



**NOTICE INVITING TENDER (NIT)**  
**(CLOSED TENDER)**

**Madhya Pradesh Tourism Board (MPTB)**  
Registered Office: 6th Floor, Lily Trade Wing (above D Mart),  
Jahangirabad, Bhopal - 462008  
Tel.: 0755-2780600

Website: [www.tourism.mp.gov.in](http://www.tourism.mp.gov.in)

**NIT for Appointment of Organization from the list of empaneled Agencies of M.P. Tourism Board for Conceptualization, Designing, Preparation of DPR, Tender documents, Bid Process Management & Supervision during execution of Krantiveer Tatya Tope Memorial Museum in Shivpuri, Madhya Pradesh.**

**NIT No.:** 6876/PLG/MPTB/2022

**21/11/2022**

Proposals are invited from empaneled Agencies of MP Tourism Board for selection of consultant for the "**Conceptualization, Designing, Preparation of DPR, Tender documents, Bid Process Management & Supervision during execution of Krantiveer Tatya Tope Memorial Museum in Shivpuri, Madhya Pradesh.** Terms and Conditions can be downloaded from website [www.tourism.mp.gov.in](http://www.tourism.mp.gov.in)

For any other information contact 0755-2780600 or e-mail at [jdplg.mptb@mp.gov.in](mailto:jdplg.mptb@mp.gov.in). Last date and Time for Online Bid Submission is **05 /12 /2022 till 17:00hrs.**

**(As Approved By MD, MP Tourism Board)**

  
**Joint Director  
(Planning)**

**Madhya Pradesh Tourism Board**  
**Department of Tourism**  
**Government of Madhya Pradesh**  
**Bhopal (M.P.)**

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1. Tender Fee : NIL
2. Tender issuing date : from 21/11/2022
3. Last date & time for offline submission of tender : up to 05/12/2022 till 17:00Hrs.
4. Date of presentation : to be informed.
5. Date and time of opening of tender (Financial bid) : to be informed.

**Note:** - Bids are invited from Empaneled organizations of MP Tourism Board only for providing consultancy services for Conceptualization, Designing, Preparation of DPR Tender documents, Bid Process Management & Supervision during execution of Tatya Tope Museum in Shivpuri, Madhya Pradesh

**Bidding would be done through offline dropping in tender box at MP Tourism Board, 6<sup>th</sup> floor, Lily Trade Wing Centre, Jehangirabad, Bhopal (M.P.)-4**

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## 1. Data Sheet

1	Name of the Authority: <b>Madhya Pradesh Tourism Board</b>
2	Method of Selection: <b>Quality and Cost Based Selection (QCBS)</b>
3	A Presentation will be held: <b>Physical</b>  Date: (to be informed) Time: ( to be informed)
4	Proposal should remain <b>valid for 120 days</b> from the proposal due date
5	<b>All the pages of this tender along with Financial Bid are to be signed and to be dropped in the tender box. Complete tender document with financial bid is to be submitted. If tender documents are not given along with the Financial Bid, tender will be rejected.</b>
6	<p>The Bidder are required to submit sealed Technical Proposal and separately sealed financial proposal. <b><u>Email submissions are not allowed.</u></b></p> <p><b>(I) Sealed envelope marked Envelope – I, marked as “Technical bid”</b> shall contain all the required documents (as per technical bid), each page duly signed and stamped. The envelope shall be super scribed as ENVELOPE – I</p> <p>– Technical bid for <b>“Conceptualization, Designing, Preparation of DPR, Tender documents, Bid Process Management &amp; Supervision during execution of Krantiveer Tatya Tope Memorial Museum in Shivpuri, Madhya Pradesh</b></p> <p><b>(ii) A separate sealed envelope marked Envelope – II should contain FINANCIAL BID as specified in the NIT.</b> The envelope shall be super scribed as ENVELOPE -II <b>Price Bid</b> for “Conceptualization, Designing, Preparation of DPR, Tender documents, Bid Process Management &amp; Supervision during execution of Krantiveer Tatya Tope Memorial Museum in Shivpuri, Madhya Pradesh</p> <p><b>Both the sealed envelope should be put in a separate sealed cover super scribed as Tender documents for “Conceptualization, Designing, Preparation of DPR, Tender documents, Bid Process Management &amp; Supervision during execution of Krantiveer Tatya Tope Museum in Shivpuri, Madhya Pradesh</b></p>
7	The tender documents can be downloaded from our website: <a href="http://www.tourism.mp.gov.in">www.tourism.mp.gov.in</a>

10	The Amount for EMD: Rs. 1,00,000/- only (Rupees One Lakh only) to be submitted in form of Demand Draft/Cheque in the name of Madhya Pradesh Tourism Board, Bhopal
11	EMD will be returned not later than 120 days from Proposal Due Date, except in case of the 2 Lowest-ranked bidders. EMD of the 2nd ranked bidder shall be returned on signing of the agreement with the selected bidder. The selected bidder's EMD shall be returned upon submission of Performance Bank Guarantee. Bids not accompanied by the EMD shall be rejected
12	Proposals must be submitted as per scheduled date and time. <b>Tender received after this date &amp; time will not be considered.</b>
12	<b>Address for submission of the tender</b>  Joint Director (Planning) Madhya Pradesh Tourism Board, 6 <sup>th</sup> Floor, Lily Trade Wing, Jehangirabad , Bhopal – 462008 0755- 2780600.
13	<b>Cost of preparing the Proposal and site visit:</b>  Cost of preparing a proposal, site visit, presentation including visits of negotiating a contract, if any, is not reimbursable and shall be borne by the Bidder.
14	<b>Deliverables</b>  All report / Drawings etc. are to be submitted in 5 Hard copies and a soft copy.
15.	Bidders are advised to visit and examine the site and satisfy themselves before submitting their offer. The nature of site, the means of access to the site, accommodation they may require and in general to obtain all necessary information as to the risks, contingencies and other circumstances may influence or effect their tender.
16	Authority Representative/ Point of contact for any queries related to the Tender are: -  Ms. Samvedna Patidar Conservation Architect (Planning) Madhya Pradesh Tourism Board, 6 <sup>th</sup> Floor, Lily Trade Wing, Jehangirabad, Bhopal – 462008 <u>+91-9109158236</u>

## 2. **Terms of Reference (TOR)**

Madhya Pradesh Tourism Board also referred to as the “**MPTB**” is a nodal agency under Department of Tourism, Government of Madhya Pradesh (“DoT”) with a mandate to Plan tourism infrastructure in the State of Madhya Pradesh.

The Organizations empaneled in MPTB participating in the bidding process of said project are also referred to as “Bidder”.

## 3. **Proposed Project**

MPTB is issuing this tender for inviting proposals from expert and reputed firms empaneled with MPTB with proven experience in conceptualizing, planning, designing preparation of DPR, Tender documents, Bid Process Management & supervision of execution of **Krantiveer Tatya Tope Memorial Museum in Shivpuri, Madhya Pradesh**

MP Tourism board has got administrative approval for planning & execution of Museum of Tatya Tope Memorial Museum in Shivpuri, Madhya Pradesh.

The DPR of project is to be planned according to guidelines of “**Museum Grant Scheme**” of **Ministry of Culture, Govt of India** or any other Central /State Govt. or any other funding agencies scheme as directed by MPTB.

