

TENDER NOTICE

No...../OSM.,Dt.,.....

Sealed tenders are invited under two bid system from eligible well experienced firms having knowledge of Museum Gallery works to renovate/organize/conservation of the various type of works in Odisha State Museum. The detailed information is given in the bid documents which may be downloaded from our website www.orissamuseum.nic.in/index.htm and available in the office of the Superintendent of Museum from 10.30 A.M. to 4.00 P.M. from dt. 20.11.2016 to dt. 14.12.2016 on payment as per Government approved rate for different works + VAT 4% each tender documents. If downloaded from website bidder has to produce demand draft of Tender Paper cost at the time of tender submitted in favour of Superintendent of Museum, Odisha, Bhubaneswar payable at Bhubaneswar. The last date, time and place for submission of bid documents is on dated 14.12.2016 Up to 3.00 P.M. in the office of the undersigned. The authority reserves the right to accept/any or all tenders without assigning any reason thereof.

Works to be done:

1. Reorganization of Numismatic Gallery :approximate cost Rs.8,00,000/-.
2. Projector Corner : approximate cost Rs.2.50,000/-.
3. Mask Gallery : approximate cost Rs.3,70,000/-.
4. Photographic Preservation on the Life Style of Primitive Tribes of Odisha (7 tribes namely Paudi Bhuyan, Lodha, Mankedia, Saora, Juanga,Hill Khadiar & Birhor) :Rs.4,50,000/-.
5. Time line of Video Documentation on Primitive Tribes of Odisha, approximately 40-50 minutes cost of Rs.2,50,000/-.
6. Conservation of Palmleaf Manuscript Section –approximate cost Rs.1,97,000/-.
7. Conservation of Coins of Numismatic Section approximate cost Rs.1,03,000/-.

Sd/-
Superintendent of Museum,
Odisha, Bhubaneswar.

ODISHA STATE MUSEUM, BHUBANESWAR

Tel / Fax -:0674-2431597

Email-supdt.museum@hotmail.com

TENDER PAPER

FOR NUMISMATIC GALLERY

Aims & Objective:-Like other museums in the country Odisha State Museum reflects the rich cultural heritage and tradition of Odisha. So each gallery should be well equipped to properly showcase the Odishan cultural tradition by using the latest modern technology of international standard. Everyday thousands of visitors and scholars from India and outside are coming to Odisha State Museum. So museum requires best design, best quality materials and best display for renovation/reorganization works of old and new galleries, under no circumstances the quality of work can be compromised. Firm should have required experience and expertise in design, use of modern technology and materials, latest display method of objects. In this works Curators and technical staff of the museum will extend advice to concerned firms regarding all type of organizational works with a team spirit. Firm has to mobilize the entire works and achievements of our target for the above mentioned purpose. The contract between Odisha State Museum and firms will be for a period of one year subject to termination clause mentioned in the agreement. Odisha State Museum, Bhubaneswar intends to take all the works on a turnkey basis starting from conceptualizing, designing to execution.

Works to be Done

- 1. Reorganization of Numismatic Gallery :approximate cost Rs.8,00,000/-**

Terms and Condition:-

1. The successful tenderer shall have to enter into an agreement with Superintendent, Odisha State Museum, Bhubaneswar.
2. The firm shall have to take up the work within the stipulated period from the date of issue of work order.
3. The concerned supervising staff will supervise time to time.
4. In case of any legal dispute the decision of Superintendent of Museum shall be final and binding.
5. If the performance of the agency is not found satisfactory within the trial period (45 days) from the starting day of works, the contract can be cancelled with immediate notice.
6. The firm has to submit the tender paper within the stipulated time otherwise tender papers will not be accepted.
7. The tenderers are required to pay E.M.D. 5% of the total work value in Demand Draft in favour of Superintendent of Museum, Odisha, Bhubaneswar drawn on any nationalized bank payable at Bhubaneswar with the tender documents which will be returned to unsuccessful tenderers after selection of the bidders. Successful tenderer have to withdraw his D.D. after completion of the works with satisfactory.
8. The rates should be quoted in words and figures otherwise the tender will be liable for rejection. In case of discrepancy between words and figures, the words shall prevail. The tender document should be legible and free from error, over writing or conversion of figures. In case of any over writing not signed by the tenderer will be liable for rejection.

9. The tender will not be considered unless accompanied by a certificate of excellence/merit in such work. The firm should have Income Tax PAN Card.
10. No tender documents will be sold to intending tenderers after the last date stipulated for selling the tender papers.
11. The bidders are to quote a single price for each item. If any multiple prices are quoted the tender shall be rejected.
12. Successful tenderer will be selected on the basis of lowest price with quality of works but quality of works will always be preferred. No compromise be made in qualities of works. Bidders should produce three dimension photos or PPP with the tender documents. The work should be completed in two months time.
13. Receipt of payment on tender papers should be enclosed with documents.
14. The authority reserves the right to cancel, accept, reject any tender assigning any reason thereof.
15. The said agreement shall be valid for period of one year subject to extension at the discretion of authority. This agreement can also be revoked before the expiry of one year if the performance of firm is found unsatisfactory.
16. Empanelment of the firm in this process should not be construed as binding on the authority to award any task/works subsequently. This shall be done at the discretion of the State Museum duly considering the performance of the agency from time to time.
17. The successful bidder is to give report to the higher authority on progress of the work time to time after starting the works.
18. Any other works in related field as and when required.
19. Interested firm shall have to submit their tender in sealed covers super scribed "Tender for Renovation/Organization works of '..... Gallery of Odisha State Museum". So as to reach the following address on or before dated **14th December 2017 by 3.00 P.M.**

The offer should be submitted in the following two bids. Separately with sealed covers.

- A. Technical Bid.
- B. Financial Bid.

Technical Bid:

1. The profile of the firm with details of personnel.
2. 'C' class Contractor License (PWD, Govt. of Odisha)
3. Past experience in similar or related line of work.
4. Proof of completed project of such work.
5. Valid service tax, Vat Registration number.
6. They will be required to make presentation before the Technical Expert Committee.
7. The firm should have sufficient infrastructure to complete the work in stipulated period.

Financial Bid:

1. Approximate cost of Numismatic Gallery is Rs.8,00,000/-
2. No advance payment will be made for starting of the works.
3. Part payment can be released against running bill after verification of work by the authority.
4. Final payment will be released after completion of the works.
5. Completion of works means complete of the works specified in tender document supplied by Odisha State Museum with the fully satisfaction of authority of the institute.

