



संस्कृति मंत्रालय
MINISTRY OF
CULTURE

**REQUEST FOR PROPOSAL
FOR SELECTION OF SPECIALIST CONSULTANT**

FOR

CONTENT DEVELOPMENT

FOR

THE YUGE YUGEN BHARAT MUSEUM (YYBM), NEW DELHI

RFP No: M-I-23/28/2024-Museum-I-Part (12)

Issued by: Ministry of Culture, Government of India

Date of Issue: 05/08/2025

Disclaimer

The information contained in this Request for Proposals document (“RFP”) or subsequently provided to Applicants, whether verbally or in documentary or any other form by or on behalf of the Authority or any of its employees or advisers, is provided to Applicants on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor invitation by the Authority to the prospective Applicants or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the Authority in relation to the Consultancy. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require. This RFP may not be appropriate for all persons, and it is not possible for the Authority, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct. Each Applicant should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources.

Information provided in this RFP to the Applicants is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

The Authority, its employees and advisers make no representation or warranty and shall have no liability to any person including any Applicant under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, 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, reliability or completeness 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 in this Selection Process.

The Authority also accepts no liability of any nature whether resulting from negligence or otherwise, however caused, arising from reliance of any Applicant upon the statements contained in this RFP.

The Authority may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP.

The issue of this RFP does not imply that the Authority is bound to select an Applicant or to appoint the Selected Applicant, as the case may be, for the Consultancy and the Authority reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.

The Applicant shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Authority or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Applicant and the Authority shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation or submission of the Proposal, regardless of the conduct or outcome of the Selection Process.

For the purpose of this RFP, the Authority will be the Ministry of Culture.

Museum Division
Ministry of Culture, Government of India
Shastri Bhawan, New Delhi - 110001

NOTICE INVITING TENDER

1. The Ministry of Culture, Government of India, invites proposals under a two-bid system (Technical and Financial) from qualified and experienced agencies/consultants for:

Request for Proposal for Selection of a Specialist Consultant for Content Development for the Yuge Yugeen Bharat Museum (YYBM), New Delhi

2. Spanning approximately 1,55,000 square meters, the Yuge Yugeen Bharat Museum (YYBM) is envisioned as a cultural landmark within the Central Vista Redevelopment Project.
3. This RFP invites proposals from eligible firms with demonstrated expertise in large-scale museum content development and collection analysis. The selected consultant will be responsible for conceptualizing, researching, and preparing interpretive content and narratives for the galleries, in alignment with the overarching vision of the museum.
4. The RFP document detailing eligibility criteria, submission requirements, scope of services, and evaluation methodology can be downloaded from:
 - Central Public Procurement Portal: www.eprocure.gov.in
 - Ministry of Culture website: www.indiaculture.gov.in

Date of Pre-Bid meeting: 13.08.2025 (Time: 11 AM, Venue: IGNCA, Janpath, New Delhi)

Last Date of Bid Submission: 26.08.2025 (3 PM IST)

5. Further details/clarifications, if any, may be obtained from the Section Officer, Museum Division, Ministry of Culture, Government of India, Shastri Bhawan, New Delhi - 110001, during working hours (Tel: 011- 23380136).

**Deputy Secretary, Museum Division
Ministry of Culture, Government of India**

(Note: The Ministry of Culture, Government of India reserves the right to cancel this RFP and/or to invite RFP afresh with or without amendments, without liability or any obligation for such request for RFP and without assigning any reasons, therefore. The Ministry of Culture, Government of India reserves the right to amend/add further details in the RFP.)

1. INTRODUCTION

1.1 Background

The Ministry of Culture, Government of India, is developing the **Yuge Yugeen Bharat Museum (YYBM)** as part of the Central Vista Redevelopment Project. Located in the iconic North and South Blocks of New Delhi, the museum will emerge through the adaptive reuse of these historic buildings, reimagined to serve as spaces of public engagement, cultural interpretation, and knowledge dissemination.

The museum is conceived as a national institution that will narrate the civilizational journey of Bharat and its diverse histories, philosophies, material cultures, and intellectual traditions. The galleries will be designed to present interconnected themes that span across time periods and regions, highlighting India's plurality and continuity through carefully curated collections, narratives, and immersive experiences.

The content of the museum will play a central role in shaping how visitors engage with India's past, present and future. To this end, the Ministry of Culture seeks to engage a Specialist Consultant with demonstrated expertise in **museum content development and collection analysis**. The selected consultant will be responsible for developing the overarching narrative of the museum as well as the interpretive frameworks for all galleries, ensuring that each gallery is conceptually distinct yet seamlessly integrated into a unified, thematically coherent visitor experience. This narrative approach must be grounded in scholarly research, object-based analysis, and audience-focused storytelling.

The consultancy will involve working with collections drawn from across the country, identifying and contextualizing artefacts, and developing narrative content that is historically accurate, accessible, and aligned with the larger vision of the museum. The consultant will work in close coordination with the Museum Design Consultant, Ministry of Culture and its institutions/bodies as well as appointed teams and committees, to ensure that the content contributes meaningfully to the museum's purpose as a space of public education, cultural representation, and human reflection.

1.2 Request for Proposals

Proposals are hereby invited from eligible applicants for the selection of a consultant to provide content development and collection analysis services for the aforementioned project. The consultant will be expected to deliver solutions in accordance with the scope, specifications, and timelines detailed in this Request for Proposal (RFP). The selection will be carried out through an open, competitive process in accordance with the procedure laid out in this document.

1.3 Due Diligence by Applicants

Applicants are advised to familiarize themselves fully with the scope, location, conditions, and requirements of the project before submitting their proposals. They are encouraged to review the available documents, attend the Pre-Bid Meeting, and raise queries or clarifications within the stipulated timeline.

1.4 Availability of RFP Document

The RFP document is available for download on the Central Public Procurement Portal (www.eprocure.gov.in) and the official website (www.indiaculture.gov.in). No fee is required to access or download the RFP.

1.5 Validity of Proposal

The Proposal shall remain valid for a period of 90 days from the date of opening of the Financial Bid.

1.6 Brief Description of the Selection Process

The selection process shall follow a **two-stage Quality and Cost Based Selection (QCBS)** methodology.

- In Stage 1, proposals will be evaluated on technical parameters including experience, qualifications of key personnel, and the presentation on the overall narrative.
- In Stage 2, financial proposals of only those applicants who score a minimum of 70% in technical evaluation will be opened.
- Final selection shall be made based on a combined technical and financial score, with 70:30 weightage.

1.7 Currency and Payments

All quotes shall be in Indian Rupees (INR) and all payments to the Consultant shall be made in INR only.

1.8 Schedule of Selection Process

S. No.	Particulars	Details
1.	Name of the Work	Selection of Specialist Consultant for Content Development for the Yuge Yugeen Bharat Museum (YYBM), New Delhi
2.	Location	New Delhi
3.	Cost of RFP Document	Nil
4.	Earnest Money Deposit (EMD)	₹5,00,000 (Rupees Five Lakhs only)
5.	Performance Security	5% of the of the value of the contract (to be submitted within 15 days of issuance of LoI)
6.	Stipulated Period for Completion of Work	36 months or until completion of the project, whichever is later
7.	Validity of Proposal	90 days from date of opening of Financial Bid
8.	Start Date & Time of Publishing RFP	05-08-2025
9.	Start Date & Time for Downloading RFP Document	05-08-2025
10.	Start Date for Submission of Queries / Seeking Clarifications	05-08-2025
11.	Date of Pre-Bid Meeting	13-08-2025, Time: 11 AM Venue: IGNCA

12.	Last Date & Time for Submission of Queries	14-08-2025 up to 17:50 hrs
13.	Last Date & Time for Downloading RFP Document	26-08-2025 (11:00 Hrs)
14.	Last Date & Time for Submission of Bids	26-08-2025 (15:00 Hrs)
15.	Date of Opening of Technical Bids	27-08-2025
16.	Date of Technical Presentations (for eligible bidders)	To be intimated
17.	Date of Opening of Financial Bids (for technically qualified bidders)	To be notified on CPP Portal

As per Rule 170 of General Financial Rules (GFRs) 2017, Micro and Small Enterprises (MSEs) and the firms registered with concerned Ministries/ Departments are exempted from submission of Bid Security. Further, in lieu of Bid Security, "Bid Security Declaration" will have to be signed accepting that if they withdraw or modify their bids during the period of validity etc., they will be suspended for the time specified in the tender documents. The Bidder shall submit this declaration as per the format given in **Annexure X**.

