

***RFP FOR SELECTION OF CONSULTANT FOR
UPDATION/MODIFICATION OF DESIGN & CONTENT OF
PMS***



RFP Reference No.: PMML/RFP/GALLERYUPGRADATION/2025

**RFP for Selection of Consultant for
Updation/Modification of Design & Content of PMS**

Teen Murti,
New Delhi – 110011
E-Mail: director.nmml@gov.in

Abbreviations

S. No.	Abbreviation	Full Form
1	CA	Chartered Accountant
2	EMD	Earnest Money Deposit
3	FY	Financial Year
4	GSTN	Goods and Service Tax Number
5	INR / Rs.	Indian Rupee
6	JV	Joint Venture
7	LOA	Letter of Award
8	LOI	Letter of Intent
9	PAN	Permanent Account Number
10	PBG	Performance Bank Guarantee
11	PMML	Prime Ministers Museum & Library
12	PMS	Pradhanmantri Sangrahalaya
13	RFP	Request for Proposal
14	TCP	Total Cost of Project
15	T+0	Date of Signing of Contract
16	ITB	Instructions to Bidders
17	LOD	Level of Development
18	GoI	Government of India

Definitions

1.	Bid	"Bid" ('tender,' 'offer,' 'quotation' or 'proposal') means an offer to supply goods, services or execution of works made in accordance with the terms and conditions set out in a document inviting such Bids.
2.	Bidder	As defined in this bid document, entity that quotes a particular price, while competing with others, for providing services with respect to specific requirements in this Tender Document.
3.	Purchaser	Prime Ministers Museum and Library (PMML)
4.	Agency	The Bidder to whom the contract is awarded and is fully responsible towards Purchaser for providing Services as per the requirements and terms and conditions specified in this Contract. The term shall be deemed to include the Bidder's successors, representatives (approved by the Department), heirs, executors, and administrators, as the case may be, unless excluded by the terms of the contract.
5.	Total Work Value	This is the maximum value payable to the Agency which is agreed between the Purchaser and the Agency for the Project.
6.	Project	This means scope of work / services required by the Prime Ministers Museum & Library as per the RFP.
7.	Competent Authority	PMML Official/ Committee who will approve all the deliverables submitted by the bidder.
8.	Applicable Laws	Laws and any other instruments having the force of law in India as they may be issued and in force from time to time.
9.	Confidential Information	Any information, technical data or know-how (whether disclosed before or after the date of this Contract), including, but not limited to, information relating to business and product or service plans, financial projections, business forecasts, sales and merchandising, human resources, patents, patent applications, computer object or source code, research, inventions, processes, designs, drawings, engineering, or that Agency acquires otherwise under this Contract, either directly or indirectly in writing, marketing or finance to be confidential or proprietary or which information would, under the circumstances, appear to a reasonable person to be confidential or proprietary.
10.	Bid Security	Bid security" ('Earnest Money Deposit'(EMD), or 'Bid Security Declaration') means security from a bidder securing obligations arising from its Bid, i.e., to avoid the withdrawal or modification of its Bid within its validity, after the deadline for submission of such Bids; failure to sign the resulting contract or failure to provide the required security for the performance of the resulting contract after its Bid has been accepted; or failure to comply with any other condition precedent to signing the resulting contract specified in the solicitation document.

11.	Contract	Contract means a legally binding written agreement signed between the Purchaser and the Agency.
12.	Similar Work	Similar work means Experience in the given services/domain (Design Services/ Content Development/PMC) in Museum/Galleries/Experience Centre.

1. All terms and words not defined herein shall, unless the context otherwise requires, have the meaning assigned to them in the RFP.
2. The following documents along with all addendums/ corrigendum issued thereto shall be deemed to form and be read and construed as integral part of this Contract and in case of any contradiction between or among them the priority in which a document would prevail over other would be as laid down below beginning from the highest priority to the lowest priority:
 - (i) Agreement;
 - (ii) Annexures of Agreement;
 - (iii) RFP; and along with all addendums/corrigendum.
3. Nothing contained herein shall be construed as establishing a relation of master and servant or of agent and principal as between Purchaser and the Agency. The Agency shall, subject to this Contract, have complete charge of Personnel performing the Services and shall be fully responsible for the Services performed by them or on their behalf hereunder.

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Letter of Invitation

Prime Ministers Museum and Library

Dear Sir/Madam,

PMML invites proposals from reputed bidders for “**SELECTION OF CONSULTANT FOR UPDATION/MODIFICATION OF DESIGN & CONTENT OF PMS**”

The bidder will be selected under the Quality cum Cost Based Selection method (QCBS) with weightages of 80:20 (80% for technical proposal and 20% for financial proposal) and as per procedures described in this RFP.

The content of this RFP enlists the requirements of Prime Ministers Museum and Library. It includes the **Bidding Terms** which details out all that may be needed by the potential bidders to understand the financial terms and bidding process and explains the contractual terms that Prime Ministers Museum and Library wishes to specify at this stage. The RFP includes the following sections:

- Section 2- Introduction
- Section 3- Instructions to Bidders (ITB)
- Section 4- Pre Qualification Criteria
- Section 5- Technical Evaluation Criteria
- Section 6- Selection Criteria (QCBS)
- Section 7- Scope of Work
- Section 8- Deliverables
- Section 9- Project Milestones and Payment Schedule

All interested bidders may inform (within one week of the date of release of RFP) office of PMML about.

- Submission of Proposal and
- it's attendance to the pre-bid meeting and site visit.

This information may be submitted by email to the undersigned.

Director
Prime Ministers Museum & Library,
Teen Murti House, New Delhi, 110001
Email: director@nmml.gov.in

Disclaimer

All terms defined in this document shall, unless repugnant to the context or meaning thereof, shall mean and include the survivors or survivors of them and their heirs, executors and administrators, and respective permitted assignments. The Prime Ministers Museum & Library shall thereafter for the sake of brevity be referred to as “**PMML**”. The information contained in this Request for Proposal (RFP) or information provided subsequently to Bidder(s) or applicants whether verbally or in documentary form by or on behalf of **PMML** (“**Purchaser**”) is provided to the Bidder(s) on the terms and conditions set out in this Request For Proposal (“**RFP**”) document and all other terms and conditions subject to which such information is provided.

This RFP document is neither an agreement nor an offer nor an invitation by the Purchaser to any parties other than those who are qualified to submit their bids (“**Bidder**”). The purpose of this document is to provide the Bidders with information to assist the formulation of their proposals. This RFP does not claim to contain all the information the Bidders may require. Each Bidder must conduct its own analysis of the information contained in this RFP or to correct any inaccuracies therein that may appear in it and is advised to carry out its own investigation into the Project, the legislative and regulatory regimes which applies thereto and by and all matters pertaining to the Project and to seek its own professional advice on the legal, financial, regulatory and tax consequences of entering into any contract or arrangement relating to the Project.