**Sd/-
Superintendent of Museum,
Odisha, Bhubaneswar.**

Numismatic Gallery

Introduction:- The Numismatic Gallery of Odisha State Museum possess a pride collection of ancient coins from 6th century B.C. to present times. The gallery is enriched with PMC (both tribal and imperial), Kushan (Puri-Kushana), Gupta Coins, Saravapuriya coins, Kalachuris, Muslim Coins, British Coins and modern coins. Gallery needs to be properly presented with above mentioned coins. The said gallery should have proper lights and modern display system along with the cube box system. This should be unique gallery which will attract the visitors in large number.

Scope of the Work:-

Concept and interior design of the Numismatic Gallery will include the layout of the gallery, designing of display panel, the colour composition of showcases, display of exhibits, design of new showcases, replicas of coins, photography of coins.

Works to be done:-

1. Renovation of 10 nos. of show cases.
2. Preparing the colourful glow in every showcase regarding the coins with labels and write-ups.
3. One diorama display regarding the manufacturing/minting of coins during different stages.
4. Chronological Display of Coins (9nos. 6' X 4')and (1no. 8' X 4')
5. Change of Glasses.
6. Making of Fibre Model Coins 20nos. front back (1' X 1')
7. New Write-ups and Label (20nos. with Acrylic) 12" X 8"
8. Change of Light (LED) 30nos. 15Wt
9. Change of Introduction Board (Size 6' X 3') photo and art work
10. Temporary Exhibition in the Varandah of the Coin Gallery 78 rft.
11. Illuminated box display
12. Cube display system.

Materials to be Used:-

1. Materials are to be used should be branded and of international standard.
2. Works to be done by using latest technology.

Completion of work:-

The work in all respect must be completed before 31st March 2017 to make it operational and open for the public.

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Odisha, Bhubaneswar.

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TENDER PAPER

FOR

PROJECTOR CORNER

Aims & Objective:- Like other museums in the country Odisha State Museum reflects the rich cultural heritage and tradition of Odisha. So each gallery should be well equipped to properly showcase the Odishan cultural tradition by using the latest modern technology of international standard. Everyday thousands of visitors and scholars from India and outside are coming to Odisha State Museum. So museum requires best design, best quality materials and best display for renovation/reorganization works of old and new galleries, under no circumstances the quality of work can be compromised. Firm should have required experience and expertise in design, use of modern technology and materials, latest display method of objects. In this works Curators and technical staff of the museum will extend advice to concerned firms regarding all type of organizational works with a team spirit. Firm has to mobilize the entire works and achievements of our target for the above mentioned purpose. The contract between Odisha State Museum and firms will be for a period of one year subject to termination clause mentioned in the agreement. Odisha State Museum, Bhubaneswar intends to take all the works on a turnkey basis starting from conceptualizing, designing to execution.

Works to be Done

1. Projector Corner : approximate cost Rs.2.50,000/-

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2. The firm shall have to take up the work within the stipulated period from the date of issue of work order.
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4. In case of any legal dispute the decision of Superintendent of Museum shall be final and binding.
5. If the performance of the agency is not found satisfactory within the trial period (45 days) from the starting day of works, the contract can be cancelled with immediate notice.
6. The firm has to submit the tender paper within the stipulated time otherwise tender papers will not be accepted.
7. The tenderers are required to pay E.M.D. 5% of the total work value in Demand Draft in favour of Superintendent of Museum, Odisha, Bhubaneswar drawn on any nationalized bank payable at Bhubaneswar with the tender documents which will be returned to unsuccessful tenderers after selection of the bidders. Successful tenderer have to withdraw his D.D. after completion of the works with satisfactory.
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Technical Bid:

1. The profile of the firm with details of personnel.
2. Their professional qualification.
3. Past experience in similar or related line of work.
4. Proof of completed project of such work.
5. Valid service tax, Vat Registration number.
6. They will be required to make presentation before the Technical Expert Committee.
7. The firm should have sufficient infrastructure to complete the work in stipulated period.

Financial Bid:

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**Sd/-
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PROJECTOR CORNER

Introduction :

If galleries are the face of the Museum, then documentation is certainly its brain. So in today's age visual documentation bears a very powerful medium of communication in the Museum. Short film show provides unique audio/video information to the visitors regarding the history of the museum, its key artifacts, their relevance to the history, their significant features etc. In a very interesting the film show can be managed. So we have planned to develop a corner with some kind of sitting arrangement and the show can be done by the help of projector with requisite sound systems etc.

Specification:

Works to be Done

1. Railing (Glass and Wood) Size 20' X 2 ½ '
2. Stair Case Step Lighting (34nos. steps) with wiring
And other requirements as per condition
3. Sitting arrangement (16 seated with wood sofa repair with cover)
4. Wall Colour with dark base to bring an effect of a theatre hall

Around 20' X 20', 20' X 30', 20' X 20', 20' X 10',
5. Blinds and cloth covering on the windows (200 sqft.
6. Thematic Display of Art objects in 30nos. on walls & Photography
7. Surrounding Sound Audio system (Sony Brand with uffor)

Work Completion:-

The work in all respect must be completed before 31st March 2017 to make it operational and open for the public.

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TENDER PAPER

FOR

MASK GALLERY

Aims & Objective:-Like other museums in the country Odisha State Museum reflects the rich cultural heritage and tradition of Odisha. So each gallery should be well equipped to properly showcase the Odishan cultural tradition by using the latest modern technology of international standard. Everyday thousands of visitors and scholars from India and outside are coming to Odisha State Museum. So museum requires best design, best quality materials and best display for renovation/reorganization works of old and new galleries, under no circumstances the quality of work can be compromised. Firm should have required experience and expertise in design, use of modern technology and materials, latest display method of objects. In this works Curators and technical staff of the museum will extend advice to concerned firms regarding all type of organizational works with a team spirit. Firm has to mobilize the entire works and achievements of our target for the above mentioned purpose. The contract between Odisha State Museum and firms will be for a period of one year subject to termination clause mentioned in the agreement. Odisha State Museum, Bhubaneswar intends to take all the works on a turnkey basis starting from conceptualizing, designing to execution.

Works to be Done

- 1. Mask Gallery : approximate cost Rs.3,70,000/-**

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2. The firm shall have to take up the work within the stipulated period from the date of issue of work order.
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Sd/-
Superintendent of Museum,
Odisha, Bhubaneswar.

Mask Gallery

Introduction

Gallery for Art & Crafts in Odisha State Museum exhibits various objects like wood carving, stone sculptures, ivory work, terracotta objects, traditional toys, silver filigree work, various metal works etc. But we have more than fifty numbers of wood and paper make collection of various masks from different districts which we have not display yet since last 50 years.

Odisha, the land of dexterous artists and craftsmen, possesses a rich artistic tradition which enjoyed liberal patronage from the temples as well as the nobility. Odisha has a history of folk theatre also known as Jatra, Rama Leela, Sahi Jata, Prahlad Natak etc. and the characters different masks made wood, solapitha, paper mache, natural fibres and are vividly painted to appear attractive. The Patta Chitra craft is the mother source of this tradition. 'Mukha' or the masks are made of deities, demons and animals are made for use in the local folk and traditional dances and theatre performances.

These rare and dying not form of Odisha is to be displayed properly.

Specification :- Works to be Done

1. Preparation of Showcases 8' X 4' (6nos.) repairing, carpentry work
2. Replacement of glass, replacement of sunmica
3. Wall display 30nos.& Photography ,carpentry work, fixing of ply,Wall size 40' X 15' (2nos.) , 40' X 15' (2nos.)
4. Showcase lighting / wall lighting (30nos.)
5. Wall colour, Art work
6. Censor voices and lighting control
7. Write-up and Label

Work Completion :

The work in all respect must be completed before 31st March 2017 to make it operational and open for the public.

Sd/-
Superintendent of Museum,
Odisha, Bhubaneswar.

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TENDER PAPER

FOR

PHOTOGRAPHIC PRESERVATION ON THE LIFE STYLE OF PRIMITIVE TRIBES OF ODISHA (7 TRIBES NAMELY PAUDI BHUYAN, LODHA, MANKEDIA, SAORA, JUANGA, HILL KHADIAR & BIRHOR)

Odisha is regarded as the homeland of tribal communities. It is the abode of as many as 62 culturally vibrant tribal communities. Besides it is also the homeland of 7 very culturally rich primitive vulnerable tribal groups (PVTGs) whose lifestyles and cultural manifestations are unique in nature. Due to cultural contacts and the impact of modernization, industrialization and so on, the rich cultural traditions which are the hall marks of these colourful tribal communities are under serious threat of extinction. It is therefore crucially important to document and preserve the life style and culture of tribes of Odisha.

Objectives :

1. Documenting and preserving the lifestyle and culture of PVTG communities of Odisha through photographs / videography.
2. Documenting various socio cultural events/ceremonies of these PVTG of Odisha.

Work Coverage:

The work will cover documenting the socio cultural life of all the PVTGs.

Service Deliverable by the Selected Firm :

The scope of service shall have the following components.

1. Capture high resolution images of individuals, families, events at field locations related to lifestyle of PVTGs.
2. Aspects to be covered : Habitat (The Natural Landscape), Identity, Settlement, Housing, Social life, Economic life, Political life, Magico-Religious life, Aesthetic life and development of PVTG.
3. Provide at least 15 selected images from each event/assignment.
4. Caption each photograph with specific details such as geographical location, name of the person (for portraits), activity and any other relevant information, for easy identification and location. Captions should be embedded in the JPEG images (soft copy) and also provided in a separate text document.
5. **Specific Requirement of Photographs :**
 - a) The Still photographs should be shot in the Full frame DSLR Camera with requisite Hi-Speed lens.
 - b) Format of Digital Photos: JPEG (Raw) should be more than 5MB.
 - c) Colours: RGB / CMYK
 - d) Resolution: High (minimum 300 dpi scale up to A1 size), which should be of an international standard.
 - e) Pixel dimension: Above 5000 X 3000PX.
 - f) Soft copies of Photographs should be deposited with the Raw files in DVD/Hard Drive.
6. The photographs with best quality (High Resolution) shall be submitted by the firms to the Superintendent of Museum, Odisha through the Curator, Anthropology in the shape of hard and soft form within 3 months from the date of assignment. The photographs will be copyrighted to the Superintendent of Museum and any violation of copyright law will be pursued appropriately.

Role of Supervisor of the Work :

The Curator, Anthropology shall act as the supervisor to monitor the implementation of the project and apprise the department about the achievements of the project on timely basis. The following shall be role of the supervising officer in the project.

- a) Issue necessary communication to the district level officials for facilitating the process of documentation.
- b) Supervising officer will make periodic visit to the field and furnish report to the Superintendent of the Museum on the progress made in respect of the documentation.
He will also examine the quality of the photographs in respect of the documentation by the help of departmental photographer and validate the data provided by the firm to the authority.

Bidding Process

Eligibility criteria for empanelment of Agencies :-

The bidder should be fulfilling the following preconditions and must also submit documentary evidence in support of fulfillment of these conditions while submitting the technical bid, claims without documentary evidence will not be considered.

1. The applicant shall be an individual / agency / firm. In case the applicant is a firm, it should be registered as firm/society/trust/company under the concerned Indian acts. In case of individuals the details of qualification of photography is to be provided.
2. The individual/firm should have valid service tax registration number. Copy of the service tax registration should be submitted.
3. Experience of executing similar kind of project during last three years for any Government or private sector unit should have equipment of his own for undertaking documentation work and should have a studio of his own, write-up with a studio for editing.
4. The agency/firm/individual should have minimum turnover of Rs.5.00 Lakhs during the last two financial years. Annual financial report certified by a CA should be submitted. In case of individuals, the income tax return statement may be submitted.]

Procedure of Applicant :

Eligible organization/agency/individual has to submit their technical proposals under sealed covers to the office of Superintendent of Museum, Odisha, Bhubaneswar.

Technical proposal should be accompanied with proof of annual turnover, detailed experience in conducting similar assignments and other documents as described in the eligibility criteria above.

The proposal must be accompanied by a letter on the organization's letter head showing the full registered office address of the organization. It should be signed by a person of suitable authority to commit the organization with relevant experience to a binding contract. The organization must quote the work title and include the following declarations :

- 1) We have examined the information provided in your terms of reference and offer to undertake the work described in accordance with requirements as set out in the TOR.
- 2) This proposal is valid for acceptance within 6 months and we confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.
- 3) The proposal (Technical and Financial) has been arrived at independently and without consultation, communication, agreement or understanding (for the purpose of restricting competition) with any other organization/firm invited to submit proposal for this contract.
- 4) We confirm that all personnel named in the proposal will be available to undertake the services.
- 5) We confirm that there are no personal, financial and business activities that will or might, give rise to a conflict of interest. If we were awarded this assignment Superintendent of Museum reserves the right to reject any proposal.
- 6) We confirm that the organization :
 - a) Are not or have not been the subject of any proceedings or other arrangements relating to bankruptcy, insolvency of financial standing.
 - b) Have not been convicted of any offence concerning professional misconduct.
 - c) Have not been convicted of corruption including the offence of bribery.
 - d) We agree to bear all cost incurred by us in connection with the preparation and submission of this proposal and to bear any further pre-contact cost.

I confirm that, I have the authority of (name of organization) to submit proposal and to clarify the details on its behalf.

Packaging and submission of Proposals : The proposal is to be submitted with all necessary details in sealed envelope, which will include the followings.

