



Indian Council for Cultural Relations  
Azad Bhavan, I.P. Estate,  
New Delhi-110002

**Notice Inviting Tender**

**Indian Council for Cultural Relations** invites sealed quotations from reputed artists/ designers/ consultants of National/ International repute for preparation and implementation of designs for upgradation/ renovation of the foyer area of ICCR Auditorium through art/ art instillation under two bid system. The bidders should have technical capacity, resources/ technical staff and requisite experience in undertaking works of similar nature. Bidder should provide photographs/ designs from previous work and sample design for the required task through PPT. Bidders will be required to give presentation of the concept they propose for the purpose for Technical evaluation. The vision for this project is for a signature art work of exceptional quality and enduring value to the allocated space.

ICCR reserves the right to accept or reject any or the entire tender in full or in part without assigning any reason whatsoever. Institute also reserves the right to cancel the entire tendering process at any stage, before awarding the contract.

Details can be viewed on ICCR e-Tender website: Our website [www.iccr.gov.in](http://www.iccr.gov.in) or on **CPP Portal** <https://eprocure.gov.in/epublish/app>

**Job description and specifications for artistic renovation of Foyer Area of ICCR Auditorium**

1	<b>Area for Renovation/ upgradation</b>	Complete Foyer area of the ICCR Auditorium including reception area and front faced.
2	<b>Main area for art instillation</b>	The main curved wall of Auditorium
3	<b>Theme</b>	The designs should implicate the essence of the working of ICCR to spread Indian Culture.
4	<b>Area Size</b>	Total area approximately 19 X 49 feet Main curved wall approximately 21 X 10 feet <b>(Bidders are requested to take exact dimensions by doing a survey)</b>
5	<b>Scope of work</b>	a) The task will involve innovative designs to depict Indian Culture to enhance the essence of the area. b) <b>Designing:</b> Developing the overall concept of the area that reflects the nature of the work of ICCR best depicted. c) The designs should be original work,

		<p>showcasing the diverse cultural pallet of India.</p> <p>d) The designs may be distinctive in aesthetic experience both highly visible and welcoming to the guest/ artist visiting the area for numerous activities and provide a recognizable identity.</p> <p>e) The proposed art/ design be an original art work appropriate for area and should be able to stand up to all weather and easy to maintain and should be adequately and safely displayed and secured.</p> <p>f) Consider site limitations. Ground space on the site is limited and will require the selected artist(s) to consider the site's limitations and the art element placement previously determined by the site architect. The design of the artwork may be either be freestanding on the circular paved area of the foyer wall; or, attached as part of a building element including, but not limited to the concrete wall.</p> <p>g) The designs may include pillars, reception area and side wall areas to create an overall theme more explicitly.</p>
6	<b>Delivery</b>	<p>a) The approved Artist/ designer/ consultant will prepare the final approved design after discussion with concerned ICCR officials. Once approved the task to implement the design through renovation/ art instillation etc. should start within 10 working days after the approval from the Competent Authority of ICCR.</p> <p>b) The awarded work should complete within a period of 3 months from the date of the award of the work.</p> <p>c) Extension of time may be awarded on approval of the competent authority for valid reasons acceptable mutually acceptable to ICCR and the artist/ designer/ consultant.</p>
7	<b>Rates</b>	<p>Total cost of designing &amp; implementation (Including renovation and art instillation etc. as provided in design) to be quoted in lump sum inclusive of all taxes, duties &amp; delivery charges.</p>
8	<b>Guidelines to be followed at the time of submitting quotation</b>	<p>a) No advance will be paid by the ICCR for Production, paper or any other items.</p> <p>b) The sealed Bids shall be received by ICCR not later than the time and date stipulated in the Notice Inviting Tender or Corrigenda otherwise. Tenders that are received after the date and time specified will not be considered.</p>

