

***E-TENDER***

***for***

***Design, development, installation and commissioning of 'Eco-garden  
(Ecology of North-East India)' Diorama at Sukanta Academy for Science Arts  
& Culture, Agartala, Tripura***



Ministry of Culture  
Government of India



National Council of Science Museums  
(Ministry of Culture, Govt. of India)  
33, Block – GN, Sector – V, Bidhan Nagar - 700091

**Disclaimer & Disclosures:**

National Council of Science Museums (NCSM) has prepared this document to give background information on the captioned job/project to the interested bidders/agencies/contractors. While NCSM has taken due care in preparation of the information contained herein and believe it to be accurate, NCSM or any of its authorities or agencies nor any of their respective officers, employees, agents or advisors give any warranty or make any representations, express or implied as to the completeness or accuracy of the information contained in this document or any information which may be provided in association with it.

The information is not intended to be exhaustive. Interested agencies are required to make their own inquiries and respondents will be required to confirm in writing that they have done so and they do not rely only on the information provided by NCSM in submitting the Tender. The information is provided on the basis that it is non-binding on NCSM or any of its authorities or agencies or any of their respective officers, employees, agents or advisors.

NCSM reserves the right not to proceed with the Project or to change the configuration of the Project, to alter the time table reflected in this document or to change the process or procedure to be applied. It also reserves the right to decline to discuss the matter further with any bidder submitting the Tenders.

No contractual obligation on behalf of NCSM, whatsoever, shall arise from this tender unless & until a formal contract is signed and executed by duly authorized officers of NCSM and the bidder in due course after invitation of tenders.

NCSM may modify any / all of the terms of this tender process giving due notification through the NCSM's website (<https://ncsm.gov.in/>).

NCSM will not be liable for any costs incurred by the Bidders in the preparation of the tender& its presentation. The preparation of Bidder's proposal will be made without obligation by NCSM to acquire any of the items included in the Bidder's product, or to select any Bidder's proposal, or to discuss the reasons why a particular Bidder's proposal is accepted or rejected.

All information included by the bidders in their proposal will be treated in strict confidence.

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**NOTICE INVITING E-TENDER**

**TENDER No. I-18012/10/23(205)**

On-line Digitally signed e-tender is invited in Two Bid System from competent Company/Firm/Agency/Consortium, who satisfy the eligibility criteria enumerated in the Tender Documents for Design, development, installation and commissioning of 'Eco-garden (Ecology of North-East India)' Diorama at Sukanta Academy for Science Arts & Culture, Agartala, Tripura as per the Scope of Work.

Agencies having proven experience and capability of executing the order in the targeted time may download the Tender Papers from Central Public Procurement Portal (CPPP): <http://eprocure.gov.in/eprocure/app> or from NCSM website <https://ncsm.gov.in> as per the following schedule:

Bid Document Published Date	21.9.2023(At 03.00 PM)
Bid Document Download Start Date	21.9.2023(At 03.00 PM)
Bid Clarification Start Date	21.9.2023(At 03.00 PM)
Bid Clarification End Date	26.9.2023(Upto 03.00 PM)
Bid Submission Start Date	21.9.2023(At 03.00 PM)
Bid Submission End Date	12.10.2023(At 12.00 Noon)
Technical Bid Opening Date	13.10.2023(At 12.00 Noon)
Estimated Cost of Work	<b>9.00 Lakhs</b>
Period of Completion of Work	60 days

The online bid, both Technical Bid and Financial Bid, should be uploaded by the due date and time as per the above schedule. The responsibility to ensure the same lies with the bidders. Offline tenders shall not be accepted and no request in this regard will be entertained whatsoever. Online Technical Bid will be opened at the first instance in NCSM, Kolkata at **12.00 Noon, on 13.10.2023** for technical evaluation as well as selection of technically acceptable offers.

In the second stage, the Financial Bids of only the selected and techno-commercially acceptable offers / system / equipment will be opened. Decision of the NCSM, regarding selection of eligible and qualified vendors / firms for opening the Financial Bid shall be final and binding on the bidders. NCSM, Kolkata reserves the right to accept or reject any or all tenders in full or part without assigning any reason whatsoever. NCSM is not bound to accept merely the lowest tender but the technical suitability, capability and superiority of the job.

1.Tender document can be downloaded from Central Public Procurement Portal (CPPP) website "[http:// www.eprocure.gov.in](http://www.eprocure.gov.in)" and website of NCSM "[http:// www.ncsm.gov.in](http://www.ncsm.gov.in)".

2. Submission of the Bid: This Tender is an e-Tender and bids are to be submitted through CPP Portal (<http://eprocure.gov.in>) only. Bids submitted in physical forms will be summarily rejected.

3. The online bid both Technical (Techno-Commercial) Bid and Financial bid duly furnished in Cover –I and Cover-II respectively should be uploaded by the due date and time as per the above schedule. The responsibility to ensure the same lies with the bidders.