1.9 Communications

All communications, including queries and submissions, must be directed via email to: museum-culture@gov.in. The official portal for accessing tender documents is: <https://www.eprocure.gov.in>. Authority will not be responsible in case any bidder fails to upload the bid in stipulated time for any reason.

2. INSTRUCTIONS TO APPLICANTS

2.1 Scope of Proposal

2.1.1 Detailed description of the objectives, scope of services, Deliverables and other requirements relating to this Consultancy are specified in this RFP. The term applicant or bidder (the “Applicant”) means the Sole Firm. The manner in which the Proposal is required to be submitted, evaluated and accepted is explained in this RFP.

2.1.2 Applicants are advised that the selection of the Specialist Consultant shall be on the basis of an evaluation by the Authority through the Selection Process specified in this RFP. Applicants shall be deemed to have understood and agreed that no explanation or justification for any aspect of the Selection Process will be given and that the Authority’s decisions are without any right of appeal whatsoever.

2.1.3 The Applicant shall submit its Proposal in the form and manner specified in this RFP. The Technical proposal shall be submitted in the form enclosed and the Financial Proposal shall be submitted in the form enclosed in this RFP as annexures. Upon selection, the Applicant shall be required to enter into an agreement with the Authority in the form specified in this RFP.

2.2 Eligibility Criteria

Only those applicants who meet all the mandatory Eligibility Criteria set forth in this RFP shall be considered for further evaluation. Applicants are required to submit clear and verifiable documentation in support of each eligibility requirement.

Applicants who are found eligible will then be evaluated as per the short-listing criteria detailed in this document. The Ministry of Culture reserves the right to reject any application that does not meet the Eligibility Criteria, without proceeding to the short-listing Stage.

S. No.	Basic Requirement	Specific Requirements	Documents Required
1	Legal Entity	The bidder should be registered under the Companies Act, 1956 or Companies Act 2013, OR A Partnership firm registered under Indian	I. Certificate of Incorporation / Registration under relevant Act II. Valid Registration Certificate (as

		<p>Partnership Act, 1932.</p> <p>OR</p> <p>A Limited Liability Partnership registered under Indian Limited Liability Partnership Act, 12008</p> <p>OR</p> <p>A duly registered Proprietorship firm</p> <p>Note: The Agency must be a legal entity registered in India. Joint Ventures (JVs) are not permitted.</p>	<p>applicable)</p> <p>III. Copy of Partnership Deed / LLP Agreement / MoA & AoA (as applicable)</p>
2	Financial Turnover	<p>Average annual financial turnover of the Bidder in the last three years (2021-22, 2022-23 and 2023-24), should be at least INR 1 Crore</p> <p>Positive Net Worth as on 31st March 2024</p>	<p>A separate sheet duly certified by a Chartered Accountant / Statutory Auditor, as per the format in Annexure - IV, along with:</p> <ul style="list-style-type: none"> I. Audited Balance Sheets (for relevant years) II. CA Certificate specifying domain-specific turnover (₹1 Crore from content development) III. Relevant Work Orders and Payment Certificates IV. GST Registration Certificate and PAN details V. CA Certificate with CA's Registration Number/ Seal

3	Pre-qualification	<p>a) Relevant Experience in Content Development: The bidder must have a minimum of 5 years of verifiable experience in content development and collection analysis, for museums/ exhibitions/galleries;</p> <p>b) Portfolio of Completed Projects: The bidder must have successfully completed at least 5 content development and collection analysis projects of minimum contract value of Rs 25 Lakhs within the last 5 years, with at least 3 such projects, specifically for museums</p> <p>c) Demonstrated Expertise in Diverse Content Formats: The bidder must demonstrate experience in the following-</p> <p>i) Museum Collection Analysis ii) Interpretive exhibit texts iii) Multimedia content</p> <p>d) Local and Cultural Knowledge: The bidder should demonstrate experience in research on Indian history/culture/archaeology/antiquities.</p>	<p>I. Copies of Work Orders clearly indicating scope of work</p> <p>II. Corresponding Completion Certificates / Client Acknowledgement Letters</p> <p>III. Self-declaration on company letterhead listing relevant museum-sector projects</p> <p>IV. Relevant documentary proof</p>
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2.3 Key Personnel

The Consultancy Team shall consist of the following key personnel (**the “Key Personnel”**) with specified experience who shall discharge their roles for the fulfilment of the scope of work under this RFP:

