteria	Marks	Maximum Marks	Supporting Documents
1	Number of similar works in the past 07 years of value INR >15 Cr and <=20 Cr.	1 Project = 3 Marks 2 Projects = 5 Marks 3 or more than 3 Projects = 8 Marks	8	Work Orders to be attached
	Number of similar works in the past 07 years of value INR > 20 Cr and <= 30 Cr.	1 Project = 8 Marks 2 or more than 2 projects = 12 Marks	12	Work Orders to be attached
	Number of similar works in the past 07 years above INR >30 Cr	1 project = 20 marks	20	Work Orders to be attached
2	In house production facility of 50,000 sqft with wood CNC, paint booth/workshop, cutting machines used for interior works	-	2	Photographs To be attached
3	If the existence of firm is more than 15 years		1	Deed / certificate of Incorporation To be attached
4	If the bidder has executed projects internationally		2	Work Orders to be attached
Maximum marks with all the project experience			25	

Note: The international project executed should be of significant importance & value. GSDMA reserves all the rights to give marks for this criteria basis the project experience shown by bidder.

TABLE C: Presentation (Maximum marks: 15)

Presentation showcasing the past works on similar grounds showcasing the interior works, art works, film works, narrator used, number of technologies explored, installations

Presentation description	Marks
Work done for execution of AVs, including soft content development, technology exploration and integration. This will include proficiency in storyboard creation, content treatments implemented, voiceover recording, technical understanding of equipment in coordination with space and integration of hardware and software for a complete experience.	5
Work done for execution of interiors, installations and sculptures in coordination with lighting, visual language, interactive (physical/digital) models, technology and information panels. Proficiency in material understanding, know-how of fixing and joinery details, finishing, production planning, execution, assembly and installation on site.	5
Work done for execution of artwork, visual illustrations in print media. This will include exploration of relevant print mediums, detailing and implementation of visual design language, content treatments implemented, proficiency in preparing production files for printing, CNC cutting etc in required scale for multiple mediums.	5
TOTAL MARKS	15

Note: Any of the past works completed by the bidder can be visited by Authorized Representative designated by GSDMA. The bidder must coordinate with GSDMA for arranging such visits if GSDMA intends to.

TABLE D: Presentation (Maximum marks: 35)

Presentation showcasing how this project will be executed in terms of management, timeline, shop drawing capabilities, execution capabilities, film making capabilities, interior execution capability, artwork and graphic execution works, collaboration with various artisans, technology and lighting capability. The applicant should also show following for the proposed work:

Presentation description	Marks
<p>A. Approach and methodology including overall understanding of concept, detailed design and implementation of artwork, sculptures, panels, films, potential artists. (Maximum 10 slides)</p> <p>B. As a part of this segment the vendor is required to present approach and methodology for the C3+C5 gallery including the following in coordination with reference document: (Maximum 10 slides)</p> <ol style="list-style-type: none"> 1. Detail shop drawings of all components of the gallery including artefact display unit, elliptical model display with panel, fossil display table, suspended light over fossil display table, globe installation amongst others. 2. Detail proposal with visuals/drawings/3D model/prototype of interactive model on the theme of discovery of layered earth 3. Technical drawing for globe installation experience highlighting location and details of projector and speaker installation with projector housing details, local server details for integration. 4. Detail proposal for Black on Black Applique Cloth being used for wall panelling with details of pattern design as per the narrative of the gallery with samples of 1200x1200mm of applique fabric made by an artisan. 5. Detail proposal for the globe projection film with storyboard, sample video with proposed visual style based on the script summary. 6. Proposal for scenography of the gallery including visualization proposal for artefact display unit and panel for the elliptical model table 7. O&M provision undertaken for the installation 	25
<p>A. Material assessment, technical production, project management plan & master schedule of execution works. (Maximum 10 slides)</p> <p>B. As a part of this segment the vendor is required to present the following for Simulator experience including the following: (Maximum 6 slides)</p> <ol style="list-style-type: none"> 1. Understanding of material assessment for shake table equipment, projectors, surround audio system, LED moving head and acoustical insulation. 2. Understanding of technical production and technical drawings for the equipment with details of integration and control system 3. Production planning for the simulator experience with timeline for production, transport and installation of all material and equipment 	10
TOTAL MARKS	35

TABLE E: O&M Experience (Maximum Marks: 5)

Experience in Operation & Annual Maintenance with special manpower for Audio Visual, Digital Marketing, Artist & ushers. AMC for Museum Equipments, Lights & Stimulator Installation:

Presentation description	Marks
Museum/ convention center /interpretation center/ visitor center/ Historical places / Monuments / Information centers / Institutes / Hotels / other commercial establishments with relevant experience.	1
Approach and methodology for Digital Marketing of the Museum with 5-year forecast plan	2
Health, Safety and Environment manual	1
Letter of appreciation by the previous employer	1
TOTAL MARKS	5

11. Evaluation of the Bids

11.1 The evaluation of the bids would be carried out as under:

11.1.1 The bidder will be selected as per Quality and Cost based selection (QCBS).

11.1.2 Weightage of **technical score to financial score** will be **75:25**.

11.1.3 Financial bid will not be opened until evaluation of technical qualification bid has been completed and the result been approved by the competent authority. The financial bid shall be opened online only for technically qualified bidder.

11.1.4 Minimum qualification for opening of financial bid would be **60 marks** including technical and concept presentation score.

11.1.5 The weightage of technical qualification (including presentation) and financial bid would be 75 per cent and 25 per cent respectively. For this purpose, the highest technical qualification would be awarded 75 marks and the lowest financial bid would be given 25 marks.

- I. Financial Bid: The financial bid would be awarded marks out of maximum 25 based on following formula:

$$\text{Marks (Max 25) on Fin. Bid (F)} = \frac{25 \times \text{Lowest Financial Bid}}{\text{Financial Bid under evaluation}}$$

Total Marks = Technical (75) + Financial (25)

11.1.6 The bidder scoring maximum total marks would be recommended for selection and may be called for negotiations.

- 12 Right to Reject any Bid:** CEO, GSDMA reserves the right to reject any or all the bids without assigning any reason. Government rules and regulations issued from time to time will be binding to the bidder.
- 13 Validity of the Proposals:** The Proposals submitted by the bidder must be valid for 180 days from the date of opening of technical bid without changing the personnel proposed for the assignment and the proposed financial quotes. The GSDMA will make its best efforts to select an Agency / contractor within this Period.
- 14 Cost of preparing the Proposal:** Cost of preparing a proposal and of negotiating a contract including any visit to site, if any, is not reimbursable as direct cost of the assignment.
- 15 Commencement of the Assignment:** If the contract can be satisfactorily concluded in one week after finalizing the bidder, it is expected that the works shall commence within one week.
- 16 Conflict of Interest:** In case a manufacturing of construction/production firm is associated with a bidder, it will not be eligible for award of any works at a later point of time.
- 17 Taxes and Duties:** The rates quoted by the bidders shall be inclusive of all taxes and duties except GST.
- 18 Liquidated Damages Clause:**
Any delay in completion of the work shall attract liquidated damage/ penalty for late completion as per below conditions
- In case the Bidder fails to achieve successful Commissioning / Handover of the project as per timelines indicated in clause (6 Months from signing of Letter of Intent), then GSDMA shall levy the Liquidated Damages on the Bidder
 - The Liquidated Damages will be levied to the Bidder at **one percent (1%) of final Contract Value (including taxes & duties) for delay of one (1) week** or part thereof up to **maximum of ten percent (10%)** of final Contract Value.
 - The maximum time period allowed (with penalty) delay for Commissioning of the Project shall be ten (10) weeks from the next day of the 6-month execution period is completed. In case of delay for more than ten (10) weeks, GSDMA may terminate the Contract and get the Project complete by other suitable agency at the risk and cost of the Contractor
 - The milestones during the execution will be further detailed in the contract agreement

- e) Competent Authority / GSDMA reserves all the rights to take the decision on extension to be provided to bidder /contractor. The extension may only be provided if the reasons quoted are found suitable by GSDMA

19 Force Majeure Event:

Force Majeure shall mean any event or circumstance or combination of events or circumstances set out below that materially and adversely affects by any agency in the performance then the affected agency reasonable control, and/or the effects of which the affected agency including through the expenditure of reasonable sums of money; Earthquake, flood, inundation and landslide Storm, tempest, hurricane, cyclone, lightening, thunder, pandemic or other extreme Atmospheric disturbances. Fire caused by reasons not attributable to the Lessee or any of the employees of the Lessee for purposes of the Project; Acts of terrorism Strikes, labour disruptions or any other industrial disturbances not arising on account of the acts or omissions of the Lessee War, hostilities (whether declared or not), invasion, act of foreign enemy, rebellion, riots, weapon conflict or military actions, civil war, ionizing radiation, contamination by radioactivity from nuclear fuel, any nuclear waste, radioactive toxic explosion, volcanic eruptions, any failure or delay caused by the events mentioned in this sub article for which no offsetting compensation is payable Early determination of this Deed by Authority for reasons of national emergency or national security.

20 Exclusions from Force Majeure Event

Force Majeure shall expressly not include the following conditions, except to the extent resulting from a Force Majeure:

- a. Unavailability, late delivery or changes in input costs;
- b. A delay in the performance of any service provider or supplier;
- c. Non-performance resulting from normal wear and tear typically experienced in a project of this kind; and non- performance caused by, or connected with, the non-confirming agencies. Negligent or intentional acts, errors or omission. Failure to comply with any of the Laws of India, or Breach of, or default under this deed.

21 Evidence of Bidder Information

Upon determination by the Employer of Bidder having offered the most Competitive Bid, such Bidder, at the Employer's request, may be required to provide evidence of the Bidder Information furnished by the Bidder, to the satisfaction of the Employer, in support of determining its eligibility for rendering the Services.

22 Cost of Bidding

All costs relating to bid preparation, submission, clarification, revision and extension shall be to Bidder's account. The Employer shall in no case be responsible for or pay any expenses incurred by the Bidder in the preparation and submission of its bid and/ or for attending pre-bid meeting and/ or for any other meetings with the Employer in respect of

its bid Bids shall be delivered free of charge to the Employer and the Employer shall not be liable to pay any of the Bidders' costs whether the bidder is successful or not.

23 Site Visit

23.1 The Bidder is advised to visit and examine the location of the Museum and its surroundings, details in respect of the Facility and obtain for himself on his own responsibility all information that may be necessary for preparing the bid and entering into an agreement for Services. The costs of visiting the Museum location shall be at the own expense of the Bidder.

23.2 Knowledge of Condition of the Museum and the Facility: Bidder shall be deemed to have knowledge of the area of executions and operations and by its independent observations and enquiries to have been fully informed and having satisfied itself as to the nature of the area of operations, means of access, local facilities, climatic conditions, labour conditions and practices, topography and terrain conditions, logistics requirements, any and all security, fire, safety, explosives or other regulations which may affect the Services, all environmental concerns and conditions, the nature, extent and practicability of the Services and all matters whatsoever affecting the bid.

24 Clarification of bidding document

A prospective bidder requiring any clarification of the bidding documents may notify the Employer in writing or mail or by fax (hereinafter the term "fax" is deemed to include electronic transmission such as facsimile, cable and telex) at the Employer's address indicated in the Invitation for Bids. The Employer will respond to any request for clarification, which is received latest on day of pre bid meeting (refer to clause of Pre-Bid Meeting). Copies of the Employer's response, including a description of the inquiry, will be forwarded to all purchasers of the bidding documents.

25 Amendments of bidding documents

25.1 At any time prior to the deadline for submission of bids, the Employer may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder modify the bidding documents by issuing addenda.

25.2 Any addendum thus issued shall be part of the bidding documents and shall be communicated in writing or by fax to all purchasers of the bidding documents. Prospective bidders shall acknowledge receipt of each addendum by fax to the Employer.

26 Preparation of Bids & Responsibility for Checking

The Bidder is responsible for identifying and checking against the contents that all RFP documents (Part 1 & Part 2) have been received and that such documents are complete in all respects.

27 Examination of RFP

- 27.1 The Bidder is expected to have thoroughly examined this RFP document (Part 1 & 2). Failure to do so shall be at Bidder's risk.
- 27.2 If the Bidder identifies any errors, omissions or discrepancies in the RFP documents, or is in doubt of meaning or interpretation, it shall immediately write to Employer requesting clarification. Clarifications of general/common interest shall be provided to all Bidders irrespective of the Bidder who raised the query. All information and conditions contained in the Employer's clarifications to Bidder prior to submission of its bid shall be deemed to be considered in its bid. No alteration shall be made to this RFP document without the express acknowledgement of the Employer

28 Familiarity with Laws and Regulations

The Bidder shall be deemed to be fully familiar with the laws and regulations of the country, state, city and the location where Services shall be provided, local conditions of weather, labour supply and all other matters and circumstances which may affect its bid. No claim whatsoever on the grounds of lack of knowledge shall be entertained.

29 Bid Prices

- 29.1 Unless stated otherwise in the RFP, the agreement shall be for Services & supply of items in respect of the whole of the Facility which is essentially a part and parcel of the Asset, based on the schedule of rates and fees entered by the Bidder.
- 29.2 The Bidder shall fill in rates and fees for all items described in the Cost Sheet. Items against which no rate or fee is entered by the Bidder shall not be paid for by the Employer when executed and shall be deemed to be covered by the other rates and fees in the Cost Sheet.
- 29.3 All duties, taxes and other levies except GST is payable by the Service Provider under the agreement, or for any other cause, as on the date of the deadline for submission of bids, shall be included in the rates and prices and the total bid price submitted by the Bidder and the evaluation and comparison of bids by the Employer shall be made accordingly.
- 29.4 The rates and fees quoted by the Bidder are subject to adjustment during the performance of the Services in accordance with the provisions, if any, in the Agreement to be agreed upon and entered into between the Employer and the Service Provider subsequent to award of Services.

30 Deviations & Exceptions

- 30.1 Bidder may submit a statement of deviations from Service specifications and/or exceptions to this RFP document, if any, along with reasons for disagreement. This should be submitted before the pre-bid meeting.
- 30.2 Anything not expressed in by way of statement of deviations & exceptions shall be construed as acceptance to the contents of this RFP.
- 30.3 However, the Employer is not bound by the Bidder's statement of deviations & exceptions in awarding the Services under this RFP

31 Currencies of Bid and Payment

The unit rates and fees shall be quoted by the Bidder in Indian Rupees for Services. The Employer shall make eligible payments to the Service Provider in currency stated as above only.

32 Bid Validity

- 32.1 Bids shall remain valid up to a period of 180 (one hundred and eighty) Days from the due date of submission.
- 32.2 In exceptional circumstances, prior to expiry of the original bid validity period, the Employer may request that the bidders extend the period of validity for a specified additional period. The request and the responses thereto shall be made in writing. A bidder may refuse the request without forfeiting its bid security. A bidder agreeing to the request will not be required or permitted to modify its bid but will be required to extend the validity of its bid security for the period of the extension, and in compliance with Clause 16 in all respects

33 Site Visit and Pre-Bid Meeting

- 33.1 The Bidder or its official representative(s) is(are) allowed to conduct site visit (Smritivan Memorial) after approval has been taken from GSDMA. Please write an email to sksgsdma@gmail.com & saurabhgsdma@gmail.com with a copy to drmanojpatadiya@gujarat.gov.in and ceo@gsdma.org for seeking approvals & other details for site visit.