4. NCSM, Kolkata reserves the right to amend / withdraw any of the terms and conditions in the tender documents or to reject any or all bids without giving any notice or assigning any reason. NCSM, Kolkata also reserves the right to accept or reject any or all tenders in full or part without assigning any reason whatsoever. NCSM, Kolkata shall also not be bound to accept merely the lowest tender but the technical suitability, capability and superiority of the concept/ technology interface/system etc. shall be of prime consideration for selection of the appropriate set of concept/ technology interface /system collectively considered as a complete solution.

Section officer (Stores & Purchase)  
NCSM, Kolkata

## **General Information and Instructions**

1. The instructions given herein will be strictly binding on the bidders and deviation, if any will make the tender or tenders liable to be considered invalid. Tenders incorporating additional conditions by the bidder are liable for rejection.
2. Bids shall be submitted online only at CPPP website:  
<https://eprocure.gov.in/eprocure/app>, Manual bids shall not be accepted.
3. The instructions given in “Annexure- A” for “Instruction for Online Bid Submission” should be strictly followed during submission of the Bid.
4. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
5. ----Omitted-----
6. Validity of Bids: The Bids should remain valid for 90 days from the date of opening of Financial Bids.
7. Rejection of Bids: Canvassing by the Bidder(s) in any form, unsolicited letter and post-tender correction may invoke summary rejection. Conditional tenders will be rejected. Non-compliance of applicable General Information and Instructions will disqualify the Bid.
8. The Bidders should have Digital Signature Certificate (DSC) for filling up the Bids. The person signing the tender documents should be authorized for submitting the on line e-tender.
9. The Financial Bid (BOQ) shall be filled in and signed by the authorized signatory online as per proforma “Annexure- H” available at Central Public Procurement Portal e-tender system website <http://eprocure.gov.in/eprocure/app>. off line Financial Bid shall not be accepted
10. Tender must be uploaded on-line in two separate covers - namely Cover - 1 (Technical) and Cover- 2 (Financial) on Central Public Procurement Portal. The contents of Cover shall be as follows:

### **Cover- 1 (Technical)**

Sl. No.	Description	Yes	No	Remarks
01.	Technical (Techno-Commercial) BID duly filled-in and signed with official stamp. (As per Annexure-E format)			
02.	Proof of concept (PoC) document <i>(Please see Eligibility Criteria for Applying, clause vii.</i>			
03.	General Terms & Conditions (as detailed in Annexure - B) duly signed with official stamp as a token of acceptance			

04.	Turnover as per Annexure G along with copies of document showing last 3 years' financial turnover of the firm.			
05.	Scanned Copy of the current and valid GST registration Certificate and PAN.			
06.	Similar work experience documents, Checklist etc.			
07.	Scope of Work/ Specification along with Annexure P, Q and R			

**Cover-2 (Financial)**

- i) The Financial Bid (as per Annexure-H) i.e. Schedule of Price Bid in the form of Attached BOQ Performa shall be duly filled in, digitally signed and uploaded online by the bidder.**

The Cover-1, i.e. Technical (Techno-commercial) Bid shall be opened by NCSM, Kolkata at the first instance and evaluated by the competent authority. At the second stage, the Cover-2 containing Financial Bid of only techno-commercially acceptable offers shall be opened for further evaluation and ranking before awarding the contract.

*N.B.: The bidders shall consider the prevailing tax rates while quoting the rates. However, in the event of any changes in the statutory taxes and duties, the rates applicable at the time of payment shall be made by the competent authority of the NCSM, Kolkata against submission of supporting documentary evidence.*

12. The authorities of NCSM, Kolkata who do not bind themselves to accept the lowest tender, reserves the right to reject or accept any or all tenders wholly or partially without assigning any reason whatsoever.

**Instructions for Online Bid Submission**

1. The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.
2. More information useful for submitting online bids on the CPP Portal may be obtained at <https://eprocure.gov.in/eprocure/app>

**REGISTRATION**

1. Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “Online Bidders Enrolment” on the CPP Portal which is free of charge.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.) with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC“s to others which may lead to misuse.
6. Bidders may then log-in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

**SEARCHING FOR TENDER DOCUMENTS**

1. There are various search options built in the CPP Portal to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords, etc. to search for a tender published on the CPP Portal.
2. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective “My Tenders” folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

3. The bidders should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk,

### **PREPARATION OF BIDS**

1. Bidders should take into account any corrigendum published on CPPP in connection with the tender document before submitting their bids.
2. Please go through the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of sets in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
3. Bidders, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF / JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates, etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

### **SUBMISSION OF BIDS**

1. Bidders should log-in to the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidders will be responsible for any delay due to other issues.
2. The bidders have to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. ----Omitted----
4. ----Omitted----
5. A standard Price Schedule format (BOQ) has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidders). No other cells should be changed. In case no rate value is required to be quoted in any particular cell, that cell may be kept blank, figure “0” (zero) shall not be entered in such cell(s). Once the details have been completed, the bidders should save it and submit it online, without



changing the filename. If the BOQ file is found to be modified by the bidders, the bid will be rejected.

