

Government of Rajasthan
Amber Development and Management Authority,
Old Vidhan Sabha, Near Hawa Mahal, Jaipur

No.:- 67 90

Dated:- 28/3/2017

**Notice inviting Bid for selection of a Signage's Consultant for
Indigenous Art Museum, Jaipur**

Amber Development & Management Authority invites Online Bids for selection of Signage's Consultant for Indigenous Art Museum, to be established at Jaipur, from reputed firms/Individuals having rich experience in the field. The scope of work includes conceptualization, designing, creation of visual identity, space design and supervisory consultancy.

Bids are to be submitted duly digitally signed in electronic format only on the website <http://eproc.rajasthan.gov.in>. The Bid documents may be downloaded from above mentioned website.

Particular	Bid Security (In Rs.)	Bid Fees (In Rs.)	Bid Processing Fees (In Rs.)	Dates for availability of Bid Documents for downloading	Last date and Time of online Submission of Bid	Date and Time of Opening of Technical Bid
Selection of a Signage's Consultant for upcoming Indigenous Art Museum at Jaipur	20,000/-	500/-	500/-	From 6.4.2017	Up to 24.4.2017 5.00 PM	On 25.4.2017 12.15 PM

1. Details Including the Conditions of the bid can be seen on websites - <http://museumsrajasthan.gov.in>/<http://sppp.rajasthan.gov.in> and <http://eproc.rajasthan.gov.in>
2. The Bid fees Rs. 500/- and bid security of Rs. 20,000/- in the form of D.D./banker cheque in favour of CEO, AD&MA, Rajasthan Jaipur and Bid Processing fees of Rs. 500/- in form of D.D. in favour of M.D., R.I.S.L., Jaipur should be deposited till 11.00 PM of 25.4.2017 in this office.
3. Interested Firms/Individuals having executed such projects in the past three years & having an annual turnover of minimum Rs. 50.00 lacs during the last three years need only to respond to this bid.
4. Undersigned reserves the right to accept or reject any or all the bids without assigning any reason.


ED (Works)
AD&MA

ONLINE BIDS

FOR

SELECTION OF A SIGNAGE'S CONSULTANT

FOR

UPCOMING INDIGENOUS ART MUSEUM,

AT JAIPUR

Online Bid for Selection of a Signage's Consultant for Indigenous Art Museum, Jaipur

Instructions to bidders:

Amber Development & Management Authority invites Online Bids for selection of signage's consultant for conceptualization, designing & execution of signage's at Upcoming Indigenous Art Museum, Jaipur from reputed firms/individuals, who have undertaken such works before.

Bids are to be submitted duly digitally signed in electronic format only on the website <http://eproc.rajasthan.gov.in>. The Bid documents may be downloaded from above mentioned website.

1. बिड़ में भाग लेने वाले बिडर्स को इन्टरनेट साईट <http://eproc.rajasthan.gov.in> पर रजिस्टर करवाना होगा। ऑनलाईन बिड़ में भाग लेने के लिए डिजिटल सिग्नेचर सर्टिफिकेट इन्फोरमेशन टेक्नोलॉजी एक्ट-2000 के तहत प्राप्त करना होगा जो इलेक्ट्रॉनिक बिड़ में हस्ताक्षर करने हेतु काम आयेगा। बिडर्स उपरोक्त डिजिटल सिग्नेचर सर्टिफिकेट सी.सी. ए. (CCA) द्वारा स्वीकृत एजेन्सी से प्राप्त कर सकते हैं। जिन बिडर्स के पास पूर्व में वैद्य डिजिटल सिग्नेचर सर्टिफिकेट है, नया डिजिटल सिग्नेचर सर्टिफिकेट लेने की आवश्यकता नहीं है।
2. बिडर्स को बिड़ प्रपत्र इलेक्ट्रॉनिक फोरमेट में उपरोक्त वेबसाईट की प्रकिया व शर्तों के अनुसार उपरोक्त वेबसाईट पर डिजिटल हस्ताक्षर के साथ प्रस्तुत करना होगा। जिनके प्रस्ताव डिजिटल हस्ताक्षर के साथ नहीं होंगे, उनके प्रस्ताव स्वीकार नहीं किये जायेंगे।
3. इलेक्ट्रॉनिक बिड़ प्रपत्र को अपलोड करने से पूर्व बिडर्स यह सुनिश्चित कर लें कि बिड़ प्रपत्र से संबंधित सभी आवश्यक दस्तावेजों की स्केन कॉपी बिड़ प्रपत्रों के साथ संलग्न कर दी गई है।
4. बिडर्स द्वारा यदि इलेक्ट्रॉनिक बिड़ प्रपत्र अपलोड करने में देरी हो जाती है तो उसके लिये यह विभाग जिम्मेदार नहीं होगा।
5. बिड़ प्रपत्र की सभी सूचियों को सम्पूर्ण रूप से भरकर ऑनलाईन अपलोड करें।
6. ऑनलाईन बिड़ भरते समय संबंधित निर्देशों की पालना नहीं करने के परिणामस्वरूप बिड़ प्रकिया में उत्पन्न किसी प्रकार की बाधा के लिए यह विभाग जिम्मेदार नहीं होगा।
7. बिड़ जारी करने के उपरान्त बिड़ शर्तों में संशोधन वेबसाईट <http://museumsrajasthan.gov.in>, <http://eproc.rajasthan.gov.in>, <http://sppp.rajasthan.gov.in> पर ही जारी किये जायेंगे। बिडर्स द्वारा वेब (ई-मेल) पर संशोधन/स्पष्टीकरणों को प्राप्त नहीं करने के संबंध में किसी भी दावे को स्वीकार नहीं किया जायेगा।

8. बिड़ फार्म दिनांक 6.4.2017 से डाउनलोड किये जा सकेंगे। ऑनलाईन बिड़ फॉर्म अपलोड करने की अंतिम तिथि 24.4.2017 सायं 5.00 बजे तक होगी। तकनीकी बिड़ उपस्थित बिड़दाताओं के समक्ष दिनांक 25.4.2017 को अपरान्ह 12.15 बजे इस कार्यालय में खोली जायेगी। बिड़ खोलने की दिनांक को राजकीय अवकाश होने पर तकनीकी बिड़ अगले कार्य दिवस को उसी स्थान/समय पर खोली जायेगी। अपूर्ण एवं देरी से प्राप्त बिड़ पर कोई विचार नहीं किया जायेगा। बिड़ प्रतिभूति राशि रूपये 20,000/- का बैंकर चैक/डी.डी. एवं बिड़ फीस राशि रूपये 500/- का बैंकर चैक/डी.डी. जो कि निदेशक, पुरातत्व एवं संग्रहालय विभाग के पक्ष में जारी हुये हो, तथा बिड़ प्रोसेसिंग फीस राशि रूपये 500/- का बैंकर चैक/डी.डी. जो कि एम.डी., आर.आई.एस.एल., जयपुर के पक्ष में जारी हो, को दिनांक 25.4.2017 को प्रातः 11.00 बजे तक इस कार्यालय में आवश्यक रूप से जमा कराना होगा, अन्यथा बिड़ पर कोई विचार नहीं किया जायेगा।

9. Bidders shall furnish correct, true and complete information in its bid form and annexure, If it is found at any stage that the information so furnished is not complete and true and/or any significant information has been knowingly suppressed, the CEO, AD&MA will have the right to reject the bid/ terminate the contract at any time without any notice or compensation.

10. The scope of the work for Signage's Consultant would include preparation of DPR incorporating the below mentioned components, preparation of estimate & tender documents, supervision of works based on the DPR and verification of contractors bills in Measurement Book:-

1. Identity Designs

Components of Identity Design include the following:

- Symbol
- Logotype (Hindi and English)
- Colour palette
- Sub-logos of Museum Shop, Cafe
- Application of symbol, logo, colour palette, suitable fonts on website
- Entry ticket
- Design of brochures, leaflets

2. Signage Design

Components of Signage Design include the following:

- Museum Signage
- Informational Signages
- Directional Signages
- Instructional Signages

- Map
 - Copywriting for informational Signage
 - Creation of specific graphics and pictograms wherever required
 - Supervision of the creation of prototypes of each type of signage
 - Submission of technical drawings of one of each type of signage with all specifications
 - Submission of text and graphic artworks for each sign
- 3. Space Design for -**
- Ticket Counter
 - Waiting area
 - Cafe
 - Museum Shop
- 4. Supervision of -**
- Supervision during prototyping stage of signage
 - Supervision during execution stage of signage
 - Supervision during execution stage of Space design and upto completion of work.
 - Resolving site problems relating to designs and drawings as may be encountered during execution of work
 - To keep coordination with other consultants working at site as may be appointed separately by the client for other services.
 - To prepare record of implementation of works at every stage and also depicted through taking photographs.
 - To certify that the work done by contractor is as per specifications for quality and design in the measurement book and verification of bills for payment based on the progress of work
 - To submit complete drawings on completion of work and its documentation with photographs / with hard/soft copy.
- 5. Scope of work also includes the following -**
- Familiarization with the history of museum
 - Creation of museum -specific graphic and pictograms.
 - Site visits to form the basis for conceptualisation
 - Presentations for feedback/approval
- 11. Eligibility**
1. The bidder may be a company or firm or a individual having at least 3 year experience in execution of such projects. (The bidder should submit the supporting documents to prove their experience.)

2. The bidder should have an average annual turnover of minimum Rs. 50.00 lacs over the period of last 3 financial years. (The bidder's turnover should be duly authenticated and attested by a qualified Chartered Accountant).
3. The bidder should upload detailed CV, experience details with at least three testimonials from former clients along with the technical bid.
4. The bidder will have to make a comprehensive power point presentation having details of proposed designs, matter details, sample of engraving style etc. before the committee. The presentation besides depicting their firm's capabilities will also contain conceptualization & design etc. of museum. All expenses on preliminary research, photography, survey & sample development etc. will be borne by the bidder.

12. **Bid Process-**

The application will have to be submitted separately in two parts i.e. Part (A) and Part - (B).

Part -A (Technical Bid) : Part - A (Technical Bid) will contain the documented proof of company's capability in the field.

The technical bid duly filled in the annexed format must be supplemented with detailed CV, the Copy of PAN card, Service Tax Registration, Annual turnover certificate, Registration copy of company/firm, other Credentials in support of experience along with the details.

Technical bid shall contain the Firm's detailed balance sheet, P&L statement for the experience financial years. Firm should attach the documents of turnover duly authenticated and attested by the qualified CA.

Scanned copies of DD for bid security, bid fees, bid processing fee shall be uploaded along with the technical bid.

Part -B (Financial Bid): Part B (Financial) will contain only the financial bid. Bidder should indicate the stage-wise payments for DPR & Supervisory consultancy stages (Refer para 16). Financial Proposals of the bidders, who are found technically qualified and have successfully demonstrated their capability by power point presentation before the committee (if desired) will be opened in the presence of the qualified bidders. Department will intimate the date and time of opening of the financial proposals on the **website: <http://museumsrajasthan.gov.in>, <http://eproc.rajasthan.gov.in>, <http://sppp.rajasthan.gov.in>.**

Financial bid has to be uploaded separately only in the form of Excel sheet. It should not be uploaded along with the Technical bid.

13. **Terms and Conditions to the bid-**

1. Complete details about the bidder including experience etc., along with details of their experience in this field, should be attached including all the enclosures/testimonials/documents/photographs etc., as detailed under the eligibility

conditions. Department may ask for power point presentation before the committee on the experience and details of designs, matter details, sample of engraving style etc.

2. The performance security @ 10% of the contract value in the form of demand draft in favor of CEO, AD&MA, Rajasthan Jaipur shall be deposited at the time of execution of the agreement. Performance Security shall be returned after satisfactory completion of the project. Department is not liable to pay any interest on performance security amount.
3. If bidder fails to provide the desired consultancy services then performance security will be forfeited. As regards reason for non-providing the service, the case shall be disposed of on merits by CEO, AD&MA.
4. The bidder shall not transfer or sublet the assigned work /services.
5. The bid security taken from a successful bidder shall be forfeited, if the successful bidder does not execute the agreement or does not deposit the Performance Security Amount within the specified period in the work order.
6. The successful bidder will be responsible for managing the activities of its personnel and will hold itself responsible for any misdemeanours.
7. The successful bidder shall strictly adhere to the provisions of The Rajasthan Monuments, Archaeological Sites and Antiquities Act, 1961 and The Rajasthan Monuments, Archeological Sites and Antiquities Rules, 1968 and any other orders, circulars, as notified by the Department of A&M, Government of Rajasthan and as amended from time to time.

14. Process of Selection and evaluation of the Technical & Financial Bid

The bidders found technically qualified and have successfully demonstrated its capability by the comprehensive power point presentation before the committee (if desired) and one who has proposed the lowest consultancy charges, will be selected as signage's consultant.

15. Preliminary & Final DPR's:

The Preliminary & Final DPR's submitted by the Consultant for approval by the client shall contain all relevant drawings, details, specifications. The set of drawings submitted shall include the Proposal drawings to be submitted in three sets for examination and comments. Changes/ comments as suggested by the client in the Preliminary DPR shall be incorporated in the final DPR, which has to be submitted in 3 sets with CDs (In PDF & MS Word/Excel/AutoCAD format as applicable).

16. Schedule of Payments:

Payment will be made after submission of DPR & drawings in three sets (Hard Copy+ Soft Copy) subject to their approval by the client, as per the following schedule:

S.N.	Stage of Work	As per Agreement
(A)		
I	On submission of preliminary DPR with rough estimates	20% of fees quoted for DPR
II	On acceptance of final DPR by the client with detailed estimates	20% of fees quoted for DPR
III	On finalizing the bidding documents and submitting a set of final specifications and bills of quantities sufficient for selection of Contractor	20% of fees quoted for DPR
IV	After pre and post tendering process & award of Work Order to the Contractor	10% of fees quoted for DPR
V	After completion of work on the basis of DPR & drawings submitted by the consultant	20% of fees quoted for DPR
(B)		
V	Supervisory Consultancy till the completion of project (Upon work done on site based on regular site supervision and working drawings provided by the Consultant as work progresses at various stages)	Shall be paid as percentage of final bill, after completion of work by the contractor to whom work is awarded, on the basis of estimate & drawings provided by the consultant.

Note: All taxes including service tax are included in the quoted rates. No additional payment shall be made towards taxes by AD&MA.

17. Completion Period: DPR part of the work i.e. submission of Final DPR and bidding documents sufficient for selection of Contractor, will have to be completed in a period of two months from the date of placing the work order, with 10 days extra as mobilization period. The Supervision consultancy part will be considered completed after the work proposed by the consultant in the DPR & bid documents is completed at site by the contractor appointed for the purpose.

18. Time schedule for work : Time being essence of contract the requirement of maintaining time schedule is quite important. In case of delay in deliverance, compensation shall be levied @ 0.1% (Zero point one percent) of Consultancy Fee/Work Order amount for each day of delay beyond scheduled date of completion, subject to upper limit of 10% of Consultancy Fee.

Note: If the consultant requires extension in completion period of DPR or Supervision Consultancy part, on account of reasons beyond its control and for legitimate delays, then it shall have to make a request at least one week before the completion date of that part of the project.

19. Accuracy in estimation:

The consultant has to ensure accuracy in estimation, in case of any deviations/alterations in items / quantities during execution stage, AD&MA will be at liberty

to impose suitable penalty for faulty estimation and deduct the said amount from consultants bills/performance security.

20. Other Terms & Conditions

1. An Agreement will be signed between the successful bidder and AD&MA on a non-judicial stamp paper of specified value at bidders cost.
2. CEO, AD&MA reserves the right, without any obligation or liability, to accept or reject any or all of the proposals at any stage of the process, to cancel or modify the process, or any part thereof, or to vary any of the terms and conditions at any time, without assigning any reasons whatsoever.
3. CEO, AD&MA reserves all rights to terminate the contract and forfeit the performance security at any level in case of non-satisfactory performance and violation of any of the Terms and Conditions of the contract. The contract may be terminated by CEO, AD&MA at any time without prior notice, in case of any urgency.
4. **Indemnification:** In the event that a claim or suit is brought against the Consultant by any third party for damages arising from personal injury or property damage caused wholly by the Client, or anyone employed by the Client, shall indemnify the attorney's fees which the consultant may incur in connection therewith.
5. **Ownership of copyright:** The client shall retain Hard & Soft copies of the models, drawings, specifications and other documents for its information and use in connection with the project. The consultant or any other person shall not use these for any other project.
6. All legal proceedings arising out of any dispute between both the parties regarding a contract shall be settled by a competent court having jurisdiction of Jaipur only.
7. The provisions related to labour law/Act and other laws/rules in force shall be applicable. Bidder shall be responsible for compliance/to abide with the provision laid down in the relevant Acts/Rules.

Prior to submission of bid, a potential bidder may visit the site on any working day with a prior intimation to any official as detailed below. For any further details, the following official may be contacted – ED(Works), AD&MA, Jaipur.

21. Any person participating in a procurement process shall-

- (a) Not offer any bribe, reward or gift or any material benefit either directly or indirectly in exchange for an unfair advantage in procurement process or to otherwise influence the procurement process.

- (b) Not misrepresent or omit that misleads or attempts to mislead so as to obtain a financial or other benefit or avoid an obligation.
- (c) Not indulge in any collusion, Bid rigging or anti-competitive behavior to impair the transparency, fairness and progress of the procurement process.
- (d) Not misuse any information shared between the procuring entity and bidders with an intent to gain unfair advantage in the procurement process.
- (e) Not indulge in any coercion including impairing or harming or threatening to do the same directly or indirectly to any party or to its property to influence the procurement process.
- (f) Not obstruct any investigation or audit of a procurement process.
- (g) Disclose conflict or interest if any and
- (h) Disclose any previous transgressions with any entity in India or any other country during the last three years or any debarment by any other procuring entity.

22. Conflict of interest :-

The bidder participating in a bidding process must not have a conflict of interest.

A conflict of interest is considered to be a situation in which a party has interests that could improperly influence that party's performance of official duties or responsibilities contractual obligations or compliance with applicable laws and regulations.

A bidder may be considered to be in conflict of interest with one or more parties in a bidding process if including but not limited to :

- (a) Have controlling partners/shareholders in common or
- (b) Receive or have received any direct or indirect subsidy from any of them
- (c) Have the same legal representative for purposes of bid.
- (d) Have a relationship with each other, directly or through common third parties that puts them in a position to have access to information about or influence on the bid of another bidder or influence the decisions of the procuring entity regarding the bidding process.
- (e) The bidder participates in more than one bid in a bidding process. Participation by a bidder in more than one bid will result in the disqualification of all bids in which the bidder is involved. However this does not limit the inclusion of the same subcontractor not otherwise participation as bidder in more than one bid
- (f) The bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the goods, works or services that are the subject of the bid.

(g) Bidder or any of its affiliates has been hired (or is proposed to be hired) by the procuring entity as engineer-in-charge/consultant for the contract

23. Grievance **redressal** during procurement process shall be as per annexure-C of RTTP rules. The first appellate authority is CEO, AD&MA and second appellate authority is Vice Chairperson, AD&MA.

CEO, AD&MA will have the right to cancel/postpone/extend/modify this EoI, thus published, without showing any cause to anyone. However, any communication related to cancellation/ postponement/ extension/modification will be published on the official **websites**

: www.museumsrajasthan.gov.in, <http://eproc.rajasthan.gov.in> and
<http://sppp.raj.nic.in>

Executive Director(Works)
Amber Development & Management Authority
Jaipur

Declaration by the Bidder

In relation to my/our Bid submitted tofor procurement of in response to their Notice inviting Bid No. Date I/we hereby declare under Section 7 of Rajasthan Transparency in Public Procurement Act, 2012, that :

- 1- I/we possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the Procuring Entity.
- 2- I/we have fulfilled my/our obligation to pay such of the taxes payable to the Union and the State Government or any local authority as specified in the Bidding Document.
- 3- I/we are not insolvent, in receivership, bankrupt or being wound up, not have my/our affairs administered by a court or a judicial officer, not have my/our business activities suspended and not the subject of legal proceedings for any of the foregoing reasons.
- 4- I/we do not have, and our directors and officers not have, been convicted of any criminal offence related to my/our professional conduct or the making of false statements or misrepresentations as to my/our qualifications to enter into a procurement contract within a period of three years preceding the commencement of this procurement process, or not have been otherwise disqualified pursuant to debarment proceedings.
- 5- I/we do not have a conflict of interest as specified in the Act, Rules and the Bidding Document which materially affects fair competition.

Date :

Place :

Signature of bidder

Name :

Designation:

Address: