

National Gallery of Modern Art
Jaipur House, New Delhi-110003.

Expression of Interest for consultancy assignment.

National Gallery of Modern Art (NGMA) New Delhi intends to engage a Professional exhibition designer / Architect / Architectural firms to function as Professional Advisor & Coordinator for planning and organising exhibition of paintings of Rabindranath Tagore at various venues in India. The details qualification, scope of work, period of engagement etc. can be downloaded from the website www.ngmaindia.gov.in or can be obtained in person from the Administrative Officer, NGMA, New Delhi.

Professionals / firms desirous of expressing their interest may submit their application to the Director (NGMA), New Delhi on or before **15th October 2012** in the prescribed format. The applications received after the prescribed date will not be considered.

Director (NGMA)

National Gallery of Modern Art
(Ministry of Culture, Government of India)
Jaipur House, New Delhi – 110003
Ph. 011-23386208

Expression of Interest for Appointment as Professional Advisor & Coordinator

As a part of the celebrations commemorating the 150th Birth Anniversary of Gurudev Rabindranath Tagore, the Ministry of Culture, Government of India had sponsored a travelling exhibition of the original paintings of Rabindranath Tagore, in three circuits, covering a total of ten venues all over the world. The National Gallery of Modern Art (NGMA) was the nodal agency which organised and managed the exhibitions. The three circuits together carried 208 original works of the Master. On completion of the travelling schedule the paintings arrived back in India by the end of July 2012.

The Ministry of Culture is desirous of organising a consolidated exhibition of all the 208 works in 6 cities in India (In 2 circuits), in the coming months, for the benefit of Indian viewers. The proposed venue of the exhibition are as under :-

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|----|---------------------------------|---|--------------|
| 1. | NGMA, New Delhi | } | Circuit - I |
| 2. | Bharat Bhavan, Bhopal | | |
| 3. | NGMA, Mumbai | | |
| 4. | Salarjung Museum, Hyderabad | } | Circuit - II |
| 5. | NGMA, Bengaluru | | |
| 6. | Victoria Memorial Hall, Kolkata | | |

To provide Professional Advise and Coordinate these six exhibitions in India, NGMA invites applications from professional exhibition designers / Architects/ architectural firms who have extensive experience in designing and managing the mounting of large exhibitions at National and International level; designing and overseeing thematic Museum Displays; preparation of textual/ graphic/ illustrated support panels; composing and editing of related publications etc. to function as Professional Advisor & Coordinator (PAC) for these exhibitions. The Expression of Interest from the professionals / firms in the prescribed format under two bid system shall reach the Director (NGMA), Jaipur House, New Delhi on or before **15th October 2012**. The proposals received after the prescribed ate will not be considered.

I SCOPE OF WORK

1. Provide support to Director, NGMA in answering queries received from venues finalised for the Circuits including matters pertaining to technical issues requiring to be incorporated in individual MOUs.
2. Prepare a comprehensive list of the finalised works for each of the circuits in consultation with the Curator and the Director, NGMA and provide details of each work, its size and state, handling instruction, display requirements etc.
3. Carry out a qualitative and quantitative review of the spaces and support infrastructure at each of the chosen venues in the two circuits and advise Director, NGMA of their potential and other specific requirements for ensuring feasibility. If required the PAC will visit the site in advance and obtain measured dimensions of the space and other details.
4. Prepare concept notes design guidelines for the exhibitions at all the venues in the two circuits including tentative layout plans with movement patterns identifying sections and sequence together with support functions like sales counter, space for opening and closing ceremonies, elevation of each wall and surface with details of works marked for mounting, details and location of additional panels/ partitions as required etc. The concept note will also carry instructions for handling, mounting and demounting, requirements of lighting, temperature and humidity levels, background colours and other props (if required). However, it will be the responsibility of NGMA to ensure fabrication and fixing of all partitions/ panels and props together with other requirements of painting of surfaces and lighting at all the venues.
5. The concept note will incorporate the textual and other suggested visual panels in support. The elevation of walls/ surfaces will indicate possible locations of explanatory panels and other signage as required. However, the production of the Textual Panels and other supporting Photographs, Graphic Panels will be the responsibility of NGMA.
6. Prepare with assistance from assigned staff at NGMA, an Embarkation Report for each of the Circuits covering:
 - i) Details of Selection List (I or II or all together)
 - ii) Details of Textual Panels, Photographs and other Graphic Panels
 - iii) Respective Condition Report
 - iv) Details of Crating (Number of Works, Number of Packaged Units and Number of Crates) including identification references.
 - v) Number of copies of Brochures/ Catalogues being sent
 - vi) Numbers of other items being sent for sales and/or distribution (if any)
 - vii) Details of Insurance and validity
 - viii) Details of transportation and transit
 - ix) Details of decorating, mounting as well as demounting and crating including time required, tools and supports (if any)

The above mentioned report will cover each of the circuit from Delhi to its immediate next destination, then on to its other destination/s and finally back to Santiniketan, West Bengal. While the Condition Report will be included, it will, however, be prepared by assigned NGMA staff member.

7. Prepare a Disembarkation Report on the arrival of each exhibition on completion of the respective circuits covering:
 - i) Confirm Crates, Packages and Number of works consistent with identification references in the Embarkation Report
 - ii) Condition Report of works as finalised by NGMA staff on conclusion of last Exhibition in each Circuit.
 - iii) Details of Insurance and validity for return of treasures to original location.
 - iv) Compilation of the viewers' responses, if any.
 - v) Compilation of the details of sales – catalogues and other items (if any)
 - vi) Closure certificate issued by Director, NGMA or his authorised representative.
8. Visit venues in each circuit (if required) and ascertain details and requirements for incorporation in drawings for display.
9. Provide all technical clarifications to NGMA/ host institutions for all queries arising at times of mounting and demounting.
10. Provide a Completion Report of the Tagore Exhibitions in India to the NGMA for records containing:
 - i) Detailed Lists of the Two Circuits.
 - ii) All Concept Notes and Design Guidelines for Display at All Venues in both Circuits
 - iii) Photographs of the Display at all Venues
 - iv) Catalogue in Digital Form (as given by NGMA)
 - v) Details of objects other than catalogues sold at venues (if any)
 - vi) Compilation of Visitors' comments

This will provide a reference for all future exhibitions of similar nature and scale.

II EMPLOYER'S PART

To facilitate the Professional Adviser and Coordinator's smooth discharge of his responsibilities the Employer (NGMA, New Delhi) will ensure the following:

1. Provide all necessary documents and information pertaining to the Comprehensive Selection and Selections for two Circuits.
2. Provide copies of all finalised Agreements with host institutions including details of all the chosen venues, drawings and photographs of spaces as

required and if available. If not, then facilitate the visit of the PAC to the venues well in advance to obtain the required details.

3. Authorise the PAC full access to all information and documents pertaining to the Tagore Exhibition.
4. Arrange to hold meetings/joint meetings, as suggested by the PAC to discuss and resolve issues pertaining to the Tagore Exhibition.
5. Ensure production of all Textual Panels, Photographic Panels and Graphic Panels as designed and detailed by the PAC.
6. Ensure fabrication and erection of all panels/ partitions and props for all the venues in accordance with the designs provided by the PAC.

III Appointment Period

The appointment as Professional Advisor and coordinator (PAC) will be subject to the following:

1. The appointment as Professional Adviser & Coordinator will be initially for a period of Six months from the date of engagement.
2. The appointment will be reviewed at the end of six months and renewed on the same terms if required and until such time the Employer desires.
3. The PAC will attend all coordination meetings held in connection with the Tagore Exhibition.

IV MISCELLANEOUS

The PAC will submit a written report to the Employer every month on the status of the Tagore Exhibition covering each of the venues in Two Circuits.

V TECHNICAL BID

Professional Exhibition Designers / Architects/ Architectural Firms fulfilling the following Minimum Criteria may please send their applications along with a detailed statement of experience addressed to the Director, NGMA at the address given hereinabove:

1. Annual turnover of the professional / firm shall not be less than Rs. 50.00 Lakhs over the last three financial years.
(to be supported by attested copies of Income Tax Returns).
2. To have successfully designed and comprehensively overseen/ managed the following:-

- i. At least two National or International Exhibitions of Repute **or**
 - ii. At least two major Museum/ Gallery Interiors of Repute **or**
 - iii. At least one National/ International Exhibition and one major Museum/ Gallery Interior of repute
 - iv. Text, graphic design, composition and management of at least two publications/ catalogues/ information brochures connected with the exhibitions/ museums/ galleries. **or**
 - v. Text, graphic design, composition and management of at least two publications/ catalogues/ information brochures not connected with the exhibitions/ museums/ galleries.
(‘i’ to ‘v’ above will need to be supported by letters of confirmation from clients)
3. Comprehensive Resume of the organisation covering the following:-
- i. Registered Address and other Addresses (local office/ Studio etc.)
 - ii. Details of Principals and other technical Employees/ Associates
 - iii. Details of Projects executed including those covered specifically above
(these should be supported by select photographs/ drawings/ images)
 - iv. Details of Turnover including those covered specifically above and for the last five financial years.
 - v. Details of authorised Contact Person for correspondence & communication

The requirements marked ‘1’ to ‘3’ above will be submitted in a separate envelope superscribed **“Expression of Interest for Appointment as Professional Advisor & Coordinator” – TECHNICAL BID** and submitted to the **“Director, National Gallery of Modern Art, Jaipur House, India Gate, New Delhi – 110 003”**.

VI FINANCIAL BID

Professional exhibition designers / Architects / Architectural Firms submitting the TECHNICAL BID are also required to submit a FINANCIAL BID clearly indicating their Professional Fee as a lump sum figure in Indian Rupees (INR) for a single exhibition. Since it is the same exhibition that will travel to all the six venues the fee acceptable for each of the venue will be the same. The total bid value will simply be the Professional Fee in lump sum INR for a single exhibition x six. The Professional Fee will include all expenses except the outstation travel connected with the exhibition. The applicant may specify the quantum of expenses in connection with their travel to venues they propose to undertake

and expenses under travel may be indicated separately in Indian Rupees in Lumpsum, however this will be subject to the condition that all outstation visits connected with the exhibitions will be approved by the Director, NGMA in advance and shall be reimbursed for the actual costs incurred.

The Architects/ Architectural Firms are required to indicate their Professional Fee as a lump sum figure in Indian Rupees (INR) on their letterhead and seal it in a separate envelope superscribed **“Expression of Interest for Appointment as Professional Advisor & Coordinator” – FINANCIAL BID** and submitted to the **“Director, National Gallery of Modern Art, Jaipur House, India Gate, New Delhi – 110 003”**.

The TECHNICAL BID and the FINANCIAL BID shall be submitted together.

VII SELECTION METHODOLOGY

The applications received will be scrutinised by a committee constituted for the purpose in consultation with the Ministry of Culture which shall include atleast one eminent professional. The Director, NGMA will be the Convener / Member of the Selection Committee.

The Committee will initially open the Technical Bids and those which fulfil the minimum criteria will be evaluated and marked for the capabilities as reflected in the documents submitted. (The Committee will evolve its own method of assessment). If required, the shortlisted Architects/ Architectural Firms may be called to make a presentation of their projects and capabilities to the Selection Committee. In such an event, the Committee will finalise their evaluation subsequent to the presentation.

The financial bids of only those applicants, who fulfil the minimum criteria and whose technical bids are evaluated and recommended by the Selection Committee will be opened for consideration.

The evaluation of the Technical Bid will carry a weightage of 70 % and the Financial Bid will carry 30%.