		<p>c) The Bids may be provided in a sealed envelope with three separate envelopes for i) Technical Bid, ii) PPT(Hard Copy) iii) Financial Bid.</p> <p>d) The Technical Bid of tender will be opened on the specified date and time in the presence of bidders or their Authorised representatives.</p> <p>e) The artist/ designer/ consultant will be required to present their proposed design in form of multi-media presentation PPT and have discussion based on the same on the communicated date as decided by the Jury appointed by ICCR.</p> <p>f) Date and time of opening of financial Bid will be informed to the Technically Qualified Bidders and will be opened in the presence of bidders or their Authorised representatives</p>
9	<b>Design samples</b>	<p>The quotation should be accompanied with a sample original design in form of a multi-media presentation PPT along with details of two similar previous work. The Bidders will be asked to present their designs/ PPT to the officials and committee of ICCR and will be marked on it. (Annexure 1)</p>
10	<b>EMD (Earnest Money Deposit)</b>	<p>Rs. 50,000 EMD (may be submitted by the bidder of the total worth of the project in the name of DIRECTOR GENERAL, INDIAN COUNCIL FOR CULTURAL RELATIONS, NEW DELHI in the form of Demand Draft/ Banker's Cheque/ Bank Guarantee only.</p> <p><b>Not required in case of MSME/INSIC/SSI</b></p>
11	<b>Award of the contract</b>	<p>a) ICCR reserves the right to restrict the list of qualified bidders to any number deemed fit by shortlisting the bids with higher marks in order of merit.</p> <p>b) The tender will be awarded on the basis for technical discussions/negotiations if required and ultimately for signing contract with the selected artist/ designer/ consultant.</p>
12	<b>Invalid Bids</b>	<p>a) The Bidder is found ineligible.</p> <p>b) The bidder does not submit the EMD or Performance security.</p> <p>c) The documents provided are incomplete or fraudulent.</p> <p>d) If the bid founds irresponsible at any stage of evaluation.</p>
13	<b>Performance security</b>	<p>Performance Security is to be obtained from the successful bidder awarded the contract for an amount of 3% percent of the value of the contract as per GFR to ensure due performance of the contract.</p>
14	<b>Payment</b>	<p>a) No advance payments will be made.</p> <p>b) Complete payment of the dues will be made</p>

		<p>once the task is completed and approved by the Competent Authority of ICCR on receipt of original bill.</p> <p>c) The payment will be made as elaborated in <b>Annexure 4</b></p>
15	<b>Contract Validity</b>	<p>The contract will be valid for 3 month with extension at same terms and conditions and mutual consent for a further period not exceeding maximum of 1 months.</p>
16	<b>Cancellation of the Tender</b>	<p>The ICCR reserves the right to cancel/ terminate the work order at any point of time without giving any reason whatsoever or due to inadequate service provided.</p>
17	<b>Penalty</b>	<p>a) Delay in completion of work will attract penalty to the Vendor which may be decided by the Council on ascertaining the time loss and on approval of the competent authority of ICCR.</p> <p>b) Notwithstanding ICCR's right to cancel the order, liquidated damages for late delivery at 1% (One percent) of the undelivered portion of order value per week will be charged for every week's delay in the specified delivery schedule subject to a maximum of 10% of the value of the order value.</p> <p>c) ICCR reserves it's right to recover these amounts by any mode such as adjusting from any payments to be made by ICCR to the Bidder. Liquidated damages will be calculated on per week basis.</p>
18	<b>Force Majeure</b>	<p>a) ICCR may consider relaxing the penalty and delivery requirement, as specified in this Tender document, if any, to the extent the delay in performance or failure to perform its obligations under the contract is the result of a Force Majeure.</p> <p>b) Force Majeure is defined as an event of effect that cannot reasonably be anticipated such as natural disasters, act of states, the direct and indirect consequences of wars (declared or undeclared) , hostilities, national emergencies, civil commotion and strikes at successful bidders premises, etc.</p>

**Arbitration and  
Dispute Resolution**

- a) The Party raising a dispute shall address to the other Party a notice requesting an amicable settlement of the dispute within seven (7) days of receipt of the notice
- b) The matter will be referred for negotiation between <Officer In-charge> of ICCR and the Authorized Official of the Bidder. The matter shall then be resolved between them and the agreed course of action documented within a further period of 15 days.
- c) In case any dispute between the Parties, does not settle by negotiation in the manner as mentioned above, the same may be resolved exclusively by arbitration and such dispute may be submitted by either party for arbitration within 20 days of the failure of negotiations. Arbitration shall be held in New Delhi and conducted in accordance with the provisions of Arbitration and Conciliation Act, 1996 or any statutory modification or re-enactment thereof. Each Party to the dispute shall appoint one arbitrator each and the two arbitrators shall jointly appoint the third or the presiding arbitrator.
- d) The courts of law at New Delhi alone shall have the jurisdiction in respect of all matters connected with the Contract/Agreement even though other Courts in India may also have similar jurisdictions. The arbitration award shall be final, conclusive and binding upon the Parties and judgment may be entered thereon, upon the application of either party to a court of competent jurisdiction.
- e) The Bidder shall not be entitled to suspend the Service/s or the completion of the job, pending resolution of any dispute between the Parties and shall continue to render the Service/s in accordance with the provisions of the Contract/Agreement notwithstanding the existence of any dispute between the Parties or the subsistence of any arbitration or other proceedings.