1. EOI document fee of Rs.500.00 (Rupees five hundred)only to be submitted with the proposal in a separate envelope superscripted with the EOI name and number. The EOI documents fee and EMD is to be drawn in favour of Superintendent of Museum, Odisha, Bhubaneswar.
2. Original copy of technical bid complete with all technical and commercial details as prescribed in the EOI documents. Original printed document shall be considered as authentic. The EOI need to be submitted in physical form at the office of the Authority on or before the due date of submission of technical proposal. All pages of the offer must be signed.

Selection of the Proposal :-

The selection will be done at a two stage process. Firstly the agencies scoring more than 60 marks in the technical bid will be qualified for further opening of financial bid. Bidder obtaining highest number of points shall be invited for contract negotiations, with a view to clarify any arrangement and in case of successful negotiations, to sign a contract agreement.

Competent Authority :-

Superintendent of Museum is the competent authority for this project. The powers of the competent authority will be as under :

1. Amend EOI documents during the proposal evaluation process. Any amendments will be conveyed to the short listed organization/agency.
2. Modify scope of work at the time of the award of the contract. Such modification will be discussed and agreed with the preferred organization/agency.
3. At discretion during evaluation of bids, request an organization/agency for clarification on its proposal. This request will be in writing and organization/agency should respond in writing. No change in price or substance of the bid shall be sought offered or permitted at this stage.
4. The nodal office exercises the right to accept or reject any proposal without assigning any reason thereof.

Payment Mechanism :

The total project cost is to be finalized on the basis of the final quoted amount in the financial bid and subsequent price negotiation.

Particulars	Payment Mechanism
1.Submission of plan of action for taking up the assignment including the field visit schedule, personnel engagement details, photographic equipment details etc.	1.20% of the total amount against submission of agreement/Bank guarantee of equivalent amount within 15 days of receiving the EOI.
2.Completion of Photography of all tribes including the PVTGs and submission of the soft copies of the document as per the technical specification mentioned in the EOI.	2. 60% of the total amount upon submission of the soft copy of the lifestyles of all tribes of Odisha and its scrutiny by the expert Committee and subject to its clearance.
3.Printing of hard copies i.e. photographs as per the specification	3. 20% of the total amount after submission of the hard copy as well as soft copy of the still photographs incorporating the suggestions rendered by the expert committee.
4. Return of Bank Guarantee.	4.After completion of the project and satisfactory compliance, the Bank Guarantee shall be returned.
5.Any queries or communications may please be sent to the office of the Superintendent of Museum, Odisha, Bhubaneswar.	

Other Terms and Conditions :

1. Authority's right to accept and to reject any/ all bids.
2. Prior to expiry of the period of Bid validity, the authority will notify the successful bidder in writing that its bid has been accepted and send the successful bidder the contract form.
3. Within 10 days of receipt of the contract form, the successful bidder shall sign and date the contract and return it to the authority. If the successful bidder thus selected fails to sign the contract as stipulated, the authority reserves the right to offer to contract to the next lowest bidder. However, the authority reserves the right to award the work to more than one agency subject to the condition that the bid prices of all the short listed agencies are same.
4. Authority will levy penalty in case of bidder fails to provide the services specified by the authority, in the TOR of this EOI documents. The amount of penalty shall be commensurate with the nature of the breach/defect/deviation/fault and as decided by authority. Such an amount payable by the service provider shall be final and binding and shall not exceed 10% of the total accepted contract value of the bidder for the contract period. On the service provider repeatedly failing to rectify the fault within the time period as stated by the authority, the authority is free to cancel/terminate the contract by giving one month notice. If there is any delay in submitting any report as demanded by the authority whether monthly or quarterly or yearly, and if the delay continues for a period of more than one week, then penalty shall be charges as deemed appropriate by the authority subject to maximum of 10% upper limit.

Also the authority may at its discretion, get the deviation faults attended/rectified by any other agency at the risk and cost of the service provider and the same will be recovered from the service provider.

5. Photographic Documentation as mentioned in the "Project Deliverables" shall be completed and submitted within 31 March, 2015.

Sl.No.	Character	Aspects on which photographs required
I.	Habitat (The Natural Landscape)	*Topographical setting & scenic views *Lay out & surroundings *Distant view of tribal village with natural background
II.	Odentity	*Photographs of Male, Female, Family and couple with traditional style of dress, ornemens and hairdo.
III.	Settlement	*The village scene, Arrangement of houses, village street. *Important village institutions:-Boys & Girls dormitories, village meeting place, Dancing arena, village deity/shrine, sacred Groupe (saran, Jahira etc.)
IV.	Housing	*Traditional house type. Wall patterns-decorations, colours and paintings, position of verandah, doors and windows, roof. *Interior view of the house-kitchen, main room, store, seat of ancestors, family deities & spirits. *Placement of various household articles *Fencing & enclosures, Granaries. Hay Stack, Cow-shed, Pig-sty, Kitchen garden, Courtyard, Sanitary arrangements.
V.	Social life	*Totem of various clans, life cycle rituals-birth, marriage, death ceremonies etc. *Family life and kinship.
VI.	Economic life	*Agriculture, Horticulture, forest collection, small business, cottage/rural industries, animal husbandry, service, Wage earning etc. in different sectors and allied activities (traditional and modern) *Implements & Weapons *Sale and barter, weekly markets.
VII.	Political Life	*Village Council Meetings, Process of decision making in village affairs including customary affairs *Traditional leaders, functionaries and their assistants-Headman, Herald / Messenger, Medicine man, in different roles with traditional dresses.

		*Seats of deities worshiped by the community.
VIII.	Magico-Religious Life	*Magico-Religious Functionaries – priest, shaman, sorcerer, Ritual Sacrificer, Astrologer etc. *Fairs and Festivals and Rituals *Religious Institutions like Village Shrine, Sacred Grove (Sarna / Jahar etc), Other sacred places.
IX.	Aesthetic Life	*Music and dance –Musical Instruments, Dancing Costumes, Music & Dance performances during various occasions. *Leisure and recreation –Games and Sports *Arts and Crafts L : Textiles, Embroidery, Comb, Mask, Ropes, Mats, wood, Metal and Bamboo Crafts; Dhokra, Terracotta and Pottery items tattoo making, paintings etc. traditional ornaments, beads etc.
X.	Development	*Infrastructure Development: Irrigation projects, Roads, Drinking Water, Electrification, Education Institutions, Health Institutions, Market Centres, Livestock Centers, Grain Banks, Community Centres. HRD activities – Training, Motivation, Awareness. Income Generation : Cottage Industry Agriculture – Land development, HYV Cropping, Horticulture-Plantations, Fruits, Vegetables & Spices cultivation, Animal Husbandry Self Help Groups : Activities *Panchayatraj Institutions : Leadership, Elected Representatives, Women Leaders Gram Sabha, Pali Sabha & Panchayat Samiti Meeting Development activities Implementation of PESA.

