



National Gallery of Modern Art,
Jaipur House, India Gate
New Delhi – 110003

Ph.011 2338611/23384560 (Fax)

No. F. 29023/2014/NGMA

Dated 13 November, 2014

EXPRESSION OF INTEREST FOR CONSULTANCE ASSIGNMENT

National Gallery of Modern Art (NGMA), New Delhi, intends to engage an Architect/ Architectural firm to function as Professional Advisor & Coordinator for a period of three months for planning and organizing exhibition of Contemporary Indian Art to be organized at Guangzhou, Shanghai and Beijing in China during 2014-15. The details of qualification, scope of work, period of engagement etc. can be downloaded from the website www/ngmaindia.gov.in or www.eprocure.gov.in or can be obtained in person from the Administrative Officer, NGMA, New Delhi.

The bidders desirous of expressing their interest may submit their application under two bids system in the prescribed format to the Director (NGMA), New Delhi, within seven days from the date of publication of this advertisement in the newspapers.

The application received after the prescribed date will not be considered.

Sd-

DIRECTOR
NGMA, New Delhi.



The National Gallery of Modern Art

(Ministry of Culture, Government of India)

Jaipur House, New Delhi – 110003

Phone Nos. 23386111/23384560 (Fax)

No. F. 29023/2014/NGMA

Dated 13 November, 2014

Expression of Interest for Appointment as Professional Advisor & Coordinator

PREAMBLE

The National Gallery of Modern Art (NGMA) is interested in appointing a qualified and experienced Architect/ Architectural Firm as Professional Advisor & Coordinator for an Exhibition of Contemporary Indian Art proposed to be mounted at the Guangzhou, Shanghai and Beijing. The exhibition will showcase works of contemporary Indian Artists which will include paintings, sculptures, installations and video-art drawn from the collections of NGMA, other institutions and collectors.

To render Professional Advice and Coordinate this exhibition, NGMA invites applications under two bids system from 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., in all the full gamut of works related to the design and display in an exhibition. The period of appointment will be for 3 (three) months. However, it will be determined on the basis of one month for each of the venue where the exhibition is proposed to be held. Therefore, the period of 3 months may not necessarily be continuous but will be in accordance with the finalised schedule of display at each venue. However, the exhibitions at all three venues are expected to be concluded before December, 2015.

Duly competed applications should reach within seven days from the date of publication of the advertisement in the newspapers by speed post or in the tender Box kept at Gate no. 1 of the NGMA, New Delhi.

SCOPE OF WORK FOR THE PROFESSIONAL ADVISOR & COORDINATOR

The brief scope of work likely to be assigned to the chosen Architect/ Architectural firm is as follows:

1. Provide support to Director, NGMA in all preliminary works leading to the finalisation of the selection of art works and their sequence of display.
2. Prepare a comprehensive list of the works including details of each work, their sizes and state, handling instruction, display requirements etc.

3. Carry out a qualitative and quantitative review of the space being offered by the China Art Museum at Shanghai along with the support infrastructure and advise Director, NGMA of its potential for the proposed exhibition and advise on other specific requirements for ensuring feasibility.
4. Prepare a concept note and design guidelines for the exhibition with layout plan and visitor movement identifying sections and sequence together with support functions like sales counter, space for opening and closing ceremonies, special zone/s for video presentation/s, 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).
5. Prepare with assistance from assigned staff at NGMA, a comprehensive Packing Report for the consignment including details of crating, insurance etc.
6. Visit the venue, if required, to ascertain details for incorporation in drawings for display.
7. Provide all technical clarifications to host institution for all queries arising at times of mounting and demounting.
8. Provide a comprehensive closure report at the end of the exhibition.

I TECHNICAL BID

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. Valid Registration with the Council of Architecture not later than the 1st November 2002.
(to be supported by attested copy of registration). It may be noted that the registration with the Council of Architecture for the Proprietor or all the partners in a partnership firm or the lead partner in a JV should be dated 1st November, 2002 or earlier.
2. The practice of the Proprietorship or Partnership Firm or the lead collaborator (recognizable legally) in the JV should be at least 12 (twelve) years old as on 1st July 2014.
3. Annual turnover of not less than Rs. 50.00 Lakhs over at least three of the last five financial years.
(to be supported by attested copies of Income Tax Returns)
4. 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)

- 5. Comprehensive Resume of the organisation covering the following;
 - i. Registered Address and other Addresses (local office/ Studio etc.)
 - ii. Registration no. allotted by the *Council of Architecture (copy of certificate to be enclosed)*
 - iii. Service Tax/TIN/PAN no. *(copy of document to be enclosed)*
 - iv. Declaration that the bidder has not been Black-listed by the Government as per annexure.
 - v. Details of Principals and other technical Employees/ Associates
 - vi. Details of Projects executed including those covered specifically above ***(These should be supported by select photographs/ drawings/ images)***
 - vii. Details of Turnover including those covered specifically above and for the last five financial years.
 - viii. Details of authorised Contact Person for correspondence & communication

The requirements marked ‘I’ to ‘VIII’ above will be submitted in a separate envelope super scribed **“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”**.

II FINANCIAL BID

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) on a per month basis. The fee per month shall cover all supporting and related works and nothing extra shall be payable except for Service Tax as applicable. The total bid value will simply be the Professional Fee in lump sum INR per month X three months. The Professional Fee will include all expenses except the outstation travel, if any, connected with the exhibition. All outstation visits connected with the exhibition will be approved by the Director, NGMA in advance and shall be reimbursed for the actual costs incurred and in accordance with Government of India Rules.

The Architects/ Architectural Firms are required to indicate their Professional Fee as a lump sum figure in Indian Rupees (INR) per month on their letterhead together with the total for three months as the bid amount and seal it in a separate envelope super-scribed **“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 in a separate envelope addressed to the “Director, National Gallery of Modern Art, Jaipur House, India Gate, New Delhi – 110 003” so as to reach within seven days from the date of publication

of the advertisement in the newspapers by speed post or in the Tender Box Kept at gate no.1 of the NGMA, New Delhi.

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 at-least one eminent professional. The Director, NGMA, will be the Chairperson of the Selection Committee.

The Committee will initially open the Technical Bids and those who 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 Architects/ Architectural Firms who fulfil the minimum criteria will be opened.

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

Sd.

**DIRECTOR
NGMA, New Delhi**

DECLARATION

1. I, _____ Son/Daughter/Wife of Shri
----- *Proprietor/ Director/authorized signatory of the agency/Firm,
mentioned above, is competent to sign this declaration and execute this tender document;-
2. I have also carefully read and understood all the terms and conditions of the tender for engagement of professional advisor and coordinator to the NGMA, New Delhi for the exhibition of Contemporary Indian Art at Guangzhou, Shanghai and Beijing in China, and under take to abide by them;
3. I further undertake to state that the firm has not been black listed by any government department and no any criminal case has been registered against the firm or its owner/ Partner anywhere in India.
4. The information/documents furnished alongwith the above application are true and authentic to the satisfaction of my knowledge and belief. I, we, am/are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Date:

Signature of authorized person

Place:

Full name:

Seal:

