

NATIONAL DESIGN CENTRE

Hall No.1, Rajiv Gandhi Handicrafts Bhawan
Baba Kharak Singh Marg, Connaught Place, New Delhi-1
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EOI FOR VETTING OF CONTENTS

NDC invites EOI from reputed / experienced agencies / firms for vetting and content enrichment of craft objects.

Interested experts having experience in similar job may submit their EOI. The detailed TOR for the same can be downloaded from www.nationaldesigncentre.org or can collect from the above address. The last date of submission of EOI shall be within 3 days from the date of this publication.

A: INTRODUCTION

National Design Centre is undertaking a project for vetting of contents written by Indira Gandhi National Centre for the Arts (IGNCA) for the craft objects preserved at the National Crafts Museum & Hastkala Academy. The IGNCA will provide the written contents of the objects and these contents have to be vetted and enriched by the experts.

The craft objects preserved by the Museum over a period of 60 years which were collected from various states of India such as Andhra Pradesh, Arunachal Pradesh, Assam, Bihar, Delhi, Gujarat, Haryana, Himachal Pradesh, Jammu and Kashmir, Karnataka, Kerala, Madhya Pradesh, Maharashtra, Manipur, Meghalaya, Mizoram, Nagaland, Orissa, Punjab, Rajasthan, Tamil Nadu, Tripura, Uttar Pradesh, West Bengal. The collection reflects the continuing traditions of handicrafts and handlooms.

Museum collection consists of a variety of traditional artifacts such as Textiles, a vast range of metal lamps, sculptures, utensils etc, Wood-works, Folk/tribal paintings, range of cane and bamboo crafts, clay and terracotta figures and a lot more. The exquisite examples of textiles include Kalamkaris, Jamawars, Pashmina and Shahtosh shawls, embroidered fabrics especially Kanthas, Chikankari works and chaklas Tie and Die (Bandhani) fabrics, Baluchar and Jamdaani saris, Pichwais, phulkaris, Ikat fabrics of Orissa, Chamba Rumals, Block printed textile fabrics of Gujarat and Rajasthan, Himru textile pieces of Maharashtra, Naga shawls, Chanderi saris and a variety of tribal textiles of the Lambadi, Toda and Naga tribes of North- eastern India.

In view of the sanctity of this project, NDC would like to engage the services of reputed and experienced agency / firm who have background in similar field for undertaking the job in a professional and time bound manner and invite the EOI form the agencies who are interested to undertake the project.

B) AIMS OF THE PROJECT

The objective is to provide single window information about the craft object to the visitors, researchers, students and art lovers.

C: INDICATIVE SCOPE OF WORK

- Vetting of contents prepared by IGNCA for approximately 30,000 craft objects
- Enrichment of contents as per need and requirement
- Online Verification of description written in the documentation form with photographs.
- Minor editing work will be performed by the agency.
- Checking of description for historical and cultural value of said art object.
- Before publication of data, agency will assure about the iconography of said art objects.
- The agency shall engage suitable and trained personnel in particular field. The trained persons will not below the rank of Asst. Curator/ Dy. Curator, Dy. Superintending Archaeologists, Asst. Professor etc. Educational qualification and experiences of trained personnel shall be in tune to category of art objects. The broad categories of art objects are Textiles, Jewellery, Paintings, Utensils, Potteries, Sculptures, regional crafts etc.

Note: Work should be completed within 12 months' time.

D: ELIGIBILITY CRITERIA OF THE BIDDER

- The applicant must be a registered entity.
- The applicant must have rich experience in doing similar work. Kindly attach the details of similar works done in the past.
- The applicant must have team of experts of related in the museum and craft field.
- The applicant is required to enclose photocopies of the following documents:-
 - I. Copy of Registration Certificate of Firm
 - II. PAN / GIR No.
 - III. GST No.
 - III. E.S.I. Registration No.
 - IV. E.P.F. Registration No. ;
 - V. Copy of Income tax Returns for last two years
 - VI. Undertaking (on company letter head) stating that the agency is / has not been black listed by Centre / State Government / PSU.
 - VII. Certified document in support of financial turnover of the agency.
 - VIII. Customer's satisfaction certificate, issued by at least one Central Govt./ State Govt./PSU or any other Govt. Institutes where vendor has provided services.
- The applicant should have prior experience in documenting and/or digitizing and/or cataloguing objects of State/Central Govt. Museums. Prior experiences in working with JATAN Platform or Website/ Portal of National Mission on Monuments & Antiquities (NMMA) will be preferred.

- Proven performance of executing documentation of at least 50000 art objects of State Govt./ Central Govt.

E: SUBMISSION OF EOI

1) TECHNICAL

EOI should be submitted in two sealed envelopes, **TECHNICAL** (Envelope –I) and **TECHNICAL** (Envelope –II).

The Technical envelope should contain following documents:

- I. Brief profile of the applicant.
- II. Experience of working in similar projects with documentary proof and details of works in hand
- III. Work in similar nature done in last 5 years
- IV. Copy of 3 years ITR.
- V. Average turnover of Rs. 1 crore in last three financial years i.e. 2019-20, 2020-21 & 2021-22 (submit CA certified Turnover Certificate)

The Financial Envelope should contain the financial offer for undertaking the work which includes the cost of applicable taxes etc.

- The Financials should be quoted in figures as well as in words the rates quoted in the financials shall be inclusive of all taxes, etc. Nothing extra shall be payable in addition to the accepted rate.

EOI 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. On the outer envelope write the project name as **“EOI for Empanelment of craft experts for vetting and content enrichment of craft objects of National Crafts Museum and Hastkala Academy”**.

F: EVALUATION / SELECTION PROCESS

- The evaluation would be on both Technical and Financial Eols
- The technical shall be scrutinized by the committee constituted for the purpose. The Committee will assess the ability of the expert to carry out the requisite work and qualification and experience of the expert in the field.
- The applicants who will be shortlisted as per above evaluation, if necessary, shall be called for presentation.

SL. NO.	CRITERIA	SCORING
1.	Profile of the expert	35 Marks
2.	Experience in similar works	25 Marks

3.	Methodology & Approach : Expert should present the Methodology & Approach based on the requirements of EOI. The presentation should show the capability of the expert & credibility keeping in view the latest technological advancements	20 Marks
4.	Financials	20 Marks

G: PAYMENT TERMS

1. 30% advance payment to be made alongwith work order
2. Balance will be released as Part payments as per following:
 - i) Second 20% payment on completion of 50% work.
 - ii) Third 20% payment on completion of 70% work
 - iii) Balance and Full & final payment after completion of 100% work.

H: RIGHTS

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

I: LAST DATE FOR SUBMISSION OF EOI

The last date for submission of EOI is 28th July, 2023. The EOI received after due date shall not be accepted. The EOI should be addressed to Secretary, National Design Centre, Hall No.1 (3rd Fl.), Rajiv Gandhi Handicrafts Bhawan, Baba Kharak Singh Marg, Connaught Place, New Delhi-110001, Email: ndc@nationaldesigncentre.org Website: www.nationaldesigncentre.org