Annexure-II

Technical Proposal

Format for submission of Technical Proposal

1. Name of the Agency / Individual :
2. Address :
 - a)Name :-
 - b)Office :-
 - c)Tel / Fax :-
 - d)e-mail:-
 - e)Mob No. :-
3. Year of establishment of the organization :-
4. Years of work experience in executing
Projects /Programmes as mentioned in
Eligibility Criteria of the EOI documents:-
5. Annual Turnover of the organization for the previous year
6. (Mention the amount and attach the CA certified P & B and balance sheet for the last three year)
7. Income Tax , PAN No. (photo copy attached)
8. TIN (Photo copy attached)
9. Service Tax Registration No. (photo copy attached)

10. Details of clients for whom similar projects and undertaken
Along with value of orders (attach the document evidence)

11. Details of EOI documents fee
D.D. No.-

Date –

Amount –

Drawn on

(Attach the original copy of D.D. in favour of Superintendent of Museum, Odisha, Bhubaneswar)

12. Compliance to the minimum specification provided for the photography equipments to be used.

13. A brief note on the proposal plan of action for taking up the assignment and man power details to be engaged for the assignment.

Financial Bid Format

To

The Superintendent of Museum,

Odisha, Bhubaneswar.

Madam,

I/We hereby bid for providing the services for conducting still photography as mentioned in the TOR and submission of soft and hard copy of the photographs as prescribed in the EOI with Superintendent of Museum, Odisha, Bhubaneswar within the time specified and in accordance with the specifications, design and instructions.

The rates are quoted in the prescribed format given below :-

Format-I

Sl.No.	Component Particulars	Unit Cost
1.	Rate for still photographic documentation (as per Annexure-I) per tribe. (includes T.E. accommodation, food, hiring charges of camera and honorarium)	
2.	Applicable Taxes	
Total :-		

Format-II

Printing Charges

Sl.No.	Component Particulars	Unit Cost
	Rate for printing of photographs (per copy)	
A.	3' X 6'	
D.	Lamination charges (per sqr.inch)	

Format-III

Printing charges other than the specified size:

Sl.No.	Component Particulars	Unit Cost
	Rate for printing of photographs (per copy)	
A.	4' X 6'	
B.	30" X 48"	
C.	Lamination charges (per sqr. inch)	
	Applicable Taxes	
Grand Total :-		

Note : Bidders are required to fill both the formats of the bid. However the bid evaluation shall be as per Format-I and Format-II of the bid.

- a) The rates indicated are all inclusive of taxes and are valid for the contract period.
- b) Figures for all the items mentioned above will have to be filled by the bidder in percentage.
- c) Failing which the offer is liable to be considered as non responsive.
- d) In the event of discrepancy in the financial quote between the words and the figures the financial quote indicated in words will be considered final.

Sd/-
Superintendent of Museum,
Odisha, Bhubaneswar.

ODISHA STATE MUSEUM, BHUBANESWAR

Tel / Fax -:0674-2431597

Email-supdt.museum@hotmail.com

TENDER PAPER

FOR

TIME LINE OF VIDEO DOCUMENTATION ON PRIMITIVE TRIBES OF ODISHA, APPROXIMATELY 40-50 MINUTES

Odisha is regarded as the homeland of tribal communities. It is the abode of as many as 62 culturally vibrant tribal communities. Besides it is also the homeland of 13 very culturally rich primitive vulnerable tribal groups (PVTGs) whose lifestyles and cultural manifestations are unique in nature. Due to cultural contacts and the impact of modernization, industrialization and so on, the rich cultural traditions which are the hall marks of these colourful tribal communities are under serious threat of extinction. It is therefore crucially important to document and preservation the life style and culture of tribes of Odisha.

Objectives :

1. Documenting and preserving the lifestyle and culture of PVTG communities of Odisha through videography.
2. Documenting various socio cultural events/ceremonies of these PVTG of Odisha.

Work Coverage:

The work will cover documenting the socio cultural life of all the PVTGs.

Service Deliverable by the Selected Firm :

The scope of service shall have the following components.

1. Capture high resolution images of individuals, families, events at field locations related to lifestyle of PVTGs.
2. Aspects to be covered : Habitat (The Natural Landscape), Identity, Settlement, Housing, Social life, Economic life, Political life, Magico-Religious life, Aesthetic life and development of PVTG.
3. Provide at least 15 selected images from each event/assignment.
4. Caption each photograph with specific details such as geographical location, name of the person (for portraits), activity and any other relevant information, for easy identification and location. Captions should be embedded in the JPEG images (soft copy) and also provided in a separate text document.
5. **Specific Requirement of Photographs :**
 - a) The Video film is to be shot in Hi-Definition Digital Video Format with minimum 50 mbps recording bit rate and 4:2:2 colour depth, with world class production & technical values.
 - b) The film should be prepared in Odia with English Sub-titles.
 - c) The duration of the Video film shall not be exceeded more 40-50 minutes
6. The videography with best quality (High Resolution) shall be submitted by the firms to the Superintendent of Museum, Odisha through the Curator, Anthropology in the shape of hard and soft form within 3 months from the date of assignment. The photographs will be copyrighted to the Superintendent of Museum and any violation of copyright law will be pursued appropriately.

Role of Supervisor of the Work :

The Curator, Anthropology shall act as the supervisor to monitor the implementation of the project and apprise the department about the achievements of the project on timely basis. The following shall be role of the supervising officer in the project.

- a) Issue necessary communication to the district level officials for facilitating the process of documentation.
- b) Supervising officer will make periodic visit to the field and furnish report to the Superintendent of the Museum on the progress made in respect of the documentation.
He will also examine the quality of the photographs in respect of the documentation by the help of departmental photographer and validate the data provided by the firm to the authority.

Bidding Process

Eligibility criteria for empanelment of Agencies :-

The bidder should be fulfilling the following preconditions and must also submit documentary evidence in support of fulfillment of these conditions while submitting the technical bid, claims without documentary evidence will not be considered.

1. The applicant shall be an individual / agency / firm. In case the applicant is a firm, it should be registered as firm/society/trust/company under the concerned Indian acts. In case of individuals the details of qualification of photography is to be provided.
2. The individual/firm should have valid service tax registration number. Copy of the service tax registration should be submitted.
3. Experience of executing similar kind of project during last three years for any Government or private sector unit should have equipment of his own for undertaking documentation work and should have a studio of his own, write-up with a studio for editing.
4. The agency/firm/individual should have minimum turnover of Rs.5.00 Lakhs during the last two financial years. Annual financial report certified by a CA should be submitted. In case of individuals, the income tax return statement may be submitted.]