Information provided in this RFP to the Bidders is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Purchaser accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein. The possession or use of this RFP in any manner contrary to any applicable law is expressly prohibited. The Bidders shall inform themselves concerning and shall observe any applicable legal requirements. The information does not purport to be comprehensive or to have been independently verified. Nothing in this RFP shall be construed as legal, financial, regulatory or tax advice.

The Purchaser shall have no liability to any person, including any Bidder under any law, statute, rules or regulations or tort, principles of restitution for unjust enrichment or otherwise for any loss, damage, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way for participation in this Bid Stage. Neither the information in this RFP nor any other written or oral information in relation to the Bidding Process for implementing the Project or otherwise is intended to form the basis of or the inducement for any investment activity or any decision to enter any contract or arrangement in relation to the Project and should not be relied upon as such.

The Purchaser accepts no liability of any nature whether resulting from negligence or otherwise, however, caused, arising from a reliance of any Bidder upon the statements contained in this RFP. The Purchaser and its advisors may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, data, statements, assessment, or assumptions contained in this RFP or change the evaluation or eligibility criteria at any time or annul the entire Bidding Process. The issue of this RFP does not imply that the Purchaser is bound to select one of the Bidders or to appoint the

Selected Bidder hereinafter defined, as the case may be, for the Project and the Purchaser reserves the right to reject all or any of the Bidders or Bids at any stage of the Bidding Process without assigning any reason whatsoever, including the right to close the selection process or annul the bidding process at any time, without incurring any liability or being accountable to any person(s) in any manner whatsoever. The decision of the Purchaser shall be final, conclusive, and binding on all the parties.

The Bidders shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Purchaser or any other costs incurred in connection with or relating to its Bid including costs relating to submission and maintenance of various fees, undertakings and guarantees required pursuant to this RFP and also any cost relating to updating, modifying or re-submitting its Bid pursuant to the RFP being updated, supplemented or amended by the Purchaser. All such costs and expenses will be incurred and borne by the Bidders and the Purchaser shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the Bidding Process.

The Bidders are prohibited from any form of collusion or arrangement in an attempt to influence the Selection and award process of the Bid. Giving or offering of any gift, bribe or inducement or any attempt to any such act on behalf of the Bidder towards any officer/employee/ advisor/ representative of Purchaser or to any other person in a position to influence the decision of the Purchaser, for showing any favour in relation to this RFP or any other contract, shall render the Bidder to such liability/penalty as the Purchaser may deem proper, including but not limited to rejection of the Bid of the Bidder and forfeiture of its Proposal Security. Laws of the Republic of India are applicable to this RFP.

This RFP document and the information contained herein are confidential and for use only by the person to whom it is issued. It may not be copied or distributed by the recipient to third parties (other than in confidence to the recipient's professional advisor). In the event that the recipient does not continue with the involvement in the Project in accordance with the RFP, the information contained in the RFP document shall not be divulged to any other party. The information contained in the RFP document must be kept confidential. Mere submission of a responsive Bid/ Proposal does not ensure the selection of the Bidder.

The information contained in this document is selective and is subjected to updating, expansion, revision and amendment. Purchaser reserves the right of discretion to change, modify, add to or alter any or all of the provisions of this document and/or the bidding process, without assigning any reasons whatsoever.

1. Fact Sheet

E- tenders on behalf of the Director, Prime Ministers Museum and Library (PMML), are invited under Bid System Viz. Technical Bid and Financial Bid from reputed, experienced, and financially sound agencies for **Selection of Consultant for Updation/Modification of Design & Content of PMS** as under:

S. No.	Description	Schedule
1	e-Tender No.	PMML/RFP/GALLERYUPGRADATION/2025
2	Name of Work	Selection of Consultant for Updation/Modification of Design & Content of PMS
3	Cost of the Tender Documents	NIL
4	Earnest Money Deposit	Rs. 5,00,000/- , MSME Exemption allowed. (If Applicable) Payable to Director, Prime Ministers Museum and Library, Teen Murti House, New Delhi - 110011.
5	Performance Security	5% of the Contract Value
6	Tender Processing Fee (Non-refundable)	Rs. 2000/-+ GST @18% (Non-Refundable) payable to M/s ITI Ltd through e-payment. For clarification/ registration for e- tendering etc. Contact Number: 9355030617, e-wizard helpdesk: 01149606060 & https://nmml.ewizard.in
7	Date of sale of e-Tender (Online)	26/11/2025
8	Date, Time & Venue for Pre Bid Meeting	03/12/2025 at 11:00 AM in Seminar Room, Admin Block, PMML, Teen Murti House, New Delhi
9	Last Date & time of Submission/uploading of Bids. (Online)	15/12/2025 by 5:30 PM on https://nmml.ewizard.in
10	Date & Time of Online Opening of Technical Bids	16/12/2025 at 11:00 AM
11	Date & time for opening of Financial Bid for Technically qualified bidders only.	Date & time for opening of Financial Bid will be intimated in due course.

12	Venue of Opening of Technical & Financial Bids	Prime Ministers Museum and Library, Teen Murti House, New Delhi - 110011.
13	Bid Validity Period/Validity of Bid offer for Acceptance	180 days from the date of last date of submission of the tender.
14	Address for Communication & Opening of Tenders	Director, Prime Ministers Museum & Library, Teen Murti House, New Delhi-110011.
15	Availability of Tender Documents (For download)	Tender can be downloaded from https://pmml.nic.in and can also be viewed/downloaded free at website: https://nmml.ewizard.in . PMML may issue Addendum(s)/Corrigendum(s) to the Tender Document, if any, which can also be viewed on website https://pmml.nic.in
16	Site Visit	IMPORTANT: Bidders shall prepare and submit their respective proposals only after attending the pre-bid meeting along with site visit. The site visit will be facilitated by Purchaser after pre bid meeting on 03/12/2025. For subsequent visits, The authorized person, who is to be contacted for facilitating for the purpose is given below: Contact Person: Sh. Anurag Arora Contact Number: +91 9811718020

Proposals shall be submitted as per the “Instructions to the Bidders” Section.

1. Proposals shall be treated as incomplete and are liable to be summarily rejected if the requested parties do not submit all supporting documents or do not furnish the relevant details.
2. The validity of the offer shall be One Hundred and Eighty (180) days from the opening of the Technical Proposals.
3. The Purchaser does not bind itself to accept the lowest proposal and to give reason for any decision taken in respect of this Tender including cancellation.

Director
Prime Ministers Museum and Library
Teen Murti House
New Delhi – 110011

2. Introduction

The Pradhanmantri Sangrahalaya in the Prime Ministers Museum and Library Complex showcasing the lives, vision and contribution of various Prime Ministers since Independence requires regular updation and design modification for keeping the information up to date and enhancing the visitor experience.