The bidder or its official representative(s) are invited to attend the pre-bid meetings to be held in 2 phases:

1. Presentation on Concept of the Museum Interior will be held online on a virtual platform on 5th November 2020, 1600 hours (link will be shared later on email)
2. Pre – Bid meeting will be at 1400 Hours on 7th November 2020 & will be held at GSDMA. Bidders who cannot attend physically can join online on a virtual platform as set up by GSDMA. Maximum of 3 persons from one organization / bidder will be allowed to attend the pre-bid meetings (link will be shared later on email)

Any Queries should be sent before pre-bid meetings on email address – sksgsdma@gmail.com & saurabhgsdma@gmail.com with a copy to drmanojpatadiya@gujarat.gov.in and ceo@gsdma.org on or before 06th November 2020 1700 hours.

- 33.2 The purpose of the meeting 1 will be to take the bidder through the concept of the entire Museum so as to provide better understanding of the interior execution works. The meeting is mandatory to attend. The purpose of pre-bid meeting shall be to clarify issues and to answer questions on any matters that may have been communicated in the form of queries to the Employer by the Bidder prior to the pre-bid meeting or may be raised by the Bidder at the pre-bid meeting.
- 33.3 Pre-Bid meeting will be held for queries related to part 1 and part 2 tender. The pre-bid meeting is mandatory to attend. The final decision taken on pre-bid queries shall be

uploaded as Corrigendum to the RFP.

- 33.4 Bidders interested to attend the pre-bid meeting need to send email to sksgsdma@gmail.com and saurabhgsdma@gmail.com with a copy to drmanojpatadiya@gujarat.gov.in and ceo@gsdma.org by 6 pm on 4th November 2020 to request for Link and Meeting Id. Meeting ID and password will be shared through e-mail in response to the invite requests mails only. Meeting request should contain details of the Joining Personnel – Name, Designation, official Email-Id and Phone Number.

34 Category of Bids

The Financial Bid shall comprise of:

- Priced Cost Sheet for Part -1 (to be submitted online)
- Price Cost Sheet for Part -2 (to be submitted online)

These cost sheets will be uploaded online only. BOQ not to be part of Technical Bid Submission.

35 Submission of Bids

35.1 Sealing and marking of bids:

- a. The bidder must submit his proposal under e-tender by e-document as per the time and schedule of online submission. Also, the bidder shall seal the original copy of the technical proposal along with Tender fee and EMD in Separate envelopes clearly marking each one as: ORIGINAL COPY -TECHNICAL PROPOSAL", by 5th December 2020 up to 1600 hours.
- b. The bidder shall seal the original bids in an inner and outer envelope showing the name of the work and; duly marking the envelopes as "ORIGINAL"
- c. Bid in TWO (2) copies (1 Original + 1 Copy) shall be sent in sealed envelopes to GSDMA
- d. The inner and outer envelopes shall be addressed to the employer at the following address:

Gujarat State Disaster Management Authority (GSDMA)
Block No. 11, 5thFloor, Udyog Bhavan,
Sector-11, Gandhinagar, Gujarat.

In addition to the identification required in Sub-Clause, the inner envelope shall indicate the name and address of the bidder to enable the bid to be returned, unopened in case it is declared "late" pursuant to mentioned clause.

If the outer envelope is not sealed and marked as above, the Employer will assume no responsibility for the misplacement or premature opening of the bid.

35.2 Deadline for submission of bids:

- a) Technical bid must be received by the Employer at the address specified above not later than 5th December 2020, 1600 hours through registered post/ speed post / Courier Service / Hand delivery
- b) The Employer may, at its discretion, extend the deadline for submission of bids by issuing an addendum in accordance with Clause mentioned thereof, in which case all rights and obligations of the Employer and the bidders previously subject to the original deadline will thereafter be subject to the deadline as extended.

35.3 Late bids

Any bid physically received by the Employer after the deadline for submission of bids prescribed in Clause will be rejected and returned unopened to the bidder.

35.4 Modification & withdrawal of bids

The bidder will not modify bid after the deadline for submission of bids, except in accordance with clause mentioned thereof.

36 Bids shall be received by the Employer at the address specified along with tender PART-1 and PART-2 together.

37 Opening & evaluation of Technical Proposal

- a) The Employer (GSDMA) will open the technical proposals, including modifications made pursuant to Clause mentioned, in the presence of bidders' representatives who choose to attend; on 5th December 1700 hours.
- b) The bidders' representatives who are present shall sign a register evidencing their attendance.
- c) The price proposals will remain unopened and will be held in the custody of the Employer until the time of bid opening of the price proposals. The price bid will only be opened for technically qualified bidders. The date & time will be communicated at a later stage.
- d) The bidders' names bid modifications and withdrawals, such other details, as the Employer may consider appropriate, will be announced and recorded by the Employer at the opening. The bidders' representatives will be required to sign this record.
- e) The Employer shall prepare minutes of the bid opening, including the information disclosed to those present.

37.1 Process to be confidential

Information relating to the examination, clarification, evaluation and comparison of bids and recommendations for the award of a contract shall not be disclosed to bidders or any other persons not officially concerned with such process. Any effort by a bidder to influence the Employer's processing of bids or award decisions may result in the rejection of the bidder's bid.

37.2 Preliminary examination of technical proposal:

The Employer will examine the bids to determine whether they are complete, whether the documents have been properly signed, whether the required security is included, and whether the bids are generally in order. Any bids found to be non-responsive for any reason or not meeting the minimum levels of the performance or other criteria specified in the bidding documents will be rejected by the Employer and not included for further consideration.

37.3 Evaluation & comparison of technical proposal

The Employer will carry out a detailed evaluation of the bids in order to determine whether the technical aspects are substantially responsive to the requirements set forth in the bidding documents. In order to reach such a determination, the employer will examine the information supplied by the bidders and other requirements in the bidding documents, considering the factors mentioned in clause mentioned, on a pass or fail basis. The objective of the technical evaluation shall be to assess the technical competence of the bidder. After completion of Technical evaluation, marks shall be awarded to the qualified bidders as per marking system.

37.4 Clarification of technical proposals and contacting the employer

Any effort by the bidder to influence the employer in the Employer's evaluation of technical proposals, bid comparison or the Employer's decisions on acceptance or rejection of bids may result in the rejection of the bidder's bid.

37.5 Invitation to attend opening of price proposals

At the end of the evaluation of the technical proposals and after receiving the approval from competent authority, the Employer will invite bidders who have submitted substantially responsive technical proposals and requisite technical score to attend the bid opening of the price proposals. Bidders shall be given reasonable notice of the price proposal bid opening. Financial Bid will be opened online.

After receiving the approval of competent authority, the Employer will notify Bidders that have been rejected on the grounds of being substantially non-responsive to the requirements of the bidding documents in writing and return the unopened price proposal.

- a) The amount stated in the Form of Bid for Price Proposal will be adjusted by the Employer in accordance with the above procedure for the correction of errors and, shall be considered as binding upon the bidder. If the bidder does not accept the corrected amount of bid, its bid will be rejected, and the bid security may be forfeited in accordance with Sub-Clause mentioned.
- b) Conversion to single currency: not applicable:

38 Opening and Evaluation of Price Proposals

The bids shall be opened by the Employer on the date and time as per the convenience of the Employer Bidder(s) presence is not required at the time of opening of the bids.

38.1 Opening of price proposals:

The Employer will open the price proposals of all technically qualified bidders after presentation and evaluation who submitted substantially responsive technical proposals the time and date of the price bid opening will be communicated to all technically qualified bidders. The bidder's representatives who are present shall sign a register evidencing their attendance.

38.2 Process to be confidential.

Information relating to the examination, clarification, evaluation and comparison of bids and recommendation for the award of a contract shall not be disclosed to bidders or any other persons not officially concerned with such process until the award to the successful bidder has been announced. Any effort by a bidder to influence the Employer's, processing of bids or award decisions may result in the rejection of the bidder's bid.

38.3 Clarification of price proposals and contacting the employer:

To assist in the examination, evaluation and comparison of price proposals, the Employer may, at its discretion, ask any bidder for clarification of its bid. The request for clarification and the response shall be in writing or by cable, but no change in the price or substance of the bid shall be sought, offered or permitted except as required to confirm the correction of arithmetic errors discovered by the Employer in the evaluation of the bids in accordance with Clause mentioned.

Subject to Sub-clause mentioned, no bidder shall contact the employer on any matter relating to its bid from the time of opening of price proposals to the time the contract is awarded. If the bidder wishes to bring additional information to the notice of the Employer, it should do so in writing.

Any effort by the bidder to influence the Employer in the Employer's evaluation of price proposals, bid comparison or contract award decisions may result in the rejection of the bidder's bid.

38.4 Preliminary examination of price proposals and determination of responsiveness:

The Employer will examine the bids to determine whether they are complete, whether the documents have been properly signed, whether the required security is included, whether the bids are substantially responsive to the requirements of the bidding documents; and whether the bids provide any clarification and/or substantiation that the Employer may require pursuant to clause mentioned.

A substantially responsive bid is one which conforms to all the terms, conditions and requirements of the bidding documents, without material deviation or reservation and includes the amendments and changes, if any, requested by the Employer during the evaluation of the bidder's technical proposal.

If a price proposal is not substantially responsive, it will be rejected by the Employer, and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.

39 Correction of errors:

Price Proposals determined to be substantially responsive will be checked by the Employer for any arithmetic errors. Arithmetic errors will be rectified on the following basis. If there is a discrepancy between the unit rate and the total cost that is obtained by multiplying the unit rate and quantity, the unit rate shall prevail and the total cost will be corrected unless in the opinion of the Employer there is an obvious misplacement of the decimal point in the unit rate, in which case the total cost as quoted will govern and the unit rate corrected. If there is a discrepancy between the total bid amount and the sum of total costs, the sum of the total costs shall prevail, and the total bid amount will be corrected.

40 Evaluations and Comparison of Bids

1. The Employer shall evaluate and compare only the bids determined to be substantially responsive as per tender Part -1 & Part -2. The evaluation of the bid will be based on the combined financial (Part -1 & Part-2) cost of the bidder. Individual bids for part 1 or part 2 will not be considered for financial evaluation for award of contract.
2. While evaluating the bids, the Employer reserves the right to seek additional information from the Bidder.
3. In evaluating the bids, the Employer shall determine for each bid the Evaluated Bid Price by making any correction for errors and adjusting the bid price accordingly.
4. The Employer will evaluate and compare only the bids determined to be substantially responsive in accordance with Clause mentioned.
5. Evaluation will be done on the total bid price exclusive of GST
6. Pursuant to Sub-Clause mentioned, the evaluation methods mentioned under clause 11 (evaluation of bids) will be followed.

41 Award of Services

1. The Employer reserves the right to accept or reject any bid and to annul the bidding process and reject all bids, at any time prior to award of Services, without thereby incurring any liability to the affected Bidder or any obligation to inform the affected Bidder of the grounds for the Employer's action.
2. The Employer further reserves the right to discuss the standard service level agreements with short listed Bidders. The detailed service level agreement for O&M will be signed at the contracting stage.
3. The Employer shall award the Services generally to the Bidder whose bid has been determined to be substantially responsive to the RFP documents and who has offered the most Competitive Bid. Determination of most Competitive Bid shall be to the sole discretion of the Employer
4. Subject to Clause mentioned, the Employer will award the Contract to the bidder whose bid has been determined to be substantially responsive to the bidding documents and who has offered the Quality and Cost based selection (QCBS) clause.

42 Notification of Award

Prior to expiration of the period of bid validity prescribed by the Employer, the Employer will notify the successful bidder by fax, confirmed by registered letter, that its bid has been accepted. This letter {hereinafter and in the Conditions of Contract called the “Letter of Intent”) shall name the sum which the Employer will pay the Contractor in consideration of the execution, completion and maintenance of the Works by the Contractor as prescribed by the Contract (hereinafter and in the Conditions of Contract called “the Contract Price”).

The notification of award will constitute the formation of the Contract.

Upon the furnishing by the successful bidder of a performance security, the Employer will promptly notify the other bidders that their bids have been unsuccessful and issue LOI to successful bidder.

43 Signing of Agreement

While GSDMA notifies the successful bidder that its bid has been accepted, the successful bidder must enter in the Contract Agreement as per Annexure provided in the bidding documents, incorporating all agreements between the parties.

Within 10 days of receipt of the LOA, the successful bidder must sign the contract agreement.

The successful bidder must sign the contract agreement on stamp paper of value required as per Gujarat stamp act 1958 and its revision if any.

44 Confidentiality

1. Bidders shall use the information contained in this RFP document solely for the purpose of responding to this RFP and that the information shall not be shared with anyone outside the Bidder’s organization. All the documents attached in the RFP are solely the property of GSDMA and any use of the same other than on the said project is punishable as per prevailing laws of Confidentiality. All the research, design & drawings are Intellectual property of GSDMA.
2. If the Bidder wishes the Employer to treat any information submitted by it as confidential, the Bidder must advise the Employer of this in writing while submitting its Bid. The Bidder shall care to clearly mark “Confidential” on such part(s) or whole of the information provided by it, that is to be considered and treated as confidential at the time of submission.

45 Bidders Contacts

The Bidder shall, without fail, indicate one individual as its principal point of contact for the purposes of this RFP process. This individual will be required to have the authority to agree and/ or negotiate the terms and conditions on behalf of the Bidder (e.g. pricing, committing resources and agreeing timelines).

46 Content of bidding documents

The details of works, bidding procedure, contract terms and technical requirements are prescribed in the bidding documents. The Bidding Documents include the following

volumes, together with any Amendments/Addenda. The bidder is expected to examine carefully the contents of the Bidding documents. Failure to comply with the requirements of bid submission will be at the bidder's own risk. Pursuant to Clause as mentioned, bids, which are not substantially responsive to the requirements of the bidding documents, will be rejected.

47 Preparation of Bids

1. Language of bid: The bid, and all correspondence and documents, related to the bid, exchanged between the bidder and the Employer shall be written in the English language only. Supporting documents and printed literature furnished by the bidder may be in another language provided they are accompanied by an accurate translation of the relevant passages in the Gujarati, Hindi & English language, in which case, for purposes of interpretation of the bid the English translation shall prevail.

2. Documents comprising the bid:

The technical proposal shall contain the following (Refer respective Annexures)

- Bid Form for Technical Proposal and Appendix to Technical Proposal;
- Declaration
- Qualification, experience & employment status
- Company / firm profile
- Confirmation of Eligibility, details of relevant project/ works carried out in 7 years.
- JV/ Consortium details
- Ongoing Experience eligibility
- Power of Attorney
- Key technical Personnel details with CVs and educational qualification for all resources (part – 1 & 2) requirement as requested in this document
- Schedule of compliance with the bidding documents, general information
- Contact details
- Any other material required to be completed and submitted by bidders in accordance with these instructions to bidders
- Form of Bid Security
- Proposal submission letter
- And all other information applicable and asked for in the bid forms and schedules furnished in the bidding document.
- History of litigation
- Self-declaration for non blacklisting
- Indemnity declaration

The price proposal shall contain the following: (to be submitted online only)

Refer Annexure L

- a) Part 1 BOQ
- b) Part 2 BOQ

48 Defects Liability Period

Defects Liability Period 12 months from date of inauguration/handover of the Service up to the successful completion of the Smritivan Memorial Museum, during which the Bidder shall undertake the responsibilities, and have the liability for the installations.