Procedure of Applicant :

Eligible organization/agency/individual has to submit their technical proposals under sealed covers to the office of Superintendent of Museum, Odisha, Bhubaneswar.

Technical proposal should be accompanied with proof of annual turnover, detailed experience in conducting similar assignments and other documents as described in the eligibility criteria above.

The proposal must be accompanied by a letter on the organization's letter head showing the full registered office address of the organization. It should be signed by a person of suitable authority to commit the organization with relevant experience to a binding contract. The organization must quote the work title and include the following declarations :

- 1) We have examined the information provided in your terms of reference and offer to undertake the work described in accordance with requirements as set out in the TOR.
- 2) This proposal is valid for acceptance within 6 months and we confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.
- 3) The proposal (Technical and Financial) has been arrived at independently and without consultation, communication, agreement or understanding (for the purpose of restricting competition) with any other organization/firm invited to submit proposal for this contract.
- 4) We confirm that all personnel named in the proposal will be available to undertake the services.
- 5) We confirm that there are no personal, financial and business activities that will or might, give rise to a conflict of interest. If we were awarded this assignment Superintendent of Museum reserves the right to reject any proposal.
- 6) **We confirm that the organization :**
 - a) Are not or have not been the subject of any proceedings or other arrangements relating to bankruptcy, insolvency of financial standing.
 - b) Have not been convicted of any offence concerning professional misconduct.
 - c) Have not been convicted of corruption including the offence of bribery.
 - d) We agree to bear all cost incurred by us in connection with the preparation and submission of this proposal and to bear any further pre-contact cost.

I confirm that, I have the authority of (name of organization) to submit proposal and to clarify the details on its behalf.

Packaging and submission of Proposals :

The proposal is to be submitted with all necessary details in sealed envelope, which will include the followings.

1. EOI document fee of Rs.500.00 (Rupees five hundred)only to be submitted with the proposal in a separate envelope superscripted with the EOI name and number. The EOI documents fee and EMD is to be drawn in favour of Superintendent of Museum, Odisha, Bhubaneswar.
2. Original copy of technical bid complete with all technical and commercial details as prescribed in the EOI documents. Original printed document shall be considered as authentic. The EOI need to be submitted in physical form at the office of the Authority on or before the due date of submission of technical proposal. All pages of the offer must be signed.

Selection of the Proposal :-

The selection will be done at a two stage process. Firstly the agencies scoring more than 60 marks in the technical bid will be qualified for further opening of financial bid. Bidder obtaining highest number of points shall be invited for contract negotiations, with a view to clarify any arrangement and in case of successful negotiations, to sign a contract agreement.

Competent Authority :-

Superintendent of Museum is the competent authority for this project. The powers of the competent authority will be as under :

1. Amend EOI documents during the proposal evaluation process. Any amendments will be conveyed to the short listed organization/agency.
2. Modify scope of work at the time of the award of the contract. Such modification will be discussed and agreed with the preferred organization/agency.
3. At discretion during evaluation of bids, request an organization/agency for clarification on its proposal. This request will be in writing and organization/agency should respond in writing. No change in price or substance of the bid shall be sought offered or permitted at this stage.
4. The nodal office exercises the right to accept or reject any proposal without assigning any reason thereof.

Payment Mechanism :

The total project cost is to be finalized on the basis of the final quoted amount in the financial bid and subsequent price negotiation.

Particulars	Payment Mechanism
1.Submission of plan of action for taking up the assignment including the field visit schedule, personnel engagement details, photographic equipment details etc.	1.20% of the total amount against submission of agreement/Bank guarantee of equivalent amount within 15 days of receiving the EOI.
2.Completion of Photography of all tribes including the PVTGs and submission of the soft copies of the document as per the technical specification mentioned in the EOI.	2. 60% of the total amount upon submission of the soft copy of the lifestyles of all tribes of Odisha and its scrutiny by the expert Committee and subject to its clearance.
3.Printing of hard copies i.e. photographs as per the specification	3. 20% of the total amount after submission of the hard copy as well as soft copy of the still photographs incorporating the suggestions rendered by the expert committee.
4. Return of Bank Guarantee.	4.After completion of the project and satisfactory compliance, the Bank Guarantee shall be returned.
5.Any queries or communications may please be sent to the office of the Superintendent of Museum, Odisha, Bhubaneswar.	

Other Terms and Conditions :

1. Authority's right to accept and to reject any/ all bids.
2. Prior to expiry of the period of Bid validity, the authority will notify the successful bidder in writing that its bid has been accepted and send the successful bidder the contract form.
3. Within 10 days of receipt of the contract form, the successful bidder shall sign and date the contract and return it to the authority. If the successful bidder thus selected fails to sign the contract as stipulated, the authority reserves the right to offer to contract to the next lowest bidder. However, the authority reserves the right to award the work to more than one agency subject to the condition that the bid prices of all the short listed agencies are same.
4. Authority will levy penalty in case of bidder fails to provide the services specified by the authority, in the TOR of this EOI documents. The amount of penalty shall be commensurate with the nature of the breach/defect/deviation/fault and as decided by authority. Such an amount payable by the service provider shall be final and binding and shall not exceed 10% of the total accepted contract value of the bidder for the contract period. On the service provider repeatedly failing to rectify the fault within the time period as stated by the authority, the authority is free to cancel/terminate the contract by giving one month notice. If there is any delay in submitting any report as demanded by the authority whether monthly or quarterly or yearly, and if the delay continues for a period of more than one week, then penalty shall be charges as deemed appropriate by the authority subject to maximum of 10% upper limit. Also the authority may at its discretion, get the deviation faults attended/rectified by any other agency at the risk and cost of the service provider and the same will be recovered from the service provider.
5. Videography Documentation as mentioned in the "Project Deliverables" shall be completed and submitted within 31 March, 2015.

SI.No.	Character	Aspects on which photographs required
I.	Habitat (The Natural Landscape)	*Topographical setting & scenic views *Lay out & surroundings *Distant view of tribal village with natural background
II.	Odentity	*Videography of Male, Female, Family and couple with traditional style of dress, ornaments and hairdo.
III.	Settlement	*The village scene, Arrangement of houses, village street. *Important village institutions:-Boys & Girls dormitories, village meeting place, Dancing arena, village deity/shrine, sacred Grove (saran, Jahira etc.)
IV.	Housing	*Traditional house type. Wall patterns-decorations, colours and paintings, position of verandah, doors and windows, roof. *Interior view of the house-kitchen, main room, store, seat of ancestors, family deities & spirits. *Placement of various household articles *Fencing & enclosures, Granaries. Hay Stack, Cow-shed, Pig-sty, Kitchen garden, Courtyard, Sanitary arrangements.
V.	Social life	*Totem of various clans, life cycle rituals-birth, marriage, death ceremonies etc. *Family life and kinship.
VI.	Economic life	*Agriculture, Horticulture, forest collection, small business, cottage/rural industries, animal husbandry, service, Wage earning etc. in different sectors and allied activities (traditional and modern) *Implements & Weapons *Sale and barter, weekly markets.
VII.	Political Life	*Village Council Meetings, Process of decision making in village affairs including customary affairs *Traditional leaders, functionaries and their assistants-Headman, Herald / Messenger, Medicine man, in different roles with traditional dresses. *Seats of deities worshiped by the community.
VIII.	Magico-Religious	*Magico-Religious Functionaries – priest, shaman,