It is therefore inviting tender for Selection of Consultant for Updation/Modification (Stage I) of Design & Content of relevant gallery from reputed agencies/bidders, having presence in Delhi/NCR. The selected bidder shall also work as the PMC for the subsequent execution of the project (Stage II).

The selected bidder shall develop, deliver, design, curate and update the content and displays as per the scope of work, guidelines, and milestones defined in this RFP. The selected bidder with its multi-disciplinary team, shall also oversee the overall architecture, design coordination, content integration, and project management services during Stage II.

3. Instructions to Bidders (ITB)

This provides relevant information as well as instructions to assist the prospective bidders in preparation and submission of bids. It also includes the mode & procedure to be adopted for receipt and opening of bids as well as scrutiny and evaluation of bids & subsequent placement of contract.

- (i) Detailed description of the scope of services, deliverables and other requirements relating to this project are specified in this RFP. Bidders possessing the requisite credentials as specified in the RFP may participate in the Bidding Process either individually (the “**Sole Firm**”) or as lead member of a consortium of firms (the “**Lead Member**”) in response to this invitation. The Proposal shall be submitted as per the format laid down in this RFP.
- (ii) The bidder shall ensure that the bid complies with all the conditions stipulated in the RFP, has attended the pre-bid conference convened by Purchaser, visited the gallery and understood the requirements and has uploaded only specified documents as per the specified sequence in a single PDF file as mentioned in the eligibility criteria. Bids that are conditional and/or not meeting any of the conditions/requirements of the RFP, and not as per the format for technical and financial bids are liable to be summarily rejected without assigning any reason whatsoever.

3.1. Publication and Submission of RFP Document

- (i) RFP document will be published on the following websites:
 - <https://nmml.ewizard.in>
 - <https://pmml.nic.in/>
- (ii) Bids shall be submitted by the bidders through electronic mode only.
<https://nmml.ewizard.in>

3.2. General Terms and Conditions

- (i) The Bids shall be submitted only from the Bid Submission start date till the Bid Submission end date and time given in the tender document.

- (ii) No Bidder shall submit more than one Bid for the Project.
- (iii) No commitment of any kind, contractual or otherwise shall exist unless and until a formal written contract has been executed by or on behalf of the Purchaser. The Purchaser reserves rights to cancel this RFP at any time prior to a formal written contract being executed by or on behalf of the Purchaser.
- (iv) This RFP is not transferable.
- (v) Purchaser reserves the right to verify any or all information furnished by the Bidder.
- (vi) The bidder shall sign/stamp on each page of the RFP and its supporting documents/annexures and submit.
- (vii) The agency shall obtain, maintain, and pay, at its sole cost and expense, for all licenses, permits, and certificates necessary to perform the Services, including, but not limited to, all professional licenses required by any statute, ordinance, rule, or regulation.
- (viii) The personnel assigned by the Agency to perform the Services shall be the employees of agency or its consortium partners, and at any stage under no circumstances can be considered as employees of Purchaser. The agency shall be solely responsible for discharging all obligations of an employer as per applicable laws.
- (ix) The agency shall ensure that all works, designs, and content developed under this project are original and free from plagiarism. The Purchaser shall not be held liable for any disputes, claims, or legal actions arising from plagiarism or infringement of any third-party intellectual property rights by the bidder. The Agency shall indemnify Purchaser against any claim, laws, damages, etc. arising out of the Agency having resorted to plagiarism or violation & IPR of any third party.
- (x) Any notice or other communication between Purchaser and the agency in connection with the matters related to this Contract shall be in writing. Both Purchaser and Agency shall nominate SPOC to this effect.

3.3. Schedule and Critical Dates

S. No.	Event	Date
1.	Pre-Bid Meeting at Seminar Room, Admin Block, PMML, Teen Murti House, New Delhi - 110011	03/12/2025 at 11:00 AM
2.	Last date of Submission of Bids (Technical & Financial)	15/12/2025 by 5:30 PM
3.	Date of Opening of Technical Bids	16/12/2025 at 11:00 AM
4.	Date of Technical Presentation	By Intimation
5.	Date of Opening of Financial Bids	By Intimation

3.4. Pre-Bid Conference

- (i) Pre-Bid Conference of the Bidders shall be convened on 03/12/2025 at 11:00 AM in Seminar Hall at Prime Ministers Museum and Library, Teen Murti Complex. A maximum of two representatives of prospective Bidders shall participate in this pre-bid conference. Bidders may seek clarifications during this pre-bid conference. **This participation is a mandatory requirement.**
- (ii) Pre-Bid Conference shall be followed by a visit to the gallery wherein officials shall be available for discussions/clarifications on the project. Interested Bidders can also request for subsequent visits. **The visit to the gallery is a mandatory requirement.**
- (iii) Queries if any, must be submitted by the bidders before 02/12/2025 in writing, at this e-mail address aao.nmml@gov.in as below:

S. No.	RFP Document Reference			Statement as per RFP	Query by the Bidder
	Page No.	Section No.	Section Name		
1.					
2.					

3.5. Validity of Proposal

The Proposal should remain valid for a period of **180 days** from the date of opening of the Financial Bid.

3.6. Code of Integrity

- (i) No official of implementing agency or bidder shall act in contravention of the codes which includes prohibition of
- Making offer, solicitation or acceptance of bribe, reward or gift or any material benefit, either directly or indirectly, in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process.
 - Any omission, or misrepresentation that may mislead or attempt to mislead so that financial or other benefit may be obtained, or an obligation avoided.
 - Any collusion, bid rigging or anticompetitive behaviour that may impair the transparency, fairness, and the progress of the procurement process.
 - Improper use of information provided by the procuring entity to the bidder with an intent to gain unfair advantage in the procurement process or for personal gain.
 - Any financial or business transactions between the bidder and any official of the procuring entity related to tender or execution process of contract; which can affect the decision of the procuring entity directly or indirectly.
 - Any coercion or any threat to impair or harm, directly or indirectly, any party or its property to influence the procurement process.
 - Obstruction of any investigation or auditing of a procurement process.
 - Making false declaration or providing false information for participation in a tender process or to secure a contract;

3.7. Bid Security/Earnest Money Deposit

Earnest Money Deposit of Rs. 5,00,000 /- in the form of Demand Draft/Bank Guarantee from any nationalized/scheduled bank of India, payable to/in Favor of “The Director, Prime Ministers Museum and Library” at New Delhi shall accompany the Technical Proposal. EMD can also be deposited online through RTGS/ IMPS in the following account:

Account Name: Prime Ministers Museum and Library

Bank Name: ICICI Bank

A/c No. 114505002341

IFSC: ICIC0001145

- The EMD shall be valid for a minimum period of 180 days from the due date for the submission of the Tender.
- Bidders possessing valid Government issued MSME Certificate are exempted from submission of EMD. Request for exemption from EMD should be accompanied by valid supporting documents for the relevant category as per government guidelines.
- The bids not accompanied by EMD shall be summarily rejected.