49 Bid security

- 49.1 The bidder shall furnish, as part of its bid with the Technical proposal, an EMD in the amount of Rs. of Rs 2,25,00,000 (INR Two crore twenty-five lacs)
- 49.2 The EMD shall, at the bidder's option, be in the form of Demand Draft/Bank Guarantee and it shall be in favour of Gujarat State Disaster Management Authority (GSDMA)
- 49.3 Employer will reject any bid not accompanied by an acceptable bid security as non-responsive.
- 49.4 The bid securities of unsuccessful bidders will be returned as promptly as possible, after the expiration of the period of bid validity.
- 49.5 The bid security of the successful bidder will be returned when the bidder has signed the Contract Agreement and furnished the required performance security.
- 49.6 The bid security may be forfeited:
 - a) If the bidder withdraws its bid.
 - b) If the bidder does not accept the correction of its bid price; or
 - c) In the case of a successful bidder, if it fails within the specified time limit to sign the Contract Agreement, and furnish the required performance security
 - d) In such case the bidder will be debarred and blacklisted for three years for work in GSDMA.

50 Alternative proposals by bidders: No alternative offer will be accepted.

51 Pre-bid meeting

- 1. The bidder or its official representative(s) are invited to attend the pre-bid meetings to be held in 2 phases:
 - a) Presentation on Concept of the Museum Interior will be held online on a virtual platform on 5th November 2020, 1600 hours (link will be shared later on email)
 - b) Pre – Bid meeting will be at 1400 Hours on 7th November 2020 & will be held at GSDMA. Bidders who cannot attend physically can join online on a virtual platform as set up by GSDMA. Maximum of 3 persons from one organization / bidder will be allowed to attend the pre-bid meetings (link will be shared later on email)
- 2. Any Queries should be sent before pre-bid meetings on email address – sksgsdma@gmail.com & saurabhgsdma@gmail.com with a copy to drmanojpatadiya@gujarat.gov.in and ceo@gsdma.org on or before 06th November 2020 1700 hours.
- 3. The purpose of the meeting shall be to clarify issues and to answer questions on any matters that may have been communicated in the form of queries to the Employer by the Bidder prior to the pre-bid meeting or may be raised by the Bidder at the pre-bid meeting.
- 4. Pre Bid meeting will be held for queries related to part 1 and part 2 tender. The pre-bid meeting is mandatory to attend. The minutes of the pre-bid meeting shall be sent to all the Bidders.

5. Bidders interested to attend the pre-bid meeting need to send email to sksgsdma@gmail.com and saurabhgsdma@gmail.com with a copy to drmanojpatadiya@gujarat.gov.in and ceo@gsdma.org by 6 pm on 4th November 2020 to request for Link and Meeting Id. Meeting ID and password will be shared through e-mail in response to the invite requests mails only. Meeting request should contain details of the Joining Personnel – Name, Designation, official Email-Id and Phone Number.
6. The purpose of the meeting will be to clarify issues and to answer questions on any matter that may be raised at that stage.
7. Minutes of the meeting, including the text of the questions raised and the responses given, will be uploaded without delay. The minutes of the pre-bid meeting will be forming a part of agreement.
8. Non-attendance at the pre-bid meeting will not be a cause for disqualification of a bidder.
9. The design consultant will give an overview of the museum design through the reference presentation in meeting 1 (5th November 2020) for understanding of the project. The bidders are expected to study all the documents uploaded with the RFP before attending the meeting for better understanding.

52 Format and signing of Bid

The bidder shall prepare one original hard copy of the technical proposal clearly marked as: "ORIGINAL COPY -TECHNICAL PROPOSAL",

The original copy of the bid shall be typed or written in indelible ink (in the case of copies, Photostats are also, acceptable and shall be signed by a person or persons duly authorized to sign on behalf of the bidder, as the case may be. In the Bid all pages, where the entries or amendments have been made shall be initialed by the person or persons signing the bid.

The bid shall contain no alterations, omissions or additions, except those to comply with instructions issued by the Employer, or as necessary to correct errors made by the bidder, in which case such corrections shall be initialed by the person or persons signing the bid.

The bidder shall furnish information in "Form of Price Proposal" stipulated in "Price Bid", Volume II, on commission or gratuities if any, paid or to be paid relating to this Bid, and to execute the contract as given in "Form of Contract Agreement"

Bidders submitting bids that deviate from the time schedule specified will be rejected.

53 Functional Guarantee of the facilities

Bidders shall state the functional guarantees (e.g. performance, efficiency, consumption) of the proposed facilities in response to the Employer's Requirements. Plant and equipment offered shall have a minimum (or a maximum, as the case may be) level of functional guarantees specified in the Employer's Requirements to be considered responsive. Bids offering plant and equipment with functional guarantees less (or more) than the minimum (or maximum), specified shall be rejected.

54 Work, services, facilities etc., to be provided by the Employer

Where bids include for the undertaking of work or the provision of services or facilities by the Employer in excess of the provisions allowed for in the bidding documents, the Employer shall assess the costs of such additional work, services and/or facilities during

the duration of the contract. Such costs shall be added to the bid price for evaluation; and

1. Any adjustments in price that result from the above procedures shall be added, for purposes of comparative evaluation only, to arrive at an "Evaluated Bid Price." Bid prices quoted by Bidders shall remain unaltered.
2. The Employer reserves the right to accept or reject any variation or deviation. Variations, deviations, and other factors which are in excess of the requirements of the bidding documents or otherwise result in the accrual of unsolicited benefits to the Employer shall not be considered in bid evaluation.
3. The estimated effect of the price adjustment provisions of the Conditions of Particular Application, applied over the period of execution of the Contract, shall not be considered in bid evaluation.
4. If the bid of the technically qualified bidder is substantially below the Employer's estimate for the contract, the Employer may require the bidder to produce detailed price analyses to demonstrate the internal consistency of those prices. After evaluation of the price analysis, the Employer may require that the amount of the performance security set forth in Clause as mentioned should be increased at the expense of the successful bidder to a level sufficient to protect the Employer against financial loss in the event of default of the successful bidder under the Contract. However, if employer feels that with substantially lower quotation, the desired quality of work is not possible, than it is at the discretion and right of employer to reject or to consider such price offer. Under such circumstances, the second lowest bidder shall be called for negotiation.

55 Performance security

Part 1 Museum Interior execution Bank Guarantee: Within 21 days of receipt of the notification of award from the Employer, the successful bidder shall furnish to the Employer a performance security in an amount of Rs. 3,25,00,000 (Rupees Three Crore Twenty-Five Lacs only). The form of performance security should be fix deposited receipt in the name of GSDMA for Bank Guarantee Valid up to 60 days beyond the date of completion of all contractual obligations of the contractor, including Defect Liability Period (DLP).

Part 2 –Museum Operation & maintenance Bank Guarantee: The bidder should furnish a BG of Rs. 1,00,00,000 (Rupees One Crore only).value for the O&M Contract to be submitted 1 month before the start of O&M contract period. O&M Bank Guarantee to be renewed every consecutive year from the intimation of O&M period till the O&M contract expires.

Failure of the successful bidder to comply with the requirements of Clauses shall constitute enough grounds for the annulment of the award and forfeiture of the bid security. Also, the bidder will be put in Blacklist for Three years for any works in GSDMA.

56 Corrupt or fraudulent practices

The GSDMA requires that bidders, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy:

Defines for the purposes of this provision, the terms set forth below as follows:

”corrupt practices” means behaviour on the part of officials in the public or private sectors

by which they improperly and unlawfully enrich themselves and/or those close to them, or induce others to do so, by misusing the position in which they are placed, and it includes the offering, giving, receiving, or soliciting of anything of value to influence the action of any such official in the procurement process or in contract execution;

“Fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Borrower, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the borrower of the benefits of free and open competition; will reject a proposal for award if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question; Will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded if at any time determines that the firm has engaged in corrupt and fraudulent practices in competing for, or in executing the contract.

INSTRUCTIONS TO BIDDERS

1. Introduction

1.1 About GSDMA

Immediately after the 26th January 2001 earthquake, Gujarat State Disaster Management Authority (GSDMA) was established and registered as a “Society” under the provisions of the Societies Registration Act and the Bombay Public Trust Act on 8 February 2001. GSDMA was initially mandated to implement the gigantic task of rehabilitation and reconstruction programme in the earthquake affected areas of the State and simultaneously act as a nodal agency to plan and implement pre-disaster preparedness and mitigation activities including training and capacity building of all the stakeholders involved in disaster management. After the passage of Gujarat State Disaster Management Act – 2003, the Society constituted earlier as GSDMA was dissolved under Section 49 of the Act, and the Statutory Authority under Sub-Section 1 of the Section (6) came to an existence with effect from 1st September 2003.

1.2 Smritivan Memorial Museum (SMM):

The Smritivan Memorial Museum (SMM) is an integral part of Smritivan Memorial Project based out in Kutch, Gujarat. The museum is divided into 8 blocks interconnected with a common spine. The museum narrative revolves around the theme of resilience and reflects on the natural occurrences; specifically, the earthquake of 2001 that had its epicenter in Kutch, Gujarat.

1. The Smritivan Memorial Museum is an integral part of Smritivan Project, and it is expected to come up at an area of 10,800 sq.m.
2. The Museum will showcase the disaster experience of the region from ages of Dholavira to the most recent ones.
3. The museum will not only showcase the experience of earthquake but also will be an emotive experimental space that reflects kachchhiyat.
4. 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, folklore's etc.
5. The museum will explore both physical and digital forms of displays.
6. 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.
7. The scope of works is divided in the following categories:
 1. Part 1 – Museum Interior Execution
 - a) Digital & mechanical (mix – media) equipment and integration
 - b) Interior works and installations
 - c) Visual communication including digital AV and print format file development.
 2. Part 2 – Museum Operation & Maintenance
 - a) Ticketing Infrastructure & web portal (Including website & social Media)
 - b) Operations & Maintenance (for 5 years)

2. Part -1 Museum Interior Execution

2.1 Scope of Work

- 2.1.1 Co-ordination of works with sub-vendors, design consultant and GSDMA as per requirement.
- 2.1.2 All the works mentioned to be approved by GSDMA for execution.
- 2.1.3 Bidder is required to coordinate with any other agency (Government or private) that GSDMA desires for work measurement & inspection. Bidder should be able to showcase & get work completion certificate from such agency denoted by GSDMA
- 2.1.4 The bidder is responsible to coordinate with any special artist/vendor brought on board by GSDMA other than his scope of work for any specific installations/interiors as per any additional design requirement for the museum as a single nodal executing agency.
- 2.1.5 The museum interior work sequence may be block by block (C to H). The work may be started in Blocks which are already constructed. Rest of the blocks may be in construction along with the interior contractors work. The coordination between building contractor & the appointed bidder is to be done.
- 2.1.6 The applicant must submit weekly report, with the works done and projected work schedule for each week. Pert chart to be prepared with the overall timeline of the project with clear meeting schedule and milestones.
- 2.1.7 No compromise to be made in the project in terms of quality.
- 2.1.8 Provision of as-built drawings of all the blocks once the execution is finished for documentation and maintenance purposes
- 2.1.9 Sampling/prototyping of all the works to be done as per requirement in-coordination with the design consultant & will be approved by GSDMA
- 2.1.10 The individual SOW with respect to the 3 major segments as mentioned above are as follows:
 - a. Digital and mechanical (mix-media) equipment and integration**
 - i. Exploration and proposal for the best suitable equipment and technology for all the installations as per the design.
 - ii. Supply, testing, installation and end-to-end integration of all equipment, lighting and respective soft content as per design.
 - iii. Required wiring and cabling for the installations.
 - iv. Back-end support, server, UPS system connectivity to operate the equipment smoothly.
 - v. The installations include the following technologies
 1. Projection systems for projection on curved, horizontal and vertical surfaces
 2. 360 projection on walls
 3. Sensor based projection
 4. Touch display responsive projection system
 5. Kinetic sculpture in synchronization with projection system
 6. Audio guides with audio points and automatic synchronization in real time with the AV content being played at various galleries
 - vi. Since the proposed location is expecting regional & international visitors, it is fundamental requirement to deliver local regional, Hindi and English language content.
 - b. Interior works and installations**
 - i. Preparation of shop drawings for installations, sculptures, artworks, interior for execution as per the design brief. The drawings shall be approved by GSDMA and design consultant for execution of the same by the bidder.
 - ii. Providing samples for materials used in the interior works.
 - iii. Bidder will make list of proposed sculpture & murals; fibre, cut out, wood, glass/mirror and metals etc. as per the site requirement related to the Smritivan Memorial Museum subject &

interest. Need to take into consideration proposition, size, type colour & location. (If required and approval by client)

- iv. Execution and installation of interior finishes, installations, information panels & other items as per Part -1 Museum Interior execution BOQ.

c. Visual communication including digital AV and print format file development

- i. Sourcing relevant artefacts and archives in the form of products, films, images, documents, newspapers, reports etc. from various private/government institutions and organizations around the world required for the museum exhibit display as per the design. The cost of the original archives will be reimbursed on actuals (no co-ordination/management fee will be given as part of the sourcing) with supporting bills, invoices and other relevant proof of purchase as approved by GSDMA. This amount will be over and above this tender value.
- ii. Scanning, photography, cleaning of the identified artifacts as per the design requirement.
- iii. Scanning, photography, cleaning and editing of the archival images and documents as per the design requirement.
- iv. Visuals creation in required formats including photography at various sites, videography through various tools including drone shoots, green screen shoots, interview recording etc. as per the design requirement.
- v. Stage-wise development of Film and videos with storyboards, screenplay, draft films, voiceover samples, script writing for all soft content in 3 languages, sound design, vfx, on-site testing and installation on-site as per the design requirement. The conceptual framework / script summary for the soft content will be provided by the design consultant.
- vi. Development of audio visuals in all formats including but not limited to 2d and 3D animation, video shooting and editing, interview recording, sound design, sound recording and any other mix media audio visual making technique.
- vii. Graphical user interfaces for all digital interactive screens and installations with wireframes, UI screens and testing.
- viii. Front end and back end coding, development and integration for all digital installations as per design requirement.
- ix. Print ready files of scenography and information panels in different mediums like MDF, concrete, vinyl, glass, fabric, Corian etc. including the following as per the design requirements.
- x. The conceptual brief for designs and guidelines will be provided by the design consultant. The vendor is expected to do layout samples, color samples, material samples, typography samples and printing techniques for various graphics and illustrations.
- xi. The conceptual framework for all the copywriting will be provided by the design consultant with panel-wise topics and relevant research. The bidder will need to do the copywriting for the textual content for the museum in Hindi, English and Gujarati.
- xii. Editing and proofreading of all written content including headings, captions, body text in 3-4 languages.
- xiii. Sampling, prototyping and on-site testing
- xiv. GIGW guidelines to be followed by bidder while designing of the web portal. STQC certification to be submitted by the bidder.
- xv. Complete knowledge of digital multimedia technology with required edge blending, software and hardware requirement as per the site requirement.