	Life	sorcerer, Ritual Sacrificer, Astrologer etc. *Fairs and Festivals and Rituals *Religious Institutions like Village Shrine, Sacred Grove (Sarna / Jahar etc), Other sacred places.
IX.	Aesthetic Life	*Music and dance –Musical Instruments, Dancing Costumes, Music & Dance performances during various occasions. *Leisure and recreation –Games and Sports *Arts and Crafts L : Textiles, Embroidery, Comb, Mask, Ropes, Mats, wood, Metal and Bamboo Crafts; Dhokra, Terracotta and Pottery items tattoo making, paintings etc. traditional ornaments, beads etc.
X.	Development	*Infrastructure Development: Irrigation projects, Roads, Drinking Water, Electrification, Education Institutions, Health Institutions, Market Centres, Livestock Centers, Grain Banks, Community Centres. HRD activities – Training, Motivation, Awareness. Income Generation : Cottage Industry Agriculture – Land development, HYV Cropping, Horticulture-Plantations, Fruits, Vegetables & Spices cultivation, Animal Husbandry Self Help Groups : Activities *Panchayatraj Institutions : Leadership, Elected Representatives, Women Leaders Gram Sabha, Pali Sabha & Panchayat Samiti Meeting Development activities Implementation of PESA.

Annexure-II

Technical Proposal

Format for submission of Technical Proposal

1. Name of the Agency / Individual :
2. Address :
 - a)Name :-
 - b)Office :-
 - c)Tel / Fax :-
 - d)e-mail:-
 - e)Mob No. :-
3. Year of establishment of the organization :-
4. Years of work experience in executing
Projects /Programmes as mentioned in
Eligibility Criteria of the EOI documents:-
5. Annual Turnover of the organization for the previous year
 - a. (Mention the amount and attach the CA certified P & B and balance sheet for the last three year)
6. Income Tax , PAN No. (photo copy attached)
7. TIN (Photo copy attached)
8. Service Tax Registration No. (photo copy attached)

9. Details of clients for whom similar projects and undertaken
Along with value of orders (attach the document evidence)

10. Details of EOI documents fee

D.D. No.-

Date –

Amount –

Drawn on

(Attach the original copy of D.D. in favour of Superintendent of Museum, Odisha, Bhubaneswar)

11. Compliance to the minimum specification provided for the photography equipments to be used.

12. A brief note on the proposal plan of action for taking up the assignment and man power details to be engaged for the assignment.

Financial Bid Format

To

The Superintendent of Museum,
Odisha, Bhubaneswar.

Madam,

I/We hereby bid for providing the services for conducting still photography as mentioned in the TOR and submission of soft and hard copy of the photographs as prescribed in the EOI with Superintendent of Museum, Odisha, Bhubaneswar within the time specified and in accordance with the specifications, design and instructions.

The rates are quoted in the prescribed format given below :-

Format-I

Sl.No.	Component Particulars	Unit Cost
1.	Rate for videography documentation (as per Annexure-I) per minute. (includes T.E. accommodation, food, hiring charges of camera and honorarium)	
2.	Applicable Taxes	
Total :-		

Note : Bidders are required to fill both the formats of the bid. However the bid evaluation shall be as per Format-I and Format-II of the bid.

1.The rates indicated are all inclusive of taxes and are valid for the contract period.

2.Figures for all the items mentioned above will have to be filled by the bidder in percentage.

3.Failing which the offer is liable to be considered as non responsive.

4.In the event of discrepancy in the financial quote between the words and the figures the financial quote indicated in words will be considered final.

Sd/-
Superintendent of Museum,
Odisha, Bhubaneswar.

ODISHA STATE MUSEUM, BHUBANESWAR

Tel / Fax -:0674-2431597

Email-supdt.museum@hotmail.com

TENDER PAPER

FOR

CONSERVATION FOR PALMLEAF MANUSCRIPT SECTION

Terms and Condition

1. The successful tenderer shall have to enter into an agreement with Superintendent, Odisha State Museum, Bhubaneswar.
2. The firm shall have to take up the work within the stipulated period from the date of issue of work order.
3. The concerned supervising staff will supervise time to time.
4. In case of any legal dispute the decision of Superintendent of Museum shall be final and binding.
5. If the performance of the agency is not found satisfactory within the trial period (45 days) from the starting day of works, the contract can be cancelled with immediate notice.
6. The firm has to submit the tender paper within the stipulated time otherwise tender papers will not be accepted.
7. The tenderers are required to pay E.M.D. 5% of the total work value in Demand Draft in favour of Superintendent of Museum, Odisha, Bhubaneswar drawn on any nationalized bank payable at Bhubaneswar with the tender documents which will be returned to unsuccessful tenderers after selection of the bidders. Successful tenderer have to withdraw his D.D. after completion of the works with satisfactory.
8. The rates should be quoted in words and figures otherwise the tender will be liable for rejection. In case of discrepancy between words and figures, the words shall prevail. The tender document should be legible and free from error, over writing or conversion of figures. In case of any over writing not signed by the tenderer will be liable for rejection.
9. The tender will not be considered unless accompanied by a certificate of excellence/merit in such work. The firm should have Income Tax PAN Card.
10. No tender documents will be sold to intending tenderers after the last date stipulated for selling the tender papers.
11. The bidders are to quote a single price for each item. If any multiple prices are quoted the tender shall be rejected.
12. Successful tenderer will be selected on the basis of lowest price with quality of works but quality of works will always be preferred. No compromise be made in qualities of works. Bidders should produce three dimension photos or PPP with the tender documents. The work should be completed in two months time.
13. Receipt of payment on tender papers should be enclosed with documents.
14. The authority reserves the right to cancel, accept, reject any tender assigning any reason thereof.
15. The said agreement shall be valid for period of one year subject to extension at the discretion of authority. This agreement can also be revoked before the expiry of one year if the performance of firm is found unsatisfactory.
16. Empanelment of the firm in this process should not be construed as binding on the authority to award any task/works subsequently. This shall be done at the discretion of the State Museum duly considering the performance of the agency from time to time.

