



**F. NO F 55-1(4)/2017 EXH.  
NATIONAL ARCHIVES OF INDIA  
JANPATH, NEW DELHI**

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**ARCHIVAL EXHIBITION ON 100 YEARS OF SABARMATI ASHRAM,  
AHMEDABAD AND PUBLICATION OF A COMMEMORATING VOLUME BASED  
ON THE ARCHIVAL MATERIAL**

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**Introduction**

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To commemorate hundred years of Sabarmati Ashram, the National Archives of India (NAI) proposes to mount an exhibition entitled “100 years of Sabarmati Ashram- A revisit” in the premises of Sabarmati Ashram, Ahmedabad on **17 June, 2017** which will continue for at least one month. It is also proposed to bring out a commemorative publication based on the selected archival material of the Exhibition.

Interested reputed Organizations/Institutions/Agencies having proven experience in the relevant field may submit their duly filled in registration form along with all other supporting documents as well as financial cost of job by **11 May 2017 (11 AM)**.

A pre bid meeting for the participating agency/agencies will be held on **9 May 2017 at 11 AM** in the Conference Room of NAI Annexe to give a brief on the job.

These two jobs will be executed by an outsourced agencies (agency) selected through a two bid process comprising of Technical and Financial Bids in a sealed envelope super scribed as “**Exhibition on 100 years of Sabarmati Ashram and preparation of a commemorative volume based on archival material**” addressed to Director General, National Archives of India, Janpath, New Delhi – 110 001 by **11 May, 2017 (11am)**.

The Technical presentation by the agencies will be held on **12 May, 2017 at 11.00 am onwards** in the NAI, Conference Room, Annexe ,Janpath, New Delhi.

**A.OBJECTIVE OF THE EXHIBITION**

This exhibition would portray the role of Sabarmati Ashram in India’s freedom struggle. It will help the younger generation to better understand the values of cleanliness, sanitation, health and issues dear to Gandhi.

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**Historical Perspective and Content of the Exhibition**

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Gandhi had purchased 20 acres of land on the banks of the River Sabarmati in 1917.

The proposed exhibition would be based on primary and secondary archival material. Material would also be supplemented with the collections of Nehru Memorial Museum and from the Archives and Library of SAMPT, Ahmedabad. Digital copies/facsimile of the selected items would be exhibited on panels/ Kiosks.

The theme of the exhibition has been planned in the following sections:

#### **Section I**

**Kochrab: Prelude to Sabarmati:** An attempt would be made to present early efforts of the Ashram with the help archival material in this section.

#### **Section II**

**Activities of the Ashram:** In this section, daily routine of the Ashram would be highlighted as current society may take lessons from the success of the past practices.

#### **Section III**

**Ashramaites/ Inmates of Ashram:** The contribution of the inmates will be a special feature of this section. This section will be a tribute to those who took it upon themselves to carry out the mission of Gandhi.

#### **Section IV**

**Epicer of Freedom Struggle:** The glimpses of interaction of National leaders with Gandhi ji on important milestones of freedom struggle from Sabarmati Ashram (1917-1930) will be highlighted in this section.

#### **Section V**

**Source of Inspiration:** The Ashram which was home to the ideology that set India free under the guidance of Gandhi. While commemorating one hundred years of Sabarmati Ashram through this exhibition, the visitors should get inspired by the values which Gandhi stood for.

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### **SCOPE OF THE PROJECT**

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The curation and design of the Exhibition and preparation of layout and printing of commemorative volume will be sole responsibility of the selected agency. The brief details on the varied items of the work involved in the project are as here under.

#### **A- Exhibition**

- Conceptualization, curation, scripting, layout and mounting the exhibition and entry experience
- Preparation of Creative designs for the display
- A virtual walk through of the Constructive programmes of the Sabarmati Ashram.
- Fabrication/ Hiring of display aids/ octanorm panels with spot lighting arrangements
- Projection of central theme of the exhibition with the help of graphic design/multimedia/diorama
- Innovative digital means of displaying panels for display of layered information
- Backlit translites- rotating and static
- Virtual augmented reality exhibits
- Use of social media platforms to create buzz and add traction

- Provision for screening of films on large plasma/LED screens and interactive exhibits duly voiced over to be audible with headphone
- Audio/visual advertisement for the promotion and publicity of the exhibition
- Publicity hoardings/ Signages/Posters
- Take away souvenir items e.g. bookmark/ postcard/ greeting card etc. based on exhibits with QR code.
- Capacity for translating English/Hindi text into Gujarati
- The scope of work will also include maintenance activities during the event and dismantling of the exhibits the event and all the other ancillary works relating to Exhibition.

#### **B- Publication**

- Concept for trilingual publication in Hindi, English and Gujarati
- Preparation of the first dummy layout of the commemorative publication by **26 May 2017**
- Final digital dummy by **30 May 2017**
- High quality printing of the text
- Supply of **500 copies** of Hard bound Volumes

#### **The scope of work will also include:**

- ❖ Housekeeping & security of display area
- ❖ Organising on the spot quiz, painting & essay writing competition
- ❖ Liaising with local schools, colleges, other public authorities for conducted visits
- ❖ Providing Guides/Hostess

All work to be completed and hand over by **14 June, 2017 by 5pm.**

#### **Venue of the Exhibition**

The exhibition is proposed to be displayed in the corridors of Sabarmati Ashram, Ahmadabad wherein background material on Gandhi is already on display for public viewing. As there is ample number of foot fall per day for the Ashram, these visitors would be added visitors to the proposed exhibition.

#### **Time Frame**

The exhibition is proposed to be inaugurated on **17 June 2017** in the premises of Sabarmati Ashram, Ahmadabad and would continue for a period of one month initially. The commemorative publication should be ready for release by **14 June 2017.**

#### **B. Publication based exhibition material**

In addition to the exhibition, a commemorating publication based on the exhibits has also been planned which would be released on the occasion. The messages from Hon'ble Prime Minister, Hon'ble Minister of Culture and Hon'ble Chief Minister, Government of Gujarat are proposed to be included in this publication.

### **Specifications and auxiliary requirements**

1. All material to be used in the project should be ISI Marked & ISO Standards. Material specifications should be of standard premium company make.
2. A store (2 m x 2 m) for keeping the exhibits/literature and empty boxes etc. (The size of Store may vary at the discretion of the agency; However, minimum sizes are indicative.)
3. Provision for display the NAI's publications, books, etc. may also ensured.

### **ELIGIBILITY CRITERIA OF THE BIDDER**

- The applicant should be a registered company / entity of repute with sound experience in performing the above mentioned services.
- The applicant must have at least 5 years of experience of doing similar works of fabricating, erecting and dismantling of hanger structure as well as in house team of carpenters, POP and fibre glass modellers etc. Documentary proof must be enclosed with photographs and work orders.
- The applicant must have sound experience of setting up of thematic exhibitions / displays with digital components.
- The applicant should furnish details of such theme displays in larger areas. List of reputed past clients should be enclosed.
- The applicant must have minimum Cumulative Turnover of Rs.5 crores each per year for last three financial years and relevant professional experience of minimum 5 years. Kindly enclose CA certificate /Balance sheet).
- **Kindly note minimum turnover registered should be in relevant trade**
- Details of infrastructure must be enclosed in the technical bid including details of man power & key personnel.
- The applicant must comply with all government and regulatory norms viz. PAN., service tax no., ITR, EPF statements, VAT (if applicable) copies shall be furnished with technical bid.
- Any accident/ mishap during the execution of the job will be responsibility of the concerned agency, which will get the necessary insurance done at his cost.
- All contracts shall contain a provision for recovery of liquidated damages for defaults on the part of the contractor.
- All rights are reserved with Principal Director General, DAVP to reject the services/ goods which do not conform to the specifications.