In Shivpuri, Tatya Tope Memorial is a memorial laid down in commemoration of the long-drawn-out battle for freedom in India. The colonial history of India is inked with the blood of many selfless martyrs. Ramachandra Pandurang Tope, popularly known as Tatya Tope, a brave freedom fighter and an Indian Maratha leader in the 1857 Uprising lost his life in the battle for Indian Independence. He is known to have assisted Rani Lakshmbai of Jhansi in the capture of Gwalior from the English colonial rulers. Betrayed by Raja of Narwar Man Singh, a trusted friend, the man was captured and executed in Shivpuri on the 18th of April 1859. Tatya Tope rebelled against the colonial rulers because his father was denied pension he rightfully deserved. Tatya Tope played a crucial role not only in the capture of Gwalior but also by being a leader who fought despite the odds stacked against him. Tatya Tope is remembered as a brave soldier through the memorials at Yeola and Shivpuri where he met his tragic end.

**Tatya Tope Memorial Park is being Developed in Shivpuri (M.P.) & Museum in the memory of Tatya Tope is to be planned in Tatya Tope Memorial Park campus. Open land is there & new building is to be planned.**

The Tatya Tope Memorial Museum may have library having digital collection of journey of great Tatya Tope. It may be designed to create greater

awareness about his battle & importance in freedom of India.

Exhibits will display the journey of Taty Tope & its contribution to the Freedom of India. Major attraction of the museum could be real weapons of Taty Tope & will be displayed with all related information.

The project includes planning & designing of the building according to theme. Journey of Taty Tope can also be presented by Photographs & painting virtual reality.

#### **4. Fees And Reimbursement**

The employer agrees to pay the Consultant as remuneration for the professional services to be rendered by the relation to the said work as stipulated in clause 4 here of, the said fees being hereinafter called the “FEES”.

#### **5. Estimated Project Cost**

The total estimated project cost shall include the **Civil Works** (Constructions of Museum building, Lighting & electrical fitting, HVAC systems and Plumbing); **Landscaping; Museum Curation** (Designing the showcases, Fabrication of display area, System Integration, Equipment’s, Creative Documentaries/Audio/ Video Clips, Digital Exhibition, Displays etc.); Operation and maintenance Plan). **The estimated cost for execution of the project shall not exceed more than INR 10.0 Crores +GST.**

#### **6. Scope of Work & Deliverables**

Under this assignment, for the Krantiveer Taty Tope Memorial Museum in Shivpuri, Madhya Pradesh consultancy is expected to carry out these activities.

##### **Part-A**

- i. Prepare a Detailed Project Report (DPR): -Carry out background studies and assessments** to inform the Museum's content and design. Preparation of DPR in consultation with MPTB including **preparation of Detailed Estimates & Detailed drawings** Including all relevant architectural and engineering specifications as well as management plan for the Museum.
- ii. Follow up with funding Ministry/Department/Agency, making presentations as & when required, incorporation of suggestions provided by funding agency & submission of final DPR.**

##### **Part-B**

- i. **Supervise the execution of the proposed works** for quality assurance and adherence to DPR. Preparation of detailed execution plan, tender documents, detailed working drawings, biddable documents, timeline with PERT Chart for execution of work on site by contractor, Bid Process Management Monitor the progress milestones and recommend on the completion of milestones of the Implementing Agencies.

## **6.1Part-A : Preparation of DPR**

### **6.1.1 Historical/Cultural research.**

The consultancy will examine historical events, cultural ethos and expressions amongst other relevant aspects in order to inform the overall conceptualization and subsequent preparation of the DPR. The research should also inform the approach for the definition of statement of purpose and content display.

**Output:** Initial conceptual framework and approach for the network of venues based on the area's history, living heritage and its defining elements and evolution.

### **6.1.2 Civil works:**

- i. The consultant shall carry out benchmark studies of similar facilities from across the world and carry out an analysis of the themes for the proposed museum. Further, the consultant shall prepare 3D rendered views of the various themes for development of the building exterior.
- ii. The consultancy shall prepare a Master Plan for the Project through which the design and development can be planned and executed with a scope for future expansions with increased visitors and up-gradations.
- iii. The Detailed Plan shall be comprehensive in nature and shall include but not limited to demand projections of the facility and services (based on estimated future footfalls), base map of the Project site, conceptual plans, existing and proposed land use map, integration plan, lay out and preliminary drawings, services plan, disaster management plan and phasing and implementation plan.
  - a) **Detailed mapping and documentation of existing conditions of each site/building first** of all comparative analysis of available options for execution of Museum work will be carried out for finalization of best option. Then detailed mapping & documentation for selected building /area have to be carried out as a baseline for the work. This will entail:
  - b) **Sourcing Information** - Obtain existing master plans, land use drawings, building codes and urban design guidelines from appropriate government agencies, as required
  - c) **Surveys & Site Condition Assessments:** Total station survey & other important survey of the site.



- d) **Socio-Economic and Environmental Mapping:** Mapping of the living, economic and social activities in the surroundings of the areas of intervention, which may influence the architectural and interpretative proposals.
  - e) **Surroundings Condition Assessment:** Detailed condition assessment of the roads, adjacent built structures and street facades, open spaces and natural features, infrastructure, services and amenities etc., in main intervention areas.
- iv. The Master plan has to be approved by MPTB and any other statutory bodies as the case may be.
- v. The Master Plan shall be based upon principles of sustainable development and green initiatives, resulting in minimum impact on natural environment.
- vi. The Consultant shall an as-is analysis of the existing civil structure of the building and suggest necessary repairs and rectification measures to be taken.
- vii. The Consultant shall prepare a land use map of the site and obtain the required approvals. All costs required for any land conversion (if required) shall be borne by MPTB.
- viii. The Consultant shall assess demand for all necessary infrastructure and services including but not limited to internal/external/approach roads, water supply, sewerage, storm water drainage, solid waste management, fire hydrants schemes, roads, street lighting, internal lighting, HVAC, telephone system, access control system, waterproofing, electrical and other related or other specialized services and provide infrastructure layout and designs for the same.
- ix. The Consultant shall incorporate principles of water conservation, use of non-conventional energy sources, energy conservation and efficiency, low pollution, water recycling and hazard/disaster mitigation while planning infrastructure and services.
- x. The Consultant shall develop landscape plan along with detailed drawings and specifications.
- xi. The Consultant shall prepare service plans for circulation, entry-exit plans, crowd management, public health and transportation of movable and immovable components, machineries or equipment of the facility to and from the Project site and/or facilities as per requirement and compliance with national and local standards.
- xii. The Consultant shall prepare visitor navigation route map for the Project.
- xiii. The Consultant shall conduct Environment & Social Impact Assessment and prepare and submit Environment Management Plan for the Project if applicable.
- xiv. The Consultant shall provide “Basis of Planning & Design” report covering all assumptions, basis of planning and design and various other details related to all buildings and facilities to be provided at site.
- xv. The Consultant shall research for the latest advances and developments in the suggested themes and incorporate them into the exhibit plan and design.

- xvi. The Consultant shall prepare extensive list of items (including equipment / artefacts / exhibits / instruments / collectibles) that would be a part of the Project. Detailing of each item should include BOQ, estimated cost, specifications, and list of recommended makes/manufacturers/suppliers.

**Output:** Detailed profile of proposed building & sites with surroundings along with detailed drawings along with construction drawings (if required).

### **6.1.3 Content development and exhibition plan for the Museum/ Interpretation Centre:**

The consultancy will be responsible for proposing the overall interpretative and exhibition concept and any other soft aspects aimed at sustainable management and maintenance of the Venues. The multiple functions of heritage interpretation and exhibition making (i.e., curation, design, fabrication, production, installation, maintenance) may be considered accordingly

The consultancy will have to show the concept along with 3D tours of proposed components of project.

#### **a. Research and Development of Concept Plan**

- i. Research and benchmarking on other similar Museums for the development of the gallery themes and narrative, selection of exhibits.
- ii. The agency to undertake necessary historical research, literature study, stakeholder consultation, expert consultation and any other research, which are relevant to developing concept plan and development of the content for the project.
- iii. Concept planning should be based on after taking into consideration of the available space, number & types of objects expected to be on display and objects available in reserve collection and their context and importance in the overall theme for creating a seamless narrative which shall be applicable for all galleries in proposed Museum.
- iv. Conceptualizing visuals, visualizing multi-sensory aids and mediums for content display, exhibit planning of the exhibition including holographic displays
- v. Overall List of objects will be made available to successful bidder. The concept plan should also incorporate aspects for making the overall presentation more interactive and to enrich visitor's experience. The bidder to do their independent study and research for identifying the objects which are to be displayed in the Museum in Consultation with Archaeological Survey of India (ASI) and Directorate of Archaeology, Museums & archives, MP.
- vi. The Consultant shall also provide a detailed timeline for execution of the project.
- vii. The Consultant is to refer to the Museum concept note attached in schedule-3 for the purpose of understanding the Museum objective and requirements.

**b. Storyline and Space planning**

- i. Content development and storyline of each gallery of the museum.
- ii. Under the aegis of the overall concept plan, different themes and sub-themes will be created based on physical space separation, timeline, availability and contextualisation of objects. The successful bidder or the agency shall provide the Concept Plan along with sub themes, space planning, list of objects for display, proposed digital interventions etc.
- iii. The consultant shall also submit 3-D layout and walkthrough model for all the gallery spaces to depict
- iv. the final presentation, proper visualisation and for final approval.
- v. Visitor flow patterns with entry-exit system

**c. Content Development, Interior Design and Exhibit Design**

- i. The consultant shall be responsible for collection of information, sourcing artifacts, antiquities and various other display items (Original & replicas) for establishing the Museum.
- ii. This will include the arrangement and lay-out of the galleries, Content development, designing of the display panel, colour composition of gallery, display of exhibits, planning of display area, design of pedestals and showcases, light design for galleries and outdoor exhibits, exhibition designs & display of exhibits, storage facilities, installation of public information system & signage. The consultant shall take into account the following points while preparing the Interior Design and Exhibit Detailing of the museum:
- iii. The development of holistic display system, preparation of graphic and textual materials including artifacts/ objects, models, content and medium of display like captions, digital labels, blow ups, interpretative boards, interactive technological options like kiosks, plasma screens, use of audio video and multimedia etc.
- iv. The agency to develop the content for the various media across the Gallery and exhibits. Agency should explore and ensure diversity of mediums and methods for content display such as Digital Content, Multi-Media Museum Content, Multimedia AV Content, theatrical productions, 360 Degree Screens Projections, 360 Degree Screens and 3D Mapping for creating beauty, ambiance and sustaining of Museum.
- v. Display design shall also take into account sensitivity of antiquities like temperature, humidity, security, illumination level (after considering the existing light fixtures) etc. The design shall also include formulation of appropriate content and the narratives (Wall text, Object Label, Group Label, Graphics Panel etc.) supporting all exhibits within all galleries, visitor flow patterns with preferred entry-exit system.
- vi. Schematic Design and Detailing of the exhibits including cases, panels, artifacts, mounts and other similar installations.
- vii. Model, diorama and hands-on exhibit design and specification. Design shall also include provision of the digital technology for content

browsing, interactive - immersive - experiencing interpretation comprising of large multitouch screen display, seamless video walls, AR/VR/MR applications, large screen immersive projections, 4K video displays, smart multilingual audio guides through smart phones along with content management system. The content management system and the audio guide should have the scope of further expansion to cover the entire museum space.

- viii. The displays and lighting should be designed considering the Architecture and Building design of the building.
- ix. Acoustic Engineering for the exhibition and gathering areas and inclusion of necessary design elements to control the acoustics; branding and way finding graphics/artwork for non-exhibition areas and special lighting design.
- x. Mechanical and electrical works coordination with Construction Agency.
- xi. Graphic Design – Final specification, layouts, map and illustration design
- xii. To assist in the Artifact selection for the Museum in consultation with MPTB.
- xiii. Any other creative addition like gate, background, fascia to the theme
- xiv. Prepare a list of potential artists and suppliers for completion of custom works and bidder to provide necessary coordination support for engaging such artists and agencies.
- xv. Any other item necessary for Museum set-up and visitor's interpretation and facilitation.

**The Consultant at every stage and on a periodic basis shall review the progress with Authority and other key stakeholders for the finalization of the concept and implementation plan and Project structure.**

- d. Environmental and social screening** of the proposed works to be carried out, including assessment of the nature and extent of potential environmental, social, economic and cultural impacts (if any) and risks associated with the proposed project. The analysis should identify any adverse impact due to proposed interventions such as loss of immovable assets, natural habitats, livelihood or sources of livelihood or any other negative impact, including quantification of impacts and specific mitigation measures.

**Output:** Social and environmental screening, analysis, risks identification, opportunities and benefits identification, as well as strategies for rehabilitation, mitigation and management plans, where necessary.

**e. Cost Estimation**

- i. Bill of quantities (BOQ) for the Project shall be including detailed specifications for all the proposed works and activities. The capital and operational costs should be estimated based on the project specifications

- ii. The Consultant shall provide a complete estimate of costs as would be required to complete construction, cost for procurement of all equipment / artefacts / exhibits / instruments / collectibles and maintain the facility. It should also include specifications, and list of recommended makes/manufacturers/suppliers.
- iii. The Cost estimates shall be submitted to the Authority for approval.
- iv. The Consultant may be required to provide any further information as may be reasonably required by the Authority. The Authority shall review the submission by the Consultant and provide its comments/observations and suggestions on the same within 30 (thirty) days from the date of the receipt of the submission

**Output:** Detailed cost estimates for all proposed works and activities & Overall in interpretative, exhibition & management plan.

**Preparation of detailed design, drawings and estimates of final components to be included in DPR before submission. Detailed Cost Estimates including detailed specifications for all the proposed works and activities. The capital and operational costs should be estimated based on the project specifications.**

**f. Stakeholder consultations.**

Based on the previous activities, the consultancy will map and identify key stakeholders and communities, including those likely to influence, contribute (i.e., co-finance, co-manage, advise, etc.) or be affected by the proposed interventions, their suggestions, insights and concerns. The consultancy will ensure that all stakeholder mapping and consultations both take a gender-sensitive approach and consider the views/needs of project.

**Output:** - Consultation minutes /records and stakeholder's map.

**6.2 Part-B : Preparation of tender documents & Detailed working drawings and supervision (Post sanctioned and budgetary allocation of project)**

**i. Preparation of BoQ and Tender Documents. (For Construction)**

- a) The tender documents will be prepared as per Government of Madhya Pradesh Standard Procurement Manual; along with tender specifications, tender drawings, and bill of quantities (BOQ) etc. It will include timeframe, responsible agencies, monitorable schedule of implementation and indicators per chart and management plan covering all stages of the implementation process to ensure coordination and minimization of disruption for the general public; IEC and capacity building components; training requirements; and community participation.

- b) The consultant shall advise Authority on best-fit bidding strategy, pre-qualification criteria, bidding procedures, evaluation and selection criteria and tender documents for selection of Implementing agencies. Market sounding of the Tender for the selection of Implementing Agencies.
- c) The agency to ensure in the procurement of goods (i.e identification of artifacts & antiquities for the museum) and services related to the fabrication, interior design and other works of the museum is as per the design proposed by the agency and approved by MPTB.

