

# **TENDER DOCUMENT**

## **DIGITAL DOCUMENTATION OF ANTIQUITIES & ART OBJECT**

IN THE COLLECTION OF ODISHA STATE MUSEUM, BHUBANESWAR

Department of Culture

**GOVT. OF ODISHA**

**BHUBANESWAR**

ODISHA STATE MUSEUM, BHUBANESWAR

Department of Culture

**GOVT. OF ODISHA**

**BHUBANESWAR**

**TENDER NOTICE**

1. Sealed tender(s) are invited for Digital Documentation of Antiquities/ Art objects from reputed firms/agencies having expertise in Museum documentation.
2. Tender would be on turn - key Odisha State Museum, Bhubaneswar and prices are required to be quoted for each item (inclusive of all applicable taxes). The rates quoted will be valid for the specified projects only.
3. The Tender comprises of two Bid systems i.e. Technical Bid and Financial Bid. Tenders would be considered in the prescribed tender form/ document only.
4. The time allowed for carrying out the work will be two months from date of issue of work order. However the time period for the execution of works may be extended by the competent authority in case of delay in exceptional circumstances.
5. The last date of the receipt of Technical and Financial Bid is 10.01.2018 by 3.00 P.M..
6. The document in prescribed form duly completed and signed should be submitted in a sealed cover. The sealed cover should be super scribed "Bid Document for the work of "Digital Documentation of Antiquities and Art objects ", in the Odisha State Museum, Bhubaneswar" shall be received by the undersigned, or his authorized representative up to 10.01.2018 by 3.00 P.M. Along with EMD Rs 50,000/- (Fifty thousand only) in form of DD favouring Superintendent, Odisha State Museum, Bhubaneswar payable at Bhubaneswar
7. The technical and financial bid should be submitted in two separate super scribed sealed envelopes inside the above mentioned sealed envelop. The financial bid of those bidders who have qualified in the technical bid will only be opened.
8. As specified a Pre – Bid meeting is arranged on .....2018 at 3.00PM. in the Office of the Superintendent Odisha State Museum, Bhubaneswar, Department of Culture All clarifications should be sought on that day. No request for clarification will be considered after 10.01.2018.
9. The competent authority does not bind himself to accept the lowest or any other bid and reserves to himself the authority to reject any, part or all of the bids received without assigning any reason(s). All bids, in which any of the prescribed conditions are not

fulfilled or any condition including that of conditional rebate is put forth by the agencies, shall be summarily rejected.

10. Canvassing whether directly or indirectly, in connection with bids is strictly prohibited and the bids submitted by the agencies who resort to canvassing will be liable to rejection.
11. The Agency(s) will have to submit invariably all applicable tax registration number(s) - GST without which the tenders will not be considered (exemption certificate/notification if any is to be enclosed).
12. The department shall deduct Income Tax (TDS) and all other relevant TDS on the value of work done from each bill of the agencies as per prevailing Government instructions / orders. In lieu, the department shall issue a certificate of deduction of the tax at source to the agencies, in relevant forms.
13. The offers submitted by telex/telegram/fax/email or any manner other than the specified would not be considered. No further correspondence will be entertained on this matter.
14. Authorities will not be responsible for any delay in obtaining the terms and conditions of the tender or submission of the tender document.
15. The Tender Documents can be obtained at the cost of non-refundable to Rs. 500/- (Rupees five hundred only) in cash from the office of the Superintendent , Odisha State Museum, Bhubaneswar
16. work to be done  
(1) Digital Documentation of Antiquities & Art Objects of approximate cost Rs.10,00,000/-

## 1. SCOPE OF WORK

- 1.1 Agency(s) have to provide a total solution of museum documentation for the a Pre- history and Art & Crafts objects, in the collection of Odisha State Museum, Bhubaneswar.
- 1.2 Computerized data entry (Ms-Excel) with all the necessary data validations-format of Data sheet attached
- 1.3 Compilation of data from primary sources available by research scholar / technical assistant having requisite degree in archaeology / museology/History/Art history or as job required.
- 1.4 Preparation of a preliminary catalogue card for each class / category of museum collection as per the catalogue card format enclosed
- 1.5 Coalesce data from different categories into a multiple usage digital data medium
- 1.6 Provisioning of objects in digital format with minimum image resolution of 300 dpi (with quality output size on 15 x 10 inches). The image format should be in a standard format like JPEG / TIFF.

### **Note:**

- Image capturing of objects having four sides will be considered as one object / image
  - Digital images should be free from all noise and other technical distortions.
- 1.7 Cropping, watermarking, unique numbering /Editing and morphing of photographs
  - 1.8 Interlinking of data with digital images of the objects (field of digital documentation data sheet use in accordance to prescribed by Archaeological Survey of India, New Delhi
  - 1.9 Verification of digital catalogue cards by the qualified domain/subject experts of the Agency(s)
  - 1.10 Incorporation of necessary corrections as spelt out by the qualified domain/subject experts both in data and in the digitized image of the objects and final identification & verification by subject experts to ensure an authenticated data in respective categories.
  - 1.11 Data verification, its reliability and its authentication by subject experts by the vendor's panel of domain/subject experts. Sufficient experience in executing a similar project in this subject is highly desirable keeping in view of the necessary high level of academic expertise required in all the categories of museum collection
  - 1.12 The user interface software for search and retrieval must contain all the data fields mentioned in the enclosed catalogue card format. The software should have a multiple cross search facility among all the fields as per the catalogue card. It should have facilities like viewing thumbnail, zooming in and out of images and printing of catalogue card as per the concern department requirement.
  - 1.13 Generation of a printout for the examination by the domain/subject experts to be provided by the vendor

- 1.14 Incorporation of necessary corrections as spelt out by domain/subject experts both in data and in the digitized image of the objects
- 1.15 Merging of data with digital images of the objects with necessary editing required for proper alignment of digital image with data entered for each individual object
- 1.16 Producing of CDs / DVDs and making available 2 sets of CDs / DVDs.
- 1.17 The necessary computer hardware, image capturing hardware, other necessary equipment, software packages, consumables and man power are required to be arranged by the Agency to complete the job within stipulated time limit as agreed.
- 1.18 Only high resolution image capture devices should be used for the work for getting the required quality of work as mentioned in the scope of work.
- 1.19 Image Capturing shall be done as per the resolution mentioned in the scope of work. However, if any image of any object is not clear in proposed resolution, the bidder should capture the image in the suitable resolution, higher or lower, up to the satisfaction of the concerned department on the same cost.
- 1.20 Data entry shall be done in English in Ms Excel format and Ms words
- 1.21 Agency shall work for the duration of government working hours per day during Govt. working days at each location. However, this time may be increased or decreased by the mutual discussions of concerned department and the Agency.
- 1.22 The Agency is responsible to ensure secrecy and security of the data and any other information made available to them and shall not pass on to any unauthorized person, agencies and organization.
- 1.23 Any extra expenditure incurred for getting the work done from other agencies due to failure of the Agency to complete the job within the schedule time a mentioned in the order will be recovered from the Agency
- 1.24 The job has to be executed within the premises provided by the department concerned under the supervision of concerned authorities and all necessary permissions to be obtained from the authorities by the Agency. A working space and logistic curatorial support will be provided by the authorities to the Agency.
- 1.25 The content material (data and image) shall remain the property of Museums in Bihar and the agency(s) in no circumstances shall use them for their own / third party requirement.

## 2. CRITERIA FOR ELIGIBILITY FOR AGENCIES

2.1 With a view to ensure a thoroughly professional implementation of the initiative which is more of academic and cultural nature than technology based; the Agency must have the association of individual(s) / domain expert(s) with Ph. D / degree / diploma in Art History / Archaeology/ Anthropology / Painting / Numismatics / Manuscripts / Textile / Decorative Arts background. This is an essential requisite. The subject matter experts should be of repute and have such qualification, experience, background and standing in their respective field so that they can identify, authenticate, evaluate the objects.

2.2 The intending bidder should have the requisite ability and experience to execute the technical part of the initiative, project management ability to manage complex situations and to effectively coordinate the work with the concerned offices / officers of the department. The interested parties should have academic, technical and financial capabilities on the lines, mentioned below.

a). **Domain Expertise** - List of associated / employed panel of domain expert(s) with Ph. D / degree / diploma in Art History / Archaeology/ Anthropology / Painting / Numismatics / Manuscripts / Textile / Decorative Arts background to provide the project a professional & right direction. The applicant should also attach bio-data and consent letters of the list of associated / employed panel of domain expert(s).

b). **Technical Expertise** – The Agency should have technical expertise having previous experience in handling antiquities and museum objects. The staff should have appropriate qualification in their respective fields like data base and system design, graphics tool expertise and communication design, content analyses, instructional design.

(ii) **Financial soundness** – The bidder should be established, reputed and reliable firm. The firm should have completed at least three project of Digital Documentation of Museum object and collection. **50 lakh rupees turnover of the firm /company last three financial year**

2.3 The applicant should have sufficient number of technical personnel and qualified domain experts for the proper execution of the contract.

## 3. LIST OF KEY PERSONNEL

The minimum qualifications and experience of Key Personnel to be engaged in completion of the assignment shall include:

### 3.1 TEAM LEADER – Principal Domain Experts from different fields

The **Principal Domain Experts** as the team leader shall be responsible for data assimilation, validations and reviewing the entire work

The **Principal Domain Experts** shall be responsible for the all technical, research academic inputs and supervision. The museum expert may be a retired Curator / Director of a museum or similar organization of repute.

An ideal candidate should be Ph. D / degree / diploma in Art History / Archaeology/ Anthropology / Painting / Numismatics / Manuscripts / Textile / Decorative Arts from recognized University or reputed Institution having a minimum fifteen (15) years of experience in museum documentation.

### 3.2 **TECHNICAL REPRESENTATIVE – DOCUMENTOR / INSTRUCTIONAL DESIGNER**

The position requires a degree in MA (History/ Archaeology/ Arts).

### 3.3 **COLLECTION ANALYST**

The collection analyst/ art historian/ archaeologist shall be responsible for analysis of the collections such as their contextual worth, age, value etc. and will support in the preparing the exhibition strategy. Analyst/researcher/historian with at least five (5) years of specific experience in analyzing collections for museums or comparable cultural facilities. Experience in India would be beneficial.

### 3.4 **RESEARCH SCHOLARS**

An ideal candidate should be an M.A. in Ancient Indian History & Archaeology/Culture or Art History / Museology recognized University or reputed Institution having a minimum five (5) years of experience in museum documentation

Requirement of Domain & Technical Expert (s) in the panel of the agency(s)  
s

Sl. No.	Minimum Qualification of the Domain Experts / Technical Personnel	Designation	Minimum Experience	Minimum Number
1.	Experts with Ph. D / degree / diploma in Art History / Archaeology/ Anthropology / Painting / Numismatics / Manuscripts / Textile / Decorative Arts	Principal Domain Representatives	10 yrs	1
2.	Content Analyst & Instructional Designer with degree / diploma / specialization in MA (Art History / Museology, Archaeology, Conservation)	Research Scholar	5 yrs	1
3.	Project Manager / Documenter with MA (History/ Archaeology/ Arts)	Technical Representative	5 yrs	1

## **GENERAL TERMS AND CONDITIONS OF TENDER**

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**Note:** Information & instructions for applicants. Agency must read these conditions carefully and comply strictly while submitting their tender.

## **1.0 GENERAL CONDITIONS:**

- 1.1 All information called for in the enclosed document should be furnished against the relevant columns in the forms. If for any reason, information is furnished on a separate sheet, this fact should be mentioned against the relevant column. Even if no information is to be provided in a column, a “nil” or “no such case” entry should be made in that column. If any particulars / query are not applicable in case of the applicant, it should be stated as “not applicable”. The applicants are cautioned that not giving complete information called for in the application forms or not giving it in clear terms or making any change in the prescribed forms or deliberately suppressing the information may result in the applicant being summarily disqualified.
- 1.2 The application should be submitted in the prescribed format as enclosed along with the bid document. The applicant should sign each page of the application.
- 1.3 Overwriting is not accepted. Correction, if any, should be made by neatly crossing out, with signature and date.
- 1.4 The applicant may furnish any additional information which he thinks is necessary to establish his capabilities to successfully complete the envisaged work. He is, however, advised not to furnish superfluous information. No information shall be entertained after submission unless it is called for by the Employer.
- 1.5 The amount mentioned in the financial bid should be mentioned in words and also in figures in rupee value.
- 1.6 The Agency shall be vicariously liable to indemnify Odisha State Museum, Bhubaneswar in case of any misuse of data/information by the Agency, deliberate or otherwise, which comes into the knowledge of the purchaser during the performance or after the expiry of the contract
- 1.7 Payment shall be made in Indian rupees only.

## **2.0 METHOD OF APPLICATION:**

- 2.1 If the applicant is an individual, the application shall be signed by him above his full typewritten name and current address.
- 2.2 If the applicant is a proprietary firm, the application shall be signed by the proprietor above his full typewritten name and the full name of his firm with its current address.
- 2.3 If the applicant is a firm in partnership, the application shall be signed by all the partners of the firm above their full typewritten names and current addresses, or alternatively by a partner holding power of attorney for the firm. In the latter case a certified copy of the power of attorney should accompany the application. In both cases a certified copy of the partnership deed and current address of all the partners of the firm should accompany the application.



- 2.4 If the applicant is a limited company, a corporation, a consortium, the application shall be signed by a duly authorized person holding power of attorney for signing the application accompanied by a copy of the power of attorney. The applicant should also furnish a copy of the Memorandum of Articles of Association duly attested by a Public Notary.

### **3.0 ROLES**

#### **Role of Odisha State Museum, Bhubaneswar**

- 3.1 Odisha State Museum, Bhubaneswar shall depute at least one persons so that project may be taken over by the department at the time of completion.
- 3.2 Superintendent Odisha State Museum, Bhubaneswar shall deploy a nodal officer to supervise / compile the task as per terms and conditions of tender.
- 3.3 Superintendent Odisha State Museum, Bhubaneswar shall identify the objects for the digitization and provide all these objects with the documents for the digitization to the bidder as per the time schedule.
- 3.4 Superintendent, Odisha State Museum, Bhubaneswar shall be responsible for the quality checking of the work.
- 3.5 Superintendent, Odisha State Museum, Bhubaneswar shall provide the necessary space in the premise and the infrastructure support viz. electrical connections, tables, chairs etc. as per the requirement.
- 3.6 Superintendent Odisha State Museum, Bhubaneswar shall be responsible for the damage of the objects before delivery to the bidder and after taking from the bidder.
- 3.7 Superintendent, Odisha State Museum, Bhubaneswar shall do the overall supervision of the project.
- 3.8 Superintendent, Odisha State Museum, Bhubaneswar shall provide electricity connection.
- 3.9 Superintendent, Odisha State Museum, Bhubaneswar shall be responsible for the security of object.
- 3.10 Superintendent, Odisha State Museum, Bhubaneswar shall verify the number of objects for which work has been completed in all respect.
- 3.11 Superintendent Odisha State Museum, Bhubaneswar shall provide lodging/boarding facilities if the site is at obscure place, where other lodging facilities are not available in Odisha State Museum, Bhubaneswar.

### **4.0 ROLE OF THE AGENCY(S):**

- 4.1 Firm has to setup infrastructure in the premises of the department/sections for the digitization of ancient coins with the required hardware and software because of the confidential and classified nature of data.
- 4.2 Firm has to take object from the Museum for the digitization and e-cataloging and return back to the Museum after the digitization in the exact order and the exact form, they will get or as per the Museum need.

- 4.3 Firm will report about the progress of the project monthly in written to the Superintendent, Odisha State Museum, Bhubaneswar
- 4.4 Firm will be responsible for completion of the project as per the scheduled time.

#### 5.0 **FINAL DECISION MAKING AUTHORITY**

The concerned authority reserves the right to accept or reject any application and to annul the bidding process and reject any one or all applications at any time, without assigning any reason or incurring any liability to the applicants. Lowest Bid shall not be the final criteria. Other aspects like domain and technical expertise and past work experience shall be given more importance.

#### 6.0 **AWARD CRITERIA**

- 6.1 The concerned authority reserves the right, without being liable for any damages or obligation to inform the bidder, to:
- (a) Amend the scope and value of contract to the bidder.
  - (b) Reject any or all of the applications without assigning any reason.
- 6.2 Any effort on the part of the Agency or his authorized representative to exercise influence or to pressurize the concerned authority would result in rejection of his application. Canvassing of any kind is prohibited.

#### 7.0 **FORCE MAJEURE:**

- 7.1 Notwithstanding the provisions of contract, the Agency shall not be liable for forfeiture of its performance security, or termination for default, if and to the extent that, it's delay in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure.
- 7.2 For Purposes of this clause, "Force Majeure "means an event beyond the control of the bidder and not involving the bidder's fault or negligence and not foreseeable. Such events may include but are not restricted to acts of the purchaser either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 7.3 If a Force Majeure situation arises, the Agency shall promptly notify Odisha State Museum, Bhubaneswar in writing of such conditions and the cause thereof. Unless otherwise directed by Odisha State Museum, Bhubaneswar in writing the Agency shall continue to perform its obligations under the contract as far as is reasonably practical and shall seek all prevented by the force majeure event.

**Superintendent, Odisha State Museum, Bhubaneswar** may terminate this contract, by giving a written notice of minimum 30 days to the Agency being unable to perform a material portion of the services for a period of more than 60 days.

## 8.0 **ARBITRATION**

- 8.1 Any dispute or differences whatsoever arising out or in connection with this Contract, including any question regarding its existence, shall be mutually resolved in the first instance and if not resolved the same shall be referred to and finally resolved in terms of the Indian Arbitration Act 1996 and the award made in pursuance thereof, shall be binding on the bidder.
- 8.2 This Contract shall be governed in all respects by the Laws of India Union in Force.
- 8.3 The present Contract shall be valid till the bidder or bidders agree to work jointly or decide otherwise.
- 8.4 Notices shall be sent to either party by Registered A/D mail at the respective addresses as provided at the header of this Contract and a notice would be considered received fourteen days after it was sent.
- 8.5 The Competent Courts of Odisha High Court shall have the Jurisdiction for settlement of disputes.

## 9.0 **JURISDICTION**

In case of any litigation under this Contract, the courts of law in Jharkhand High Court only shall have the jurisdiction. In case of any disagreement, either party is free to move to the court in Bhubaneswar

## 10.0 **WARRANTY / ANNUAL MAINTENANCE CONTRACT**

- 10.1 That the Agency shall provide a warranty of one year from the date of installation to all works for its fabrication defects only.
- 10.2 That the agencies shall attend the maintenance and any other kind of works pertaining to the galleries on actual payment Odisha State Museum, Bhubaneswar, if required after the expiry of One year term for a period of three years thereafter.

## 11. **INITIAL ADVANCE**

The Maximum Initial Advance of 10% of the bid amount can be provided subject to Bank Guarantee of similar amount from any Scheduled / Nationalized Bank on the request of the Agency.

## 12. **PAYMENT SCHEDULE**

Payment shall be made

- (a) Against completion of Project.

## 13. **TAXES, LEVIES, DUTIES**

Agencies shall charge applicable taxes to Odisha State Museum, Bhubaneswar and shall be responsible to pay all taxes, duties, levies, fees, royalties, octroi, GST, income tax, etc to appropriate authority, as applicable from time to time.

**Enclosures:**

- A. Technical Bid (Annexure – A)
- B. Financial Bid (Annexure – B)

# TECHNICAL BID

## STRUCTURE AND ORGANISATION

### ANNEXURE-A

S.No	Description	
1	Name of the Bidder (State Sole Proprietor, Partnership, Private Limited or Limited Firm)	
2	Date of establishment	
3	Registered Address of the Bidder	
4	Correspondence Address of the Bidder	
5	Name of the top executive with designation / Telephone Number / Fax /e-mail id	
6	Name of the Contact Person with Telephone / Fax Numbers / e-mail id	
7	Detail of the PAN Card	
8	Details of the Service Tax Number / IT Return of the Agency	
9	Registration Number of GST	
10	Financial turnover of the firm	
11	Details of the Bank D.D ( Amount / DD Number / Date / Bank Name / Branch Name)	
12	Details of experience Name of the Clients with address / Project Name / Project Cost / Project start Date / Project completed Date (certificate should be enclosed in support of this)	
13	Whether any legal / Arbitration / proceeding is instituted the Bidder or the Bidder has lodged any claim in connection with works carried out by them. If yes, please give details	
14	Date of Inception..... (for primary party) ..... (for associated parties in the consortium)  Name and Address of the Second Bidder (Applicable in case of a consortium. Please attach a copy of Memorandum of Understanding or any other agreement document).	
15	Any other relevant information	

Documents in support of the above may be furnished with page numbers indicated in the index. Please use separate sheets wherever necessary.

The applicant should have sufficient number of Technical personnel and Domain Experts for the proper execution of the contract. The applicant should also attach consent letters of the list of associated / employed panel of domain expert(s) with museum & art history background.

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**DETAILS OF TECHNICAL PERSONNEL AND DOMAIN EXPERTS  
TO BE EMPLOYED FOR THE WORK**

Sl. No.	Designation	Total number	Number available for this work	Name	Qualifications	Professional experience and details of past work carried out	How they would be involved in this work	Remarks
1	2	3	4	5	6	7	8	9
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								

**(Please attach additional sheet attached, if required)**

**FINANCIAL BID**


# Financial Bid


Name of the Company/ Firm: \_\_\_\_\_

Address of the correspondence: \_\_\_\_\_

SL NO.	WORK DESCRIPTION	UNIT COST (RS.)
1.	Price for digitization of objects with search and retrieval software inclusive of all relevant work like  Compilation of data  Preparation of a preliminary Catalogue card  Computerized data entry  Preparation of Digital catalogue cards  High Resolution Photography / Scanning of the objects in digital format as mentioned in scope of work  Editing and morphing of photographs  Domain/subject experts verification of digital catalogue card  Incorporation of necessary corrections  Merging of data with digital images of the objects  Final verification by subject expert / domain expert  Pressing of CDs / DVDs	With search and retrieval software inclusive of all relevant work like  Per Antiquities & Art object <b>Rs           ...../-</b> <b>included       all</b> <b>taxes.</b>
2	<b>Software development and require 2 sets of Hardware – i7 HP/Dell with licensed software.</b>	



1.	Name of the Museum/ Institution	Central Antiquity Collection, Purana Qila, New Delhi
2.	Title/Name of object	Avolokitesvara
3.	Type of object	Bronze image
4.	Date/Period	c. 16-17 <sup>th</sup> Century A.D
5.	Dynasty/Style	N.A.
6.	Provenance	N.A.
7.	Material	Bronze
8.	Measurement/Weight	Height 46.5 cm Breadth 18.5 cm Thickness 13 cm
9.	Description	<p>The eleven headed <i>Avalokitesvara</i> is regarded as the cosmic form of Bodhisattva. The eleven heads one above another in diminishing size in three tiers, each comprising three heads in placid appearance. The tenth head with third eye on the forehead displays anger, is placed over a cylindrical floral motif. The eleventh head at summit is of <i>Amitabha</i>. The principal hands represent <i>anjali mudra</i> while the remaining three right hands hold rosary, flaming jewel and a fruit; the left, however holds a lotus bud, a book and a pot. He wears a dhoti tied to waistband and sash falls from either side of his shoulder, terminating into foliated pleat. His nine heads are adorned with three pronged crowns and karnakundalas and body with <i>hara</i>, necklace, girdle and wristlets.</p>
10.	Identification marks	<p>The pedestal of the image is eroded and one can see lots of small holes on them due to corrosion of metal.</p> 

11.	Condition	Fair
12.	Photograph	
13.	Location at the Museum/institution	Store collection
14.	State/UT	Delhi
15.	Accession/Registration No.	CAC/Conf/FA/4
16.	Source of acquisition	Confiscated Antiquity from Collectorate of Customs, New Delhi
17.	National Documentation No.	To be allotted by NMMA
18.	Published References	N.A.
19.	Remarks	N.A.
20.	Date of recording	09.06.2006
21.	Recorded by	NMMA



*Seal Depicting Boat, Mohenjadaro*