17. The successful bidder is to give report to the higher authority on progress of the work time to time after starting the works.
18. Any other works in related field as and when required.
19. Interested firm shall have to submit their tender in sealed covers super scribed "Tender for Renovation/Organization works of '..... Gallery of Odisha State Museum".

So as to reach the following address on or before dated 14th December 2017 by 3.00 P.M.

The offer should be submitted in the following two bids. Separately with sealed covers.

1. Technical Bid.
2. Financial Bid.

Technical Bid:

- 1.The profile of the firm with details of personnel.
- 2.Their professional qualification.
- 3.Past experience in similar or related line of work.
- 4.Proof of completed project of such work.
- 5.Valid service tax, Vat Registration number.
- 6.They will be required to make presentation before the Technical Expert Committee.
- 7.The firm should have sufficient infrastructure to complete the work in stipulated period.

Financial Bid:

- 1.Conservation of palmleaf manuscript section : approximate cost Rs.1,97,000/-.
- 2.No advance payment will be made for starting of the works.
- 3.Part payment can be released against running bill after verification of work by the authority.
- 4.Final payment will be released after completion of the works.
- 5.Completion of works means complete of the works specified in tender document supplied by Odisha State Museum with the fully satisfaction of authority of the institute.

Sd/-
Superintendent of Museum,
Odisha, Bhubaneswar.

CONSERVATION FOR PALMLEAF MANUSCRIPT SECTION

INTRODUCTION :- More than 37000 palm leaf manuscripts in the Manuscript Section having palm leaf, bamboo leaf, handmade paper, ivory made bhurja bark and kumbhi book etc. and manuscripts in various shapes like garland, fan, fish, sword, parrot, illustrated manuscripts of colour are also displayed in the gallery. In the meanwhile the manuscripts which have been digitized in DVD's should be converted into external hard disk for better storage and durability. Also the manuscripts are to be conserved as per the necessities.

Specification of Work :

1. Approximate 2000nos. of DVDs (digitized) will be converted in the 2TB External Hard Disk in section wise.
2. Preventive and Curative conservation of palm leaf manuscripts.

Important information for the Bidders:

1. Conservation rate should be quoted in individual, folio, piece wise as per requirement for easy estimate in the tender application.
2. Detail description should be quoted in each item.
3. Minimum guarantee of the objects should be given after conservation.

Sd/-
Superintendent of Museum,
Odisha, Bhubaneswar.

ODISHA STATE MUSEUM, BHUBANESWAR

Tel / Fax -:0674-2431597

Email-supdt.museum@hotmail.com

TENDER PAPER

FOR

COIN CONSERVATION OF NUMISMATIC SECTION

Terms and Condition

- 1.The successful tenderer shall have to enter into an agreement with Superintendent, Odisha State Museum, Bhubaneswar.
- 2.The firm shall have to take up the work within the stipulated period from the date of issue of work order.
- 3.The concerned supervising staff will supervise time to time.
- 4.In case of any legal dispute the decision of Superintendent of Museum shall be final and binding.
- 5.If the performance of the agency is not found satisfactory within the trial period (45 days) from the starting day of works, the contract can be cancelled with immediate notice.
- 6.The firm has to submit the tender paper within the stipulated time otherwise tender papers will not be accepted.
- 7.The tenderers are required to pay E.M.D. 5% of the total work value in Demand Draft in favour of Superintendent of Museum, Odisha, Bhubaneswar drawn on any nationalized bank payable at Bhubaneswar with the tender documents which will be returned to unsuccessful tenderers after selection of the bidders. Successful tenderer have to withdraw his D.D. after completion of the works with satisfactory.
- 8.The rates should be quoted in words and figures otherwise the tender will be liable for rejection. In case of discrepancy between words and figures, the words shall prevail. The tender document should be legible and free from error, over writing or conversion of figures. In case of any over writing not signed by the tenderer will be liable for rejection.
- 9.The tender will not be considered unless accompanied by a certificate of excellence/merit in such work. The firm should have Income Tax PAN Card.
- 10.No tender documents will be sold to intending tenderers after the last date stipulated for selling the tender papers.
- 11.The bidders are to quote a single price for each item. If any multiple prices are quoted the tender shall be rejected.
- 12.Successful tenderer will be selected on the basis of lowest price with quality of works but quality of works will always be preferred. No compromise be made in qualities of works. Bidders should produce three dimension photos or PPP with the tender documents. The work should be completed in two months time.
- 13.Receipt of payment on tender papers should be enclosed with documents.
- 14.The authority reserves the right to cancel, accept, reject any tender assigning any reason thereof.
- 15.The said agreement shall be valid for period of one year subject to extension at the discretion of authority. This agreement can also be revoked before the expiry of one year if the performance of firm is found unsatisfactory.
- 16.Empanelment of the firm in this process should not be construed as binding on the authority to award any task/works subsequently. This shall be done at the discretion of the State Museum duly considering the performance of the agency from time to time.

17.The successful bidder is to give report to the higher authority on progress of the work time to time after starting the works.

18.Any other works in related field as and when required.

19.Interested firm shall have to submit their tender in sealed covers super scribed “Tender for Renovation/Organization works of ‘..... Gallery of Odisha State Museum”. So as to reach the following address on or before dated 14th **December 2017 by 3.00 P.M.**

The offer should be submitted in the following two bids. Separately with sealed covers.

1.Technical Bid.

2.Financial Bid.

Technical Bid:

- 1.The profile of the firm with details of personnel.
- 2.Their professional qualification.
- 3.Past experience in similar or related line of work.
- 4.Proof of completed project of such work.
- 5.Valid service tax, Vat Registration number.
- 6.They will be required to make presentation before the Technical Expert Committee.
- 7.The firm should have sufficient infrastructure to complete the work in stipulated period.

Financial Bid:

- 1.Coin conservation of Numismatic Gallery : approximate cost Rs.1,03,000/-.
- 2.No advance payment will be made for starting of the works.
- 3.Part payment can be released against running bill after verification of work by the authority.
- 4.Final payment will be released after completion of the works.
- 5.Completion of works means complete of the works specified in tender document supplied by Odisha State Museum with the fully satisfaction of authority of the institute.

Sd/-
Superintendent of Museum,
Odisha, Bhubaneswar.

COIN CONSERVATION OF NUMISMATIC SECTION

INTRODUCTION:Coins are very important and significant antiquity of Odisha State Museum. But there are very important and rare coins kept in the sectional store in the form of various metals like copper, brass, gold and silver. These antiquities have not been conserved since long time for which they are required to be conserved to save them from damage and destruction.

Works to be done :

- 1.** Conservation of Gold, Silver and Copper Coins.

Important information for the Bidders

1. Detail description should be quoted in each item to know the conservation system.
2. Minimum guarantee should be given after the conservation.

Sd/-
Superintendent of Museum,
Odisha, Bhubaneswar.