2.2 General terms and conditions (Part -1 Museum Interior Execution of RFP)

- 2.2.1 The tender committee or any authorized person from GSDMA may visit any of the past projects listed in the profile on a prior notice of 3 days.
- 2.2.2 The applicant must have past-experience of executing museums, exhibitions, films, installations, information panels, display units and A/V.
- 2.2.3 The applicant must have past-experience of making films, documentaries, audio/visual soft content for digital media (hologram, 3D projection mapping, A.R., V.R., 5D theatre) along with respective software and other back-end support.
- 2.2.4 The applicant must have a project manager and creative director to coordinate with various sub-contractors, GSDMA and the design consultant
- 2.2.5 The applicant will bear the responsibility to get the content vetted by relevant expert with the guidance of GSDMA
- 2.2.6 The applicant should have a team of experts for all the techniques and tools required in the museum execution works as per the SOW including the following but not limited to
- a) Animator for 2D/3D animation
 - b) Film director for AV creation
 - c) DOP for shooting and coordination
 - d) Editor for AV editing
 - e) Sound expert for sound design
 - f) Art director for set design and scenography as per the installation requirement
 - g) Visual communicator for detail visual design
 - h) Proofreader in 3-4 languages for editing the content respectively.
 - i) Technical experts for developing the digital/mechanical installations including
 - a) Digital Technology expert
 - b) AV equipment integrator
 - c) Engineer/designer with knowledge of mechanics like kinetic sculpture, simulator etc.
 - d) Custom software developer and integrator
 - e) Automation as and when required
 - j) Interiors works expert.
 - k) Printing expert for printing on various mediums like textile, glass, wood etc.
 - l) Designer with the know-how of regional textiles and crafts like applique, block printing, terracotta works, wood lacquering, weaving etc. for various installations.
 - m) Expert with know-how of various printing techniques including but not limited to digital, latex, screen printing.
 - n) Museum lighting and integration expert.
- 2.2.7 The applicant must have an onsite project team for the whole duration of execution.

- 2.2.8 The applicant must collaborate with local art-based organization/NGO's and artisans for detail design and execution of specific art-based installations/ documentary/ films/ etc.
- 2.2.9 All soft content to be submitted to GSDMA and design consultant for stage-wise approval and execution.
- 2.2.10 All shop drawings to be submitted to GSDMA and design consultant in printed format at a readable scale.
- 2.2.11 All shop drawings need to be approved by the design consultant and GSDMA before execution for approval on meeting the concept requirement of the exhibit and galleries. The vendor is expected to provide shop drawing and build the installation as per the site conditions and will be responsible for the smooth functioning and effective outcome of the works.
- 2.2.12 In case any clarity/meeting is required the applicant must be available for meeting at the design consultant office and GSDMA office as per requirement.
- 2.2.13 Bidder is required to coordinate with any other agency that GSDMA desires for work measurement & inspection. Bidder should be able to showcase & get work completion certificate from such agency denoted by GSDMA
- 2.2.14 The vendor is responsible for safety and security of all works mentioned under the scope of work and user safety. This will be valid during the execution and operation and maintenance of the museum.
- 2.2.15 At any time GSDMA has the right to reduce/increase the scope of works listed in the BOQ.
- 2.2.16 In case of any change in size of any item during execution, the cost will be adjusted on prorated basis after approval from GSDMA
- 2.2.17 Relevant prototypes/working models/3ds must be made for approval by GSDMA and Museum design consultant before starting execution.
- 2.2.18 The successful bidder must deploy expert personnel in required nos. for the relevant work on-site / design consultant's office during the project tenure whenever required, which shall include an expert for each sector, covering Curating, Architect/ Civil/ Structural Engineer, Animation experts, Graphics and Illustrations experts, Audio Video Visual Expert/ICT expert etc for the smooth functioning of the project.
- 2.2.19 Shop Drawing /Layout and Perspectives: Preparation of Shop drawings for all installations as required, explaining the planning and nature of work with basic dimensions and keeping in view the functional requirement, desired output as well as the guidelines for such Smritivan Memorial Museum is the scope of work for the prospective Agency. The shop drawing to be supported with digital/ physical samples, physical prototypes, digital simulation, models & 3D's as per the design requirements.
- 2.2.20 All detailed artwork, panels & films are to be approved by GSDMA.
- 2.2.21 GSDMA has the right to test or inspect all goods upon delivery (or during manufacture) to detect defects in materials, workmanship, or other conditions that may not be in conformity with the client's (or the standard) specifications.

2.2.22 BOQ terms and conditions:

Sr. No	BOQ Terms and Conditions
1	GST exclusive as applicable
2	Water & electricity required for execution will be charged by GSDMA to the vendor at the billing rates for actual consumption which will be recorded through a sub-meter.
3	Cost of Site office & store to be included in the Quote. Only the place will be provided by GSDMA
4	All the rates should be quoted inclusive of all necessary hardware or software required for best practices to make the item functional and give the desired effect as per the concept/design.
5	All the necessary MEP/ minor adjustments/ Civil cost be considered by the contractor towards the item to make it functional as per the concept /design.
6	The quantities on paper and site may vary. There can be a variation upwards or downwards as per actuals. Contractor to evaluate their own quantities considering on-site and drawing differences.
7	Any changes due to site conditions will be adjusted by the contractor himself. The contractor is advised to do complete site visit prior to filling this tender.
8	Electrical High Side, UPS backup & Servo load is not considered in the BOQ. This scope is not included in this tender.
9	Defect Liability Period of 1 year to be considered by the contractor. After the handover/inauguration of the job.
10	All the necessary warranty & guarantee to be provided by the contractor to GSDMA
11	Server Space will be provided by GSDMA all the necessary Racks, Raised Floor, cable trays, wires & cables, Projector stands, LAN works etc to be considered in the individual cost of respective digital equipment by the contractor
12	All the specifications, technology & model numbers for equipments considered as per the design may vary as per actual site requirement and time of execution. Any change should be done only to follow the best practice for the desired effect as per design. This should be duly agreed by GSDMA & at no extra cost to the contractor.
13	The Contractor must visit the site before quoting to understand the complete site conditions in sync with the design, BOQ and actual work possibilities
14	All fixtures & fittings to be of good quality make with best workmanship to be considered
15	All the Raw material wastages to be considered in the cost by the contractor nothing will be paid against the same.
16	All the installations, interior fittings, equipment & sculptures should be structurally and functionally stable and contractor is liable for the same.

Sr. No	BOQ Terms and Conditions
17	Any deviations in BOQ, Tender drawings or actual on-site work if the original design is not changed by GSDMA, contractor will be held responsible. Contractor needs understand the complete scope of work before quoting the rates.
18	Work to be carried out in coordination with the Civil, Services & other contractors as per GSDMA. Also, due consideration needs to be taken by the contractor for fire safety norms with the onsite contractor and the project architect.
19	Payment terms will be as per the GSDMA guidelines.
20	All necessary Shop Drawings to be prepared by the contractor and vetted by GSDMA
21	All the soft content should be developed in appropriate resolution depending on the output size as per the design.
22	Stage wise approval to be taken by GSDMA for all soft content development.
23	All content to be tested onsite for best impact before final handover.
24	All copyrights of the final product (including all items that are part of this tender) remains with GSDMA. All rights should be taken from respective agencies for the content being purchased/ procured for the museum in the name of GSDMA
25	Audio equipment should not create reverberation/echo in the experience museum galleries.
26	All necessary acoustics to be considered for ambient sound experience in the museum galleries
27	All Led and light fixtures to be considered should have shelf life of 5 to 7 years
28	All driver cost to be included with LED Cost
29	All necessary acoustics to be considered for ambient sound experience in the museum galleries
30	All detail content identification and creation, on basis of reference content provided by design consultant to be done by the vendor.
31	Detail research & related 2D & 3D drawings to be done by vendor for creating exact replica's and models cost to be included while quoting.
32	All the casting in Terrazzo shall only be done using stone chips of khavada stone, used in existing architectural scheme.
33	Provision for openable shutters to be considered as per requirement of the installation for its operation and maintenance.
33	Tender presentation to be referred along with the BOQ while quoting for complete understanding of scope of work and design to be executed.
34	In this museum, each block and each gallery have a different default theme. The partitions are located in between various galleries in each blocks and are part of the museum scenography. The partitions contribute to the gallery by displaying info graphics and objects on them. These partitions are further treated with vinyl/glass/cloth artwork to become the part of museum stenographic.

Sr. No	BOQ Terms and Conditions
35	Specialized artist/sculpturist on board for various installations to take necessary prior approvals from GSDMA and museum design consultant before execution.
36	Relevant Data expert to be brought on board as required for each installations and soft content. The cost of this to be included in the total cost quoted.
37	All the projector housing to be made in MS / Corian as per approval
38	Incase of any change in size, during execution of an item, cost will be adjusted on pro-rata basis after prior approval from GSDMA.
39	The vendor is responsible to coordinate all the soft content with the considered digital equipment and other equipment, like specialized lighting, mechanical triggers etc wherever applicable for best results. The vendor should test all the digital equipment with sample audio video content on site before purchasing the equipment.
40	All digital and other equipment should be made for commercial purposes and suitable to operate for long hours of workability - Average 9 hr/day
41	Cost of scriptwriting for all items of Segment B to be included in the rate quoted per item. Conceptual framework will be provided by the museum design consultant
42	GIGW guidelines to be followed by bidder while designing of web portal. STQC certification to be submitted by bidder.

2.3 Deliverables (Part -1 Museum Interior Execution of RFP)

2.3.1 Deliverable during Execution

The bidder should submit list of activities with timelines for the project execution items as below:

- a) Procurement, supply and execution on site as per approved design in the timelines
- b) Work to proceed on site only after necessary approvals availed from consultants and GSDMA.
- c) A weekly report to be sent directly to GSDMA on every Saturday
- d) A monthly progress report before 10th of every month (the report should typically include Summary of Physical and financial progress of the Works and comparisons with approved construction program, Details of milestones achieved in the works contract, Quality of construction, Discussion of major problems and recommendations to address the same, Program for the coming month, Schedule of variation orders and claims, Incident reports, covering accidents, environmental and other incidents with appropriate follow up action. Any other relevant data such as key points discussed during site meetings, etc.)

2.3.2 Deliverable during Soft Commissioning

The bidder should submit list of activities for the project execution items as below:

- a) Supply and integration on site the approved Soft Content in the timelines.
- b) Work to proceed on site only after necessary approval availed from consultants and GSDMA.
- c) A weekly report to be sent directly to GSDMA on every Saturday
- d) A monthly progress report before 10th of every month (detailed as above)

2.3.3 Content for Final Closure Report are as follows:

- a) Operation manual for all the installations and equipment
- b) Final set of shop drawings for all installations as per execution for all the museum interior spaces.
- c) All print ready files in editable format and PDF format of for all the mediums (including glass printing, fabric printing) sorted in gallery wise folders
- d) All soft content developed for the museum in mp3 format in Full HD resolution along with open editable file with extra shoots and images
- e) Digital copy of all the data procured from any agency/organization for display purposes in the museum including archival documents, letters, newspaper, images, video footages etc.
- f) Compilation file with samples of all materials used in the museum execution progress such as the custom-made fabrics with applique, weaving etc., Corian, terrazzo, printed glass
- g) Visual language use document with details of typography, color palette, do's and don'ts, sample formats and another detail as required.
- h) List of all equipment used in the museum including motors, projectors, audio system etc. with specification like name of brand, model number, quantity and gallery name for location of installation etc.
- i) High-resolution digital copy of all the photoshoot and video shoot of the museum done as a part of the soft content and digital interface development.

2.4 Bill of Quantities (Part -1 Museum Interior Execution of RFP)

2.4.1 The Museum Interior execution BOQ is divided into 3 segments and sub segments as follows. (Detailed BOQ is given as a separate document).

- a) Segment A: Interior Finishes and Installations
 - i. A1: Interior Finishes
 - ii. A2: Interior Installations
 - iii. A3: Lighting
- b) Segment B: Soft Content
- c) Segment C: Special Items

2.5 Timeline for submission: (Part -1 Museum Interior Execution of RFP)

Sr. No.	Stages	Duration
1.	Submission of Inception Report	Month 1
2.	Submission of shop drawings, draft artwork, material board, sample, prototype, story board and draft film, and channelization of site	Month 2
3.	Delivery of materials for interiors	Month 2-5
4.	On site execution	Month 2-6

2.6 Mode of payment:

2.6.1 Payment schedule for Segment A1 items as per the Part -1 Museum Interior execution BOQ

Sr. no.	Stage as per schedule of Services	Percentage of payable fees at the completion of each stage	Total fees paid
	Segment A1 Interior finishes (Part - 1)		
1	Submission & Approval of Inception Report	5%	5%
2	Submission & Approval of Shop drawings	5%	10%
3	Proof of material on site/production facility on pro rata basis	30%	40%
4	On completion of 50% works	10%	50%
5	On completion of 80% works	20%	70%
6	On completion of 100% works	20%	90%
7	After 6 months of inauguration / handover of the museum	10%	100%

2.6.2 Payment schedule for Segment A2 items as per the Part -1 Museum Interior execution BOQ

Sr. no.	Stage as per schedule of Services	Percentage of payable fees at the completion of each stage	Total fees paid
	Segment A2 Interior installations (Part -1)		
1	Submission & Approval of Inception Report	5%	5%
2	Submission & Approval of all shop drawings, all necessary equipment details, material samples	5%	10%
3	Proof of material on site/production facility on pro rata basis	20%	30%
4	On completion of 80% works	35%	65%
5	On completion of 100% works	25%	90%
6	After 6 months of inauguration / handover of the museum	10%	100%

2.6.3 Payment schedule for Segment A3 items as per the Part -1 Museum Interior execution BOQ

Sr. no.	Stage as per schedule of Services	Percentage of payable fees at the completion of each stages	Total fees paid
	Segment A3 Lighting (Part-1)		
1	Submission & Approval of Inception Report	5%	5%
2	Submission & Approval of Shop drawings	5%	10%
3	Proof of material order and light sampling	30%	40%
4	Delivery of Material on site pro rata basis	30%	70%
5	Installation and integration	20%	90%
6	After 6 months of inauguration / handover of the museum	10%	100%

2.6.4 Payment schedule for Segment B items as per the Part -1 Museum Interior execution BOQ

Sr. no.	Stage as per schedule of Services	Percentage of payable fees at the completion of each stages	Total fees paid
	Segment B Soft Content (Part -1)		
1	Submission & Approval of Inception Report with storyboards, concept design, with details of shoot, music, colour palettes, artwork style for information panels and concept sketches for all artistic installations etc	15%	15%
2	Draft of films, material samples for printing/etching	15%	30%
3	Prefinal artworks and films with VO and music	20%	50%
4	On installation, testing and integration of the digital media and print ready files for execution	25%	75%
5	After execution on approval of final bill from GSDMA	25%	100%

2.6.5 Payment schedule for Segment C items as per the Part -1 Museum Interior execution BOQ

Sr. no.	Stage as per schedule of Services	Percentage of payable fees at the completion of each stages	Total fees paid
	Segment C Special items (Part-1)		
1	Submission & Approval of Inception Report with shop drawings, sample layouts and concept designs	15%	15%
2	Material print and product samples	25%	40%
3	Delivery and installation	30%	70%
4	After execution on approval of final bill from GSDMA	30%	100%

3. RFP Part -2 Museum Operation and Maintenance

This is a rate cum fee-based contract

3.1 Scope of Bid

Gujarat State Disaster Management Authority (Hereinafter referred to as "**GSDMA**") is responsible for anchoring the management Services for Property at Location (hereinafter referred to as "**Operation and Maintenance of Smritivan Memorial Museum**") at Bhuj in the State of Gujarat.

GSDMA wishes to invite sealed bids on rate cum fee based contract basis from bidders (hereinafter referred to as either the "**Bidder**" or the "**Service Provider**", both having the same meaning and reference) by way of outsourcing of Operation and Maintenance (hereinafter referred to as "**Services**") for the whole of constituent common equipment systems and amenities (hereinafter referred to as "**Facility**") and described more particularly in the Scope of Services, hereinafter, for the **Museum**.

The "Services" (hereinafter defined) shall, inter alia, include the following, as specified or as directed.

Technical Services in the form of Operation & Maintenance of equipment systems, Human Resource, Operation & Maintenance Items, Annual Maintenance Cost - Equipment's, Lights, Insurance & Stimulator, One Time O&M for Items (all of which obligations shall collectively be referred to as the "**Services**") in respect of the Facility, in accordance with the Agreement to be entered into between the Employer and the Service Provider upon award of Services.

The successful Bidder shall render the Services in respect of the "Facility" for the Asset for a period of 5 years from the Effective Date.

The contract may be extended year-on-year basis for a maximum of another 5 years basis the performance of the bidder during the O&M period. There will not be any cost escalations provided for another five years.

The price bid for this tender should only mention rates & amount for first 5 years.

3.2 Manpower Details for Operations & Maintenance

3.2.1 Table 1 –Detailed Manpower Description for Operation and Maintenance with roles & responsibility.

Sr. No.	Designation	Roles & Responsibilities	Unit	Qty
1	Museum Director - Operations & Management	Managing the whole museum complex by coordinating with the Human resource appointed under him for operation & maintenance. They are also responsible for overseeing administrative tasks and functioning of the Museum. The museum director is responsible for the daily operations of the museum as per the authority guidelines, for long-term planning, policies, any research conducted within the museum, and for the museum's fiscal health. Event management & exhibition planning and execution. Strategy making for increasing the museum awareness, advertising, content and marketing. Setting up long term & short-term museum targets. Evaluate the performance of the Human recourse deployed at the museum as per requirement. Organizing training & development for the workers on regular basis. Attend GSDMA meetings and get approvals on all expenditures and investments of the museum.	no.s	1
2	Head Manager	Supervising the staff appointed for the operation and maintenance of the whole museum complex under the assistance of Museum director. He will be responsible for all the daily administrative and operations of the museum building.	no.s	1
3	Technical Staff-AV, mix media installations, digital equipment and electricals	Assistant Manager O&M - Decision making skills are vital to the position as the person will be handling customer queries and grievances on the daily basis. this includes scheduling and overseeing all maintenance-related work by managing a team of maintenance technicians and supervisors. ensuring that all maintenance operations are done in accordance with GSDMA guidelines.	no.s	1

Sr. No.	Designation	Roles & Responsibilities	Unit	Qty
		Ensuring the facility satisfies all industry regulations.		
		AV Engineer-who plays the central role in setting up, configuring, and maintaining systems such as projectors, speaker system, cameras, lighting, microphones, and control systems. Making sure all the equipment are working properly and being serviced as per the schedule.	no.s	4
		Duty Engineers (AV) -Set up and install equipment such as panels, microphones, sound speakers, video screens, projectors, video monitors, recording equipment, connecting wires and cables, sound and mixing boards for museum daily operations, events and functions & meetings. Repairing on site fault on site to make the system working.	no.s	2
		Duty Engineers (Electrical)-Assembling, evaluating, testing, and maintaining electrical or electronic wiring, equipment, appliances, and apparatus. Troubleshooting and repairing malfunctioning equipment, appliances, and apparatus. Constructing and fabricating parts, using hand tools and specifications.	nos	2
		Asst Manager IT Services- managers are responsible for coordinating, planning, and leading computer-related activities in the museum. They help determine the IT needs of an organization and are responsible for implementing computer systems to fulfil the museums information systems requirements. Running regular checks on network and data security. Identifying and acting on opportunities to improve and update software and systems. Developing and implementing IT policy and best practice guides for the museum. Managing the Server Rooms of	no.s	2

Sr. No.	Designation	Roles & Responsibilities	Unit	Qty
		all the blocks. Coordinating with the 3rd party vendor for services etc.		
4	Ushers	Appointed at different locations in Museum Blocks, to guide the visitors through the museum galleries Ushers help those in attendance at museum and events in the museum. Duties includes directing people to their assigned galleries, distributing programmes, answering questions and assisting people in finding restrooms and refreshments. Assist people with disabilities. Should have excellent customer service skills.	no.s	25
5	Theatre Artists	To act in different galleries as per design requirement of the experience. The cost should include the costume & make-up of the artist.	no.s	4
6	Local Artisan- Weaver	A local artisan skilled in traditional weaving artwork will be appointed for a live weaving installation as per the design requirement .The cost should include the costume & make up of artisan.	no.s	1
7	Shop manager	The Store Manager plans and directs the day-to-day operations of the store. Develop strategies to improve customer service, drive store sales, increase profitability, create store policies and marketing programs that will increase sales and grow the existing customer base. Overall managing visitor interaction & relation. Manager will be responsible for managing sales & inventory. They are responsible for ensuring their staff give great customer service as well as monitoring the financial performance of the shop, dealing with customer queries and complaints. overseeing pricing and stock control. maximising profitability and setting/meeting sales targets, including motivating staff to do so.	no.s	1

Sr. No.	Designation	Roles & Responsibilities	Unit	Qty
8	Shop staff	Salesperson/helper responsible for packaging & maintaining shop under the assistance of the Shop manager organising sales visits. Demonstrating and presenting products. establishing new business. Maintaining accurate records, attending trade exhibitions, conferences and meetings, reviewing sales performance, negotiating contracts and packages. Aiming to achieve monthly or annual targets.	no.s	2
9	Simulator management staff	Operating & maintaining main control system of the Simulator experience. Controlling Projector system, sound system, Main simulator host system.	no.s	2
10	Digital marketing team	<p>Marketing Head - The marketing head will be responsible for the strategizing, development, management and implementation of a yearly/bimonthly digital marketing plan for the Museum. The goal of the marketing plan should be to spread awareness about the museum based on the storyline, visitor attractions and relevance of the subjects. The plan to be creatively developed to create maximum impact in driving visitors to the museum around the year, supported with extensive footfall during the tourist season.</p> <p>The platforms for digital marketing to include</p> <p>Social media (Facebook, Instagram, twitter etc)</p> <p>Digital advertising on google and other relevant platform</p> <p>Articles published in digital media including popular magazines like stir, pool design, design boom, core77 etc</p> <p>Digital media coverage on local, national and international digital news/media channels</p> <p>The marketing plan should include a schedule of the posts, articles and coverage to be done for at least 3 months in advance and set goals for the output, in terms of traffic on the social</p>	no.s	1

Sr. No.	Designation	Roles & Responsibilities	Unit	Qty
		media pages, reach (quantitatively), number of interactions on the social media platforms etc. The resource will also share the projected investment for the following month's advertisement and share the bills on actuals with GSDMA to get the reimbursements.		
		Necessary approvals to be taken from GSDMA on the marketing plan and schedule created by the marketing head.		
		<p>Senior graphic designer - The senior graphic designer will be required to create a brand language for digital marketing in-synchronisation of the museum brand language for all digital platforms. Necessary approval to be taken from GSDMA & museum design consultant to approve the brand language. The graphic designer will be responsible for designing the brand identity of the museum, the brand fonts and create a branding booklet for the museum including the do's and don'ts for digital marketing.</p> <p>This brand language should then be implemented in the formats created for social media posts, digital advertisement design, formats for articles, mailers and posters to be created for various events/meets being held at the museum premises. GSDMA to provide necessary approval on the formats etc. Best practices to be followed in the visual design for the museum.</p> <p>The resource will be responsible for creating formats and layouts for any updates that need to be uploaded on the web portal/website and the phone application.</p> <p>The designer should be proficient in video making skills using adobe after effects / premier pro including editing, sound mixing and 2D/3D animation,</p>	no.s	1

Sr. No.	Designation	Roles & Responsibilities	Unit	Qty
		shooting for creating video clips for digital media purposes.		
		<p>Graphic designer -The graphic designer will assist the senior graphic designer in implementing the formats, brand guideline into all the creative made for publishing online on various platforms. The graphic designer will also assist the marketing head in creating marketing plan with schedules and list of deliverables.</p> <p>The resource will be responsible for updating the content on all the required digital media channels along with the web portal/website and the phone application. It is mandatory to post on the social media daily. The update on the web portal/website and the phone application to be made whenever there is a new event/show/activity or temporary exhibition being held at the museum premises.</p>	no.s	1
		<p>Content Writer: The content writer is responsible for creating campaigns for the digital platform. The resource should be fluent in written English, Hindi and Gujarati to create copy for all creatives including daily social media posts, articles, advertisements, event posters etc. He/she will responsible for archiving and maintaining the data on a server to be accessed by all the systems of the marketing team. Content creation and proof reading will be the responsibility of the content writer. The copy to be precise and creative to respond to the need of the output. This will include tagline, body text, headlines, subtitles etc in required languages depending on the design and layout of the creative.</p>	no.s	1
11	Ticketing and billing staff	Appointed at Block C and Block H for the purpose of billing the museum tickets through an automated billing system. including a full range of customer service functions.	Nos	3

Sr. No.	Designation	Roles & Responsibilities	Unit	Qty
12	Cloak room operators	Appointed at Block C for the purpose of depositing luggage/items not permissible in the galleries at the reception, maintaining inventory and ensuring the security of the deposited inventory. Cloakroom attendants look after coats, bags and other items for customers by issuing the token. Their job is to keep personal belongings safe and return them to the owners when they leave. Remain on duty, safeguarding items until customers return.	Nos	2
13	Library Manager	Appointed at Block C to manage, curate and administer the library collection. The employee to maintain an inventory of the collection and ensure the safety of the same.	Nos	1
14	Library assistant	Appointed to assist the library manager and the library visitors in finding the books, arranging the books and managing the digital library for customer viewing purposes. A library assistant assists librarians and library directors maintain the efficiency of the library by assisting with the clerical duties. These duties vary from receiving payments for fines, issuing library cards to updating existing registrations including daily management of books.	Nos	1
15	Play area ushers	Appointed for management and provide guidance to the kids visiting the play area.	Nos	2
16	Information point guide	Appointed at Block C to answer any query at the reception relating to the museum or the project. Determine if any guests have physical restrictions that should be considered. Clearly and articulately provide information to guests in an engaging manner. Answer any questions that the guests have, demonstrate extensive knowledge of our facility and related topics, remain calm, friendly, and enthusiastic at all times.	Nos	1

Sr. No.	Designation	Roles & Responsibilities	Unit	Qty
		Escort guests through the tour, taking breaks as needed		
17	CCTV Operator	Appointed for daily CCTV operations in all the galleries of the Museum. Making sure that all the cameras are in working conditions.	Nos	1

3.2.2 TABLE 2- Education qualification & experience required of the manpower for the project.

Note : Please quote in cost sheet as per the minimum criterion laid below:

S. No.	Designation	Qualification	Experience in Years
1	Museum Director - Operations & Management	Masters in Museology / Management	10 years
2	Head Manager	Bachelors in Hotel Management/ Facility Management	5 years
3	Technical Staff- AV, mix media installations, digital equipment and electrical	Chief Engineer – B.Tech Electrical / Electronics	10 years
		Audio Visual Engineer	3 years
		Duty Engineers – Diploma Electrical	5 years
		Asst. Manager Soft Services	5 years
4	Ushers	Graduates required with good command over verbal Gujarati, Hindi & English. Will be responsible for guiding visitors within the premises	5 years
5	Theatre Artists	Degree / Diploma course in dramatic arts/ Equivalent, Experience in acting on stage in theatres	5 years
6	Local Artisan-Weaver	Experience in using weaving loom	5 years
7	Shop manager	Management Graduate required with good sales knowledge & experience with good command over verbal Gujarati, Hindi & English.	5 years
8	Shop staff	Graduate with good command over verbal Gujarati, Hindi & English with sale skills	5 years
9	Simulator management staff	Mechanical Engineer	3 years
10	Digital marketing team	Marketing Head- MBA Marketing	10 years
		Senior graphic designer - B.F.A/ B. Des	5 years
		Graphic designer- B.F.A/ B. Des	3 years
		Content Writer- Bachelor's degree in Communications, Marketing, English, Journalism, or related field.	5 years
11	Ticketing and billing staff	Graduate with similar Sales experience with good command over verbal Gujarati, Hindi & English	5 years

S. No.	Designation	Qualification	Experience in Years
12	Cloak room operators	Relevant experience. With good command over verbal Gujarati, Hindi & English	3 years
13	Library Manager	M.Lib./ MA in Language(Hindi/ English) With relevance experience with good command over verbal Gujarati, Hindi & English	10 years
14	Library assistant	B.Lib/BA in Language. With relevance experience relevance experience with good command over verbal Gujarati, Hindi & English	5 Years
15	Play area ushers	Relevant experience. With relevance experience with good command over verbal Gujarati, Hindi & English	5 years
16	Information point guide	Bachelor's in mass communication with relevant experience. With relevance experience with good command over verbal Gujarati, Hindi & English	5 years

Note: CV's of the above-mentioned Human Resources to be submitted and duly approved by GSDMA before signing of the contract agreement.

3.3 Scope of Services

The purpose of this section on Scope of Services is to lay down the scope of work for the Service Provider providing the Operation and Maintenance Services and AMC in respect of the Facility for the Employer's Asset.

3.3.1 The scope of services under the property management services is classified under five major categories:

- Management Team
- Technical Team
- Artists, Ushers, Theatre artists
- Sales team
- Digital marketing Team

3.3.2 The overall responsibility of the service provider is to provide Manpower and Human resource; Operation and Maintenance of items, Annual Maintenance costs, one-time O&M Items shall guide the philosophy of services.

3.3.3 The Human Resource positions and number of respective resources considered in the BOQ is the minimum requirement. Bidder cannot quote for lesser numbers as specified in the BOQ. But may increase the manpower as per his discretion for smooth functioning of the museum in totality. The total bid for Part – 2 BOQ should be submitted inclusive of all the Human Resources required for smooth O&M of the Museum

3.3.4 The technical services shall comprise operation and maintenance of equipment systems indicated in the BOQ.

3.3.5 Scope of services under various systems is outlined below:

- Procure all required permits/clearances for operations and maintenance of the Museum.
- Prepare and submit a Concept Report, Maintenance Manual and O&M Programme for

Authority's approval as per GSDMA guidelines.