## **ii. Preparation of Detailed Drawings -**

- a) The conformity of the drawings with conceptual design proposed and the scope would be reviewed by the competent authority. The quality assurance procedures, engineering and construction time schedules, cost estimates and procurement plan will also be reviewed by the competent authority.
- b) The Consultant has to respond to the comments made by the competent authority on the review and incorporate the necessary modifications required for approval.
- c) The consultant will prepare detailed specifications of materials and services required including type, size, method of construction and performance specification of all materials selected. Based on these details the agency will determine and submit cost estimate including Lay-out of Gallery, Showcases, Pedestals, Artifacts, exhibits, paintings, custom works, Mounts, Signage, multimedia equipment, cost of services such as Lighting & Exhibition Design etc.
- d) The consultant shall provide detailed of ready for construction drawings in both AutoCAD and pdf format along with bill of quantities with estimated cost with clear technical specifications of all materials/equipment including all digital interfaces, wherever required.
- e) All raw materials, fittings, fixtures, equipment, gadgets etc. shall be of acceptable and reputed brands with proper warranty terms for execution through a separate tender.

**Output:** Detailed cost estimates for all proposed works and activities & Overall in interpretative, exhibition & management plan.

## **iii. Preparation of Tender Documents. (For Operations & Maintenance)**

- a) Preparation of tender documents and Bid Process Management for selection and deployment of O&M agency. The tender documents will be prepared as per Government of Madhya Pradesh Standard Procurement Manual; along with tender specifications and bill of quantities (BOQ) etc.
- b) The consultant shall advise MPTB on best-fit bidding strategy, pre-qualification criteria, bidding procedures, evaluation and selection criteria for selection of Implementing agencies.

**Output:-** Detailed execution action plan for the work.

#### **iv. Supervision and Quality Control:**

To ensure the contractor follows the proposed and approved designs and concepts, the consultancy will supervise the implementation of the works and activities.

- i. Monitor the progress milestones and recommend on the completion of milestones of the Implementing Agencies.
- ii. Suggest modifications in the Implementing Agencies work program method statements, material sources etc., including activity scheduling and resource programming.

**Output:** Regular field observation checklists, including recommended improvement / modifications if necessary.

### **6.3 Main Deliverables**

- i. Conceptual framework for the network of interpretative and cultural venue** based upon and including a report on the findings and documentation from desk reviews, reconnaissance assessments, physical, social, cultural and ecological profiles of each building/site as well as complete social and environmental screening and analysis **(Within 4 weeks of contract signature)**
- ii. Draft DPR** including preliminary design approach, 3 D virtual tours site plans and micro detailing of any architectural, engineering drawings and of soft components; EMP/RAP/GAP as required; cost estimates and an O&M and execution action plan for all investments **(Within 8 weeks of contract signature)**
- iii. Final DPR incorporating all comments from major stakeholders and detailed design, estimate, drawings, Specifications, etc. (Within 12 weeks of contract signature).** The DPR should include, inter alia:
- iv. Follow up with funding agencies, making presentations as required & incorporation suggestions in DPR till funding.**

### **After Sanctioning of Project :**

- v. Regular supervision reporting before, during and after works:** Complete regular field observation checklists, including recommended improvements and/or modifications, complete records

of tests, measurements, progress reports, etc. Bid Process Management, Preparation of tender documents including BoQs. Detailed execution action plan for the work.

#### 6.4. Key Personals

The consultant's team shall consist of the following minimum key personnel (the "Key Personnel") who shall discharge their respective responsibilities as specified below:

S.no	Name	Minimum Qualification	Experience	Number of Personnel
1	<b>Team Leader</b>	Graduate in Architecture/Civil Engineering	Minimum Experience of 10 yrs in Museum Design & Execution Projects	1
2	<b>Project Coordinator</b>	Graduate in Civil Engineering	Minimum Experience of 3 yrs in Museum Construction Projects	1
3	<b>Museum Design Expert / Exhibition or Spatial Designer</b>	Graduate in Architecture/Civil Engineering	Minimum Experience of 5 yrs in Museum Exhibition Designs	1
4	<b>Subject Matter Expert</b>	Graduate in Indian History	Expertise in National Freedom fighters and Indian History	1
5	<b>Curator</b>	Graduate in Museology	Expertise in field of Museum curation & management	1

#### 7. Timeline and Payment Schedule

**PART A :**



<b>S No</b>	<b>Description of Deliverables</b>	<b>Time line</b>	<b>Payment schedule</b>
1	Concept presentation and finalization and its approval from MPTB.	1 months (4 weeks) from the date of issue of work order.	20% of sanctioned consultancy fees for Part A
2	Submission of draft DPR including all necessary drawings, designs and specifications and its approval from MPTB.	2 months ( 8 weeks) from the date of issue of work order.	30% of sanctioned consultancy fees for Part A
3	Submission of final DPR along with working drawings and detailed Estimates, 3D Virtual Tour in 5 Hard and 2 soft Copies. and its approval from MPTB.	3 months (12 weeks) of the date of issue of work order.	40% of sanctioned consultancy fees for Part A
4	After Sanctioning of Project from State/ Central Govt. <b>or any other agency</b>	As per procedure & as per actual time taken.	10% of sanctioned consultancy fees for Part A
<b>Total</b>			<b>100% of Part A</b>
<b>PART B :</b>			
1	Preparation Tender Documents for Construction & Execution and Bid Process Management	To be paid based on submission of Tender document & completion of Bid process management ( <b>At the time of commencement of the project</b> )	10 % of sanctioned consultancy fees for Part B
2	Monitoring during execution of project up to Completion.	To be paid on quarterly basis on submission of visit report depending on physical and financial progress of the project ( <b>30% physical Progress of project</b> )	20 % of sanctioned consultancy fees for Part B
3	Monitoring during execution of project up to Completion.	To be paid on quarterly basis on submission of visit report depending on physical and financial progress of the project ( <b>60 % physical Progress of project</b> )	30 % of sanctioned consultancy fees for Part B

4	Monitoring during execution of project up to Completion.	To be paid on quarterly basis on submission of visit report depending on physical and financial progress of the project <b>(90 % physical Progress of project)</b>	30 % of sanctioned consultancy fees for Part B
5	Monitoring during execution of project up to Completion.	To be paid on quarterly basis on submission of visit report depending on physical and financial progress of the project <b>(100 % physical Progress of project)</b>	10 % of sanctioned consultancy fees for Part B
<b>Total</b>			<b>100%</b>

## **8. Period of Contract:**

- 8.1 **The total contract period shall be of 2 years including part A & part B. But not earlier than execution of project. The time period can be extended by MPTB as per mutual consent.**
- 8.2 The contract period shall be of 3 months for Part A from the date of contract signature & may be extended based on quality of deliverables, overall performance and mutual consent but not earlier than sanction of project.
- 8.3 For Part B, Separate work order will be issued before start of execution.
- 8.4 Both the parties will have the right to cancel the contract by giving one month notice.

## **9. Submission & Evaluation Criteria**

Limited Tenders in Two bid system are invited on behalf of MPTB from empaneled organizations for **Preparation of Detailed Project Report** along with Conceptualization, Designing & Supervision during execution of Krantiveer Taty Tope Memorial Museum in Shivpuri (Madhya Pradesh).

### **9.1 Submission Criteria**

The tender shall be submitted offline in two parts, viz., Technical Bid (Sealed Envelope A) and Financial Bid (Sealed Envelope B). **Both the sealed envelope should be put in a separate sealed cover super scribed as Tender documents for "Preparation of Detailed Project Report along with Conceptualization, Designing & Supervision during execution of Krantiveer Taty Tope Memorial Museum in Shivpuri (M.P.)**

#### **9.1.1 Technical Bid.**

The following documents are to be furnished by the Bidder for **Technical Bid**:

- i) The applicant is requested to submit the checklist for documents enclosed in the proposal. (Submitted as per Annexure 1)
- ii) Applications to be duly filled and signed (Submitted as per Annexure 2)
- iii) All tender documents duly signed and stamped including NIT document.
- iv) Financial Bid to be submitted as per Annexure 3.
- v) CVs of subject matter expert & team members (as mentioned in clause 6.4) with relevant project experience details shall be duly filled and submitted along with Annexure 4 & Annexure 5.
- vi) The applicant is requested to submit the statement of legal capacity as per annexure 6.
- vii) A proposed work methodology & vision statement of the proposed work is to be submitted as per annexure 7.
- viii) Experience Certificates for Museums related to Memorials & similar projects. (Suitable evidence such as **completion certificates from the client or work order/letter of award/agreement from the client or self-certificate of completion (Certified by the Statutory auditor/ CA)** should be submitted. (as per Annexure 8 & Annexure 9)  
(Note- No financial bid should be submitted with technical bid)

### 9.1.2 Financial BID

- I. Financial Bid (Attached as **ANNEXURE 3**)

## 9.2 **Evaluation Criteria**

The Quality and Cost Based Selection (QCBS) Selection method will be adopted in evaluating the proposals.

### 9.2.1 Technical Evaluation

QCBS procedure shall be adopted in evaluating of the Bids as under:

- a) The evaluation criteria for assessing the proposals are as follows:

<b>S. No.</b>	<b>Evaluation Criteria</b>	<b>Max Marks</b>
<b>1</b>	<b>Technical</b>	<b>100</b>

	<b>Concept and Presentation</b> The Bidder has the liberty to conceive the project at their own ideas keeping in the mind that shall cover all components as shown in the tender documents with architectural features. They must visit the site before the presentation. The presentation to be prepared on the basis of <b>technical approach and methodology</b> , Work Plan, Concept Design, 3D views and Broad Cost for each Component. (as mentioned in the below points A;B;C;D;E & F)	
<b>A</b>	Potential and Constraints (site analysis & background study) perceived by the Bidder for Detailed Project Report for Development of <b>Krantiveer Tatya Tope Memorial Museum in Shivpuri (M.P.)</b>	<b>15</b>
<b>B</b>	Proposal, General approach, concepts, work plan methodology and elements to be adopted by the Bidder for the proposed DPR	<b>25</b>
<b>C</b>	Dedicated Team members & Subject Matter Experts/ Historian having relevant education & experience related to Krantiveer Tatya Tope. (as per clause 6.4).	<b>20</b>
<b>D</b>	Previous Similar Projects Experience (3 marks for each completed similar project & list of projects shall not exceed more than 5 projects)	<b>15</b>
<b>E</b>	Concept Design & 3D View	<b>15</b>
<b>F</b>	Broad Cost for each Component	<b>10</b>
<b>TOTAL</b>		<b>100</b>

The Quality and Cost Based Selection (QCBS) Selection method will be adopted in evaluating the proposal

**Note: -**

1. The CV of subject matter expert & dedicated team members with relevant project experience details is to be submitted along with technical proposal as per Annexure 4 & Annexure 5.
2. Eligible assignments & details of eligible assignments shall be submitted as per Annexure 8 & Annexure 9.
3. No separate time shall be provided for preparation of presentation. Bidders are

expected to visit site & collect all the relevant information before submission of proposals in MPTB.

### 9.2.2 Financial Proposal

- i. The evaluation committee shall evaluate the Technical Proposals on the basis of responsiveness to the Terms of Reference, applying the evaluation criteria, sub-criteria, and point system specified in the tender. Each responsive Proposal will be given a technical score (St). A Proposal shall be rejected at this stage if it does not respond to important aspects of the tender, and particularly the Terms of Reference or if it fails to achieve the minimum technical score indicated in the tender.
- ii. The Client shall evaluate each technical proposal taking into account several criteria. Each criterion shall be marked on a scale of 1 to 100. Then the total points shall be weighted to become scores.
- iii. The points and the criterion have been specified in the tender.
- iv. The ratio of weight towards quality and cost shall be **70: 30**. The bidders are required to score **minimum 60 technical points** (quality) to qualify for opening of financial proposal.
  
- v. On the basis of technical assessment which includes presentation, the financial bids of **organizations scoring minimum qualifying technical scorers** shall be opened. In case, only two companies qualify in technical bids including presentation, the financial bid of the two companies will be opened.

### 9.3 Public Opening & Evaluation of Financial Proposals

After the technical evaluation (quality) is completed, MPTB shall notify those agencies whose proposals did not meet the minimum qualifying mark or were considered non-responsive to the tender.

The MPTB shall simultaneously notify the agencies that have secured the minimum qualifying mark, the date, time and place set for opening the financial proposals or as mentioned in the tender, to enable the agencies to attend the opening of the financial proposals.

The financial proposals shall be opened in MPTB only.

The proposal with the lowest cost (Fm) shall be given financial score (Sf) of 100 points.

The financial scores of other proposals should be computed as follows:

$$Sf = 100 \times Fm/F$$

Where F= amount of financial proposal

Combined Quality and Cost Evaluation

The total score shall be obtained by weighting the combined quality/technical and cost scores and adding them, as follows:

$$S = St \times Tw + Sf \times Fw$$

Where S = total score

St = combined technical score

Sf = combined financial score

Tw= weight assigned to technical score i.e. 0.7

Fw= weight assigned to financial score i.e. 0.3

The successful bidder shall be the bidder having the highest score. In the event two or more bidder have same score in the final ranking, the bidder with higher/highest technical score shall be considered as successful bidder. In the case two or more bidder have same score in the final ranking and technical score, the bidder with higher/ highest turnover in preceding year shall be considered as successful bidder.

The firm obtaining the highest total score shall be the successful agency if its financial bid is found justified.

#### **10. Terms & Conditions:**

**The Bidder selected shall abide by all the terms & conditions of MPTB as follows:**

- i. The detailed project reports should be made in accordance to the Guidelines of “Museum Grant Scheme” of Ministry of Culture, Govt of India or any suitable Central / State Government’s scheme as directed by MPTB.**
- ii. The Bidder shall bear all the expenses whatsoever it may for the site visit.
- iii. The Bidder shall appoint any specialist/Architect/consultant if required for the saidwork at their own cost.
- iv. The Bidder shall follow the time schedule for the completion of various items of workas agreed upon. The time of performance so provided in the schedule shall be the essence of the contract.
- v. The appointment shall be done for both part- A and B mentioned in clause 6 of documents. Separate financial bids will be quoted by bidder. Firstly, consultant will be engaged for Part A and after budgetary allocations from State/ Central Govt Part -B of agreement will be applicable.
- vi. The Bidder fee for preparation of Detailed Project Report shall be released as per clause 7. TDS as per rules shall be deducted from the payment of Bidder fee.
- vii. MPTB shall have the right to terminate the appointment by giving 30 days notice in case the firm does not perform to the satisfaction of MPTB.
- viii. MPTB reserve the right to accept or reject any/all offers at any stage without assigning any reasons thereof.

- ix. All the above documents of tender shall be signed by the firm & submitted with proposal in envelop 1.
- x. All the corrigendum/extension regarding this tender will be informed through mail/letter.
- xi. The work shall be awarded to who get highest marks as per QCBS mentioned in the tender. If financial quote of bidder is found suitable then, an agreement to be executed on stamp paper of as per state govt is rule with successful tenderer after award of work and complete tender document will form the part of agreement.
- xii. **Discharge of Functions to be Performed by the Bidder** - The Bidder hereby agrees that the fees to be paid as provided herein will be full discharge of function to be performed by them and no claim whatsoever shall be against the Employer in respect of any proprietary rights on the part of any other party relating to the Detailed Project Report. The Bidder shall indemnify and keep indemnified the employer against any such claims and all costs and expenses paid by the employer in defending themselves against such claims. The Bidder shall always keep the employer indemnified against any claim concerning any other parties in connection with the discharge of their responsibility under the agreement.
- xiii. In the event of the failure of the Bidder to complete and do the work within time schedule as stated in the program chart and in a satisfactory manner or in the event of the Bidder committing a breach of any one or more of the terms and condition of the agreement, without prejudice to his rights to claim damages or any other rights or remedies under law, the employer shall be entitled to terminate the services of the consultancy of Bidder.
- xiv. In case of failure to complete the Detailed Project Report in proper time or abandonment of work or any other reason, the employer will be justified to levy penalty. The quantum of compensation will be determined by the MD, MPTB, subject to the maximum of 10% of the total fees payable.
- xv. In case of termination of the work, all details pertaining to Detailed Project Report submitted by the Bidder will be sole property of MPTB. MPTB will free to implement the details pertaining to Detailed Project Report directly or through any other Bidder, with or without making changes.
- xvi. **Arbitration** - Any dispute or difference whatsoever arising between the parties with regard to the interpretation, construction, meaning, scope operation or effect of this agreement or the breach thereof shall be referred to the Managing Director, Madhya Pradesh Tourism Board for appointment of sole arbitrator as per provisions of the Arbitration and conciliation Act, 1996 as amended from time to time. The sole arbitrator shall not have any direct or indirect or any past or present relationship or interest in any of the parties. The Arbitration proceedings shall be held in Bhopal and the laws of India shall govern this agreement. The court in Bhopal shall have exclusive jurisdiction.

## **11 . Selection Criteria**

The firm obtaining highest total score based on QCBS as described in clause

9.3 will be awarded the work if the financial bids are found financially justified.

The Authority will notify the successful tenderer in writing by letter and e-mail. After finalization of detailed scope of work, terms & conditions, schedule, and professional fee for the services, the firm selected will be required to enter into a contract agreement with Authority to provide the envisaged services described in the Scope of work.

## **12. Letter of Award**

After selection, a Letter of Award (the “LOA”) shall be issued, in duplicate, by the Authority to the Agency shall, within 7 (seven) days of the receipt of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof. In the event the duplicate copy of the LOA duly signed by the Agency is not received by the stipulated date, the Authority may, unless it consents to extension of time for submission thereof may consider second highest bidder for project. Also, can initiate the bidding process again for the other Qualified Bidders or may annul the bidding process and take steps to start a fresh bidding process.

After acknowledgement of the LOA as aforesaid by the Agency, it shall cause the Bidder to execute the Agreement to be proceeded on the prescribed E-stamp of the prevailing government’s rules. The Agency shall not be entitled to seek any deviation, modification or amendment in the Agreement.

## **13. Special conditions**

1. **Conflict of Interest** - The Bidder shall not receive any remuneration in connection with the assignment except as provided in the contract. The Bidder and its affiliates shall not engage in consulting or other activities that conflict with the interest of the employer under the contract.
2. **The contract shall include provisions limiting future engagement of the Bidder for other services resulting from or directly related to the firm’s consulting services in accordance with following requirements:** -
  - A. The Bidder shall provide professional objective and impartial advice and at all times hold the employer’s interest’s paramount without any consideration for future work and that in providing advice they avoid conflicts with other assignments and their own interests. Conservative Professional shall not be hired for any assignment that would be in



conflict with their prior or current obligations to other employers or that may place them in a position of being unable to carry out the assignment in the best interest of the employer without limitation on the generality of the foregoing Conservative Professional shall not be hired under the circumstances set forth below:

- a. Conflict between consulting activities and procurement of goods, works or non- consulting services (i.e. services other than consulting services covered by these Guidelines) – A firm that has been engaged by the employer to provide goods, works or non-consulting services for a project or any affiliate that directly or indirectly controls is controlled by or is under common control with that firm shall be disqualified from providing consulting services resulting from or directly related to those goods works or non-consulting services. Conversely, a firm hired to provide consulting services for the preparation or implementation of a project or any affiliate that directly or indirectly controls is controlled by or is under common control with that firm shall be disqualified from subsequently providing goods, works or services other than consulting services covered by these Guidelines resulting from or directly related to the consulting services for such preparation or implementation. This provision does not apply to the various from Conservative Professional, contractors or suppliers) which together are performing the Contractor’s obligation under a turnkey or design and build contract.
- b. Conflict among consulting assignments – Neither Bidder (including their personnel and sub- agency/organisation nor any affiliate that directly or indirectly controls is controlled by or is under common control with that firm shall be hired for any assignment that by its nature may in conflict with another assignment of the Bidder.
- c. Relationship with Employer’s staff – Bidder (including their experts and other personnel and sub- agency/organization that have a close business or family relationship with a professional staff of the Employer (or of the project implementing agency) who are directly or indirectly involved in any part of (i) the preparation of the TOR for the assignment (ii) the selection process for the contract or (iii) the supervision of such contract may not be awarded a contract unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Employer throughout the selection process and the execution of the contract.

- d. Bidder shall submit only one proposal. If a Conservative Professional including a joint venture partner submit or participates in more than one proposal all such proposal shall be disqualified. This does not however preclude a consulting firm to participate as a sub- Conservative Professional or an individual to participate as a team member in more than one proposal when circumstances justify and if permitted by the tender.
3. **Bidder Liability** – The Bidder is expected to carry out its assignment with due diligence and in accordance with prevailing standards of the professional by the applicable law.

#### **14. Performance Bank Guarantee/ Security Deposit**

Within 10 days of the selected firm being intimated about its selection it has to submit a Performance Bank Guarantee of 3% of the contract value in the form of unconditional, unequivocal and irrevocable Bank Guarantee (BG) from any Scheduled Indian Bank and valid for contract duration plus six months and any applicable extension periods as may be mutually accepted. **The bank guarantee must be drawn in the format as specified in Annexure B of this Tender Document.**

#### **15. Disqualification:**

MPTB may at its sole discretion and at any time during the evaluation of proposal, disqualify any respondent, if the agency:

- a. Submitted the proposal after the response deadline.
- b. Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements.
- c. Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures, etc. in any project in the preceding three years.
- d. Submitted a proposal that is not accompanied by required documentation or is non-responsive.
- e. Failed to provide clarifications related thereto, when sought.
- f. Submitted more than one proposal.

- g. Was declared ineligible or Blacklisted by the Government of India/State/UT Government for corrupt and fraudulent practices.

## **16. Commencement and Termination of Services**

- i. The Consultant shall commence the Services within a period of 7 (seven) days from the date of issue of work order (“Effective Date”) to the Firm by MPTB, unless otherwise agreed by the Parties.
- ii. If the bidder firm does not commence the Services within the designated period as stated above, the MPTB may, by not less than 1 (one) weeks’ notice to the firm, declare their appointment to be null and void, and the bidder shall be deemed to have accepted such termination. In the event of termination, MPTB may opt for Second bidder for award of work.

## **17. Termination of Agreement:**

In case of Unavoidable circumstances or change in government policies which may prevent to go ahead with the project, MPTB may terminate the entire agreement or any part of the agreement without paying any compensation to the bidder. However, MPTB will make the payment up to the stage as per timeline up to which the bidder has completed the work and submitted the report and the security amount deposited will be returned. In case of Non-Performance or Unsuccessful completion of project by consultant. MPTB Reserves the right to terminate the agreement after giving one-month notice.

## ANNEXURE-1

### Checklist for Documents Submission

S. No.		Documents to be submitted Online	Bidder to Write Yes / No
1.		Tender Fee	
2.		Earnest Money Deposit (EMD)	
3.	Annexure 1	Checklist for Details Documents Submission	
4.	Annexure 2	Letter of Proposal	
5.	Annexure 3	Financial Proposal	
6.	Annexure 4	Particulars of the Applicant & Particular of Key personnel	
7.	Annexure 5	Curriculum Vitae (CV) of Key Personnel	
8.	Annexure 6	Statement of Legal Capacity	
9.	Annexure 7	Proposed Methodology and Work Plan	
10.	Annexure 8	Abstract of Eligible Assignments of Applicant	
11.	Annexure 9	Eligible Assignments of Applicant	
12.	Annexure 10	Bid Security Bank Guarantee	

I hereby the Bidder M/s.....Certify that I am submitting hard copies as well of all the above listed documents as mentioned in the Annexure 1.

Seal

Name

Company

**NOTE:** The Bidders may please note, if the Bidder does not submit the of the above-mentioned documents as per ANNEXURE-1 then their Tender is liable to be Disqualified.

**ANNEXURE-2**  
**Letter of Proposal**  
**(On Applicant's letter head)**

(Date and Reference)

To,

The Managing Director  
Madhya Pradesh Tourism Board,  
6<sup>th</sup> Floor, Lily Trade Wing,  
Jehangirabad , Bhopal – 462008  
Madhya Pradesh, India

Sub: Appointment of Agency from the list of empaneled organizations of M.P. Tourism Board Conceptualization, Designing, Preparation of DPR, Tender documents, Bid Process Management & Supervision during execution of Krantiveer Taty Tope Memorial Museum in Shivpuri, Madhya Pradesh.

Dear Sir,

1. With reference to your RFP Document dated ....., I/we, having examined all relevant documents and understood their contents, hereby submit our Proposal for selection as QCBS for the Project. The proposal is unconditional and unqualified.
2. We have read the provisions of the RFP document and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our proposal shall not be given effect to.
3. I/We shall make available to the Authority any additional information it may deem necessary or require for supplementing or authenticating the Proposal.
4. I/We acknowledge the right of the Authority to reject our application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
5. I/We certify that in the last three years, we or any of our Associates have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Applicant, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.
6. I/We understand that you may cancel the Selection Process at any time and that you are neither bound to accept any Proposal that you may receive nor to select the QCBS, without incurring any liability to the Applicants in accordance with Clause 13 (Special condition)s of the RFP document.
7. I/We certify that in regard to matters other than security and integrity of the country, we or any of our Associates have not been convicted by a Court of Law

or indicted or adverse orders passed by a regulatory authority which would cast a doubt on our ability to undertake the Consultancy for the Project or which relates to a grave offence that outrages the moral sense of the community.

- 8.** I/We hereby irrevocably waive any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Authority in connection with the selection of QCBS or in connection with the Selection Process itself in respect of the above-mentioned Project.
- 9.** I/We agree and understand that the proposal is subject to the provisions of the RFP document. In no case, shall I/we have any claim or right of whatsoever nature if the Consultancy for the Project is not awarded to me/us or our proposal is not opened or rejected.
- 10.** I/We agree to keep this offer valid for 120 (one twenty) days from the Proposal Due Date specified in the RFP.
- 11.** I/We have studied RFP and all other documents carefully and also surveyed the Site. We understand that except to the extent as expressly set forth in the Agreement, we shall have no claim, right or title arising out of any documents or information provided to us by the Authority or in respect of any matter arising out of or concerning or relating to the Selection Process including the award of Project.
- 12.** I/We agree and undertake to abide by all the terms and conditions of the RFP Document. In witness thereof, I/we submit this Proposal under and in accordance with the terms of the RFP Document.

Yours faithfully,

(Signature, name and designation of the authorized signatory)

(Name and seal of the Applicant)

### ANNEXURE 3

#### **Financial Bid**

Name of Works: Appointment of Agency from the list of empaneled organizations of M.P. Tourism Board for Conceptualization, Designing, Preparation of DPR, Tender documents, Bid Process Management & Supervision during execution of Krantiveer Tatya Tope Memorial Museum in Shivpuri, Madhya Pradesh.

<b>S.No.</b>	<b>Description of Work</b>	<b>Lump Sum Quoted Fee exclusive of GST (In Indian Rs.) both Words &amp; figures</b>
<b>1.</b>	<b>Part-A:-</b> Conceptualization, Designing, Preparation of Detailed Project Report for Krantiveer Tatya Tope Memorial Museum in Shivpuri (M.P.).as per the scope of work mentioned in the tender.	
<b>2.</b>	<b>Part-B:-</b> Bid Process Management, Supervision of execution and quality control + preparation of tender document + BoQ. Preparation of working drawing, BOQs tender documents and supervision of execution during the project.	
	<b>Total</b>	

(In words Rs ----- )

(Signature and designation of the authorized signatory)

Name of the Applicant

Seal / Stamp

## ANNEXURE-4

### Particulars of the Applicant

1	Title of Project:				
2	State the following: Name of Company or Firm: Name of the Nodal Person appointed for the project: Contact Details of the Nodal Person appointed the project -				
4	Particular of Key personnel whose details are provided by the bidder				
	Position for which proposed	Name	Educational Qualification	Total Experience in Number of Years/ Months	Experience with the Bidder firm in Number of Years/ Months

(Signature, name and designation of the authorized signatory)



## ANNEXURE 5

### Curriculum Vitae (CV) of Key Personnel

1 Proposed Position:

2 Name of Personnel:

3 Date of Birth:

4 Nationality:

5 Educational Qualifications:

Name of Course	Name of Institution / University	Year of Passing

6 Employment Record:

(Starting with present position, list every employment held in reverse order.)

Name of Organization	Designation	From	To

7 Details of Specific Experience

(Details of specific assignments relevant to the key personal for technical evaluation of team shall be given in the following format)

1. Name of the project:

2. Cost of the Project:

3. Consultancy Fee for the Project:

4. Name of the Client:

5. Name and contact number of Client's representatives (Reference):

6. Location:

7. Position held:

8. Duration for which position held:

9. Salient Features of the Project:

- 10. Role assigned:
- 11. Activities performed:

(Use additional rows for each project)

Certification:

- (a). I am willing to work on the Project and I will be available for entire duration of the Project assignment as required.
- (b). I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me including qualifications and experience.

Signature.....  
Name of the Key Personnel)  
Place.....  
Date.....

Countersigned by  
(Signature, name and designation of the  
authorized signatory of the Bidder)

Notes:

- (i). Use separate form for each Key Personnel
- (ii). Additional rows may be added as required

## **ANNEXURE-6**

### **Statement of Legal Capacity** *(To be forwarded on the letter head of the Applicant)*

Ref. Date:

To,

**To,**

**The Managing Director  
Madhya Pradesh Tourism Board,  
6<sup>th</sup> Floor, Lily Trade Wing,  
Jehangirabad , Bhopal – 462008  
Madhya Pradesh, India**

**Sub: Appointment of Agency from the list of empaneled organizations of M.P. Tourism Board Conceptualization, Designing, Preparation of DPR, Tender documents, Bid Process Management & Supervision during execution of Krantiveer Tatya Tope Memorial Museum in Shivpuri, Madhya Pradesh.**

Respected Sir,

We hereby confirm that we satisfy the terms and conditions laid out in the RFP document.

We have agreed that \_\_\_\_\_ (insert individual's name) will act as our representative and has been duly bidder to submit the RFP.

Further, the bidder signatory is vested with requisite powers to furnish such letter and authenticate the same.

Yours faithfully,

**(Signature and designation of the authorized signatory)**

**Name of the Applicant**

**Seal / Stamp**

## **ANNEXURE-7**

### **Proposed Methodology and Work Plan**

The proposed methodology and work plan shall be described as follows:

1. Understanding of Scope of work (not more than two pages)  
The Applicant shall clearly state its understanding of the scope of work as mentioned in clause and also highlight its important aspects. The Applicant may supplement various requirements of the TOR and also make precise suggestions if it considers this would bring more clarity and assist in achieving the Objectives laid down in the TOR.
2. Methodology and Work Plan (not more than three pages)  
The Applicant will submit its methodology for carrying out this assignment, outlining its approach toward achieving the Objectives laid down in the TOR. The Applicant will submit a brief write up on its proposed team and organization of personnel explaining how different areas of expertise needed for this assignment have been fully covered by its proposal. In case the Applicant is a consortium, it should specify how the expertise of each firm is proposed to be utilised for this assignment. The Applicant should specify the sequence and locations of important activities, and provide a quality assurance plan for carrying out the Services.

## ANNEXURE-8

### Abstract of Eligible Assignments of the Applicant

S. No.	Name and Type of Eligible Assignment i.e. Eligible Design Assignments-Similar Facilities/Eligible Design Assignments-Building Infrastructure Facilities/Eligible Construction Supervision Assignments	Name of Client	Cost of Assignment/Total Project Cost (in Rs. Crore)	Duration of Completion
(1)	(2)	(3)	(4)	(5)
1				
2				
3				
4				
5				

**Note:** The Applicant may attach separate sheets to provide brief particulars of other relevant experience of the Applicant.

**Note:** For each of the Eligible Assignments being stated by the Applicant, the Applicant shall in support submit client certificate/work order/letter of award/copy of agreement/ statutory auditor's certificate/chartered accountant certificate for such assignment stating clearly the project cost of such assignment and completion details.

## ANNEXURE-9

### Eligible Assignments of Applicant

1.	Name of Applicant:	
2.	Name and Type of Eligible Assignment i.e. Eligible Design Assignments-Similar Facilities/Eligible Design Assignments-Building Infrastructure Facilities/Eligible Construction Supervision Assignments, as the case may be.	
3.	Other particulars of the Eligible Assignment	
4.	Description of services performed by the Applicant Firm:	
5.	Name of client and Address: (indicate whether public or private)	
6.	Name and telephone no. of client's representative:	
7.	Estimated capital cost of the Project (in Rs crore):	
8.	Payment received by the Applicant (in Rs. crore):	
9.	Start date of the services (month/ year):	
10.	Finish date of the services (month/ year):	
11.	Brief description of the Project:	
It is certified that the aforesaid information is true and correct to the best of my knowledge and belief.		
(Signature and name of authorized signatory)		

#### Notes:

1. Use separate sheet for each Eligible Assignment.
2. For each Eligible Assignment, the Applicant shall submit a client certificate/work order/agreement copy/letter of award/statutory auditor's certificate/chartered accountant certificate as supporting document to evidence that the Applicant was involved in such an Eligible Assignment and specifying the project cost of such assignment.



## **Annexure 10 – Format of Performance Bank Guarantee**

### From a Public Sector Bank only

This Deed of Guarantee executed on this \_\_\_\_ day of \_\_\_\_\_, 2021

at \_\_\_\_\_ by \_\_\_\_\_ (Public Sector Bank only), having its Head Office/Registered

Office at \_\_\_\_\_ and inter-alia a Branch Office at \_\_\_\_\_ (hereinafter

referred to as the Bank. or .’the Guarantor’, which expression shall unless it be repugnant to the subject or context hereof be deemed to include its successors and assigns)

**In favour of Madhya Pradesh Tourism Board. (MPTB), 6<sup>th</sup> floor, lily trade wing centre, Jehangirabad, Bhopal.-462008**

1. (hereinafter referred to as “MPTB”)

### WHEREAS

- A. [.....], a company within the meaning of the Companies Act, 1956 and having its Registered Office at [\_\_\_\_\_] (herein after referred to as “Bidder ”, which expression unless repugnant to the subject or context includes its successors, legal representatives and permitted assigns) has been awarded the contract for “**Conceptualization, Designing, preparation of DPR & Supervision during execution of Krantiveer Tatyia Tope Memorial Museum in Shivpuri (M.P.)** As part of the Contract, the Bidder has to provide a Performance Guarantee for an amount equivalent to 3% of the Bid Price in the format specified;
- B. At the request of the Bidder , the Guarantor has agreed to provide this guarantee, being these presents, guaranteeing the due and punctual performance/discharge by the bidder of its obligations under the said contract during the implementation period.

### **NOW THEREFORE THIS DEED WITNESSETH AS FOLLOWS**

- A. The Guarantor hereby irrevocably guarantees the due and punctual performance by the bidder of all its obligation under the said Agreement during the implementation period;
- B. The Guarantor shall, without demur, pay to MPTB sums not exceeding in aggregate Rs. \_\_\_\_\_



(Rupees \_\_\_\_ ) within five (5) calendar days of receipt of a written demand therefore from MPTB stating that the BIDDER has failed to meet its performance obligations under the said contract during the implementation period. The Guarantor shall have not to go into the veracity of any breach or failure on the part of the bidder or validity of the demand so made by MPTB and shall pay the amount specified in the demand notwithstanding any direction to the contrary given or any dispute whatsoever raised by the Vendor or any other person. The Guarantor's obligations hereunder shall subsist until all such demands are duly met and discharged in accordance with the provisions hereof;

- C. In the event of delay on the part of the Guarantor to pay on demand, the Guarantor shall be liable to pay interest at the rate of fifteen (15) per cent, compounding quarterly, to MPTB. There shall not be any delay in payment of the guaranteed amount and payment of interest shall not be an excuse for delaying the payment of guarantee amount. Time is the essence of this Performance Guarantee; The Guarantor shall also indemnify and keep MPTB indemnified against all losses, damages, costs, charges claims and expenses whatsoever which MPTB may suffer, pay or incur by reason of or in connection with any default on the part of the Vendor, including legal proceedings taken against the said BIDDER and/or the Guarantor for the recovery of the monies referred to above;
- E. The Guarantor hereby agrees that without the concurrence of the Guarantor, MPTB and the BIDDER shall be at liberty to vary, alter or modify the terms and conditions of the contract executed by the MPTB with the BIDDER, and in particular to defer, postpone or revise the payment schedule under the contract, modify the work at site and payment of interest or other monies under the contract on such terms and conditions as maybe considered necessary by MPTB;
- F. The Guarantor agrees that its liability under this guarantee shall in no manner be affected by any such variation, alteration, modification, waiver dispensation with or release of security and that no further consent of the Guarantor is required for giving effect to any such variation, alteration, modification, waiver dispensation with or release of security;
- G. This Guarantee shall be enforceable against the Guarantor notwithstanding that any security or securities comprised in any instrument executed or to be executed by the BIDDER in favor of

MPTB may at the time when the proceedings are taken against the Guarantor of this guarantee be outstanding or unrealized or lost. In order to give effect to this Guarantee, MPTB shall be entitled to treat the Guarantor as the principal debtor;

- H. This Guarantee shall be irrevocable and shall remain in full force and effect until \_\_\_\_\_ (2 years + 60 days from the date of signing of agreement) unless discharged/released earlier by MPTB in accordance with the provisions of the said contract. The Guarantor's liability in aggregate shall be limited to a sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only);
- I. This Guarantee shall not be affected by any change in the constitution or winding up of the bidder /the Guarantor or any absorption, merger or amalgamation of the bidder/the Guarantor with any other person;
- J. The Guarantor has power to issue this Guarantee and discharge the obligations contemplated herein, and the undersigned is duly authorized to execute this Guarantee pursuant to the power granted under \_\_\_\_\_.

All future correspondence with reference to this Guarantee shall be made to .....(Bank Name and Address).

The jurisdiction in relation to this Guarantee shall be the Courts at MADHYA PRADESH and Indian Law shall be applicable.

IN WITNESS WHEREOF THE GUARANTOR HAS SET ITS HANDS  
HEREUNTO ON THE DAY, MONTH AND YEAR FIRST  
HEREINABOVE WRITTEN.

SIGNED AND DELIVERED by \_\_\_\_\_ Bank by the hand of \_\_\_\_\_, its \_\_\_\_\_ and authorized official.