### **SUBMISSION OF BID**

Bid should be submitted in two sealed envelope,

**TECHNICAL BID** (Envelope –I) shall contain following documents:

i- Details of the bid

- a) Hard copy of the power point presentation detailing the idea/concept brief script/curation, segment wise details of exhibits-use of technology of exhibits use of digital or otherwise display etc.
- b) Concept Design / Detailed Drawing with detailed specifications
- c) Profile of the Agency / Company

- d) Details of Technical Manpower and Staff available in – house
  - e) Track record – details of involvement in similar events (Provide list of works executed in last 5 years)
  - f) Specific experience relating to the event of such nature (Documentary evidence of all needs to be provided)
  - ii) All applicants should submit a self –undertaking that they have never been blacklisted by any Government of India Ministry /Department/ Authority/ Organization /Agency
  - iii) Statement signed by a statutory auditor/ Chartered Accountant, indicating turnover of the company.
  - iv) Latest Income Tax Clearance Certificate / Copy of Returns submitted and PAN
  - v) EMD for **Rs.1, 00,000/- (Rupees One Lakh only)**, in the form of Demand Draft drawing in favor of Director General, National Archives of India. **EMD** will be returned to the unsuccessful applicants at the earliest.
  - vi) The successful BIDDER should deposit 10% amount as Security Money of the total job order in the shape of pay order/ Bank Draft, Fixed deposit in favor of Director General, National Archives of India, New Delhi before acknowledging the receipt of job order.
- 2) **FINANCIALS** (Envelope–II) shall contain the Financial bid for the project and should include the cost of all following:
- a) Conceptualization, scripting, curation, layout and designing and mounting the exhibition & Cost of fabrication: Rs. -----
  - b) Govt. Taxes as applicable: Rs. -----
  - c) Total Cost: (as per scope of work): Rs. -----
- The applicants should quote in figures as well as in the words the rates and amount offered by them in the financials.
  - The rate should be quoted for each exhibits used, item wise also
  - The rates quoted in the financials shall be inclusive of all taxes, levies etc. Nothing extra shall be payable in addition to the accepted rate as per the Price Schedule
  - Tender placed in sealed covers (in two envelopes duly marked as TECHNICAL (Envelope-I) and Financials (Envelope-II) with the name of the project written on each envelope should be placed in the outer envelope and marked on top as “**Exhibition on 100 years of Sabarmati Ashram and preparation of a commemorative volume based on archival material**”.

#### **EVALUATION / SELECTION PROCESS**

- The evaluation would be on both Technical and Financial Bids
- The technical bids shall be scrutinized by the committee constituted for the purpose.
- The Committee will assess the ability of the agencies to carry out the requisite work and quality of profile and experience of the agency in the field. The bid would be evaluated as per the Eligibility Criteria
- The applicants who will be shortlisted as per above evaluation shall make Power point Presentation on **12 May, 2017 at 10.30 am** onwards. The Financial bids of agencies qualified in technical bid round will be opened on the **same day at 5p.m.**

- The Criteria for Technical Evaluation is as below:-

Sl. No.	Criteria	Scoring
1	Organizational strength of the company and its experience in executing such works nationally and internationally	<b>20 Marks</b>
2	I - Overall Concept and design of Thematic Exhibition ✓ Concept, scripting, curation & Design- 30 Marks ✓ Effective Utilization of space – 10 Marks ✓ Innovative ideas in accord with Theme - 5 Marks II -Concept and draft layout of the commemorative publication on the theme.	<b>50 Marks</b>         <b>20 Marks</b>
3	Experience and expertise of key personnel handling the project	<b>10 Marks</b>
	Total	<b>100 Marks</b>

- **Minimum marks required to qualify technically is 50.** Financial quotation of only those who qualified technically would be opened on time indicated on completion of technical round i.e. Combined Quality Cum Cost Based (CQCCBS) .

The Concept/ Design of the Exhibition Area with layout, decoration plan etc. as indicated above must be submitted in 3D presentation/walk through hard copy as well as on CD

- **Financial Score would be as follows:**

- ◇ Lowest financial quote will be given score of marks : 30
- ◇ Final selection will be made on the basis of quality and price (QCBS system) by giving 70:30 weight age to the technical and financial score respectively. Then agency will be ranked on the basis of total score on weighted technical and financial score. The agency securing Rank 1 shall be selected for allocation of work. 70% weightage will be assigned to technical aspects and 30% to financial bid.

**Payment Terms**

Payment shall be made on following basis:

1. **No advance payment** will be paid to the agency
2. Final Payment shall be paid after satisfactory completion of the job in all respects.

**RIGHTS**

DG, NAI reserves the right to accept or reject any offer based on technical / financial evaluation without assigning any reason.

**LAST DATE FOR SUBMISSION OF TENDER**

The last date for submission of TENDER is **11 May, 2017 (up to 11a.m)**. The TENDER received after due date shall not be accepted. The TENDER should be addressed to Director General, National Archives of India, Janpath , New Delhi-110001.

**PENALTIES**

- (i) Non compliance and quality of International standards of any item will attract penalty @ 2% of the total project cost.
- (ii) Non completion of the targets in time would attract penalty @ 2 % of the total project cost.
- (iii) Non-Maintenance of the Exhibition Area including Exhibits, displays etc will attract penalty @ 2 % of the total project cost.
- (iv) Non-replacement of Guides/Hostess within 24 hours with suitable persons will attract of @ 2 % of the total project cost.

**LEGAL JURISDICTION**

All legal disputes between the parties shall be subject to the jurisdiction of the Courts situated in Delhi, India only.

**GENERAL TERMS OF TENDER**

1. The job shall be done as specified and where a sample is supplied in accordance therewith. The Director General, National Archives of India (herein after referred to as the DG, NAI) shall be the sole judge of satisfactory execution of the job. If the execution of the job is not in accordance with the Artwork or specifications, the specimen or bulk supply are liable to be rejected without any compensation to the firm/ agency. The DG, NAI shall however be at liberty to accept the same subject to a cut in rates or the firm on being called upon to do so rectified the error(s) and defect(s) at his own cost and to the satisfaction and within the time fixed by the DG, NAI. The decision of the DG, NAI in this regard shall be final and binding on the firm/agency. The firm/agency at once at his expense, if already delivered, will remove the supplies. The Government Shall be under no liability whatever for rejected supplies. If the rejected supplies are not removed by the firm/agency within fifteen (15) days of rejection, the DG, NAI, may (a) cause those to be removed and charge the firm/agency with all expenses incurred in such removal or (b) shall or otherwise dispose of them on behalf of the firm/agency at their risk and cost and retain any money realized there from (after paying expenses of sale) towards any sum due from the firm/agency.
2. The time specified for delivery of specimen or completion of the order shall be strictly adhered to and deemed to be the essence of the contract. If the time schedule is not adhere to and the job is delayed at the time of sending specimen or during production or dispatching for reasons other than beyond the control of the firm/agency, the DG, NAI shall be entitled their option either (a) to cancel the order (b) to recover from the firm/agency as agreed liquidated damages and not by way of penalty an amount up to 20% of the contract price for the delay or any other region. The decision of the DG, NAI as to whether the delay was or was not beyond the control of the firm/agency and as to the amount of liquidated damages to be recovered from the firm/agency shall be final and binding on the firm/agency. In the event of action to be taken under (a) above the cancellation of the order will be without prejudiced to the right of the Govt. to recover from the firm/agency any loss incurred thereby and the firm/agency will not be entitled for any compensation for such cancellation.
3. The firm/agency shall take every care to see that work or any portion thereof does not fall into unauthorized hands. All specimens and trial



and spare copies must be destroyed in the presence of one responsible representative of the firm/agency or govt representative. A certificate that these precautions were taken shall be sent to the DG, NAI after the completion of the work.

4. All Artworks etc. which have been supplied by the Govt. or which have been prepared by the firm/agency for the Govt. must be stored by the firm/agency until such time he may be called upon by the DG, NAI, to return the same.
5. The inks of Digital prints, Flex prints or other material used shall retain their colour strength as specified on pre-page. Undue fading before this period shall be considered adequate cause for invoking clause 1 above. The decision of the DG, NAI shall be final and binding on the firm/agency.
6. In the event of (i) Rejection of specimen of bulk supply as stated in clause 1 or of (ii) Supplier failing, declining, neglecting or delaying to comply with any demand or requisition or otherwise not executing the job in accordance with the terms of the contract, The DG, NAI shall be at liberty (without prejudice to any remedy the Govt. may have on account of any claim for compensations against loss and inconvenience caused by such breach or non performance of the contract) to purchase, or to procure or to arrange from Govt. stock or otherwise at firm/agency expenses such supplies as may have been rejected or that the firm/agency may have failed, declined or neglected or delayed to supply and any excess cost so incurred over the contract price (together with all incidental charges and expenses insured in purchasing, procuring or organizing for such supplies/services) and in case where issuing in replacement are made from Govt. stocks, the cost of value of such stocks together with all incidental charges or expenses shall be recoverable from the firm/agency. The firm/agency shall not however, be entitled to any gains or result of the work being done as aforesaid against his default.
7. The DG, NAI may rescind the contract by notice in writing.
  - (i) If the firm/agency assign or sublet the contract without the written approval of the DG, NAI.
  - (ii) If the firm/agency or their agent's or servants shall (a) be guilty of fraud by in respect of the contract or any other contract entered into by them with the Govt. or (b) directly or indirectly give, promise or offer any bribe, gratuity, gift, loan, perquisites or advantage pecuniary or otherwise to any Officer or person in the employment of the Govt. in any relating to such officers or persons officer or employment.

- (iii) If the firm/agency decline, neglect or delay to comply with any demand or requisition or in any other way fail to perform or observe any condition of this contract.
  - (iv) If the firm/agency becomes insolvent or apply for relief as insolvent debtor or commence any insolvency proceeding or make any compensation with their creditors or attempt to do or in case of the suppliers being registered company any order be duly made or any resolution be duly passed for the winding up of the company.
  - (v) In these cases of such recession the security deposit shall stand forfeited to the Govt. and be absolutely at the disposal of the Govt. without prejudice to any other remedy that the Govt. may have.
8. If any time after the acceptance of the tender, the Govt. shall for any reason whatsoever not required the whole or part of the job to be carried out the DG, NAI shall give notice in writing of this fact to the firm/agency who shall have no claim to any payment or compensation or otherwise, however, on account of any profit or advantage which he might have derived from the execution of the job in full but which he did not derive IN CONSEQUENCE OF THE FORE CLOSING THEREOF. In such a foreclosure is done before the supplier has commenced the work, he will not be entitled to any compensation whatsoever. If, however, the firm/agency has commenced the work before such fore closure the DG, NAI shall decide what sum shall be paid to the firm/agency as charges or compensation for the work already done and her decisions in this behalf shall be final and binding on firm/agency.
9. If during the currency of the contract the specification of any articles/ design to be supplied to be changed, the firm/agency shall continue to supply the same article or articles in accordance with the new specification at a rate to be decided by DG, NAI
10. A person signing the tender form or any document forming part of the contract on behalf of the another shall be deemed to warrant that he has authority to bind such other and if on enquiry, it appears that the person so signing has no authority to do so, the DG, NAI may, without prejudice to other civil and criminal remedies, cancel the contract and hold the signature liable for all costs and damages.
11. The tender shall hold good for a period of six months from the last date fixed for its submission.
12. Sales Tax and other duties: firm/agency should quote net rate including all taxes.

13. Security Deposit: The firm/agency whose tender is accepted shall within the period specified in the acceptance letter furnished to the DG, NAI, submit Security Deposit for the amount demanded by the DG, NAI. The security shall be in such form as may be specified by the National Archives of India. Unless the DG, NAI extends the time limit for the submission of the security, the failure of a firm/agency to furnish the security deposit within the specified period shall be entitled to make other arrangements for procuring the material agreed to be supplied under the contract at the risk and expense of the firm/agency.
14. The National Archives of India shall not be responsible for any loss of securities or for any depreciation in the value of securities while in their charges or for loss of any interest thereof. In the case of Bank deposit receipt, the Govt. shall not be responsible for the loss that may result on account of the failure of the bank.
15. Refund of security deposit : On the performance and completion of the contract in all respect and on return in good condition of any art work sample as or other property belonging to DG, NAI which may have been issued to the agency, the security deposit if not already forfeited, will be returned to the agency.
16. Recovery from the Agency: Wherever under the contract any sum of money shall be recoverable from or payable by the agency, unless he pay the same on demand, the Govt. shall be at liberty to deduct the same from any sum then due or which at any time thereafter may become due to the firm/agency under the contract or under any other contract with the Govt. or from his security deposit.
17. The Govt. reserves the right to carry out a post payment audit of the firm/agency's bills including all supporting vouchers. The Govt. further reserves the right as a result of such a check by any or all of the methods prescribed above.
18. The DG, NAI may authorize such officers as he/she may wish to operate the contract on behalf of the Govt. and the firm/agency will accept and carry out instructions given by such officers in connection with the contract as if these were issued by the DG, NAI.
19. The DG, NAI has the power to accept or reject any tender without assigning any reason, therefore and is not bound to accept the lowest or any tender.
20. The successful bidder shall furnish an Income Tax clearance from the income tax officer concerned in the prescribed form, if this has not already been done.

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**APPLICATION PROFORMA OF TECHNICAL BID FOR ARCHIVAL EXHIBITION ON 100 YEARS OF SABARMATI ASHRAM, AHMEDABAD AND PUBLICATION OF A COMMEMORATING VOLUME BASED ON THE ARCHIVAL MATERIAL**

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1. Name of the Agency :
2. Address & Telephone Nos. :
3. Year of establishment :
4. Status (Proprietorship/partnership Company) :
5. Name of Partners/Directors/Owners :
6. PAN No. :
7. TIN No. :
8. Annual Turnover (Minimum Five Crore per year)

2014-15  
2015-16  
2016-17

(Documentary proof i.e. **Consolidated CA Certificate** Audited Balance Sheet and PL account to be enclosed)

9. Professional Experience- No. of year:  
(Enclose company profile along with self attested samples/specimen of Job executed along with documentary proof i.e. job order/payment receipts etc.
10. Have you worked for any Govt. department in the 5 years (2012-2016), if so, furnish details.
11. Any other information desired to be furnished by the bidder
12. Submission of 3D Model Presentation and Colour Printout of presentation, sketch, etc.
  - a) Power Point Presentation of design proposed, Presentation of 3D Model (Computerized).
  - b) Conceptualization of theme.

c) Treatment of theme, materials use, object of display etc

13. Relevant experience of Government assignments.

14. Details of key staff members such as Creative Director, Visualizer, Copy Writer, Artist, Sculptor, fabricators etc.

15. Awards / commendations for fabrication of exhibitions for state/central government (excluding private)

**Signature of Bidder**

Name of the Person with designation:

Name of the Agency :

Address :

Tel. No. :

Fax No./Email :

Mobile No :

Place ..... . :

Date.....

**Note: Incorrect/False declaration will result in disqualification and black listing of the firm by this department. Please enclose all necessary documents in support of the claim.**

**FINANCIAL BID**

I, authorized representative of the Company, hereby quote the rates inclusive of all incidental expenses and taxes for the following job of NAI for Exhibition at Sabarmati Ashram, Ahmedabad, on 17 June 2017

<b>Sl.No.</b>	<b>Description of job</b>	<b>Cost in INR figures &amp; words</b>
1.	Conceptualization, scripting, curation, layout and designing and mounting the exhibition in Ahmedabad Approx. (As per scope of Work)	Turnkey basis Total ---
2.	Preparation of Commemorative Volume based on archival material	Turnkey basis Total ---

I, undertake to abide by the terms & conditions as laid down in the tender documents of NAI, Government of India, New Delhi and to follow the instructions given by the Evaluation Committee (Department) as well as Expert Committee of the NAI, Government of India, from time to time.

Signature

Name of the Person with designation:

Name of the Firm :

Address :

Tel. No. :

Fax No. /Email :

Mobile No. :

Place

Date

**Note: The entire cost should be quoted in Trunkey basis. However, rates of each item for the project should also be indicated separately to calculate final cost / bill.**