3. Operations and maintenance of all Project Facilities within the Museum.
4. Create, maintain and update on regular basis presence on social media platforms to provide a glimpse of activities at the Memorial.
5. Maintain a website for the Memorial project, showing historical significance, event calendar, layout plan, visitor FAQs, location & driving directions, contact details etc.
6. Maintain a grievance book at the Tourist Information Centre kiosks for registering issues or problems faced by visitors and their suggestions.
7. Prepare and publish an Event Calendar for various Events, happenings and activities at the Memorial.
8. Provide best-in-class services and experiences at the project to enhance overall visitor experience.
9. Ensure proper facilities for accessibility by differently abled visitors are available.
10. Maintain a digital record of all visitors to the Project.
11. Supervise, monitor and control the activities of contractors, sub-contractors, their employees and agents, as may be necessary.
12. Take all reasonable precautions for the prevention of accidents on or about the project site and provide all reasonable assistance and emergency medical aid to accident victims.
13. Provide adequate number of personnel, qualified and experienced, for the purpose of operating and maintaining the facilities.
14. The bidder shall mobilize required number of staffs to operate the venue effectively daily for five years.
15. Before deployment of the person the agency shall submit the details of the persons to the appropriate authority for further approval.
16. The minimum required manpower will include management, technical staff, Artist, Ushers & sales staff as per the laid requirement in the BOQ.
17. Technical staff should be available to handle installations and projection systems as per the Bills of Quantity.
18. The service provider in coordination should deploy special technical person for maintenance of the simulator Installation with the manufacturer of the installation, as per the BOQ.
19. Contractor to make sure all the required insurances are taken and the cost for the same is considered in the quote
20. All payments to Contractor is past due and payable on receipt of invoice approved by GSDMA
21. Contractor to make sure that all the required registrations/license are obtained from the concerned authorities and regularly renewed. GSDMA will not be held responsible for the same.
22. Any defect /deterioration occur during the warranty terms, then the service provider will take all the necessary action with the manufacturer to cure the same within 7 days of occurrence of the same. In case if the defect is not curable in 7 days then service provider will inform GSDMA in writing about the same and follow up with manufacturer to resolve at the earliest.
23. Service provider will provide all the services in a professional manner and shall comply with all request made by GSDMA and shall use its best endeavours to provide the services in accordance with the terms and conditions of legal agreement.

24. All services provided to the best ability and with all the due professional skill, care and diligence in accordance with good industry practices and shall correct any work as per BOQ or instructions of GSDMA.
25. Service provider shall be responsible for vendors/ agents/ representatives / subcontractors and any third party deployed at the Museum complex directly by the service provider for providing services.
26. Ensuring any insurance policy to insure the Equipment's, light fixtures & simulator are cornered from major damages.
27. Maintain a copy of all the contracts with the management team for references.
28. Ensure that enough infrastructure, facilities, skills, training and background to perform in a competent and professional manner.
29. All the installations & equipment's in the museum as per the BOQ whether fixed or detachable shall remain within the museum during the term of 5 years and thereafter, save and except for the purpose of repair and maintenance on returnable / replicable basis, with prior written intimation by GSDMA
30. Service provider shall not have the right to remove any equipment or installations from the museum.
31. Management head shall be the single point of contact for all matters arising out of operations and maintenance who shall handle with GSDMA.
32. In case of any defect/ deterioration which is not curable shall be informed to GSDMA within 7 days of its occurrence and provide the details of any expenses required in connection with such changes and enhancement. Prior approvals must be taken by GSDMA
33. Any defect / or issue which takes place during the period of warranty or defect liability period provided by the manufacturer/ supplier / interior vendor of such equipment will bear the responsibility and cost for repair, replenishment and / or replacement of the equipment and / or the defective parts / spare parts as provided by the manufacturer. The service provider will coordinate all in between for bringing the equipment/ installation back to the functionality. For all coordination service provider will take all necessary steps to cure such defects and / or issue at the earliest possible, but in any event no later than 30 (thirty) days.
34. Maintain all records of warranty and extended warranty available from the respective manufacturers.
35. Post execution the bidder is responsible for the smooth operation and maintenance of the installations and exhibits at the Smritivan museum.
36. The digital marketing team will undertake the promotion of the museum on social media platforms like Instagram, Facebook and twitter for enhancing the museum visibility. The team will also create content and collaborations for publishing promotional data including articles, posters, banners for online.
37. Marketing cost can be used to push articles / advertisements made by the content and graphic team in national and international magazines. The monthly cost of rupees eight lacs will be reimbursed on actuals on monthly bills as per GSDMA guidelines. This cost must be considered by the bidder in O&M BOQ on monthly basis. In case if the expenditure under this head is not made in the current month the approved budget will be carried forward to next monthly budget.

38. The bidder is responsible for regular training and development of the O&M team.
39. The vendor needs to take annual maintenance cost for the simulator and electronic items under his scope of current tender.
40. The bidder should consider the cost of all objects, tools, and accessories required for O&M in this cost like uniforms, repairing tools etc. within the annual cost. The uniform should be custom made follow the brand & the visual language of the museum.
41. The current scope of work under operation & maintenance and AMC covers all the audio-visual equipment, projectors, sound systems, lighting, mechanical systems, integrating equipment, software and installations mainly as a part of A2 and A3 of the main execution BOQ. This will not include the interior fixed finishes executed as a part of A2 of BOQ
42. The interior fixed finishes parts will be under the DLP period of 1 year.
43. Museum Interior Execution BOQ segment A1 of interior finishes will be covered under DLP of 1 year.
44. Defect liability period is one year from the date of inauguration / hand over of the building from Interior team to O&M team. All the repairs in this period will be covered under DLP for 1 year.
45. Any increase or decrease in number of resources can be done by GSDMA for special purposes. All the payments will be made on prorated basis after approvals.
46. The number of HR mentioned in BOQ is tentative and there can be increase or decrease in the actual requirement of the museum. The numbers can be revised after GSDMA approvals on the same.
47. GSDMA has the authority to ask the vendor to replace the resources if the performance of the resources is not satisfactory.
48. Contractor / Bidder is responsible for deployment of minimum manpower / resources as requested in this RFP. CV's to be attached for all the resources for part-2 highlighting the past experience of each of the resources and the appropriate qualification to accomplish the job. If any resource is changed at the time of actual deployment, resources with similar skill set should be deployed by bidder. Approval for which should be taken from GSDMA.
49. The actual deployment of part-2 resources is planned after execution works is complete, but there can be a start of O&M before the handover of the museum building also for an overlapping period as approved by GSDMA before the handover of the building. For workers/ staff training for operating the museum.
50. The Marketing team & the Digital team will be required to work 3 months prior to the opening of the Museum for performing all marketing activities for the opening of the museum after approvals from GSDMA.
51. Under the O&M and AMC period for any installation, AV / electrical equipment & lights fixtures/ Stimulator installation if it is not operational or not able to run for a period of more than 1 day due to any defect or default, this breakdown needs to be informed to GSDMA in writing and all corrective measure should be taken to make it operational within 7 working days.
52. Additional recommendations for Simulator O&M:
 - a. Service Maintenance of the actuators required every 2-year.
 - b. Hydraulic oil refurbishment to be done every 6-9 months, Qty of approximately 100-ltr oil.

- c. Liability insurance recommended on yearly basis - 2 Ghz cycle.
 - d. It is recommended to have the Hydraulic system to be installed directly underneath the shake table.
 - e. Recommendation to provide a rope barrier at the entry exit point of the shake table to avoid any kind of accidents
53. Instructions to the bidder with respect to Part -2 O&M BOQ.

1	Costs submitted should be subject to present minimum wages as per Labour Wage Law prevailing of the State. Any notification in revision of Minimum Wages will cause pro rata revision in the rates of cost per person with approval of GSDMA.
2	Staff to work six days a week in 8 hrs. shift. Museum will operate on single shift basis, in case of increase in working hours overtime will be paid on pro rata basis.
3	Bidder to make sure all the required insurances are taken and the cost for the same is considered in the quote.
4	Leave policies - As per GSDMA guidelines. Contractor will provide a suitable reliever at the site and the cost of such reliever will be borne by the Contractor only.
5	All payments to contractor are past due and payable on receipt of invoice approved by GSDMA as per payment terms & conditions.
6	Annual Maintenance for all the items mentioned in scope of work for five years after the inauguration/handover of museum. This annual maintenance also includes the maintenance of the items from manufacturer/vendor but excluding the creative content development, which is one-time delivery. The bidder should read the complete scope of work for better understanding.
7	The contractor shall mobilize required number of staffs to operate the venue effectively daily for five years. Before deployment of the person the agency shall submit the details of the persons to the appropriate authority for further approval. The contract may be extended year-on-year basis for a maximum of another 5 years basis the performance of the bidder during the O&M period. There will not be any cost escalations provided for another five years. The price bid for this tender should only mention rates & amount for first 5 years.
8	The minimum required manpower would include technical, museum and management staff. Technical staff should be available to handle installations and projection systems all the time during working hours of the museum.
9	Post execution the contractor is responsible for the smooth operation and maintenance of the installations and exhibits at the Smritivan museum.
10	The contractor is responsible for training the O&M team.
11	The bidder needs to take annual maintenance cost for the simulator and electronic items & fixtures under his scope of current tender for 5 years.
12	AMC for all projectors and other equipment installed in the museum for a period of 5 years.
13	The bidder should consider the cost of all objects, tools, and accessories required for O&M in this cost like uniforms, repairing tools etc. within the annual cost.
14	GSDMA has the rights to terminate the work order for O&M with a prior notice of 6 months.
15	Payment terms will be strictly as per GSDMA guidelines.

16	Contractor to make sure that all the required registrations/license are obtained from the concerned authorities and regularly renewed. GSDMA will not be held responsible for the same.
17	All the services, log book and records to be maintained by the O&M Contractor. Responsibility of proper functioning of the equipment will be under the O&M contractor's scope. Museum equipment & inventory list to be maintained as per the handover list maintained throughout for 5- years.
18	Additional resources to be deployed by bidder if the need arises during the O&M of Museum. Final approval of such deployment will be with GSDMA
19	GIGW guidelines to be followed by bidder while designing of the web portal.
20	STQC certification to be submitted by the bidder for web portal / ticketing system
21	Entry ticket prices to be decided by GSDMA
22	No revenue sharing is allowed
23	All accounts to be maintained by bidder and report be submitted to GSDMA as in when required.
24	All the HR as defined in Segment A1 and A5 of Part -2 BOQ to be activated 1 month before the launch date finalised by GSDMA for the museum and the Digital Marketing team to be activated at least 3 months prior to the launch. Final decision to be taken by GSDMA.

3.4 General Terms and Conditions

Detailed Role & Responsibility as Per Categories: -

3.4.1 Management Team

1. Managing the whole museum complex by coordinating with the Human resource appointed under him for operation & maintenance
2. Supervising the staff appointed for the operation and maintenance of the whole museum complex under the guidance of GSDMA
3. Managing coordination between the human resource, museum complex and GSDMA guidelines.
4. Taking corrective actions required for smooth operations of the museum.
5. Preparing the yearly plan, calendar & strategy for the museum.
6. Submitting the monthly and yearly report to GSDMA on performance of the museum.
7. Maintaining the visitor flow record of the museum.
8. Maintain the inventory list of all the equipment's installed at the museum as per the BOQ.
9. Maintain the service record and annual maintenance data of all the equipment.
10. Maintain the record and emergency contact numbers of all the manufacturers and service providers as per the equipment list.
11. Management team will be responsible for conducting or organizing training & development sessions for the other staff on the regular basis.
12. To make sure all the operations & maintenance team are following up the rules & regulations.
13. The Technical team properly maintains all the tools & inventories is being regularly checked by the management team.
14. Prepare and maintain the proper procedures & schedules
15. Develop solutions with the technical team and manufacturers for the smooth

functioning of the museum.

16. Checking the stock inventory of critical parts in the stores
17. Take corrective and pro-active actions in case of equipment failure or shutdowns.
18. In case of pre-planned shutdown, management needs to inform and take necessary approval from GSDMA
19. Procurements and purchase be done after approvals from GSDMA for the museum functioning & up gradation services.
20. Maintain all the record of handover & take over list from the manufacturer/ Interior vendors.
21. Help GSDMA in crisis management, Traffic management, and visitor management.

3.4.2 Technical Services

1. Should provide AMC for all projectors and other equipment installed in the museum as per the BOQ for a period of 5 years.
2. Inspect assigned systems for documentation and operating parameters.
3. Check and update the panel maintenance schedule for stimulator installation
4. For any abnormal condition, need to check the root cause & preempt it.
5. Ensure calibration of instruments per schedule.
6. Determine critical parts and working stock inventory requirements.
7. Provide suggestions if any parts of equipment are end of life.
8. Typical work will include, but is not limited to, maintenance of interior and installation lighting systems. Included are the repair or replacement of fixtures and controls, and the replacement of bulbs and ballasts.
9. Service Provider shall submit GSDMA in advance any requirements for major maintenance or refurbishing of equipment. Such work shall be performed on a project basis, upon approval of GSDMA on actuals after the defect liability period.
10. The instruments shall be used within the mfg. range for that equipment.
11. All spanners, wrenches and required hand tools must be in good working order.
12. All powered tools must be equipped with individual ELCB to prevent main tripping.

3.4.3 Artist & Ushers

1. To guide the visitors through the museum galleries
2. To act in different galleries as per design requirement of the experience. The cost should include the costume & make-up of the actor.
3. A local artisan skilled in traditional weaving artwork will be appointed for a live weaving installation as per the design requirement. The cost should include the costume & make up of artisan
4. The museum guides should be affluent with the gallery subjects and display and in 3-4 languages namely – English, Hindi and Gujarati.

3.4.4 Sales Team

1. Operating & maintaining shop and overall managing visitor interaction & relation. Manager will be responsible for managing sales & inventory.
2. Ensure sales with best industry sales practices.

3.4.5 Digital Marketing Team

1. Preparing the content for Digital media on regular basis
2. The digital marketing team will undertake the promotion of the museum on social media

platforms like Instagram, Facebook and twitter for enhancing the museum visibility.

3. The team will also create content and collaborations for publishing promotional data including articles, posters, and banners for online, print and outdoor media.
4. Planning on expenditure on social, print or outdoor media to be made on annual basis for approvals from GSDMA.
5. Preparing the Graphics and video as per the approved content for Social Media
6. Search Engine Optimization

3.4.6 Safety Guidelines

1. Employ competent and knowledgeable staff personnel, experienced in the practice of all maintenance type operations.
2. Field personnel to wear uniforms identifying them as employees of the Service Provider/ sub-contractor.
3. Employees must wear appropriate safety gear including eye and ear protection while performing the Contract work.
4. Employees working adjacent to internal or external streets must wear reflective safety vests. Perform all work in accordance with local requirements.
5. All the Service Provider's employees must wear safety belts while operating or riding in vehicles on Employer property.
6. Provide protection of all property, persons, structures, utilities, walls, walks, curbs, paved surfaces and plant materials from activities arising from this Contract.
7. Service Provider shall pay for any and all damages due to the actions of it's, or it's subcontractors, employees.
8. Sweep and/or blow clean all walks and paved surfaces at the conclusion of each task.
9. The service provider must know and follow their duties related to safety for all personnel. These guidelines are applicable to contractors as well as sub-contractors deployed by them at the site.
10. All Service Provider staff /workmen should be provided with a uniform and shall work within the Employer premises in their prescribed uniform.
11. The service provider shall ensure that no access (passages / access to emergency apparatus / exits) is blocked.
12. The service provider shall ensure that proper fencing, lighting and warning signs are placed on and around the work site for safety at all times.
13. The service provider shall report all notifiable accidents, dangerous occurrence and potential hazard situations to Employer representative on site.
14. The service provider shall provide prior information to the Employer representative about any hazardous material being brought on the site and shall ensure security storage of such material.
15. The service provider must not remove or displace any guard, fencing or other safety equipment, which is designed to protect personnel or machinery or any place where safety equipment has been provided without the written permission of Employer representative.
16. Completion of any work, any such guards / fencing that had to be removed must be replaced immediately and whilst work is being carried out, machinery must not be operated.
17. The service provider must leave work areas in a clean, tidy and safe condition at the end of each working period.
18. The service provider must obtain prior permission from Employer representative, if the processes being employed to carry out that work significantly increase the ambient

noise level in that area being worked.

19. No work may be carried out above the heads of people or over gangway or roads or near power cables unless all precautions have been taken to ensure the safety of the person below, and until the Employer representative gives permission.
20. All temporary structure, erected by contractors or sub-contractors for the purpose of allowing their staff to work at heights of more than 4m above floor level, must be constructed in accordance with the safety regulations.
21. The service provider must provide consumables, tools and equipment based on applicable regulations / codes / guidelines.
22. The service provider must take prior permission from Employer manager before working on plant services such as water lines or electricity.
23. The service provider should ensure that proper qualified / trained / licensed personnel carry out the jobs and that proper supervision is done for all jobs.
24. Any power / compression / percussion tools must be used by trained personnel with proper safety precautions during operation / storage. .
25. The service provider should ensure that their personnel do not consume alcohol / do not smoke / do not take drugs on site.
26. All workmen of the service provider or their sub-contractors must have valid identifications and identity cards issued, shall display at all times during duty hours.

3.5 General Requirements from Service provider

- 3.5.1 Service Provider shall provide sufficient staffing coverage to provide services as documented in the base contract specs.
- 3.5.2 Service Provider's employees are expected to be uniformed and present a professional appearance at all times. Service Provider will provide labor, training and management of the staff at our locations. Service Provider will provide detailed job descriptions for all positions as well as proposed manpower broken out overall and per shift.
- 3.5.3 Service Provider's employees must be able to understand and respond to emergency instructions from Emergency Response Team members and Public Address notifications.
- 3.5.4 Individuals tasked with responding to Help Desk calls must be able to communicate well enough to take verbal directions from remote operator, interact with onsite customers when clarifications is needed and follow issues through to completion.
- 3.5.5 Service Provider shall strive to meet customer requests within the parameters established by the Employer. Service Provider to jointly develop and meet Employer's expectations in the facilities appearance & cleanliness.
- 3.5.6 Service Provider must be able to respond to emergencies or provide special response in support of Employer's Dedicated Emergency Response Team (ERT), 24 hours a day, 7 days a week, 365 days a year for incidents including as per laid scope of work.
- 3.5.7 Service Provider must be able to respond to short notice for special projects or requests, as needed, construction clean-ups, open houses or special events.
- 3.5.8 Service Provider may be asked to provide a proposal to the Employer Asset Manager, or his representative for any work outside the Scope of Work identified herein. Service Provider may receive approval to proceed with any additional work.
- 3.5.9 While on site, breaks and lunch must be taken in designated areas only.
- 3.5.10 Smoking or any other addiction is not is permitted within the Museum premises. This policy is in effect at all times & is applicable to all visitors & employees. Any deviation

from this policy shall not be tolerated. If such cases are found, the bidder will be held responsible.

- 3.5.11 No radios, cameras, cassette/CD players, or any other electronic will be allowed while working outside.
- 3.5.12 Business telephone usage of employees will be limited. Exceptions will be made for emergencies.
- 3.5.13 There shall be NO IMPACT to any Employer facility or system resulting from services rendered by Service Provider under this Scope of Work.
- 3.5.14 Service Provider shall provide Employer with schedule and area maps depicting time & days of services to be performed. Service Provider shall adjust schedules as necessary to meet individual area security or access requirements.
- 3.5.15 Service Provider is expected to wear appropriate PPE during the performance of all critical tasks.
- 3.5.16 Service Provider to ensure 100% uptime for all the critical equipment's
- 3.5.17 Service Provider may be required to assist in areas outside scope of work as related to custodial support, but not to affect normal operations unless approved by Employer.
- 3.5.18 Service Provider will be required to procure and/or source appropriate contractors and vendors to perform the works outlined within this scope of work where necessary on behalf of Employer in line with purchase procedure.
- 3.5.19 Service Provider must ensure each contract meets the stipulated Employer procurement guidelines
- 3.5.20 Benchmark Cost/ Services
- 3.5.21 Periodically Review all Contracts for performance levels
- 3.5.22 Meet with all Contractors on a monthly basis to discuss performance levels
- 3.5.23 Recommend methods to improve efficiency and achieve additional savings
- 3.5.24 Timely renewal of existing Contracts

3.6 Exclusion from the scope of services

The services in relation to the below mentioned items are not in scope of work of the Part 2:

1. HT & LT Electrical Systems
2. Diesel Generating Sets
3. UPS/ inverter/lighting Systems apart from museum interiors
4. Air – Conditioning systems
5. Fire alarm and detection,
6. Fire Hydrant and suppression system.
7. Vertical Transportation systems
8. Building maintenance
9. Plumbing & sanitation
10. Irrigation & water body
11. Sewage treatment plants
12. Water supply systems
13. BMS access control, boom barrier systems
14. Public address systems
15. Cleaning services
16. Pest control
17. Gardening

18. Roads, Grounds & drains
19. Facade cleaning
20. Waste Management
21. Food court management
22. Physical guarding Services
23. Traffic management
24. Car park management
25. Crisis management
26. Procurement of spares, consumables & services
27. Generator Sets
28. Capacitor Banks
29. Low Voltage Panels & Systems
30. High Voltage Panels & Systems
31. Switch Gears
32. BMS & PLCs
33. Transformers
34. Testing & Calibration of Meters
35. Public Address System
36. HVAC control system
37. Fire alarm system
38. Lighting and power distribution systems
39. UPS /inverter
40. Fire hydrants and suppression system.
41. AMC for any item in Block A
42. Operations & maintenance for Café at Block B & Block G
43. Equipment's for kitchen operations
44. Accessories for games at play area at Block B
45. Sewage treatment.
46. Access control, boom barrier
47. O&M for Common Area like Spine

3.7 Bill of Quantities

3.7.1 The BOQ for Part 2: Museum Operation and Maintenance is divided into 5 parts (BOQ is attached with Tender Document)

- a) Segment A1: Operation & Maintenance - Human Resource
- b) Segment A2: Operation & Maintenance Items
- c) Segment A3: Annual Maintenance
- d) Segment A4: O&M Items One Time
- e) Segment A5: Operations of Auditorium Block

3.8 Mode of Payment

3.8.1 Table for Part -2 Payments(Operations & Maintenance)

S. No.	Stage as per schedule of Services	Percentage of payable fees at the completion of each stage	Total fees paid
	Segment A1&A5 Human resources		
1	Bill to submitted on the last calendar date.	Monthly	Monthly
S. No.	Stage as per schedule of Services	Percentage of payable fees at the completion of each stage	Total fees paid
	Segment A2 O&M items		
2	Pre-approved bill to be submitted on the last calendar date of the month.	Monthly	Monthly
S. No.	Stage as per schedule of Services	Percentage of payable fees at the completion of each stage	Total fees paid
	Segment A3 Monthly Annual Maintenance		
3	Pre-approved bill to be submitted on the last calendar date of the month.	Monthly	Monthly
S. No.-4	Stage as per schedule of Services	Percentage of payable fees at the completion of each stage	Total fees paid
	Segment A4 One-time Items		
1	Inception report	10%	10%
2	Proof of order	20%	30%
3	On delivery of items	25%	55%
4	On installation of items	25%	80%
5	After 6 months of delivery/installation	20%	100%

Annexures

Annexure A

AFFIDAVIT

To be submitted on Non-Judicial Stamp paper of Rs. 100.00 duly signed by authorized Notary

Signed by an authorized PERSON of the Firm/agency

I/we undersigned, do hereby certify that all the statements made in the required attachments are true and correct.

The undersigned also hereby certifies that neither our firm / agency/s..... nor any of its constituent partners have abandoned any work or any contract awarded to us for such works have been rescinded, during last Seven years prior to the date of this application.

The undersigned hereby authorized(s) and request(s) any bank, person, firm or Authority to furnish pertinent information deemed necessary and request by the Department to verify this statement or regarding my (our) competence and general reputation.

The undersigned understands and agrees that, further qualifying information may be requested, and agrees to furnish any such information at the request of the client.

Annexure B

DECLARATION:

To be submitted on Non-Judicial Stamp paper of Rs. 100.00 duly signed by authorized Notary
Signed by an authorized PERSON of the Firm/agency

I/we agree that, the decision of the GSDMA in qualification / selection of applicants will be final and binding to me/us.

All the information and data furnished herewith correct to my/our best of knowledge

I/we agree that, we have no objection, if inquiries are made about our works, its related areas and any other inquiry regarding all details, projects and works listed by us in the post qualification documents at any stage.

I/we undersigned on behalf of our firm M/s..... hereby given undertaking that I/we am/are jointly and severally responsible to meet the liabilities over and above the business of the firm and make good the above financial loss sustained by the Authority as a result of my/our abandoning the work entrusted to me/us/this firm.

Annexure C

Qualification and Experience and Employment status of all key personal who are proposed for Administrator & execution of the Contract.

- a) Name of the Applicant
- b) Address of the Registered Office
- c) Phone No.
- d) Fax No.
- e) Email address:
- f) Cell No
- g) Website, if any
- h) If main Office is o/s Gandhinagar: Please furnish office address of Office Establishment in Gandhinagar
- i) No. of years of experience in the Relevant field
- j) Type of the Organization (Whether: Proprietorship, Partnership, Private Ltd, Consortium)

Annexure D

Name of the Proprietor/Consortium Partners/Directors of the Applicant with addresses & Phone Numbers

1. _____

2. _____

3. _____

- a) Details of Registration–Whether: Partnership firm, Company, etc.:
- b) Name of Registering Authority, Date & Registration Number:
- c) Whether an assessee of Income Tax:
 - a. If so, mention Permanent Account No. (Enclose document evidence):
- d) Please mention Service Tax Registration (Encl. Documentary evidence):
- e) Details of registration, if any:
- f) Furnish details of office infrastructure:

Annexure E

Details of relevant project / works carried out in Last 7 years.

List of important Projects executed by the Applicant during last 7 years as per tender requirements

Sr No	Name of The Project mentioning all features, scope of services and Location	Name & full postal address Of the owner. Also indicate whether Govt. or private body with full postal address and Phone No.	Total final value of work (Rs)	Completion period		Nature of service Rendered		Any important feature of the work worth mentioning or reference	Whether documentary evidence enclosed in support of experience
				Total Duration of work	Date of actual completion				
1	2	3	4	5	6	7	8	9	10

Annexure F

The details for each of the following appendices should be given by each member of the consortium

Sr. No.	Name of the Consortium Member	Role of the Member	Turnover (last 3 years)	Equity Stake in project

Signature of Bidder

Name of the Bidder

Date

Stamp of Company

Annexure G

EXPERIENCE IN SUCH PROJECTS IN (Last seven (7) years, including ongoing projects)

Sr. No.	Name of Project/ Contract	Client with address	Nature of the Project	Total Project cost in Lakhs	Original time limit	Extension of Time limit if any	Remarks
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Signature of Bidder

Name of the Bidder

Date

Stamp of Company

Annexure H

Key Technical personnel & Project Leader Competence

#	Team	No. As per RFP	Proposed Name of Person	Qualification		Year of Experience	
				Required	Proposed	Required	Proposed
1	Project Manager	1					
2	Creative Director – Interior & installations	1					
3	Creative Director -AV content	1					
4	Creative head for visualisation and scenography	1					
5	Art and craft director	1					
6	Production Manager	1					
7	Architect	1					
8	Civil Engineer	1					
9	Electrical engineer	1					
10	Asst. Engineer	1					
11	Music Director	1					
12	Animator	1					
13	Language Expert	3					
14	Proof-reader	3					
15	AV and technology integration expert	1					
16	Cultural history expert	1					
17	Scientific technology expert	1					
18	International museum expert	1					
19	Simulator consultant	1					

Note: Please give required details in curriculum vitae (Annexure I) for each team member proposed

Annexure I

Key Technical Personnel & Project Leader as per Appendix H

CURRICULUM VITAE

FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED KEY STAFF (PART 1)				
1. Proposed Position (As per Table A: Human Resource Requirement)				
2. Name of Staff				
3. Date of Birth				
4. Nationality				
5. Educational Qualification (Should meet minimum qualification as per Table A: Human Resource Requirement)				
S. No.	Qualification	Year	Board/Institution	Copy of Degree/Diploma to be attached
1				
2				
...				
6. Employment Record:				
S. No.	From	To	Company Name	Designation
1				
2				
3				
...				
6(i). Total Experience				

6(ii). Permanent Employment with the Firm (Yes/No)				
6(ii)(a) If yes, how many years				
6(ii)(b) If no, what is the employment				
7. Relevant Experience as per tender applied for :				
Sr. No.	Project Typology	Project Name	Role	
1				
2				
3				
4				
6(ii)(b) If no, what is the employment				

Annexure J - Application Form (1)

General Information

All individual firms and each partner of a consortium applying for qualification are requested to complete the information in this form. Nationality information to be provided for all owners or applicants who are partnerships or individually owned firms.

Where the Applicant proposes to use named subcontractors for critical components of the works, or for work contents in excess of 10 percent of the value of the whole works the following information should also be supplied for the specialist subcontractor(s).

1.	Name of Firm	
2.	Head office address	
3.	Telephone	Contact
4.	Fax	Telex
5.	Place of incorporation/registration	Year of incorporation/ registration
	Nationality of owners	
	Name	Nationality
1.		
2.		
3.		

Annexure K

Name of Bidders officers / Persons to be contacted

Name.	Address	Phone Nos.	Fax.

Annexure L-1

Form - Summary of Financial Proposal (Part 1 + Part 2) (to be submitted online only)

Bill of Quantity

Summary of Financial Proposal					
Sr.No.	Description of Item in brief	Unit	Qty	Rate in INR	Amount in INR
	Part -1				
1	Museum Interior Execution Cost				
1.1	Tender for selection of agency for interior works including development, supply, procurement, integration and execution of soft content, exhibits, installations, lighting and digital equipment at Smritivan Memorial Museum at Bhuj, Kutch, Gujarat, India	Job	1		
	Total Project Execution cost				
	Part -2				
	Operation & Maintenance Cost				
1.2	Operation & Annual Maintenance with special manpower for Audio Visual, Digital Marketing, Artist & ushers. AMC for Museum Equipments, Lights & Stimulator Installation	Years	5		
	Total Operation & Maintenance cost				
	Grand Total Part (1+2)				

Signature of Authorized Signatory

Name of the Firm

Note:

- The financial bid should be in Indian Rupees.
- All bidders should indicate the total cost, "exclusive of GST"

Date:

Place:

Annexure L-2

Form - Summary of Financial Proposal (to be submitted online only)

Part 1 – Museum Interior Execution Bill of Quantity

SMRITIVAN MEMORIAL MUSEUM INTERIOR EXECUTION BILL OF QUANTITY - PART 1			
	ITEM		
SEGMENT A	INTERIOR FINISHES AND INSTALLATIONS		
A1	INTERIOR FINISHES	Amount	Total
A	PARTITIONS, FINISHES & PANELLING	₹ -	
B	SPECIAL FLOORING FINISHES	₹ -	
C	FALSE CEILING	₹ -	
D	WALL FINISHES & ARTWORKS	₹ -	
E	ARTIFACTS DISPLAY & FURNITURE	₹ -	
F	INTERNAL SIGNAGES & INFORMATION PANELS	₹ -	
G	DOORS	₹ -	
H	COMMON ITEMS	₹ -	
	SUB-TOTAL (A1)		₹ -
A2	INTERIOR INSTALLATIONS	Amount	Total
1	BLOCK-C	₹ -	
2	BLOCK-D	₹ -	
3	BLOCK-E	₹ -	
4	BLOCK-F	₹ -	
5	BLOCK-H	₹ -	
	SUB-TOTAL (A2)		₹ -
A3	LIGHTING		₹ -

Tender for selection of agency for interior works and operations & maintenance including development, supply, procurement, integration, execution, operation & maintenance of soft content, exhibits, installations, lighting and digital equipment at Smritivan Memorial Museum at Bhuj, Kutch, Gujarat, India

SMRITIVAN MEMORIAL MUSEUM INTERIOR EXECUTION BILL OF QUANTITY - PART 1			
	ITEM		
SEGMENT B	SOFT CONTENT		₹ -
SEGMENT C	SPECIAL ITEMS		₹ -
	SUB-TOTAL OF SEGMENT A,B,C		₹ -

Signature of Authorized Signatory

Name of the Firm

Note:

- The financial bid should be in Indian Rupees.
- All bidders should indicate the total cost, " exclusive of GST "

Date:

Place:

Annexure L-3

Form - Summary of Financial Proposal (to be submitted online only)

Part 2 – Museum Operation & Maintenance Bill of Quantity

Summary of Financial Proposal for Operation & Annual Maintenance with special manpower for Audio Visual, Digital Marketing, Artist & ushers. AMC for Museum Equipment's, Lights & Stimulator Installation					
Sr.No.	Description of Item in brief	Unit	Qty	Rate in INR	Amount in INR
A1	Operation & Maintenance - Human Resource				
1.1	O & M cost for 1st Year	Year	1		
1.2	O & M cost for 2nd Year	Year	1		
1.3	O & M cost for 3rd Year	Year	1		
1.4	O & M cost for 4th Year	Year	1		
1.5	O & M cost for 5th Year	Year	1		
	Total A1				
A2	Operation & Maintenance Items	Year	5		
A3	Annual Maintenance	Year	5		
A4	O&M Items One Time	Year	5		
A5	Operations of Auditorium Block	Year	5		
	TOTAL O&M COST FOR 5 YEARS				

Signature of Authorized Signatory

Name of the Firm

Note:

- The financial bid should be in Indian Rupees.
- All bidders should indicate the total cost, " exclusive of GST "

Date:

Place:

Tender for selection of agency for interior works and operations & maintenance including development, supply, procurement, integration, execution, operation & maintenance of soft content, exhibits, installations, lighting and digital equipment at Smritivan Memorial Museum at Bhuj, Kutch, Gujarat, India

Annexure M

List of Photographs for Work Done / Under Execution

Annexure N

Proposal Submission Letter

To:

Chief Executive Officer
GUJARAT STATE DISASTER MANAGEMENT AUTHORITY (GSDMA)
Block No. 11, 5th Floor,
Udyog Bhavan, Sector 11,
Gandhinagar – 382011

Dear Sir/Madam,

We / I, the undersigned, offer to selection of agency for interior works and operations & maintenance including development, supply, procurement, integration, execution, operation & maintenance of soft content, exhibits, installations, lighting and digital equipment at Smritivan Memorial Museum at Bhuj, Kutch, Gujarat, India as per the Guidelines, terms & conditions mentioned in this Tender document. We / I are/am here by submitting our Proposal, which includes the Technical Proposal. The enclosed technical proposal includes the authority document in partners of the Authorized Signatory and Consent letters, in Original and Copy. (We are submitting our Proposal in association with: [Insert the list of partners Member with full name and address of each associated Consultant])

We confirm that we are qualified as per the Qualification Criteria specified in your document. We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it would lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, i.e., 180 calendar days from the last date of proposal submission, we undertake to negotiate without any alteration in the staff proposed for the assignment. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the services related to the assignment not later than a week from the date of issue of letter of award.

Thanking You,

Yours Sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm: _____

Annexure O

Proforma Of General Power of Attorney

(To be signed and executed in non-judicial stamp paper of Rs. 10/=)

GENERAL POWER OF ATTORNEY

To whom so ever it may concern

1. Sri/Smt _____ S/O _____
_____ Residing at _____
2. Sri/Smt _____ S/O _____
_____ Residing at _____
3. Sri/Smt _____ S/O _____
_____ Residing at _____

I/We all the Partners/Directors/Board members/ trustees/ Executive council members/ proprietors/ Leaders of M/S _____ having its registered office at _____ hereby appoint Sri _____ S/O _____

_____ residing at _____ as my/our attorney to act my/our name and on behalf and sign and execute all Documents/ Agreements binding the firm for all contractual obligations (including reference of cases to arbitrators) arising out of contracts to be entered into by the company/ Corporation/ society/ trust/ firm with the GSDMA in connection with its tender

No. _____ dated _____ for the Selection of agency for interior works and operations & maintenance including development, supply, procurement, integration, execution, operation & maintenance of soft content, exhibits, installations, lighting and digital equipment at Smritivan Memorial Museum at Bhuj, Kutch, Gujarat, India due for opening on _____

In short, he is fully authorized to do all, each and everything requisite for the above purpose concerning M/s _____ and I/We hereby agree to confirm and ratify his all and every act of this or any documents executed by my/ our said Attorney within the scope of the authority hereby conferred on him including references of cases to arbitration and the same shall be binding on me/ us and my/ our company/ Corporation/ society/ trust/ firm as if the same were executed by me/ us individually or jointly.

Witness (with address) Signature of the Partners/Directors/Board members/ trustees/ Executive council members/ proprietors/ Leaders

- 1.
- 2.
- 3.

ATTESTED

ACCEPTED

(Seal and Signature of Signatory of Tender offer of the company/ Corporation/ society/ trust/ firm)

Annexure P - FORMAT FOR PERFORMANCE GUARANTEE

(On Non-Judicial Stamp Paper)

To be stamped according to Stamp Act and to

Be in the name of the executing Bank

To

The Chief Executive Officer

GSDMA

Udyog Bhavan, block no. 11/12th, 5th floor,

Sector 11, Gandhinagar -382017

In consideration of the The Chief Executive Officer of GSDMA, GANDHINAGAR having its registered office at Gandhinagar (hereinafter called the “GSDMA” which expression shall unless repugnant to the subject or context include its administrators successors and assigns) having agreed under the terms and conditions of the Award Letter bearing No ____ dated ____ issued by the GSDMA, Block No. 16. 4th floor, Udyog Bhavan, Gandhinagar 382017, which has been unequivocally accepted by the Vendor (refer NOTE below) work of Tender for selection of agency for interior works and operations & maintenance including development, supply, procurement, integration, execution, operation & maintenance of soft content, exhibits, installations, lighting and digital equipment at Smritivan Memorial Museum at Bhuj, Kutch, Gujarat, India Rs. ____ (Rupees ____ only) from a Nationalized Bank, in lieu of the security deposit, to be made by the Vendor or in lieu of the deduction to be made from the Vendor’s bill, for the due fulfilment by the said Vendor of the terms and conditions contained in the same Contract. We _____ the _____ (hereinafter referred to be “the said Bank” and having our registered office at ____ do hereby undertake and agree to indemnify and keep indemnified to the GSDMA from time to time to the extent of Rs. ____ (Rupees ____ only) against any loss or damage, costs charges and expenses misused to or suffered by or that may be caused to or suffered by the GSDMA by reason of any breach or breaches by the Vendor and to unconditionally pay the amount claimed by the

GSDMA on demand and without demand to the extent aforesaid. We, _____ Bank, further agree that the GSDMA shall be the sole judge of and as to whether the said Vendor has committed any breach or breaches of any of the terms and conditions of the said Contract and the extent of loss, damage, costs, charges and expenses caused to or suffered by or that may be caused to or suffered by the GSDMA on account thereof and the decision of the GSDMA that the said Vendor has committed such breach or breaches and as to the amount or amounts of loss, damage, costs charges and expenses caused to or suffered by or that may be caused to or suffered by the GSDMA from time to time shall be final and binding on us.

1. We, the said Bank, further agree that the Guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said contract and till all the dues of the GSDMA under the said Contract or by virtue of any of the terms and conditions governing the said Contract have been fully paid and its claims satisfied or discharged and till the owner certifies that the terms and conditions of the said Contract have been fully and properly carried out by the Vendor and accordingly discharges this Guarantee subject, however, that the GSDMA shall have no claim under the Guarantee after 150 days from the date of expiry of the contract period.
2. The GSDMA shall have the fullest liberty without affecting in any way the liability of the Bank under this Guarantee or indemnity, from time to time to vary any of the terms and conditions of the said contract or to extend time of performance by the said Vendor or to postpone for any time and from time to time any of the powers exercisable by it against the said Vendor and either to enforce or forbear from enforcing any of the terms and conditions governing the said contract or securities available to GSDMA and the said Bank shall not be released from its liability under these presents by any exercise by the GSDMA of the liberty with reference to the matters aforesaid or by reason of time being given to the said Vendor or any other forbearance, act or omission on the part of the GSDMA or any indulgence by the GSDMA to the said Vendor or any other matter or thing whatsoever which under the law relating to sureties would but for this provision have effect of so releasing the Bank from its such liability.
3. It shall not be necessary for the GSDMA to take legal action against the Vendor before proceeding against the Bank and the Guarantee herein contained shall be enforceable against

the Bank, notwithstanding any security which the GSDMA may have obtained or obtain from the Vendor shall at the time when proceedings are taken against the Bank hereunder be outstanding or unrealized.

4. We, the said Bank, lastly undertake not to revoke this Guarantee during its currency except with the previous consent of the GSDMA in writing and agree that any change in the Constitution of the said Vendor or the said Bank shall not discharge our liability hereunder. If any further extension of this Guarantee is required, the same shall be extended to such required periods on receiving instructions from M/s. _____ on whose behalf this guarantee is issued.

In presence of

WITNESS

For and on behalf of (the
bank)

1. _____

Signature _____

2. _____

Name & Designation

Authorization No.

Date and Place

Bank Seal

The above guarantee is accepted by the GSDMA, Gandhinagar

NOTES

FOR PROPRIETARY CONCERNS

Shri _____ son of _____ resident of _____ carrying on business under the name and style of _____ at _____ (hereinafter called “The said Vendor” which expression shall unless the context requires otherwise include his heirs, executors, administrators and legal representatives).

FOR PARTNERSHIP CONCERNS

M/s. _____ a partnership firm with its office _____ (hereinafter called “the said Vendor” which expression shall unless the context requires otherwise include their heirs, executors, administrators and legal representatives); the name of their partners being

- 1) Shri _____ S/o
- 2) Shri _____ S/o

FOR COMPANIES

M/s. _____ a company registered under the Companies Act 1956 and having its registered office in the State of _____ (hereinafter called “the said Vendor” which expression shall unless the context requires otherwise include its administrators, successors and assigns).

FOR TRUST

M/s. _____ a company registered under the Bombay Public Trust Act 1850 and having its registered office in the State of _____ (hereinafter called “the said Vendor” which expression shall unless the context requires otherwise include its administrators, successors and assigns).

FOR SOCIETIES

M/s. _____ a company registered under the Societies Registration Act, 1860 and having its registered office in the State of _____ (hereinafter called “the said Vendor” which expression shall unless the context requires otherwise include its administrators, successors and assigns).

Annexure Q - HISTORY OF LITIGATION

Application should provide information on any history of litigation or arbitration resulting from contracts in last five year or currently under execution.

Year	Award for/ or against bidder	Name of Client	Litigation & Dispute Matter	Disputed Amount in Rs.

NOTE

If the information to be furnished in this schedule will not be given and come to the subsequently will result in disqualification of the bidder.

Annexure R

Self-Declaration of Not Blacklisted (On Company's Letter Head)

To, Date:
Chief Executive Officer
GUJARAT STATE DISASTER MANAGEMENT AUTHORITY (GSDMA)
Block No. 11, 5th Floor,
Udyog Bhavan, Sector 11,
Gandhinagar – 382011

Dear Sir,

This is to declare that our company_____ is not blacklisted by any Central/State Government Department/Public Sector Undertaking.

Name of Bidder:

Signature of the Bidder with seal

Annexure S

Indemnity Undertaking

I on behalf of M/s hereby agree and undertake that I have understood all the safety rules and procedures and all staff Technical & Non-Technical working on behalf of M/s

..... will abide by all safety rules and procedures. I declare that I M/s will be responsible for any safety violations/ accident etc. GSDMA will not be responsible in case of any accident / incident and will not compensate financially or otherwise. I ensure GSDMA that enlisted Manpower deployment will be done at Venue from Mobilization to Completion of tent facility at

I hereby declare that I am sole responsible on behalf of M/s.

..... for giving such declaration.

Name of Indemnifier

Signature of Indemnifier

Annexure T

Draft Contract agreement

This Contract Agreement is made on the [insert: ordinal] day of [insert: month], [insert: year].

Between

(Insert: Name of Client), a (insert: name of Client) of the GSDMA, and having

its principal place of business at (insert: address of Client) (hereinafter called "**the Client**"),
and

(Insert: name of Agency), a corporation incorporated under the laws of [Insert: country of Agency] and having its principal place of business at [Insert: address of Agency] (hereinafter called

"the Bidder").

Or

2. A joint venture consisting of the following consortium entities, each of which will be jointly and severally liable to the Client for the Bidder's obligations under this Contract, namely

..... and

.....(hereinafter called the "**Bidder**")

WHEREAS

The Client desires to engage the Bidder to provide the following Services [Selection of agency for interior works and operations & maintenance including development, supply, procurement, integration, execution, operation & maintenance of soft content, exhibits, installations, lighting and digital equipment at Smritivan Memorial Museum at Bhuj, Kutch, Gujarat, India] "the Services" or "the Work"; and

The Bidder, having represented to the Client that they have the required infrastructures, professional skills, personnel and technical resources, have agreed to provide the services on the terms and conditions set forth in this Contract Agreement;

Now it is hereby agreed as follows:

Contract Documents

All the documents submitted by the bidder including all the RFP conditions & its Corrigendum released (if any) shall constitute the Contract between the Client and the Agency, and each shall be read and construed as an integral part of the Contract:

Annexure U

Operation & Maintenance Certification

PAST EXPERIENCE IN OPERATION & MAINTENANCE IN ELIGIBLE PROJECTS (Last seven (7) years, including ongoing projects)							
Sr. No.	Name of Project/ Contract	Client with Address	Nature of the Project Scope	Total Project Cost in Lakhs	Area Covered In Sqft	Project Duration Years	Remarks
1							
2							
3							
4							
5							

Signature of Bidder

Name of the Bidder

Date

Stamp of Company

-----END OF DOCUMENT-----