3.8. Amendments to the RFP and Corrigendum

- (i) Purchaser reserves its rights to issue any addendum/corrigendum to the RFP upto 7 (seven) days before the bid submission date.
- (ii) Purchaser reserves its rights to extend the deadline of the submission of bids.

3.9. Consortium/JV

A Consortium/JV of a maximum of two parties is allowed. A valid Consortium/JV agreement to be submitted along with the technical Bid by the Lead Bidder.

3.10. Authentication of Bids

A letter of authorization shall be supported by a written power-of-attorney accompanying the bid. The Bid shall be signed and stamped in all pages by an Authorised Signatory of the Bidder. In case of consortium/JV (restricted to 2 members), the bid shall be accompanied by consortium/JV agreement as well as an authorisation letter issued by consortium/JV member in the name of the Lead Bidder.

3.11. Period of Engagement

- (i) The Contract shall be initially valid for the duration of **12 Months** from the Date of execution of the Contract. This period is however subject to completion of the entire project i.e.; operationalization and commissioning of the gallery after executing the works in Stage II. This may necessitate extension of the Contract on existing terms.
- (ii) The Agency shall have to complete the work relating to content creation/updation and gallery design (Stage I) within **6 Months** from the date of execution of the Contract as accepted, approved and communicated by Purchaser. Subsequently during the execution (Stage II) when the Agency has to perform the role of PMC, any changes in the content and design as necessitated for the project will need to be carried out by the Agency at no extra cost to Purchaser.

3.12. Cancellation of Contract

The Contract is subject to cancellation due to any of the reasons mentioned here under:

- (i) Violation of the Code of Integrity by the Bidder, Submission of false/fake documents at the time of submission of bid documents, inability to timely deliver and to the satisfaction of Purchaser, any deviations from contractual obligations.
- (ii) If the Bidder fails to adhere to any of the terms and conditions mentioned in the bid document.

3.13. Conflict of Interest

Bidders have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the Bidder or termination of the Contract.

3.14. Abnormally Low Bids & Non-Responsive Bids

- (i) If a bidder quotes abnormally low/unworkable financial bid/Consideration, the bid shall be treated as non-responsive and handled as per the guidelines issued by GoI.
- (ii) Following may lead to declare a proposal non-responsive:
 - If a proposal is not submitted as specified in the RFP document.
 - If it is found with suppression of details.
 - If it is submitted with conditional and partial offers.
 - If it is submitted without the documents requested in Qualification Criteria.
 - If it has non-compliance of any of the clauses stipulated in the RFP.

3.15. Performance Security

- (i) Within two weeks of the receipt of notification of award from Purchaser, the Agency shall submit a Performance Security of 5% of the total contract value either in the form of a bank draft or Bank Guarantee valid for the entire period of the Contract.
- (ii) Failure of the Agency to submit the Performance Security or sign the Contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the EMD/Bid Security. In that event, Purchaser may award the Contract to the next lowest evaluated Bidder whose offer is substantially responsive and is determined by the Purchaser to be qualified to perform the Contract satisfactorily. In such cases, a request for extension of validity of Bids may be sent out to all other qualified Bidders at the earliest in writing or through standard electronic mail, if so required.
- (iii) Performance Guarantee should be valid for a period of three months beyond the tenure of the Contract. In case of extension of the contract, the Performance Security is required to be extended accordingly. The performance security deposit will be returned after satisfactory completion of the contract period.

3.16. Payment

- (i) Payment against invoice(including tax details) submitted by the Agency shall be made as per the project milestones and payment schedule mentioned in the RFP and applicable rules of GoI.
- (ii) The bill submitted by the bidder shall be verified by Purchaser before payment. Advance Payment shall generally not be made.
- (iii) No claim for interest will be entertained by the Purchaser in respect of any delay of payment of invoice submitted.

3.17. Dispute Resolution

Efforts shall be made to settle the dispute amicably. In case of failure to do so, the matter shall be referred to arbitration with the sole arbitrator to be appointed by Director, PMML, New Delhi. In case the settlement of dispute is in the court, it will be in the jurisdiction of courts at Delhi.

3.18. Force Majeure

- (i) For the purposes of this Contract, “Force Majeure” means an event which is beyond the reasonable control of a Party, is not foreseeable, is unavoidable, and makes a Party’s performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible under the circumstances, and subject to those requirements, includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial action confiscation or any other action by Government agencies.
- (ii) Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or such Party’s Experts, Sub-consultants or agents or employees, nor (ii) any event which a diligent Party could reasonably have been expected to both take into account at the time of the conclusion of this Contract and avoid or overcome in the carrying out of its obligations hereunder.

- (iii) Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.

3.19. Indemnity

The Bidder shall not infringe any Intellectual Property Rights of any third party in supplying the services and the agency shall, during and after the contract period indemnify and keep indemnified and hold the Purchaser harmless from and against all actions, suits, claims, demands, losses, charges, damages, costs and expenses and other liabilities which the Purchaser may suffer or incur as a result of or in connection with any breach of this clause.

3.20. Penalty Clause

Failure on the part of Agency to deliver as per defined schedule may, unless the contract is extended further by Purchaser, entail penalty to be levied by the Purchaser as below:

- (i) 1% of the total value of contract per week, subject to a ceiling of 10% of the total contract value (including all taxes & duties and other charges)
- (ii) Purchaser may cancel the contract and get this job carried out preferably by another agency from open market duly forfeiting the performance guarantee, if so warranted.
- (iii) If at any given point of time it is found that the bidder has made a statement which is factually incorrect or if the bidder doesn't fulfil any of the contractual obligations, the Purchaser may take a decision to cancel the contract with immediate effect. Further, performance guarantee of the agency may also be forfeited if the performance of the agency is not considered satisfactory.

3.21. Liquidated Damage

In the event of failure by the Agency to meet the delivery timelines, Purchaser may impose liquidated damages on the Agency for sum not less than 1% of the contract value for that item/job for each week or part thereof, subject to a ceiling of 10% of the total contract value (including all taxes & duties and other charges). In the event of LD exceeds 10% of the order value, Purchaser reserves the right to terminate the contract, and Purchaser will get the job completed by any other competent party. The difference of cost incurred by Purchaser will be recovered from the Bidder.

3.22. Exit Management

- The exit management period shall normally be a 3 (three) month period post the operationalisation and commissioning of the project.
- During this period, the Agency shall:
 - Provide all such information (including but not limited to design documents, records, licenses, source code, content, drawings, technology knowhow, agreements, etc in digital and/ or paper form relating to the project) to the Purchaser as may reasonably be necessary to effect a seamless handover.
 - All this data shall be the property of the Purchaser.

3.23. Prices

- (i) Price shall be Inclusive of all taxes & duties and all other ancillary charges for delivery at site.
- (ii) Prices shall be firm throughout the contract period.

