

## **Terms and Conditions**

### **Specification and Terms & Conditions for Production and Development of Interactive Kiosks (Audio Visual Content and Application) in English, Hindi and Odia for the use of visitors to Odisha State Museum, Bhubaneswar, Odisha.**

#### **1. General Information of Odisha State Museum**

The genesis of the Odisha State Museum goes back to the year 1932, when two notable Historians, Prof. N.C. Banerjee and Prof. Ghanshyam Dash of Ravenshaw College, Cuttack started collection of archaeological treasures from various places. The small Museum was then housed within the premises of the College. In 1938, by a suitable order, the Government of Odisha transformed this nucleus into the Provincial Museum of Odisha and appointed Committee of Management consisting of the Principal, the Head of the Department of History and three other Professors of the College.

Maintaining close contact with the general public and the Archaeological Department of the Government of India and other States, the Museum continued to grow. In order to popularize the cultural exhibits of the Museum, leaflets printed both in Odia and English were published in the Samaj and the New Odisha and copies of the same were sent to officials and the public to create a sense of awareness about the significance of the Museum. As a result of this publicity, students and the general public started visiting the Museum in large numbers. The teachers of the History Department made sustained efforts to explain to them the cultural value of the Museum and its exhibits.

Initially, it was only an Archaeological Museum with a collection of sculptures, terracotta, numismatics, copper plates and specimens of fine arts. With the growing interest of the staff and people, the antiquities were reorganized in a systematic manner. Stone sculptures were rearranged in three groups related to their styles: such as Gandhara Art, North Indian Art, Odisha Art, and each group were subdivided into Buddhist, Jain and Brahmanical images. Terracotta objects and coins were also organised according to the spots they were found in, their age and types.

With the shifting of the State Capital from Cuttack to Bhubaneswar in 1947-48, the Provincial Museum was also shifted there. Slowly the collection of antiquities and specimens grew manifold and the necessity of having a special building for the purpose was felt. The foundation stone of this building was laid on 29th December, 1957 by Dr. Rajendra Prasad, the then President of the Indian Union. Dr. H. K. Mahtab, the then Chief Minister of Odisha and a noted historian himself took the initiative for making the institution a full-fledged Museum. The construction of the building along with an administrative block, an auditorium (Kalamandap) and a Guest House was completed in 1960 and in the same year the

Museum was shifted to the new building. The institution was renamed the Odisha State Museum and in the same year.

## **2. Intent of Specification**

- a. It is proposed to provide world class, Interactive Kiosks (Audio Visual Content and Application) in English, Hindi and Odia for the use of visitors to Odisha State Museum, Bhubaneswar, Odisha.
- b. With this facility, the visitor shall be able to interact through touch screens kiosks and enjoy audio visual content on the displayed articles and themes in the museum, in his or her choice of language (English, Hindi and Odia). The executing Firm/Company shall provide all material and services detailed hereinafter and related with the facility to be made available for the use of visitor.
- c. It has been attempted to outline the Firm/Company's tasks during execution of its works and services as detailed as possible necessary to provide services, complete in all respects as a world class Interactive Kiosks facility to the visitor. However, the concerned Firm/Company shall bear in mind that the list of tasks and activities outlined below are just indicative and can by no means be considered as the complete and comprehensive description of its activities. It is rather the Firm/Company's responsibility to critically verify the scope of goods and services indicated and to extend and expand it, wherever it deems necessary according to its own professional judgment. It is understood that the Firm/Company shall have to perform all works as necessary to fulfill the objectives of the Project. All planning works shall comply with the relevant as well as applicable Indian standards and legislation.

## **3. Qualifying Requirements**

- a. The bidding Firm/Company should be Indian.
- b. The bidding Firm/Company should be a registered entity for a minimum of 3 years.
- c. The bidding Firm/Company should have the previous experience of developing at least one Interactive Kiosk for museums in India OR it should have Technical Expert(s)/Consultant(s) who must have professional working experience of minimum 3 years in this field of activity.
- d. The bidding Firm/Company should possess valid registration under service tax, income tax and other applicable taxes.