**Important Dates:**

1	<b>Tender No.</b>	<b>Estt/Vol-III/19-20/ Renovation</b>
2	<b>Name of the work</b>	Design creation and implementation of the same in the Foyer area of ICCR Auditorium.
3	<b>Date &amp; Time of tender publication &amp; download</b>	31 <sup>st</sup> March, 2022 1600 hrs
4	<b>Site survey</b>	It is recommended that the Artist/ agencies should make a site surveys so as to create the design as per the layout. Visit may be planned on any working day between 10.00 am to 5.30 pm after taking appointment from the undersigned.
5	<b>Last Date and Time of submission of tender</b>	11 <sup>th</sup> April, 2022 Up to Time 17:00 hrs.
6	<b>Date and Time of opening of Technical Bids</b>	12 <sup>th</sup> April, 2022 at 02:30 PM
7	<b>Presentation of Designs</b>	Bidders should provide a Power Point Presentation (Hard Copy) along with Technical Bids. The presentation will be made on the date as decided by the duly appointed jury of ICCR. The technical bid will be judged as per <b>Annexure 2.</b>
8	<b>Date and Time of opening of Financial Bid</b>	The date and time of the Financial bid opening will be intimated to all the technically qualified agencies only. The financial Bid format is provided in <b>Annexure 3.</b>

**Annexure 1****Guidelines for Bidders**

Eligibility of bidding agencies shall be evaluated on the basis of their overall past performance, experience of similar projects, Presentation, document submission and their qualification & experience. The Bidders are requested to submit correct information and give documentary evidence as asked in the tender document in support of their eligibility.

The following documents should be duly attested and submitted along with the Technical Bid:

- Copy of presentation proposed to be made before jury (time limit – within 30-45 min. In language – Hindi/English)
- Submission of documents & drawings if any with details of material to be used.
- Organizational setup of the firm

- d) The tendering Company is required to attach copies of the following documents, duly attested by the Authorized Person of the Company, along with the Technical Bid, failing which their bids shall be summary rejected and will not be considered any further:

Certificate of incorporation (Attach self attested copy)
PAN/GIR No. Attach self attested copy
Service Tax/GST Registration No. Attach attested copies
UDYAM Registration   MSME Registration certificate if applicable.
Certificate of Income Tax return for last two year
Documents showing successful completion of at least two similar other work for Central or State Government. (Attach attested copies).
Documents/ Certificates of any award/ recognition received Nationally/ Internationally in the requisite field.
Notarised affidavit under signatures of the owner stating that the Company is / has not been blacklisted by Central/ State Government / PSU.

*Note: Non-compliance with any of the above conditions by the Service Provider Company will tantamount to non-eligibility for the services for which tender has been floated and its tender will be rejected summarily.*

## Annexure 2.

### **Technical Bid Evaluation:**

Technical bid (STAGE-I)

The eligible entity will be shortlisted by the jury, based on the marks obtained against the under mentioned parameters:

S No.	Item	Maximum Marks
1.	Experience of the similar Projects completed for Central or State Government • Minimum 2 Project : 5marks • More than 2 project : 10marks Note: Completion certificate issued by authorized signatory needs to be attached	10
2.	Any other artistic work for renovation/ upgradation done: • Minimum 2 Project: 5marks • More than 2 project: 10marks Note: Completion certificate issued by authorized signatory needs to be attached	10
3.	Recognition for artistic work: National Recognition: 5 International Recognition: 10	20

	Both National and international Recognition : 20 marks	
	<b>Total Marks</b>	<b>50</b>

#### **Total Marks 50**

- a) All those who score 70% and above marks in the Evaluation of Technical Bid (stage-1) will be invited for making a presentation before the Committee / jury constituted for the purpose.
- b) The weightage of the Technical Bid (Stage-1) towards final evaluation shall be **10%**.

#### **Technical bid (STAGE-II)**

The proposed area is as specified in job discription but is not limited to that. All participating entities are advised to visit the site before submitting their proposal. The prospective bidders are requested to give prior intimation for their site visit on any of the working days during the office hours on working days i.e. Monday to Friday.

The communication can be made on [directoradmin.iccr@gov.in](mailto:directoradmin.iccr@gov.in) OR [po-estt@iccr.gov.in](mailto:po-estt@iccr.gov.in) . The prospective bidders are required to give a multi-media presentation along with Design Proposal. The Bidders shall be required to make presentations of 30 to 45 minutes duration duly supported by computer generated 3D animations, walk through etc. The Bidders will present their conceptual understanding of the project in the form of a design proposal/ design scheme along with their vision on the planning of a proposed area.

The broad Concept / design should encompass the following:

- a. Broad Theme for the design.
- b. Functional Distribution and Activity Pattern
- c. Integrated art designs/ instillation etc. considering functionality of the area.
- d. Low and sustainable art creations which may be placed or installed.
- e. The detailed design should be able to demonstrate aesthetic appeal, experiential quality, building expression, use of innovative ideas, design in terms of sensitivity to location, appropriate materials for renovation/ up gradation, and should represent the nature of development envisaged for the proposed area through relevant drawings, images, sketches, walkthrough, 3D models etc.

#### **Marking scheme for Technical Evaluation Stage II**

Marking System for Technical Bid Stage-II

<b>S.No</b>	<b>Category Description</b>	<b>Maximum Marks</b>
1.	Artists/ Designer/ Consultant Concept	10
2.	Overview of the Artists/ Designer/ Consultant capabilities in handling a project of this nature, specifically the extent to which they can offer value addition to the project	10
3.	Submission of PPT/ 3D presentation/ drawings	10
4.	Overall Plan with integration to the space	10



- ii) The bidder securing the highest Composite Bid Score will be adjudicated as the most responsive firms for award of the Project. The overall score will be calculated as follows:-

$$B_n \text{ (Overall Score)} = 0.70 * T_n \text{ (Technical score)} + 0.30 * F_n \text{ (Financial score)}$$

Where

$B_n$  + Overall score of the firms (Out of maximum of 100 marks)

$F_n$  = Normalized financial score of the firms

- i) In the event the composite bid score are" tied, the bidder securing the highest technical score will be adjudicated as the Best Value Bidder for award of the Project.

#### Annexure 4

#### Payment Schedules

S.No.	Activity	Completion Schedule (In days)	Payment Milestone
1.	Award of Work order to the Bidder	<T>	Nil
2.	1st Milestone 40 % of task ( Certification of work done by authorised officer for making payment will be mandatory)	<40Days from the award>	30 %
3.	2 <sup>nd</sup> Instalment Completion of Task ( Certification of work done by authorised officer for making payment will be mandatory)	On final approval of the competent authority. (Within a period of 1 month of the completion of the project)	60%
4.	Last Instalment	The Artist/ designer/ Consultant will be accountable for efficiency and durability of the renovation/ art instillation done in the area and is liable for any amendments required as directed by ICCR for a period of 1 year after the completion of the project.	10 %

Payments will be made on verification of the completion of the milestone by the concerned officer/ panel of ICCR. Taxes would be paid at the prevalent rates.

The companies agreeing/ fulfilling the above conditions may submit their best quote in sealed envelope to **Sri Y L Rao, Director, Indian Council for Cultural Relations, Azad Bhavan, IP Estate, New Delhi – 110 002.**



(Y L Rao)

Date: \_\_\_\_\_

	allocated and its efficiency and low maintenance. Most cost effective design (substructure and superstructure)	
5.	Theme and its presentation for Aesthetic & Appeal	10
	<b>Total Marks</b>	<b>50</b>

The presentation by each bidder should be of 30-45 minutes duration. Bidders have to make their own arrangements for making the presentations (Lap top/ Pen drive etc.). Adaptability to the requirement based on the discussion made with the prospective bidder may have the bearing on the selection decision.

The weightage of marks scored in the Presentation (Stage II) shall contribute **60%** towards the final evaluation.

Financial Bid The weightage of marks scored in the financial bid shall contribute **30%** towards the final evaluation.

### Annexure 3.

#### Financial Bid format:

S. No.	Particulars	Amount (₹)
	<b>Estimated cost for designing and fabrication for renovating the area through Art/ art instillation.</b>	
	<b>GST/ taxes, if any</b>	
	<b>Total cost</b>	

#### Bid Evaluation

The Method of Bid Evaluation will be Quality and Cost Based Selection (QCBS). The Technical bid will be evaluated in two stages. **Stage-1** will be based on bidder's Profile / credentials / work experience whereas **Stage – 2** would be based on bidder's vision /design proposed. The same will be evaluated through the presentation made by bidder before the jury.

After that the financial bid will be opened for the technically qualified bidders of the respective stage only. The weightage would be as follows.

##### a. Technical Bid

- Stage-1 (Bidder's profile/credentials/work experience) =10%
- Stage-2 (Presentation) = 60%

##### b. Financial Bid (i.e. cost) = 30%

The entity scoring the highest marks after final evaluation will be selected as the awardee Artist/ Designer/ Consultant.

#### Combined and Final Evaluation:

- i) The technical and financial scores secured by each bidder will be added using weightage of 70% and 30% respectively to compute a Composite Bid Score.