3.24. Award Of Contract

a) Notification to Bidder

Purchaser will notify the Agency that its proposal has been accepted. The notification of award, termed as Letter of Intent/Letter of Award or LOI/LOA in sections to follow, will lead to the signing of the Contract. Upon the Agency's furnishing of performance bank guarantee, Purchaser will promptly notify each unsuccessful Bidder and EMD will be returned within 15 days of the award of contract.

b) Signing of the Contract

Purchaser shall enter into a Contract, incorporating all Agreements, as specified in this document, with the Agency. The Agency shall sign the Contract within 7 business days of LOI.

c) Failure to abide by the terms of Contract

Failure of the Agency to agree with the Terms & Conditions of the Contract shall constitute sufficient reason for the annulment of the award, in which Purchaser may forfeit the EMD, Performance Bank Guarantee or both.

4. Pre-Qualification Criteria

The Bidders shall submit clear and verifiable documentation in support of each eligibility requirement. Purchaser reserves the right to reject any application that does not meet all the Pre-Qualification Criteria, without proceeding to the short-listing Stage.

Clause No.	Subject	Mandatory Pre-Qualification Requirements	Documents Required
1.	Legal Entity	The Bidder(s) must be registered under the Companies Act, 1956 or Companies Act, 2013 or a partnership firm registered under Indian Partnership Act, 1932 or Limited Liability Partnership registered under Indian Limited Liability Partnership Act, 2008 or a Joint Venture or a Consortium (maximum 2 members) having a valid PAN and having business income in the similar line of business for past 3 years as on 31-03-2025.	Copy of Certificate of Incorporation/ Registration/ Partnership deed/Consortium/JV MoU Agreement (if applicable), all self-certified by the Authorized Signatory. The Consortium/JV MoU Agreement should identify the lead bidder and clearly state the roles and responsibilities of each member and joint and severe liability. No change of Consortium/JV partner shall be allowed after the submission of RFP. In case of International bidder, it is mandatory to have an Indian Partner.
2.	EMD	EMD shall be submitted by the bidder.	Receipt of Payment.
3.	GSTIN and PAN	The bidder(s) should have a valid GSTIN and PAN Number.	Copy of the GST Certificate and PAN.
4.	Annual Turnover	Average annual financial turnover of the Bidder(s) in the last three years (FY 2022-23, FY 2023- 24 and FY 2024-25), should be at least INR 6 Crore. (Exclusively from Design, Content Development and as PMC Services)	Certification by a Statutory Auditor/ CA/ Company Secretary duly enclosing Audited Balance Sheets (for three years) and Certified domain specific turnover. In the case of Consortium/JV, this criteria shall be fulfilled by all members combined.

5.	Net Worth	The Net Worth of the Bidder(s) must be positive as per the last three financial year's FY 2022-23, FY 2023-24, FY 2024-25 audited Balance Sheet.	Certificate duly signed by Statutory Auditor/ CA/ Company Secretary of the Bidder mentioning the net worth.
6.	Work Experience	a) Relevant Experience in Design Services of Museum/Galleries/ Experience Centre or other similar work. The Bidder must have successfully completed at least one(1) such project each of minimum contract value- Rs. 5 Crore (Exclusive of Taxes) in the last 7 years from FY 2024-2025; and b) Relevant Experience in Content Development Services of Museum/Galleries/Experience Centre or other similar work. The bidder must have successfully completed at least one(1) such project each of minimum contract value- Rs. 5 Crore (Exclusive of Taxes) in the last 7 years from FY 2024-2025; and c) Relevant Experience as PMC for Museum/Galleries/Experience Centre or other similar work. The bidder must have successfully completed at least one(1) such project each of minimum contract value of Rs. 5 Crore (Exclusive of Taxes) in the last 7 years from FY 2024-2025; Note: Similar works may be accepted at the discretion of PMML.	• Copies of Work Orders clearly indicating scope of work and value thereof • Corresponding Completion Certificates / Client Acknowledgement Letters • Self-declaration on company letterhead listing Design services, content development and PMC related work

7.	Blacklist	The Bidder(s) should not have been blacklisted in the past by any Governmental or quasi-Government entity in India.	Self-declaration on the letter head of the bidder In the case of Consortium/JV, these documents are to be submitted by all members.
8.	Conflict of Interest	No direct/ indirect involvement with potential bidders for this project.	Signed Declaration/ Undertaking to be submitted.
9.	MSME Certificate	If Applicable	MSME Certificate as issued by GoI.
Only those bidders who qualify all pre-qualification criteria as mentioned above shall qualify for Technical Evaluation.			

5. Technical Evaluation Criteria

Clause No.	Subject	Criteria	Max Marks
1.	Financial Capacity of the Bidder	Maximum of 14 marks for Annual Turnover 5 Marks for meeting the minimum average turnover of ₹6 Crore in the last (3) three financial years from FY 2022-2023 to FY 2024-25. - Thereafter for every additional 1 crore (after 6 Cr) of minimum average turnover for the said FY, consequent 1 marks (after 5 Marks) shall be awarded respectively. Maximum of 14 Marks shall be awarded for average turnover of ₹15 Crore or more in the last (3) three years from FY 2022-2023 to FY 2024-25.	14
2.	Work Experience of the Bidder	The bidder must have successfully completed projects in Museum/Galleries/Experience Centre or other similar work involving Design Services, Content Development and as PMC. Projects executed overseas shall also be considered. Similar works may be accepted at the discretion of PMML. The following combination of criteria as specified below will be taken into consideration for awarding of marks. - One Project (in each domain) in Design services, Content Development and as PMC valued for INR 5 Crore each (Exclusive of Taxes) - 12 Marks, - Two Projects (in each domain) in Design services, Content Development and as PMC valued for INR 5 Crore each (Exclusive of Taxes) - 24 Marks,	36

		Three Projects (in each domain) in Design services, Content Development and as PMC valued for INR 5 Crore each (Exclusive of Taxes) - 36 Marks																					
		<table><tr><th>Projects Domain</th><th>One Project (in each domain) Valued for at least 5 Crore each</th><th>Two Projects (in each domain) Valued for at least 5 Crore each</th><th>Three Projects (in each domain) Valued for at least 5 Crore each</th></tr><tr><td>Design Services</td><td>4</td><td>8</td><td>12</td></tr><tr><td>Content Development</td><td>4</td><td>8</td><td>12</td></tr><tr><td>As PMC</td><td>4</td><td>8</td><td>12</td></tr><tr><td>Total Marks</td><td>12</td><td>24</td><td>36</td></tr></table>	Projects Domain	One Project (in each domain) Valued for at least 5 Crore each	Two Projects (in each domain) Valued for at least 5 Crore each	Three Projects (in each domain) Valued for at least 5 Crore each	Design Services	4	8	12	Content Development	4	8	12	As PMC	4	8	12	Total Marks	12	24	36	
Projects Domain	One Project (in each domain) Valued for at least 5 Crore each	Two Projects (in each domain) Valued for at least 5 Crore each	Three Projects (in each domain) Valued for at least 5 Crore each																				
Design Services	4	8	12																				
Content Development	4	8	12																				
As PMC	4	8	12																				
Total Marks	12	24	36																				
		Note: a) In case the bidder has executed integrated services involving all three domains (Design Services, Content Development, and PMC) under a single project, the minimum project value shall be ₹15 crore or above for the project to be considered eligible under each domain individually, subject to (d) in the note below. In case the project cited by bidder is less than 15 crore, the bidder shall provide the breakup along with documents about the value of work order under each domain of the cited project. b) In case the bidder has executed projects involving any two domains/services (e.g., Design Services & Content Development, Design Services & PMC, Content Development & PMC) within a single project, the minimum project value shall be ₹10 crore or above for such project to be considered eligible under both domain, subject to (d) in the note below. In case the project cited by bidder is less than 10 crore, the bidder shall provide the breakup along with documents about the value of work order under each domain of the cited project. c) A single project shall not be counted multiple times unless it satisfies the above conditions. d) If the single project which includes the integrated services/domain specifies amounts for each domain																					

		/service (Design Services, Content Development, and as PMC) in the completion certificate/ work order, then the same shall be considered for individual evaluation respectively. The work order of cited project should at least be of ₹ 5 Crore for each domain (Design Services, Content Development, and PMC) for it to be considered for award of marks as per the table above.	
3.	Technical Presentation	The Bidder shall present their organizational and technical capabilities through a technical presentation (around 30 minutes). The bidder shall ensure that the proposed design plan utilizes the existing area and equipments of the PM's gallery. (i) Bidder's Experience & Capability in Museum Design, Content Development and as PMC (ii) Scope of Work Adherence and Understanding of work involved in the project (iii) Mock up Designs: Thematic & Design Concept Plan along with Content Development Plan, Scripting & Visual Design Approach of the PM's gallery (iv) Utilization of Existing Area & Equipments (v) Execution, Resource & Operations Plan	50
Total Marks:			100
Bidders whose absolute technical score is 70 or more out of 100 shall be considered for the opening of their financial bid.			

IMPORTANT: It is mandatory to furnish relevant documents, proof for the requirements mentioned above.

Note-1: The intending bidder must have valid digital signature to submit the bid.

Note-2: The bidding companies /agencies are required to attest (self-attestation) the scanned copies of documents, along with the bid, signed on each page with seal, to establish the bidders' eligibility and qualifications failing which their bid shall be summarily rejected and will not be considered. The bidders are responsible for what they attest and claim; if, later on, it is found that whatever has been attested by the bidder is not true/ correct, the company/ agency of the bidder will render itself liable for punitive action including black- listing for purpose of procurement of any service (s), in addition to attracting penal provisions of the agreement.

Note-3: The bidders shall execute necessary instrument and documents required by Purchaser in relation to the bidding documents and shall adhere to all notification/amendments as may be issued by the Purchaser from time to time. All costs (including taxes, stamp duties and registration charges if any shall be borne by the bidders)

Note-4: The Agency shall provide necessary license from licensing authority for running the business at Purchaser's site.

Note-5: The Technical bid shall not include any financial information. Such a bid shall be summarily rejected.

6. Selection Criteria (QCBS)

- (i) The tender shall be awarded on Quality cum Cost Based System (QCBS) selection Basis with 80% weightage on technical score and 20% weightage on financial score.
- (ii) The financial bid shall be submitted as per given **Annexure V**.
- (iii) The financial bids of only those bidders who qualify technically (minimum qualifying marks 70 out of 100) shall be opened. The financial proposal with the lowest quoted rate as per **Annexure V** shall be given a financial score of 100 and the other financial proposal shall be given financial score that are inversely proportionate to their prices. The financial proposal shall be allocated weightage of 20%.
- (iv) For working out the combined score, following formula will be used:
Total points = $\{T(w) \times T(s)\} + \{F(w) \times F(s)\}$,
Where $F(s) = \{(LEC/EC) \times 100\}$

T(w) = weight of technical score which is 0.8
T(s) = technical score obtained by the bidder
F(w) = weight of financial proposal i.e. 0.2
F(s) = financial score of the financial proposal obtained by the bidder.
LEC = Lowest evaluated cost of the financial proposal.
EC = Evaluated cost of the financial proposal

Example for obtaining Technical Score T(s) : If the bidder gets a technical evaluation score of 90 out of 100 after qualifying pre-qualification criteria in the technical evaluation criteria, then the said bidder shall be awarded 72 marks (80% of 90) respectively. The scores will be calculated up to 2 decimal places.

Example for obtaining Financial Score F(s) :- If the lowest bid price is Rs. 100, the lowest evaluated bidder will get a score of 100% which translates to 20 marks. If the second lowest bid is Rs. 150, the bidder will get a score of $(100/150) \times 100 = 66.66\%$ that is 13.33 marks. The scores will be calculated up to 2 decimal places.
- (v) The decision of the Purchaser regarding the responsiveness or non-responsiveness of bids shall be final.
- (vi) All pages of the Bid documents should be page numbered and indexed.
- (vii) The proposals will be ranked in terms of total scores of each bidder. The proposal with the highest total score (Technical + Financial) will be considered for award of contract.
- (viii) Costs (including break down of costs) shall be expressed in INR (in numbers and words).

7. Scope of Work (Prime Ministers Gallery)

The selected agency shall be engaged for research driven updation of the content of the Gallery, developing modified detailed designs and layout and working as a PMC during the execution stage of the project. The scope of work will include, but not be limited to, the following:

7.1. Concept for Updation

- Preparation of a detailed curatorial concept/narration.
- Schematic design of gallery, including cases, panels, artifacts, mounts, colour palette, materials, lighting tone and typography.
- Preparation of concept layouts, 3D visualizations, and mood board.
- Lighting design, specification and installation location.
- Multimedia hardware specification and design.
- Prepare detailed objectives and specifications for all multimedia, software, model, diorama, and interactive exhibits.
- Visitor flow patterns with entry-exit system.
- Design indoor landscaping elements and furniture.
- Any other creative addition like gate, background, fascia etc to the theme.

7.2. Updation of Content

- Develop thematic gallery panel texts, object labels, infographics, signage etc.
- Prepare final content for digital labels, blow ups, interpretative boards, kiosks, plasma screens.
- Scripts for multimedia, AR/VR, and interactive installations in the Gallery.
- Provide content in English and Hindi, with support for other Indian languages as required by the Purchaser.
- Prepare accessible versions in line with Government of India and ICOM guidelines (Braille-ready texts, tactile graphics, audio-description scripts)
- Conduct theme-based research to develop gallery narratives, using legitimate sources.
- Prepare research dossiers for approval by the Content Review Committee constituted by the Purchaser, forming the basis for object selection and gallery narratives.
- Where permitted, undertake high-resolution photographic documentation or scanning for research purposes, following Purchaser access protocols.
- Edit and proofread all final texts.
- Maintain comprehensive references and citations.

7.3. Updation of Design

Updation of content may also necessitate changes in the layout, detailed design and showcasing of the lives, vision and contribution of Prime Minister in the gallery.

- The gallery design and layout shall represent the overall concept, the broad theme and sub themes.
- Design/Re-design of showcases/display cases/pedestals etc., placement of showcases, placement of objects, making provisions of placement.

- The Bidder shall conduct a thorough assessment of the existing installations and incorporate them appropriately within the revised design and execution plan for updation of the gallery.
- 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 the gallery.
- The design shall incorporate suitable visitor flow patterns.

7.4. Coordination with Stakeholders

- Coordinate with all relevant government bodies, institutions, and designated agencies responsible for collections, research access, and approvals.
- Procuring of Audio/Video/Photograph material used in content development from Prashar Bharti, National Archives, Press Information Bureau (PIB), Photo Division etc. in the gallery will be facilitated by Purchaser as far as possible.
- The Bidder will have access to the existing content and shall be facilitated with obtaining additional/ new content (audio, video, and pictures) wherever necessary.
- Liaise with committees, experts, and consultants nominated by the Purchaser to ensure alignment with approved narratives and technical requirements.
- Participate in content validation processes, gallery reviews, and mock-up assessments to maintain consistency between research outputs, narratives, and final exhibition presentations.
- Attend parallel review meetings and workshops for iterative validation and approvals from Competent Authority.

7.5. Responsibilities during PMC / Implementation Phase

- The Agency shall provide PMC / project management / Implementation support services which shall include assisting Purchaser during the execution phase(Stage II) by facilitating preparation of BOQ, tender documents, evaluation of vendor proposals, supervision of execution work and periodic reporting to purchaser, verification of deliverables, and coordination with the appointed execution agencies. During this phase agency shall ensure that envisaged design is implemented in the stipulated timeframe and hence assist purchaser with supervision and project management oversight.
- The Agency shall ensure that all the components of the work are carried out in full compliance with the design drawings, technical specifications and contract conditions.
- The Agency will apprise the purchaser with day to day progress and coordinate with implementing agency and other stakeholders for timely completion of project.
- The Agency will continuously monitor the Project Execution Schedule (as provided by the Appointed Agencies) and compare key milestone therein with the actual status on ground with to ensure that every key milestone is completed on time.
- The Agency will assist the purchaser in technical and financial review / signing off of the deliverables and recommend best possible alternatives.
- The Agency will prepare project completion report which shall contain all technical, functional and financial information of the project.

7.6. Bidder's Obligations

- (i) The Agency shall be responsible for Site Survey and Analysis which includes;
 - Detailed analysis of the gallery area, including architectural features, structural integrity, existing services, and environmental conditions (indoor and outdoor).
 - Assessment of existing building conditions for adaptive reuse potential, identifying constraints and opportunities.
- (ii) The Agency shall provide designs of high resolution images/visuals of the graphics, texts, labels of all levels (exhibit, group, theme, floor etc.) which shall be approved by Purchaser.
- (iii) The Agency shall not reproduce, share, disclose, or utilize any designs, drawings, layouts, concepts, or other creative materials prepared specifically for this project for any other assignment, client, or purpose without prior written consent from the Purchaser. All such materials shall remain the exclusive property of Purchaser.
- (iv) The Agency shall seek approval for all the creatives, scripts, videos or any material, approved from the Purchaser ; failure to which will lead to Penalty and legal consequences.
- (v) The Agency shall be responsible for transferring complete ownership of all final deliverables to the Purchaser upon acceptance.
- (vi) The Agency shall be responsible for obtaining and maintaining all necessary licenses used in the project.
- (vii) The Agency shall be responsible for regular presentations to the Purchaser and key stakeholders for review and feedback and incorporation of feedback into design refinements.
- (viii) The Agency shall handover over all the drawings and project related documents in hard or soft copies to the Purchaser.

8. Deliverables

The Agency shall deliver all necessary documentation, drawings, models, and reports as required throughout each phase, including but not limited to:

- Project Vision Document
- Layout & Conceptual Design Presentations (sketches, diagrams, storyboard, mood boards, 2D/3D renderings)
- Scripts for Gallery and Exhibitions (including Updates during execution period)
- Schematic Design Drawings (plans, sections, elevations, preliminary 2D/3D models)
- Design Development Drawings (detailed plans, sections, elevations, material palettes, 2D/3D models)

- Construction Documentation (full set of architectural and exhibition drawings, specifications)
- Detailed design drawings of Gallery
- Cost Estimates (for each design)
- Commissioning Reports
- Detailed Design in Building Information Modelling(BIM) with at least LOD300 level models (desirable LOD500 level models)
- Shop Drawings
- Management and Operations Plan
- Detailed BOQ
- Item-wise rate cost estimate for all the components of the project is required with brief specifications.
- Project Completion Report (with all technical, functional and financial information)

9. Project Milestones and Payment Schedule

All deliverables may be undertaken concurrently, and parallel progress across multiple phases is expected.

Milestone	Services / Deliverables	Timeframe	Payment
Conceptual Design	Submit Report comprising of • Existing Analysis • Proposed Methodology for PMS • Workplan and team structure • Conceptual Design of PM's Gallery	T + 03 Months	15% of total contract value after acceptance of the conceptual design report by the Purchaser.
Content Dossiers for the PM's Gallery and Exhibitions	Complete Content dossier for PM's Gallery (research, narrative, object list, interpretive content etc) in alignment with concept design	T + 04 Months	35% of total contract value after acceptance of content dossiers by the Purchaser
RFP for Execution (Stage II)	Selection of Executing Agency	From T + 04 to T + 06 Months	10% of contract value
Deliverables & Integration Support	Opening / operationalization of the Gallery	From T + 06 to T + 10 Months	30% of contract value
Monitoring and support PMS Gallery Operations	Monthly Reports on Gallery Operations	From T + 10 to T + 12 Months	10% of contract value

Annexure –I

Annexure-I: Bidder's Details [On the letterhead of the Bidder]

1	Name of the Company	
2	Name and Designation of Authorized Signatory	
3	Office Address of the Company / Communication Address:	
4	Office Phone No: Mobile No:	
5	Fax: E-Mail ID:	
6	GST Number: PAN Number:	
7	Company's Bank Account details	Bank Account No. Name of the Bank: IFSC Code:
Particular Details of the Bidders Representative		
8	Contact Person: Designation: Tele Phone / Mobile No: E-Mail ID:	

UNDERTAKING

1. I, the undersigned, certify that I have gone through the terms and conditions mentioned in the bidding document and undertake to comply with them.

Authorized Signatory (signature in full): _____

Name and Title of Signatory: _____

Company Rubber Stamp: _____

Annexure –II

Annexure-II: Bid Form

[On the letterhead of the Bidder]

(Bidders are requested to furnish the Bid Form in the Format given in this section, filling all details and to be submitted on Letter Head in original)

To,

The Director
Prime Ministers Museum and Library
Teen Murti House
New Delhi 110011

Sub: Selection of Consultant for Updation/Modification of Design & Content of PMS

Dear Sir,

We the undersigned bidder/(s)/ any of the consortium/JV members, having read and examined in detail the specifications and other documents of the subject Tender, do hereby propose to execute the project as per the “scope of work” as set forth in your Bid documents.

The prices of all items stated in the bid are firm during the entire period of project irrespective of date of completion. The enclosed bid shall remain valid for a period of 180 days from the date of opening.

We have enclosed the required EMD, and we also confirm that the requirements of performance bank guarantee as specified would be met, if our proposal is accepted.

We agree that PMML reserves the right to accept in full/part or reject any or all the bids received or split order within successful bidders.

Dated, this day of 20....

Thanking you, we remain,

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

Annexure-III: Financial Capability of Bidder
[On the letterhead of the Bidder]

#	Financial Year	Turnover in Indian Rupees	Document Page No.
A	2022-2023		
B	2023-2024		
C	2024-2025		

Note: The bidders shall provide IT Return of above stated financial years.

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

Annexure –IV

Annexure-IV: Details of Bidder's Experience
[On the letterhead of the Bidder]

This is to certify that I/We have worked and successfully completed the below mentioned works. Work order and completion certificate for these projects is attached for your ready reference.

S. No.	Name of the Work/Project	Client/ Organisation	Nature of Services provided (Design Services, Content Development, PMC)	Area of Exhibition/ Museum/ Gallery Spaces designed	Start Date	End Date	Contract Value (INR) (Exclusive of Taxes)	Remarks
1.								
2.								
3.								
4.								

Note: Attach copies of relevant documents.

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

Annexure –V

Annexure-V: Financial Bid Format
[On the letterhead of the Bidder]

S. No.	Itemized	Cost	Taxes (as applicable)	Total cost
	Services as per SoW			
Total Cost				

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

Annexure –VI

Annexure-VI: Document Checklist **[On the letterhead of the Bidder]**

S. No.	Document Description	Submitted (Yes/No)	Page Number
1.	Bidder's Details Annexure -I [On the letterhead of the Bidder]		
2.	Bid form Annexure -II [On the letterhead of the Bidder]		
3.	Certificate of Incorporation / Registration / Partnership Deed /Consortium/JV MoU Agreement		
4.	Earnest Money Deposit (EMD)		
5.	Copy of PAN Card /GSTIN Certificate		
6.	Positive Net Worth Certificate		
7.	Audited Financial Statements of the last 3 financial years		
8.	Details of Bidder's Experience : Copies of Work Orders / Completion Certificates / Contracts for each listed project as per Annexure -IV [On the letterhead of the Bidder]		
9.	Declaration regarding blacklisting/nonblacklisting [On the letterhead of the Bidder]		
10.	Declaration of No Conflict of Interest		
11.	MSME Certificate (If Applicable)		
12.	Signed copy of the complete RFP document and its corrigendum (if any), as token of acceptance of terms & conditions		
13.	Financial Capability of Bidder: Annual turnover of the bidder for each year for past 3 Years. Annexure -III [On the letterhead of the Bidder]		
14.	Financial Bid Format Annexure - V [On the letterhead of the Bidder]		
15.	Document Checklist Annexure - VI [On the letterhead of the Bidder]		

Note: All the documents as mentioned in pre-qualification criteria, technical criteria and checklist document shall form part of the complete Technical Bid. The bidder must sign on each supporting statement, undertaking, document, certificate etc. uploaded by it, thereby owning the responsibility for their authenticity and correctness.

AGREEMENT

This Agreement is made on theday..... (Month)(Year) between the **Director, Prime Ministers Museum & Library, Teen Murti House, New Delhi 110011, India**, hereinafter called “**the Purchaser**”, (which expression shall, unless excluded by or repugnant to the context, be deemed to include its successor in office and assigns) of the one part AND _____, represented by their Director, hereinafter called “**the Agency**” (which expression shall, unless excluded by or repugnant to the context, be deemed to include its/their heirs, successors, executors, administrators, representatives, technology partner and assigns) of the other part, under which the agency shall provide services as Consultant for Updation/Modification of Design & Content of PMS as per the Terms of Reference given in the Bid Document.

NOW THIS AGREEMENT WITNESSETH as follows:-

1. In this Agreement words and expression shall have the same meanings as are respectively assigned to them in the Terms and Conditions of contract hereinafter referred to or as referred in RFP document.
2. PMML, The Purchaser is desirous to for Selection of Consultant for Updation/Modification of Design & Content of PMS. In accordance with Agency's Technical & Financial proposal from the date of signing of agreement at the contract price of ₹ _____/- (Rupees _____ only) + applicable GST as indicated in your financial bid.
3. The agency has been selected on the basis of the bid response, to undertake the project of providing services as Consultant for Updation/Modification of Design & Content of PMS.
4. The following documents shall be deemed to form and be read and constructed as part of this Agreement, viz:
 - a. RFP Document
 - b. General Terms and Conditions
 - c. Payment Schedule
5. In consideration of the payments to be made by the Purchaser to the agency as herein after mentioned, the agency hereby covenants with the employer to provide the services as Consultant for Updation/Modification of Design & Content of PMS as per the Tender Document (Tender No. - PMML/RFP/GALLERYUPGRADATION/2025).
6. The Purchaser hereby covenants to pay the Agency in consideration of completion of the services as per the provisions given in the Tender Document. (Tender No. - PMML/RFP/ GALLERYUPGRADATION/2025).

7. Being the sum stated in the letter of acceptance subject to such additions thereto or deduction there from, as may be made under the provisions of the contract at the times in manner prescribed by the contract/ tender document.
8. Duration of the Agreement - The Contract shall be initially valid for the duration of **12 Months** from the date of signing of this agreement. This period is however subject to completion of the entire project i.e.; operationalization and commissioning of the gallery after executing the works in Stage II.

IN WITNESS WHEREOF the parties hereto have signed the Agreement on the day and the year first above written.

For and on behalf of the Bidder/Agency

For and on behalf of the Purchaser

**Name of the Signatory &
Designation of the Officer
Stamp/Seal of the Bidder/Agency**

**Name of the Signatory &
Designation of the Officer
Stamp/Seal of the Purchaser**

Witness 1:

Signature
Name:
Address:
Contact no:

Witness 1:

Signature
Name:
Address:
Contact no:

Witness 2:

Signature
Name:
Address:
Contact no:

Witness 2:

Signature
Name:
Address:
Contact no: