

**The National Gallery of Modern Art**  
(Ministry of Culture, Government of India)  
Jaipur House, New Delhi – 110003

**Expression of Interest for Appointment as Professional Advisor & Coordinator**

**INTRODUCTION**

The Parsi Zoroastrian International Everlasting Flame Programme is to be held from 19th March to 29th May 2016. The Programme is being supported by the Ministry of Minority Affairs under their scheme “Hamari Dharohar” in collaboration with the Ministry of Culture and the Parzor Foundation. The Programme will include three exhibitions, namely “The Everlasting Flame: Zoroastrianism in History and Imagination”, at the National Museum, “Threads of Continuity: Zoroastrian Life and Culture” at Indira Gandhi National Centre for the Arts (IGNCA) and “Painted Encounters: Parsi Traders and the Community” at National Gallery of Modern Art (NGMA), Delhi.

**PREAMBLE**

The National Gallery of Modern Art (NGMA), New Delhi is interested in appointing a qualified and experienced Architect/ Architectural Firm as Professional Advisor & Coordinator for an Exhibition titled “**Painted Encounters--Parsi Traders and the Community**” proposed to be mounted at NGMA, Jaipur House, India Gate New Delhi. The exhibition include portraits, paintings, sculptures, photographs, furniture, textiles, artefacts etc. drawn from various public and private collections.

*The following documents are enclosed with the EOI.*

1. *Outline Papers titled “Painted Encounters--Parsi Traders and the Community”*
2. *Approximately 250 art objects*

**The Professional Advisor & Coordinator is expected to provide Professional advice including the design of the exhibition in the chosen space and coordinate its execution at site, NGMA, New Delhi. NGMA invites applications from Architects/ Architectural Firms who have extensive experience in designing and managing the mounting of large exhibitions at National and International level; designing and overseeing thematic Museum Displays; preparation of textual/ graphic/ illustrated support panels; composing and editing of related publications etc., in all the full gamut of works related to the design and display in an exhibition. The exhibition is slated to be inaugurated in the month of March 2016.**

## **SCOPE OF WORK FOR THE PROFESSIONAL ADVISOR & COORDINATOR**

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

1. Provide support to Director, NGMA in all preliminary works leading to the finalisation of the selection of final set of objects/ treasures and their sequence of display.
2. Prepare a comprehensive list of the works including details of each work, their sizes and state, handling instruction, display requirements etc.
3. Carry out a qualitative and quantitative review of the chosen space at NGMA, New Delhi and advice on all special requirements such as props, lighting etc.
4. Prepare a concept note and design guidelines for the exhibition with layout plan and visitor movement identifying sections and sequence together support functions like sales counter, space for opening and closing ceremonies, special zone/s for video presentation/s, elevation of each wall and surface with details of works marked for mounting, details and location of additional panels/ partitions as required etc. The concept note will also carry instructions for handling, mounting and demounting, requirements of lighting, temperature and humidity levels, background colours and other props (if required).
5. Prepare with assistance from assigned staff at NGMA, a comprehensive Packing Report for the consignment including details of crating, insurance etc. (if required)
6. Visit the venue to ascertain details for incorporation in drawings for display.
7. Provide all technical clarifications for all queries arising at times of mounting and demounting.
8. Provide a comprehensive closure report at the end of the exhibition.

### **I TECHNICAL BID**

Architects/ Architectural Firms fulfilling the following Minimum Criteria may please send their applications along with a detailed statement of experience addressed to the Director, NGMA at the address given hereinabove:

1. Valid Registration with the Council of Architecture not later than the 1<sup>st</sup> January 2001.  
*(To be supported by attested copy of registration). It may be noted that the registration with the Council of Architecture for the Proprietor or the senior partner in a partnership firm should be dated 1<sup>st</sup> January, 2001 or earlier. Applications in the form of a joint venture are not allowed.*
2. The practice of the Proprietorship or Partnership Firm should be at least 15 (fifteen) years old as on 1<sup>st</sup> January 2016.
3. Annual turnover of not less than Rs. 40.00 Lakhs during at least three of the last five financial years.

***(To be supported by attested copies of Income Tax Returns)***

4. To have successfully designed and comprehensively overseen/ managed the following:
  - i. At least two National or International Exhibitions of Repute **or**  
At least two major Museum/ Gallery Interiors of Repute **or**  
At least one National/ International Exhibition and  
One major Museum/ Gallery Interior of repute
  - ii. Text, graphic design, composition and management of at least two publications/ catalogues/ information brochures connected with the exhibitions/ museums/ galleries. **or**  
Text, graphic design, composition and management of at least two publications/ catalogues/ information brochures not connected with the exhibitions/ museums/ galleries.
- ('i' and 'ii' above will need to be supported by letters of confirmation from clients)***
5. Comprehensive Resume of the organisation covering the following;
  - i. Registered Address and other Addresses (local office/ Studio etc.)
  - ii. Details of Principals and other technical Employees/ Associates
  - iii. Details of Projects executed including those covered specifically above  
***(These should be supported by select photographs/ drawings/ images)***
  - iv. Details of Turnover including those covered specifically above and for the last five financial years.
  - v. Details of authorised Contact Person for correspondence & communication

The requirements marked '1' to '5' above will be submitted in a separate envelope super scribed **"Expression of Interest for Appointment as Professional Advisor & Coordinator for the proposed exhibition titled Painted Encounters--Parsi Traders and the Community" – TECHNICAL BID** and submitted to the **"Director, National Gallery of Modern Art, Jaipur House, India Gate, New Delhi – 110 003"**.

## **II FINANCIAL BID**

Architects/ Architectural Firms submitting the TECHNICAL BID are also required to submit a FINANCIAL BID clearly indicating their Professional Fee as a lump sum figure in Indian Rupees (INR). The Professional Fee will include all expenses except outstation travel, if any, connected with the exhibition. All outstation visits connected with the exhibition will be approved by the Director, NGMA in advance and shall be reimbursed for the actual costs incurred and in accordance with Government of India Rules.

The Architects/ Architectural Firms are required to indicate their Professional Fee as a lump sum figure in Indian Rupees (INR) on their letterhead and seal it in a separate envelope super scribed **"Expression of Interest for Appointment as Professional Advisor & Coordinator for the proposed exhibition titled Painted Encounters--Parsi Traders and the Community" – FINANCIAL BID** and submitted to the **"Director, National Gallery of Modern Art, Jaipur House, India Gate, New Delhi – 110 003"**.

**The TECHNICAL BID and the FINANCIAL BID shall be submitted together in a separate envelope addressed to the “Director, National Gallery of Modern Art, Jaipur House, India Gate, New Delhi – 110 003”.**

#### **SELECTION METHODOLOGY**

The applications received will be scrutinised by a Committee headed by the Director, NGMA, and comprising one senior officer of the NGMA and one eminent professional (to be nominated by Director, NGMA). The Director, NGMA will also be the Chairperson of the Selection Committee.

The Committee will initially open the Technical Bids and those who fulfil the minimum criteria will be evaluated and marked for the capabilities as reflected in the documents submitted. (The Committee will evolve its own method of assessment). If required, the shortlisted Architects/ Architectural Firms may be called to make a presentation of their projects and capabilities to the Selection Committee. In such an event, the Committee will finalise their evaluation subsequent to the presentation.

The financial bids of only those Architects/ Architectural Firms who fulfil the minimum criteria will be opened.

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