6. The server time (which is displayed on the bidders" dashboard) will be considered as the standard time for referring the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
7. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128-bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
8. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
9. Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message and a bid summary will be displayed with the bid number and the date & time of submission of the bid with all other relevant details.
10. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meeting.

#### **ASSISTANCE TO BIDDERS**

1. Any enquiries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority or the relevant contact person indicated in the tender.
2. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal helpdesk. The contact number for the helpdesk is 1800 233 7315.

**Title of the Work:**

***Design, development, installation and commissioning of 'Ecogarden (Ecology of North-East India)' Diorama at Sukanta Academy for Science Arts & Culture, Agartala, Tripura***

Tenders are invited in Two Bid System from competent Company/Firm/ Agency/ Consortium, who satisfy the eligibility criteria enumerated in the document.

NCSM invites bids for Design, development, installation and commissioning of 'Ecogarden (Ecology of North-East India)' Diorama at Sukanta Academy for Science Arts & Culture, Agartala, Tripura

**ELIGIBILITY CRITERIA FOR APPLYING:**

*Agencies / production houses that are fulfilling the following conditions will be eligible for submission of E-Tender:*

- i. The bidder could be an Individual, Limited Company/Corporation, Proprietary Firm, Partnership Firm/Company etc. Consortium or Joint Venture are allowed to bid for the Works.*
- ii. The bidder should have minimum experience of 03 years preceding the proposal due date, in the similar field of works. Experience should be in design and development of diorama.*
- iii. The registered company/firm should have well trained team, well build-up infrastructure and the team leader should have a BFA degree or any equivalent degree from a recognised University/Deemed University.*
- iv. Firms / Companies should have average annual financial turnover of Rs. 15.00 lakhs during the last 3 financial years (FY 2022-23, 2021-22, and 2020-21). Exception may be considered only for FY 2020-21 (due to Pandemic).*
- v. The Bidder should have the requisite work experience of completing similar projects during the last 3 years preceding the proposal due date as per the details given below:*

***One similar work*** of value not less than Rs. 09.00 Lakh of the estimated cost of work.

Or ***Two similar works*** each of value not less than Rs. 07.20 Lakh of estimated cost of work.

Or ***Three similar works*** each of value not less than Rs. 05.40 Lakh of estimated cost of work

Or ***Four similar works*** each of value not less than Rs. 2.00 Lakh of estimated cost of work

Here the ***Similar Works*** means: *Design, development, installation and commissioning of FRP model based full scale or scale-down diorama*

- vi. The bidder should provide documentary proof for the above in the form of a work order / supply order / contract document and completion report/ testimonials for completion.*

***N.B Even though the bidders meet the above qualifying criteria, they are subject to be disqualified if they have:***

- a. Made misleading or false representation in the forms, statements and attachments submitted in proof of the qualification requirements; and/or*
- b. Record for poor performance such as abandoning the works, not properly completing the contract, inordinate delays in completion, litigation history, or financial failures etc.*

**vii. Proof of Concept (PoC)**

The bidders must submit a proof of concept (PoC), as per the following details:

This PoC must include the draft scheme which should include

- i) A hand/computer generated sketch/visual of the work to be executed by the agency/firm (Illustration / Visualisation)
- ii) Brief description of the work to be executed by the agency/firm
- iii) Specification of the materials to be used for the work
- iv) Any other thing (s) that need/s to be mentioned

- **Submission of PoC document is mandatory.**
- **Non submission of PoC document may lead to summary rejection of bid.**
- **Make this scheme as detailed as possible.**
- **PoC document will be used for Technical Evaluation.**

*Notes:*

1. Techno-Commercial bids of the agencies that fulfil the above pre-qualification criteria shall be opened.
2. The bidder has to upload the compliance letter on its letterhead duly signed by the authorized signature & other supporting documents as asked for in the bid in scanned format. Failing to submit the same or non-compliance/deviation from any bid terms and conditions, eligibility criteria or technical specifications may result in rejection of the bid.

**SCOPE OF WORK**

National Council of Science Museums (NCSM) has prepared this document to give background information on the captioned project to the interested bidders/agencies/contractors. While NCSM has taken due care in preparation of the information contained herein and believe it to be accurate, NCSM or any of its authorities or agencies nor any of their respective officers, employees, agents or advisors give any warranty or make any representations, express or implied as to the completeness or accuracy of the information contained in this document or any information which may be provided in association with it.

**Details of the Diorama (story to be presented):**

In a nutshell, this diorama will represent garden ecology of North-East India and additionally, it will also showcase some of the endemic species of the North-East India, specifically Tripura, like Spectacles langur (Phayre's Langur), Rabbit (Hispid hare) etc.

The whole work may be distributed in three different steps or stages, namely (i) Foreground Preparation, (ii) installation of small mound/ undulated land contour (with water fall, water body and small stream), bush, Cluster or clump of bamboos and trees etc. & (iii) placement of different objects, animals and insects (enlarged) as per plan (aesthetically suitable). The work mostly involves high quality Fibre Glass (FG)/ Fibre reinforced polymers (FRP) materials, metal structure/ metallic net for reinforcement, natural/artificial stone gravel, artificial/ornamental grass that does not require any major maintenance except periodical cleaning and brick cement RCC concrete etc. The work to be finished with natural looking multi-colour, so that it delivers a real life feel to the visitors.

It may be taken into consideration that we already have few numbers of animals, reptiles, insects and objects like Mushroom Umbrella etc. (list of existing animals, insects and objects with approximate size are attached herewith, see **PART - B**). Moreover, a list of items (animals, reptile, insects, reptiles, Cluster or clump of bamboos and trees etc.) are given (see **PART - A**). All these may be used and to be incorporated to make a holistic/conclusive design.

## **SPECIFICATION AND KEY DETAILS:**

### **Details of the Area designated for the Diorama:**

It is an open courtyard, exposed to rain and other weather phenomena within the building and surrounded by the building (photograph and floor layout are attached, see **Annexure - P & Annexure - Q**). Shape of the area is an irregular Polygon. Approximate measurement of the area is 150\* sq. metre. **Please note that there is a tall Gymnosperm (Araucaria heterophylla) tree, almost at the middle of the courtyard. This needs to be kept as it is but you can use this as a part of your design/composition without damaging it.**

[\*area may be less as the polygon is not regular]

## **PART – A**

### **Item details of the Diorama (These are to be made freshly):**

<b>Sl. No.</b>	<b>Item details</b>	<b>Qty.</b>	<b>Measurement and Remarks</b>
01.	Foreground preparation with artificial grass, original/artificial stone and gravel	As per requirement	
02.	Small mound/ undulated land contour <b>(with water fall, water body and small stream)</b>	As per requirement	
03.	Cluster or clump of Bamboos (small)	02 sets (each of 15-20 bamboo)	[Approximate size: max. 8 ft. tall (with leaf)]
04.	Cluster or clump of Bamboos (large)	01 set (20 bamboo)	[Approximate size: max. 13 ft. tall (with leaf)]
05.	Small shrub or bush, flowering tree		At least 05 to 06 nos. (as per requirement)
06.	Moist forest/Rain forest Tree (as per composition)	As per requirement	
07.	Fishing Cat with fish (big)	01 set	Life Size [Approximate size: 26 inch x 16 inch (height)]
08.	Fishing Cat (small, <i>in search of fish</i> )	01 set	[Approximate size: 16 inch x 9 inch (height)]
09.	King fisher ( <i>in ready for diving posture</i> )	01 no.	Life Size [Approximate size: 9 inch (12 inch wing span, beak length 3 inch long)]
10.	Green Imperial Pigeon	03 nos.	Life Size [Approximate size: length 16 inch with tail, all in different posture]
11.	Python ( <i>to be composed suitably with a branch of tree</i> )	01 no.	Life Size [Approximate size: length 14 ft. (coiled with a branch of tree)]
12.	Red Ant	02 nos.	Enlarged [Approximate size: 10 inch]
13.	Butterfly	04 nos.	Enlarged [Approximate size: length 4 inch, wing span 12 inch]
14.	Slow Loris	01 no.	Life Size [Approximate size: 28 inch X 20 inch (height)]

*N.B - Please treat this as an indicative list of items/objects (plants, animals, insects etc.), and this is not a conclusive list, you may add some other items/objects also.*

## PART – B

**List of existing items (FRP models of animals, birds and insects etc. with quantity and approximate measurement) for Tripura Eco-garden:**

Sl. No.	Item details	Qty.	Approximate Measurement
<b><i>To be sent (Not at site) from</i></b>			
1.	Spectacles langur (Phayre's Langur) <i>(Seating posture)</i>	01 no.	Life Size [height - 34" at seating posture]
2.	Pangolin <i>(Venturing posture)</i>	02 nos.	Life Size [length - 52" X 13"(h)]
3.	Great Hornbill <i>(on a branch of a tree)</i>	01 no.	Life Size [on a branch of a tree - 42"X16"(h)]
4.	Rodent (field rat)	02 nos.	Enlarged [24"(length with tail 38") x 7" (H)]
5.	Hispid hare (Rabbit)	01 no.	Enlarged [28"x 16" (H)]
6.	Bengal Slow Loris	01 no.	Life Size [on a branch of a tree - 28"X20"(h)]
7.	Frog	02 nos.	Enlarged [36"x 28"(w)x19" (H)]
8.	Mushroom Umbrella (closed)	02 nos.	Enlarged [56"(H) x 28"(w)x19" (H)]
9.	Snail	02 nos.	Enlarged [Two different posture, 50" (L) x 20" (H)]
<b><i>On display (at site)</i></b>			
10.	Frog	02 nos.	Enlarged (at site)
11.	Snail	02 nos.	Enlarged (at Site)
12.	Cockroach	02 nos.	Enlarged (at site)
13.	Ant (Black)	02 nos.	Enlarged (at site)
14.	Ant (Red)	02 nos.	Enlarged (at site)
15.	Spider	01 no.	Enlarged (at site)
16.	Green Grasshopper	02 nos.	Enlarged (at site)
17.	Green Cactus	02 nos.	Life size (at site)
18.	Gymnosperm Tree (Cycas revoluta) with leaves	02 nos.	Life size (at site)
19.	Mushroom Umbrella (closed)	02 nos.	Enlarged (at site)
20.	Mushroom Umbrella (Open)	01 no.	Enlarged (at site)
21.	House fly	01 no.	Enlarged (at site)