## **4. Instructions for the bidders**

- a. Proposal should be submitted in two separate envelopes. Envelope ONE marked **Technical Bid** which shall contain EMD, complete profile of Firm/Company/Consultant, documents supporting qualifying requirements and technical details of the hardware being provided and the Envelope TWO marked **Financial Bid** which shall contain a detailed schedule of prices for the proposal as per Annexure-1. Both the sealed envelopes are to be put in one large envelope which should be super scribed as **Tender for Interactive Kiosk**. The envelopes are to be addressed to the **Superintendent, Odisha State Museum, Near Kalpana Square, BJB Nagar, Lewis Road, Bhubaneswar, Odisha**. Odisha State Museum will not be responsible for delay in transit or damage or loss of tender document sent by post.
- b. The tenders shall be submitted by qualified bidders, as per the qualifying requirements mentioned above.
- c. Earnest Money Deposit (EMD) for this tender shall be amounting Rs. **20,000** in the form of the bank draft, on any nationalized bank, payable at **Bhubaneswar** and shall be in favour of **Superintendent of Museum, Odisha, Bhubaneswar** and a Bank guarantee of Rs.10,00,000 should be included with agreement paper.
- d. The EMD shall be returned to the unsuccessful bidders on the finalization of the tenders. For the successful bidder, this EMD shall be adjusted against the last instalment of funds released to them or after completion of the works.
- e. All the documents related with the qualifying requirements should be self attested and the originals of these copies shall be made available for verification whenever called for by the tender processing committee.
- f. Last date for submission of proposal is within **15 days** of publication of this advertisement. The technical proposal will be opened immediately thereafter.

**5. Documents and Information to be submitted:** The bidding

Firm/Company/Consultant shall furnish the following information and documents

- a. Details of Organization set up: State whether Proprietorship, Partnership, Private Limited or Public Limited or registered under Societies Registration Act.
- b. Copy of Registration certificate (if any) with Central/State Authorities/Public Sector undertakings for undertaking such works.
- c. Latest Income Tax, Service Tax & other applicable taxes registration and clearance certificates, if applicable to the Firm/Company.
- d. Particulars of similar jobs carried out in the past five years including stipulated period of completion.
- e. Details of similar work on hand at present and value of works.
- f. Balance sheet/Audited statement for the past three years.
- g. Profile of Firm/Company and key personnel
- h. Performance certificate from previous clients.

- i. An Undertaking to the effect that the applicant has never been blacklisted.

## **6. Tender evaluation process**

The process shall be a two bid evaluation. The process of evaluation would be as under:

- a. Envelope ONE marked Technical Bid shall first be opened and checked for value and other details of the EMD. Any bid not accompanying the EMD shall not be considered thereafter.
- b. Accompanying qualifying requirement in this envelope shall then be scrutinized for the details. It is expected that the bidder reads the qualifying requirements very carefully and submit all the documents that are essential to establish his credentials as qualifying bidder. Ambiguous or derivative statements/documents shall not be considered while evaluating the qualification of the bidders.
- c. Technical evaluation would then be done only of those bidders who would be found fully qualified and their bids alone would be reserved for scrutiny and evaluation.
- d. On the initial scrutiny, if any queries are found, they would be sent to the bidders for clarification. Response of the bidders would be evaluated, along with main tender. Any incomplete or evasive replies would be considered as irresponsive correspondence-liable for rejection of the bid/tender.
- e. Technical Evaluation shall be carried out on the following basis:
  - i. Experience of the Firm/Company/Consultant in the relevant area and documentary proof specifying the details of the project(s) handled, certifying the level of service rendered and whether completed or substantially completed. (60 points)
  - ii. Qualification and work experience of key personnel. (40 points)
- f. Envelope TWO marked Financial Bid shall be opened only for those bidders who qualify (Minimum 60 points) in the technical evaluation as mentioned above.

## **7. Schedule of Prices**

The prices to be quoted by the bidders (Envelope marked Two) shall strictly be in the format annexed as Annexure-1 with the details to be filled in by the bidders.

## **8. Outline**

- a. Content Writing: Developing the script for inclusion in the Audio Visual Content on the basis of available data with the Odisha State Museum and its resources

- b. Video Shooting: Shooting must be done using high definition digital motion (HD) cameras
- c. Editing: Editing the raw footage to give the final video clips to be used in the Interactive Kiosks
- d. Translation: All textual and narrative content developed in English must be translated to Hindi and Odia to be incorporated in the trilingual Interactive Kiosks
- e. Voice Recording: Narration in three languages, English, Hindi and Odia by professional voice artists in sound studios
- f. Interactive Application: May be programmed in Flash Action Script Android or HTML
- g. The Audio Visual Content must be in three language; English, Hindi and Odia and should have a content of 30 minutes minimum in each language in each gallery
- h. The Audio Visual Content and Interactive Application must be installed to run on Touch Screen Kiosks

## 9. Scope of Work

- a. Software: Interactive Application and Audio Visual Content and in English, Hindi and Odia
  - i. Gallery: Costumes and Ornaments

Clothing for many communities is a marker of identity. Rites of passage, ceremonial occasions, rituals and performance traditions demand specific attire that communicates the occasion and social standing of the wearer of a particular costume.

Within the Costumes and Ornaments Gallery Odisha State Museum intends to highlight the costumes and ornaments of the various communities living in the state of Odisha paying attention to the socio-economic contexts of their lives, areas of settlement and livelihood activities that determine their distinctive style of clothing.

The geographical location of communities may be used as a means of mapping this diversity in costume and may be supplemented by depictions of the costumes prescribed for different rites of passage arranged in the form of graphical timelines for different communities. A special section may also be created for costumes employed by performing artists of the region along with high definition (HD) videos of these performance traditions.

No. of artefacts selected: 15 nos.

Duration of Audio Visual Content: 30 minutes minimum

Language of the Audio Visual Content: English, Hindi and Odia  
Audio: V/O (Narration) in English, Hindi and Odia  
Visual: Text, photographs, graphical illustrations and HD videos  
Application: May be developed in Flash, Android or HTML

ii. Gallery: Musical Instruments

The Musical Instruments Gallery of the Odisha State Museum houses some of most fascinating musical instruments.

Odisha State Museum intends to create the Interactive Kiosks on this gallery with the use of HD videos on playing of the musical instrument, associated dance or the process of making the instrument. Additionally, a brief introduction of the community who makes this instrument, their geographical location, population, language, occupation and livelihood and occasions for playing the instrument may be presented.

The intention here is to make the visitor aware not only of the sound of the instrument, but the songs and dances associated with it and through this the rich cultural diversity of the state of Odisha.

No. of artefacts selected: 15 nos.

Duration of Audio Visual Content: 30 minutes minimum

Language of the Audio Visual Content: English, Hindi and Odia

Audio: V/O (Narration) in English, Hindi and Odia

Visual: Text, photographs, graphical illustrations and HD videos

Application: May be developed in Flash, Android or HTML

iii. Gallery: Art and Craft of Odisha

Like the Musical Instruments Gallery, Art and Craft Gallery of the Odisha State Museum houses some of most beautiful examples of art and crafts made by the artists and craftsmen of Odisha, for e.g. horn work, wood carving, terracotta work, stone carving, basketry, ivory work, golden grass work, filigree etc. An Interactive Kiosk in such a gallery will serve as a way of engaging museum visitors with the rich artistic traditions of the state and help them better appreciate the aesthetics and craftsmanship that goes in creation of the beautiful art and craft they see around them in Odisha.

Odisha State Museum intends to create the Interactive Kiosk in this gallery with the use of HD videos on the process of making of these items and the artisans who are engaged in creation of these

art and craft besides showcasing some of the more intricate pieces of craftsmanship.

No. of artefacts selected: 15 nos.

Duration of Audio Visual Content: 30 minutes minimum

Language of the Audio Visual Content: English, Hindi and Odia

Audio: V/O (Narration) in English, Hindi and Odia

Visual: Text, photographs, graphical illustrations and HD videos

Application: May be developed in Flash, Android or HTML

#### iv. Gallery: Archaeology

Odisha State Museum intends to create thematic Interactive Kiosk for Archaeology Gallery. The chosen sculptures will be ranging from the third century B. C. to the late medieval period. The portion of an Asokan pillar brought from Patna Museum, has been regarded as the earliest specimen of the section. The heavy and crude Naga and Yaksha images collected from the surrounding area of Bhubaneswar comes next. Among other notable sculptures the Buddha image of Khadipada, Amoghasidhi of G. Udayagiri, Lokanatha from Bhubaneswar, Jaina Tirthankaras from Podasingidi and Charampa, Brahmanical figures like Sapta Matrukas from Dharmasala, Dikpala figures from Bhubaneswar, Krishna-Vishnu from Dharmasala and a number of Puranic panels and Gopinath images from different parts of the State may be selected to be included in the Interactive Kiosks.

In the Interactive Kiosk they may be chronologically arranged in the form of a graphical timeline or geographically arranged in the form of a map. Additionally, site of excavation, period, size and weight may also be indicated for each sculpture.

Such an arrangement with additional explanatory text will enable the visitor to trace the the development of the human race.

No. of artefacts selected: 60 nos.

Duration of Audio Visual Content: 30 minutes minimum

Language of the Audio Visual Content: English, Hindi and Odia

Audio: V/O (Narration) in English, Hindi and Odia

Visual: Text, photographs and graphical illustrations

Application: May be developed in Flash, Android or HTML

#### b. Hardware: Touch Screen Kiosks

- i. Total no. of kiosks required: 4 nos.
- ii. Each kiosk will comprise of:
  - 29" HD Touch Screen PC: 1 nos. (Configuration as per 8.b.iii)
  - Seating Facility: Comfortable for 2 persons
  - Headphones: 2 nos. (Configuration as per 8.b.iv)
  - UPS: 1 nos. (Configuration as per 8.b.v)
- iii. Configuration: Touch Screen PC
  - Screen Size: 29" HD
  - Operating System: Android or Windows
  - Sound: Built-in speakers + RC jack for headphones
  - Warranty: 3 years onsite
- iv. Configuration: Headphone
  - Type: Hair band type
  - Headphone Jack: 3.5 mm
  - Frequency Response: 20 - 20000 Hz
  - Warranty: 1 year
- v. Configuration: UPS
  - Capacity: 600VA / 360W
  - Voltage Range: 140VAC - 300VAC
  - Backup Time (One PC @ 100w): 10-15 minutes
  - Warranty: 2 years
- vi. The Firm/Company must put up the Touch Screen Kiosks in the display area of each Gallery at a suitable location without disturbing the existing display.

## **10. Responsibilities of the Firm/Company**

- a. Apart from photographs and textual content in English which will be provided by Odisha State Museum the Firm/Company will be responsible for carrying out all the creative, design and technical work as mentioned/not mentioned below and which is required to develop the Interactive Kiosks (Audio Visual Content and Application) in English, Hindi and Odia.
- b. Planning
  - i. Discussion with the Director, Researchers and Curators at different levels to understand the chosen artifacts and themes



- ii. Collection of all the text content, relevant documents and photographs necessary for production and development of the Audio Visual Content and Application from the Museum
  - iii. Language translation of content (in English, Hindi and Odia).
  - iv. Adapting the text content for narration
  - v. Navigation and architectural planning
- c. Production and Development
  - i. Recording professional voice over in English, Hindi and Odia
  - ii. Scanning, retouching and resizing of the images
  - iii. Artwork, illustrations and animations wherever required
  - iv. Exhibit photography
  - v. GUI design
  - vi. HD video production
  - vii. Printing, fabrication and installation
- d. Post Production and Deployment
  - i. HD video editing
  - ii. Programming
  - iii. Editing voice over and adding sound effects
  - iv. Final testing of the Interactive Application
  - v. Installation
  - vi. Supply and maintenance of the hardware

## **11. Other terms and conditions**

- a. The project would be open to review by Odisha State Museum officials and jointly agreed issues would be duly addressed in a time bound manner.
- b. The Superintendent reserves the right to cancel the contract awarded to the selected Firm/Company, should he find that the progress or the quality of the design is not satisfactory.
- c. The copyrights of the content and its components (research, photographs, video clips, animation, narration etc.) shall be that of Odisha State Museum, Bhubaneswar.
- d. Final demonstration of the project to the Superintendent and the other officials of Odisha State Museum should be made before submitting the same.
- e. The Firm/Company must deliver the finished product in 365 days after the work order.
- f. The quoted prices should be firm for a period of 120 days from due date for placing work order.
- g. Odisha State Museum is not bound to accept lowest rate/s.

## **12. Agreement**

- a. The selected Firm/Company shall have to execute an agreement with Odisha State Museum for undertaking the assignment. The contents of the agreement, besides other related things, include the following roles and responsibilities of the selected Firm/Company:
  - i. To undertake the preparatory works in consultation with the Superintendent and Odisha State Museum personnel.
  - ii. To take up and complete the execution of the Project in consultation with the Superintendent and Odisha State Museum personnel.
  - iii. Any other related tasks as would be required for the assignment.

## **13. Time Schedule**

- a. The Project will have to be completed in all respects in 365 days by the selected Firm/Company.

## **14. Contact**

- a. Superintendent, Odisha State Museum, Near Kalpana Square, BJB Nagar, Lewis Road, Bhubaneswar, Odisha. Ph. No. **0674-2431597**. Email: **[supdt.museum@hotmail.com](mailto:supdt.museum@hotmail.com)**
- b. For further details of the project, the Superintendent or the Curator of Odisha State Museum may be contacted personally.