*N.B - Please note that with minor repairing and natural colouring you can use these items in the new diorama (for Photograph of the existing diorama, see Annexure – P), which will in no means be similar to the existing one.*

A tentative design composition (artist's impression) is attached herewith for a better understanding of the work (see **Annexure – R**) but **the bidder needs to submit his own design and plan for the said work** and this will be evaluated by the expert committee. This will be decided by the competent authority of NCSM.

**Brief Specification of the materials to be used:**

Basic Materials	:	High Quality FG, Metallic net, brick cement, RCC concrete masonry structure as per requirement
Thickness of FG	:	6 mm (450 gsm Chopped Strand Mat, 3 layer matting and putty with pigment for hyper finishing)
Inner Structure	:	Metallic (net) reinforced structure for stability and rigidity as per requirement
Finish	:	Environment (Trees, Bamboo garden, small bush, Mounds, waterbody) and 'Animal' figures to be finished with Natural looking multi-colour
Periodical Approval	:	Inspection of work will be made as and when required and step by step approval of the work to be taken, even at site
Delivery Date	:	60 days from placement of firm order
Supply	:	All the finished products to be supplied and installed at Sukanta Academy, Agartala, Tripura

***High quality craftsmanship will only be entertained.***

*\*N.B - Please note that the above Diorama needs to be installed and commissioned at Ground Floor, Open area (already demarcated by the NCSM authority) of Sukanta Academy for Science Arts & Culture, Agartala, Tripura premises*

***Site preparation:*** *The bidder shall inform to the council about the site preparation, if needed for the installation of equipment, after the receipt of the purchase order. The bidder must provide complete details regarding space and all the other infrastructural requirements needed for the equipment, which the council should arrange before the arrival of the equipment to ensure its timely installation and smooth operation thereafter. The bidder shall visit the site (Sukanta Academy, Agartala) and see the site where the equipment is to be installed and may offer their/his/her advice and render assistance to the council in the preparation of the site and other pre-installation requirements.*

## PROPOSAL EVALUATION / SELECTION CRITERIA

A two-bid selection system will be adopted in evaluating the proposals.

1. **Eligibility Criteria & Technical Evaluation:** Any short coming of the documents will lead to rejection of the bid and other envelope will not be opened. Tenders of the agencies qualifying on the basis of their eligibility criteria will be evaluated Technically
2. **Financial Evaluation:** Only the bidders/firms qualified in the Technical Evaluation as described in details below will be eligible for their Financial Bid Opening & Financial Evaluation

*The evaluation shall be carried out in accordance of the marking system as detailed below:*

### A. Technical Evaluation

- i) The Evaluation Committee appointed by the Council shall carry out its evaluation applying the evaluation criteria specified in the bid document. Evaluation of the application would be done as per the documents submitted.
- ii) Technical evaluation would be carried out on minimum qualification basis
- iii) Each responsive proposal qualified on the basis of the technical assessment, will be shortlisted and the financial bids of only the shortlisted agencies will be opened. The date and time of opening of the financial bids will be intimated to the selected/shortlisted agencies through CPP portal.

### B. Financial Evaluation

The lowest financial bid would be the best financial bid and shall be recommended for selection.

*Note: Technical Bids will be evaluated on the basis of documents as detailed above*

## TECHNICAL CUM CREATIVE EVALUATION PARAMETER

The Technical Bids will be evaluated on the basis of the indicated parameters in the table below:

Evaluation of bids found eligible as per pre-qualification criteria would be undertaken by Technical Evaluation Committee Constituted by the competent authority as per parameters cited below.

Sl. No.	Parameter	Minimum/Essential Criteria
01.	<b>Credentials of applicant/ agency:</b>	The bidder should have minimum 03 year experience preceding the proposal due date, in the field of Diorama development
02.	<b>Team Leader:</b>	<b>Team leader with minimum BFA degree (Bachelor of Fine Arts) is mandatory</b> and having experience more than 3 years (Provide detailed Biodata of the



Sl. No.	Parameter	Minimum/Essential Criteria
		Team leader with a copy of BFA or equivalent certificate)
03.	<b>Financial Soundness:</b>	Firms / Companies should have average annual financial turnover of Rs. 15.00 lakhs during the last 3 financial years (FY 2022-23, 2021-22, and 2020-21) {of Lead Partner in case of consortium} Exception may be considered only for FY 2020-21 (due to Pandemic).
04.	<b>Experience of works:</b>	Completion of similar projects during the last 5 years as per the details given below:  One similar work of value not less than Rs. 09.00 Lakh Or Two similar works each of value not less than Rs. 07.20 Lakh Or Three similar works each of value not less than Rs. 05.40 Lakh Or Four similar works each of value not less than Rs. 02.00 Lakh
05.	<b>Details of best two similar works done (during last 5 years):</b>	Brief details, work order/completion report with at least 2 photographs for each work
06.	<b>Proof of Concept (PoC) with Scheme of the Work</b>  [Mandatory]	The bidder agency will submit a concrete scheme of work

## **C H E C K L I S T**

Check list of Tender No.: I-18012/10/23(205) for Design, development, installation and commissioning of 'Eco-garden (Ecology of North-East India)' Diorama at Sukanta Academy for Science Arts & Culture, Agartala, Tripura: -

Sl. No.	Description	Yes/No	Page reference
01.	Whether E-Tender uploaded in Two parts (i.e. Technical & Financial) separately.		
02.	Whether Tender documents carefully studied & understood.		
03.	Whether Tender documents duly signed and stamped on all pages is scanned and uploaded as Cover-1 of the Tender in Central Public Procurement Portal		
04.	Whether Declaration regarding Non-relation, duly signed and stamped, and scanned copy of the same uploaded as Cover-1 of the Tender in central public procurement portal. Annexure - C		
05.	Whether Declaration certifying that there is no extra condition quoted in the Offer Form duly signed and stamped, and scanned copy of the same uploaded as Cover-1 of the Tender in central public procurement portal. Annexure - C		

Signature of the tenderer / Constituted Attorney  
(With date and Official Seal)

**GENERAL TERMS AND CONDITIONS FOR SUBMISSION OF TENDER**

For Design, development, installation and commissioning of ‘Eco-garden (Ecology of North-East India)’ Diorama at Sukanta Academy for Science Arts & Culture, Agartala, Tripura the tenderers are required to submit the tender in two covers i.e. Cover-I and Cover – II as per the details given in the point 11 of General Information and Instructions.

1. **PRICE:** The rates quoted/indicated shall include cost as per the details specified in Annexure-D “Technical specification and Scope of Work”, in the tender document. The rates of GST and other taxes/levies to be imposed on the quoted rates shall have to be clearly and separately mentioned. Price and rate quoted shall be firm and fixed for the entire period of execution of the work and no escalation of rate on any ground whatsoever shall be allowed. The overall lowest bidder shall be awarded the tender.
2. The bidders shall consider the prevailing tax rates while quoting the rates. However, in the event of any changes in the statutory taxes and duties, the rates applicable at the time of payment shall be made by the competent authority of the NCSM, Kolkata against submission of supporting documentary evidence.
3. The successful tenderer shall submit the following documents within 03 (three) days from the date of placement of Letter of Intent.
  - a. Duplicate copy of Letter of Intent duly signed and stamped as a token of acceptance of the work order.
4. **TIME OF COMPLETION:** Time is the essence of the tender. The entire work of final ‘Eco-garden (Ecology of North-East India)’ Diorama at Sukanta Academy for Science Arts & Culture, Agartala, Tripura shall be completed in time bound manner. The entire work shall be completed within 60 (Sixty) days from the date of placement of Letter of Intent.
5. For non-compliance of any of the above terms and non-delivery of the tendered item complete in all respects within the above stipulated period, the NCSM shall either cancel the order or impose penalty as detailed in Clause 6 below. NCSM reserves the right to cancel the order and no payment will be made under such condition. Decision of the NCSM in this regard shall be final and binding on the successful tenderers.
6. **PENALTY CLAUSE:** The successful Tenderer shall strictly observe the time allowed for carrying out the job as detailed in Clause No. 4. The job shall, throughout the stipulated period of the order be proceeded with all the diligence (time being deemed to be the essence of the order) and the successful Tenderer shall pay to the NCSM, an amount equal to 1% of the amount of the order value for every week that the delivery may remain incomplete as per delivery schedule as stipulated in Clause no. 4, subject to a maximum compensation of 10% of the order value and after that period appropriate action will be taken by the NCSM, as it will deem fit.
7. The NCSM may extend the time of delivery of the tendered job at its discretion on the application of the successful tenderer for such purpose provided that it considers the reasons for such extension as good, sufficient, acceptable and unavoidable.
8. **SCOPE OF WORK:** As per Annexure – D

9. PAYMENT TERMS:
- i) No advance payment shall be made by the NCSM under any circumstances. Payment shall be released after satisfactory completion of the entire job and within 30 (thirty) days from the date of receipt of Tax Invoice duly supported by receipted challan and satisfactory inspection/work completion certificate issued by the competent authority of the NCSM.
  - ii) Payment shall be released through NEFT/RTGS for which details of bank account shall be mentioned in their bill.
10. ---Omitted---
11. In case, the successful Tenderer refuses to accept the offer after finalization or does not comply with the Clause No. 4 as per the finalized and accepted terms and conditions, the order shall be cancelled forthwith without any further reference
12. Security Deposit: **No security deposit is required to be submitted by the lowest successful tenderer**
13. Every effort should be made to complete the work by the successful Tenderer within the specified time schedule. In case the successful tenderer fails to comply with Clause No.4 i.e., the specified time schedule as per the finalized and accepted terms and conditions the NCSM shall have the rights to either impose Penalty Clause or cancel the order. The decision of the NCSM in this regard shall be final and binding on the successful Tenderer.
14. Bad quality of work will not be accepted and if carried out is liable to be rejected and should be rectified by the successful Tenderer at his cost as per specifications and directions given by the authorized representatives of the NCSM. The decision of the NCSM will be final and binding on the successful Tenderers.
15. Any ambiguity in the specification / scope of work is detected; it shall be promptly brought to the notice of the NCSM for clarifications. The successful tenderer without written approval/permission of the NCSM shall make no deviation from the approved specifications.
16. The successful Tenderer shall submit necessary trade and other licenses as may be required to carry on the tendered job and shall also be responsible for compliance at his/her own cost of all rules and regulations, enforced from time to time by the appropriate authorities.
17. The successful Tenderer shall not under any circumstances whatsoever transfer wholly or partly the contract/agreement/Purchase Order to any other person(s)/firm/company or assign the agreement or benefits of this agreement to any other party for any reason whatsoever. Otherwise, the order/ agreement will automatically stand cancelled.
18. The authorities of the NCSM, reserve the right to amend, alter or modify the terms and conditions mentioned above, if necessary, from time to time and also cancel the tender without assigning any reason.

19. Income Tax and Work Contract Tax or any other tax as applicable shall be deducted at source, if applicable, from each bill/claim of firm as per prevailing Government rules.
20. Incomplete offers, i.e. offers received without prescribed “**Offer Form**” (**BOQ**), “**General Terms of Conditions**”, **Technical Specifications**” duly signed on all pages with official seal may be rejected straightway without reference to the tenderer.
21. Party must have valid TIN/PAN/GST Registration number and attach a documentary proof with the Tender.
22. The agency shall take care of all statutory obligations as are required under the Contract Labour Regulation Act, etc.
23. The offer shall be valid for a minimum period of 3 months from the date of opening of the tender.
24. The agencies participating in the tender and bidding, may obtain on specific request, details about the outcome of the tender and other related details, if any.
25. **Arbitration** : All disputes and differences between the successful tenderer and the NCSM of any kind, except quality of workmanship and materials, whatever arising out of or in connection with the order on carrying out of the work (whether during the progress of the work or after their completion and whether before or after the determination, abandonment or breach of the terms and conditions of the order) shall be referred to the sole arbitration of a person nominated by the Director General, National Council of Science Museums, whose decision in this regard will be final and binding on both the parties – the successful Tenderer and the NCSM. The provisions of the Arbitration and Conciliation Act 1996 or any statutory modification or re-enactment thereof and of the rules made there under for the time being in force shall apply to arbitration’s proceedings under this Clause.
26. **Force Majeure**: In the event of either party being rendered unable by Force Majeure to perform any obligation required to be performed by them under the contract, the relative obligation of the party affected by such Force Majeure shall be suspended for the period during which such cause lasts. The term “Force Majeure” as employed herein shall mean acts of God, War, Civil Riots, Fire directly affecting the execution of the work, Flood and Acts and Regulations of the government. Upon the occurrence of such cause and upon its termination, the party alleging that it has been rendered unable as aforesaid thereby, shall notify the other party in writing, the beginning of the cause amounting to Force Majeure as also the ending of the said cause by giving notice to the other party within 72 (seventy-two) hours of the alleged beginning and ending of the cause respectively. If performance under the LoI is suspended by Force Majeure conditions lasting for more than 2 (two) months, either party shall have the option of cancelling the LoI, in whole or in part, at its discretion without any liability on its part.

Time for performance of the relative obligation suspended by Force Majeure shall stand extended by period for which such cause lasts.

National Council of Science Museums  
(Ministry of Culture, Govt. of India)  
33, Block - GN, Sector - V, Bidhan Nagar - 700091

**TENDER No. I-18012/10/23(205)**

**DECLARATION-I**

This is to certify that I/We have no close relative as an employee of the National Council of Science Museums (close relatives means: Father, Mother, Brother, Sister, Son, Daughter and Spouse) nor any such close relatives are associated with us as proprietor/partner/share holder/ director and like.

Signature of the tenderer  
(With date and Official Seal)

Address:

**DECLARATION-II**

We, do hereby accept the General Terms and Conditions as provided by the NCSM, Kolkata along with tender documents for Design, development, installation and commissioning of 'Eco-garden (Ecology of North-East India)' Diorama at Sukanta Academy for Science Arts & Culture, Agartala, Tripura and also undertake to execute the job strictly as per the specifications/Scope of Work of NCSM, Kolkata as provided along with the tender documents. NCSM, Kolkata shall be at liberty to cancel the order in full or in part in the event of failure of any of the declaration made by us.

Signature of the tenderer / Constituted Attorney  
(With date and Official Seal)

**Annexure - E**

National Council of Science Museums  
(Ministry of Culture, Govt. of India)  
33, Block – GN, Sector – V, Bidhan Nagar - 700091

**TENDER No. I-18012/10/23(205)****TECHNICAL (Techno-Commercial) BID****FORM – 1**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Details</b>
1.	Name of Proposer	
2.	Name of the firm/company	
3.	Complete Address for communication (Address with pin code, telephone numbers, fax no and emails)	
4.	i. Phone /Mobile Number ii. Email Id	
5.	Legal status of Organization Is it a registered Firm/company? <i>(If a partnership firm, state the name/s and address/es of your partners. If company, state the names and addresses of Directors, photocopies of the certificate of registration should be attached)</i>	Yes/No
6.	i. PAN Number ii. GST Registration No. iii. Average Financial Turnover of the Firm/ company during last 3 years <i>(Please see Annexure – G also)</i>	
7.	Brief Description of the Proposer's Activities	Please add extra sheet, if necessary
8.	Number of years' experience in similar works <i>(Attached work orders of earlier works with other government departments/autonomous bodies /PSUS and other)</i>	
9.	Has the Agency/ its sister concern/any director ever been blacklisted/defaulted by any organization? If yes, please provide details thereof	
10.	Bank details of the Tenderer with IFSC and other details (for releasing payment through digital mode)	
11.	Whether agreed to accept Payment Terms as per clause 9 of General Terms & Conditions of the	

	Tender. (Please mention 'Yes' or 'NO')	
12.	Minimum time required to complete the tendered item at NCSM, Kolkata	
13.	Whether agreed to complete the work as per scope of work (Annexure-D) positively by 60 days as per clause 4 of the General Terms & Conditions of the Tender (Please mention 'YES' or 'NO')	
14.	Any other relevant information	

SIGNATURE OF THE PROPOSER WITH STAMP



**FORMAT FOR ANNUAL TURNOVER AS PER THE AUDITED ACCOUNTS  
TOWARDS THE QUALIFYING EXPERIENCE**

Sl. No.	Assessment Year	Turnover in INR
01.	2022-23 (FY 2021-22)	
02.	2021-22 (FY 2020-21)	
03.	2020-21 (FY 2019-20)	

*(In case of Consortium, the Turnover of only lead partner needs to be mentioned)*

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(Signature of Authorised Signatory)

This is to certify that the above information has been examined by us on the basis of relevant documents; books of accounts & other relevant information and the information submitted above is as per record and as per details annexed.

Signature, Address, Seal & Membership No of Chartered Accountant.

## Bills of Quantities (BoQ)

Tendering Authority: National Council of Science Museums

Name of the Work: Design, development, installation and commissioning of  
'Eco-garden (Ecology of North-East India)' Diorama at  
Sukanta Academy for Science Arts & Culture, Agartala,  
Tripura

Tender Inviting Authority: National Council of Science Museums, Kolkata  
Annexure H

Name of Work: Design, development, installation and commissioning of 'Eco-garden (Ecology of North-East India)' Diorama at Sukanta Academy for Science Arts & Culture, Agartala, Tripura

Contract No: 1.18012/10/23(205)

PRICE SCHEDULE (DOMESTIC TENDERS - RATES ARE TO GIVEN IN RUPEES (INR) ONLY)									
(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)									
NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER #	NUMBER	NUMBER #	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	Units	BASIC RATE In Figures To be entered by the Bidder in Rs. P	GST% (In Percentage) To be entered by bidder	TOTAL AMOUNT Without GST Rs. P	TOTAL AMOUNT With GST In Rs. P	TOTAL AMOUNT In Words	
1	2	4	5	7	8	13	14	15	
1	Design, development, installation and commissioning of 'Eco-garden (Ecology of North-East India)' Diorama at Sukanta Academy for Science Arts & Culture, Agartala, Tripura strictly as per Scope of Work, Specification and Key Details, NIT etc.								
1.01	Design, development, installation and commissioning of 'Eco-garden (Ecology of North-East India)' Diorama at Sukanta Academy for Science Arts & Culture, Agartala, Tripura	1.00	Job			0.00	0.00	INR Zero Only	
Total in Figures						0.00	0.00	INR Zero Only	
Quoted Rate in Words						INR Zero Only			