(All resource personnel are compulsory and should be attached throughout the duration of the project)

Table 2.3: Key Personnel

S. No.	Key Personnel	Educational Qualification	Professional Experience
1.	Principal Researcher	PhD / Master's/ Advanced degree in History/Museology/Museum Studies/Heritage Management/Archaeology/Art History/Aesthetics Anthropology, Management Studies or related field.	<p>The proposed expert must meet either of the following criteria:</p> <ul style="list-style-type: none">• Ph.D. in a relevant field, with a minimum of 10 years of proven experience in leading interpretive planning and content development for museums and historical repositories;OR• Master's or advanced degree in History, Museology, Management, Heritage Studies, Archaeology, Chemistry, Art History, Anthropology, Management Studies, or a related discipline, with a minimum of 15 years of proven experience in leading interpretive planning and content development for museums and historical

			<p>repositories.</p> <p>In addition to the above, the expert must have:</p> <ul style="list-style-type: none"> • Successfully led at least 5 projects involving the documentation, research, and curatorial translation of collections into public exhibitions; • Authored a minimum of 5 collection-based publications; <p>Demonstrated experience in executing international projects or in collaboration with international institutions.</p>
2.	Researcher	<p>Ph.D/ Master's degree in History/Art History/Aesthetics/Archaeology/Social Sciences or English Literature.</p>	<p>A minimum of 7 years' experience (for Ph.D. holders) OR 10 years' experience (for Master's degree holders) in historical research and object interpretation, with demonstrated work on historical collections in India and abroad;</p> <p>Authored a minimum of three (3) publications related to historical research, object interpretation, or material culture.</p>
3.	Museologist	<p>Master's / Advanced degree in Museology/Museum Studies/ Art</p>	<p>Minimum 10 years of experience in curating museum collections,</p>

		History/ Anthropology/Archaeology or related field	History/ designing exhibition frameworks, and developing interpretive content. Must have curated at least 3 major exhibitions (permanent or temporary) in reputed national or international institutions.
4.	Archaeologist	PhD/Master's degree in Archaeology	Ph.D. with minimum 7 years of relevant work experience OR Master's / Advanced Degree with minimum 10 years of experience in archaeological research and field excavations. Experience working with material culture, artefact analysis, and museum-based archaeological displays.
5.	Collection Analyst	Master's degree in Museology/Museum Studies	Minimum 10 years of experience in developing museum and gallery concepts and managing collections. Must have worked on national and/or international museum projects .
6.	Documentation Expert	Master's/ Advance degree in Museology/Museum Studies/ Art History	For master's degree holders: Minimum 7 years' experience in object documentation and analysis of large-scale historical collections; For PG-Diploma holders:

			Minimum 10 years' experience in object documentation and analysis of large-scale historical collections.
7.	Content Writer (2)	Master's in English, Journalism, History, Art History, Arts and Aesthetics	Minimum 7 years' experience in developing museum narratives, gallery texts, and related collaterals.
8.	Proofreader	Master's in English/ Linguistics/ Journalism/Mass Communication; proficiency in English and Hindi mandatory	Minimum 7 years' experience in editing and translating museum content for accuracy and clarity; Experience in multi-language museum projects preferred.

2.4 Conflict of Interest

2.4.1 An Applicant shall not have a conflict of interest that may affect the Selection Process or the Consultancy (the "Conflict of Interest"). Any Applicant found to have a Conflict of Interest shall be disqualified. In the event of disqualification, the Authority shall forfeit and appropriate the Bid Security as mutually agreed genuine pre-estimated compensation and damages payable to the Authority for, inter alia, the time, cost and effort of the Authority including consideration of such Applicant's Proposal, without prejudice to any other right or remedy that may be available to the Authority hereunder or otherwise.

2.4.2 The Authority requires that the Consultant provides professional, objective, and impartial advice and at all times hold the Authority's interest's paramount, avoid conflicts with other assignments or its own interests, and act without any consideration for future work. The Consultant shall not accept or engage in any assignment that would be in conflict with its prior or current obligations to other clients, or that may place it in a position of not being able to carry out the assignment in the best interests of the Authority.

2.5 Cost of Proposal

The Applicants shall be responsible for all of the costs associated with the preparation of their Proposals and their participation in the Selection Process including subsequent negotiation, visits to the Authority, Project site etc. The Authority will not be responsible or in any way liable for

such costs, regardless of the conduct or outcome of the Selection Process.

2.6 Acknowledgement by Applicant

2.6.1 It shall be deemed that by submitting the Proposal, the Applicant has:

- (a) made a complete and careful examination of the RFP;
- (b) received all relevant information requested from the Authority;
- (c) acknowledged and accepted the risk of inadequacy, error or mistake in the information provided in the RFP or furnished by or on behalf of the Authority or relating to any of the matters.;
- (d) satisfied itself about all matters, things and information, including matters, necessary and required for submitting an informed Application and performance of all of its obligations there under;
- (e) acknowledged that it does not have a Conflict of Interest; and
- (f) agreed to be bound by the undertaking provided by it under and in terms hereof.
- (g) The content developed during the course of this RFP shall be the property of the Ministry of Culture

2.7 The Authority shall not be liable for any omission, mistake or error on the part of the Applicant in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to RFP or the Selection Process, including any error or mistake therein or in any information or data given by the Authority.

2.8 Right to reject any or all Proposals

2.8.1 Notwithstanding anything contained in this RFP, the Authority reserves the right to accept or reject any Proposal and to annul the Selection Process and reject all Proposals, at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof.

2.8.2 Without prejudice to the generality of the RFP, the Authority reserves the right to reject any Proposal if:

- (a) at any time, a material misrepresentation is made or discovered, or
- (b) the Applicant does not provide, within the time specified by the Authority, the supplemental information sought by the Authority for evaluation of the Proposal. Misrepresentation/ improper response by the applicant may lead to the disqualification of the Applicant. If such disqualification

/ rejection occurs after the proposals have been opened and the highest ranking Applicant gets disqualified / rejected, then the Authority reserves the right to consider the next best Applicant, or take any other measure as may be deemed fit in the sole discretion of the Authority, including annulment of the Selection Process.

2.9 Clarifications

2.9.1 Applicants requiring any clarification on the RFP may send their queries to the Ministry of Culture by e-mail: **museum-culture@gov.in** in the format given in **Section 9** of this RFP so as to reach before the date mentioned in the Schedule of Selection Process.

2.9.2 The Ministry of Culture reserves the right not to respond to any questions or provide any clarifications, in its sole discretion.

2.10 Amendment of RFP

2.10.1 At any time prior to the deadline for submission of Proposal, the Authority may, for any reason, whether at its own initiative or in response to clarifications requested by an Applicant, modify the RFP document by the issuance of Addendum/ Amendment and posting it on the Official Website: <https://www.indiaculture.gov.in/>.

2.10.2 In order to afford the Applicants a reasonable time for taking an amendment into account, or for any other reason, the Authority may, in its sole discretion, extend the Proposal Due Date.

2.11 Language

The Proposal with all accompanying documents (the “Documents”) and all communications in relation to or concerning the Selection Process shall be in English language and strictly on the forms provided in this RFP.

2.12 Performance Security

An amount equal to **5%** (five per cent) of the Agreement Value shall be deemed to be the Performance Security for the purposes of this RFP, which may be forfeited and appropriated in accordance with the provisions hereof.

2.13 Confidentiality

Information relating to the examination, clarification, evaluation, and recommendation for the selection of Applicants shall not be disclosed to any person who is not officially concerned with the process or is not a retained professional adviser advising the Authority in relation to matters arising out of, or concerning the Selection Process. The Authority shall treat all information, submitted as part of the Proposal, in confidence and shall require all those who have access to such

material to treat the same in confidence. The Authority may not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and/or the Authority or as may be required by law or in connection with any legal process.

2.14 Clarifications

To facilitate evaluation of Proposals, the Authority may, at its sole discretion, seek clarifications from any Applicant regarding its Proposal. Such clarification(s) shall be provided within the time specified by the Authority for this purpose. Any request for clarification(s) and all clarification(s) in response thereto shall be in writing. If an Applicant does not provide clarifications sought under the RFP above within the specified time, its Proposal shall be liable to be rejected. In case the Proposal is not rejected, the Authority may proceed to evaluate the Proposal by construing the particulars requiring clarification to the best of its understanding, and the Applicant shall be barred from subsequently questioning such interpretation of the Authority.

2.15 Substitution of Key Personnel

The Authority will not normally consider any request of the Selected Applicant for substitution of Key Personnel as the ranking of the Applicant is based on the evaluation of Key Personnel and any change therein may upset the ranking. In exceptional circumstances, however, substitution will be permitted when it becomes unavoidable because of resignation, illness, accident, inadequate performance, or personality conflict, subject to equally or better qualified and experienced personnel being provided to the satisfaction of the Authority.

The Authority expects all the Key Personnel to be available during implementation of the Agreement.

Further,

- a) Substitution of key personnel can be allowed in compelling or unavoidable situations only and the substitute shall be of equivalent or higher credentials.
- b) Replacement of the key personnel will be subject to a reduction of remuneration. The remuneration shall be reduced by 10% of the remuneration which would have been paid to the original personnel, from the date of the replacement till completion of contract. All such requests for replacement shall be considered by the authority on case-to-case basis.
- c) In case of the next 10% replacement, the reduction in remuneration may be equal to 20%. Requests for replacements beyond this may be considered by the Authority on case-to-case basis.

In extraordinary circumstances the Authority may make use of IT enabled systems at the designated place of deployment to ensure presence of key personnel as for the schedule of

deployment.

2.16 Force Majeure

If either of the parties suffer delay in due execution of their contractual obligation due to the operation of one or more of the force majeure events such as but not limited to, war, flood, earthquake, strikes, lockouts, fire, outbreak of pandemic, epidemics, riots, civil commotions etc. the agreed time for the completion of respective obligations shall be extended by a period of the time equal to the period of the delay occasioned by such events. On the occurrence and cessation of any such event, the party effected thereby shall give notice in writing to the other party. Such notices are to be given within 15 days of occurrence / cessation of the event concerned. If the force majeure conditions continue beyond 30 days the parties shall mutually decide about the future course of action.

2.17 Termination of Agreement

The Ministry of Culture may without prejudice to any other remedy or right of claim for breach of contract by giving not less than 30 days' written notice of default sent to the selected bidder, terminate the order in whole or in part. If the company/firm materially fails to render any or all the services within the time specified in the contract or any extension thereof granted by the Ministry of Culture in writing and fails to remedy its failure within a period of 30 days after receipt of default notice from the Ministry of Culture. If the project is not carried out according to specification due to deficiency in service as per terms of the contract. In such case the Ministry of Culture will invoke the amount held back from the selected bidder as PBG.

2.18 Settlement of Disputes

The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Agreement or the interpretation thereof.

2.19 Arbitration

All the disputes or differences arising between the parties out of or relating to the Terms & Conditions of Tender and/or subsequent agreement or breach thereof shall be settled by the sole Arbitrator who may be appointed with the consent of both the parties in accordance with the provisions of Arbitration and Conciliation Act, 1996 and any statutory modification or re-enactment thereof. The place of Arbitration shall be New Delhi. The decision of the Arbitrator shall be final and binding upon both the parties. The expenses of the Arbitrator as determined by the Arbitrator shall be shared equally by the Parties. However, the expenses incurred by each Party in connection with the preparation, presentation shall be borne by the Party itself.

3. BID SUBMISSION

The e-Tenders are invited under a **Two Envelope System**:

- The **first electronic envelope** will be named as the **Technical Envelope** and will contain documents satisfying the eligibility conditions, scanned copies of the EMD instrument, tender documents, RFP, etc.
- The **second electronic envelope** will be named as the **Financial Envelope**, containing the **Rate Quote Sheet**.

The bidder shall submit the **Technical Bid Envelope** and **Financial Bid Envelope** simultaneously. The **Technical Bids** will be evaluated first. Thereafter, **Financial Bids** of only those eligible tenderers/bidders whose **EMD in physical form (except MSME exemptions) is received** at the **Ministry of Culture, Government of India** before the tender opening date shall be opened.

These envelopes shall contain one set of the following documents:

A. Technical Bid Envelope shall contain:

S. No.	Document Description
i.	Digitally signed e-RFP document (including any addenda/corrigendum issued) along with all its Annexures – submitted in PDF format .
ii.	<p>Scanned copy of EMD instrument in favour of Ministry of Culture.</p> <p>Note:</p> <ol style="list-style-type: none">1. <i>EMD in the form of bank guarantee should be drawn in favour of Ministry of Culture. The physical instrument must be submitted to the Tender Inviting Authority before the opening date of the technical bid.</i>2. <i>EMD Exemption: Micro and Small Enterprises (MSEs) registered with the Ministry of Micro, Small & Medium Enterprises under the Udyam/MSME scheme, and Start-ups recognized by the Department for Promotion of Industry and Internal Trade (DPIIT), are exempt from payment of EMD and tender document fee. Bidders claiming exemption must submit, in place of the EMD instrument, a self-attested copy of their valid Udyam/MSME Registration Certificate or DPIIT Start-up Recognition Certificate, clearly indicating the enterprise's category, registration number and validity as on the date of bid opening. Exemption applies only to MSEs</i>

	<p><i>(manufacturing/service) and valid DPIIT Start-ups, and not to trading entities.</i></p> <p><i>3. In absence of EMD due to exemption provided to MSMEs, the Bid Securing Undertaking should be uploaded.</i></p>
iii.	Scanned copies of all documents related to eligibility criteria in the prescribed format - including technical eligibility, work experience eligibility, and financial eligibility - along with all supporting documents/credentials, company registration documents, PAN, GST, etc
iv.	Scanned copies of all declarations , duly signed and authenticated by the authorized signatories of the bidder.

B. Financial Bid Envelope shall contain:

- **Rate Quote Sheet in .XLS format** – to be submitted **online** only.

4. EVALUATION CRITERIA

The selection process shall follow the **Quality and Cost-Based Selection (QCBS)** method, with **70% weightage for Technical Proposal** and **30% weightage for Financial Proposal**.

The evaluation shall be carried out in stages:

Stage 1: Eligibility Check

Stage 2: Technical Evaluation

Stage 3: Financial Evaluation

Based on the credentials and the documentation submitted by the agencies, Stage-1 evaluation is done as per the criteria given in Table 4.1 and the score awarded (TS-1).

Table 4.1: Shortlisting Criteria for Stage-1 (TS-1)

Evaluation based on documents submitted with the Technical Proposal

S. No.	Evaluation Criteria	Max Marks	Criteria
1.	Financial Capacity	10	<p>a) 5 marks for meeting the minimum average turnover of ₹1 Crore in the last (3) three years.</p> <p>b) 1 mark for each additional ₹1 Cr turnover for a maximum of 5 marks</p>
2.	Work Experience of the Applicant Firm	10	<p>a) 5 marks: The bidder must demonstrate a minimum of 5 years of experience with proven expertise in content development and collection analysis for museums/permanent or temporary exhibitions/galleries.</p> <p>b) An additional 1 mark will be awarded for each additional year (maximum of 5 marks)</p>
		20	<p>a) 15 Marks: The bidder must have developed & executed 5 content development and collection analysis projects of minimum contract value of Rs 25 Lakhs within the last 5 years, with at least 3 such projects, specifically for museums</p> <p>b) An additional 1 mark will be awarded for each additional project specifically for museums with minimum contract value of 1 Crore (maximum of 5 marks)</p>
		20	<p>a) The bidder must demonstrate experience in the following: (5 marks)</p> <p>i) Museum Collection Analysis</p>

			<p>ii) Interpretive exhibit texts</p> <p>iii) Multimedia content</p> <p>b) The bidder must have a cumulative experience in collection analysis of the ‘antiquities’ (definition according to <i>The Antiquities and Art Treasures Act, 1972</i>) as per below matrix: (10 marks)</p> <ul style="list-style-type: none"> ▪ 0 - 500 (2 marks) ▪ 500 - 1000 (3 marks) ▪ 1000 -1500 (5 marks) <p><i>Note: A catalogue of the exhibition or an Object List of Collection or a Museum completion certificate will be required as proof.</i></p> <p>c) An additional 1 mark will be awarded for each international project pertaining to content development and collection analysis of exhibitions/galleries (maximum of 5 marks)</p>
3.	Key Personnel	40	<ul style="list-style-type: none"> • Principle Researcher: 10 marks <ul style="list-style-type: none"> ○ 5 marks for PhD with 10 years of relevant work experience OR Master’s with 15 years of relevant work experience ○ 3 marks for 5 publications ○ Additional 1 mark each for publication above minimum criteria (maximum of 2 marks) • Researcher: 5 marks <ul style="list-style-type: none"> ○ 3 marks for satisfying minimum criteria ○ Additional 1 mark each for publication above minimum criteria (maximum of 2 marks)

			<ul style="list-style-type: none"> • Museologist: 5 marks <ul style="list-style-type: none"> ○ 3 marks for 10 years of relevant work experience ○ 1 mark each for curating international exhibitions (max of 2) • Archaeologist: 3 marks • Collection Analyst: 5 marks <ul style="list-style-type: none"> ○ 3 Marks for PhD with 7 years OR Masters with 10 years OR PG diploma with 10 years of relevant experience ○ 1 additional mark for working with international collections (Max 2 marks) • Documentation Expert: 5 marks • Content Writer (2): 5 marks • Proofreader: 2 marks
	Total	100	

Only those agencies obtaining a minimum of 70% marks in this will be eligible for further evaluation and making a presentation. Those who score below 70% will be rejected at this stage itself.

In Technical Bid Stage-2 evaluation (TS-2), the shortlisted agencies will be asked to make a Technical presentation (**Refer Annexure VIII**) on the notified Date, Time and Place within 14 days from the date of such notification.

Applicants will also submit one soft copy and one hard copy of their presentation before the expert evaluation committee. The covering letter along with one soft copy and one hard copy of presentation should be submitted to the Ministry of Culture before making a presentation of “Technical Bid Stage 2 – Technical Presentation for YYBM Content Development” before the expert evaluation committee. Address for the hard copy submission will be shared with the qualified applicants subsequently.

Evaluation of Technical Bid Step - 2 shall be carried out by the expert evaluation committee formed by the Ministry of Culture (refer Table 4.2). Decision of expert evaluation committee shall be final, and binding and no claim whatsoever shall be entertained.

Table 4.2: Jury Evaluation Sheet – Technical Presentation Stage 2 (TS-2)

S. No.	Evaluation Criteria	Max. Marks	Marks Obtained
1	Overall Narrative Vision and Conceptual Clarity	25	
2	Approach to Content Development and Collection Analysis	20	
3	Research Methodology	20	
4	Feasibility of Execution Plan and Timeline	10	
5	Audience Engagement and Accessibility	10	
6	Visual Integration and Spatial Narrative Sensibility	5	
7	Presentation Structure and Communication Quality	5	
8	Illustrative Examples	5	
	TOTAL	100	

Minimum Qualification: Only those applicants who score 70 marks or more in Stage-2 will be eligible for opening of their Financial Bids.

Final Technical Scores (FTS): Weightage to the Technical Score at Stage 1 (TS-1) shall be 60% and for Stage 2 (TS-2) shall be 40%, and the Final Technical Score (FTS) shall be derived as under:

$$\text{Final Technical Score (FTS)} = [(\text{TS-1}) \times 0.6] + [(\text{TS-2}) \times 0.4]$$

TS is the total technical score awarded to the bidder after technical evaluation on the basis of the formula mentioned above.

Note: The bidders securing 70 marks or more in Final Technical Evaluation shall only be considered technically qualified for opening of Financial Bids and evaluation thereafter.

Final Evaluation

The final selection shall be based on QCBS i.e. Quality and Cost based Selection process. The Financial Bid of only those bidders/ tenderers who qualify in Step-1 & 2 of Technical bid evaluation and score 70 marks or more in Final Technical Score (FTS), shall be opened at a later date and time duly notified to them in writing separately. The Authority may consider to lower the cut off in case less than 3 applicants cross this stage.

The % weightage to be given to Technical and Financial proposals shall be 70:30. The Bidder with the highest weighted combined score (quality and cost) shall be selected.

The highest Technical Bid will be given a technical score of 100 points. The Technical scores of the other Technical Bids will be determined using the following formula:

$$\text{Final Technical Score of Bidder} = 100 \times [(\text{FTS of Bidder}) / (\text{Highest FTS})]$$

The lowest financial bid (FS (Low)) will be given a financial score of 100 points. The financial of the other Financial Bids will be determined using the following formula:

$$\text{Financial Score of Bidder} = 100 \times [(\text{FS (Low)}) / \text{FS of Bidder}]$$

Bids will finally be ranked in accordance with their combined technical FTS and financial FS scores: $S = \text{FTS} \times \text{Tw} + \text{FS} \times \text{Fw}$; (Here Tw=0.7 and Fw=0.3)

Where S is the combined score, and Tw and Fw are weightage assigned to Technical Bid and Financial Bid that will be 70 & 30 respectively. The bidder achieving the highest combined technical score will be considered to be a successful applicant and work shall be awarded to the bidder.

5. SCOPE OF WORK

The selected Consultant shall undertake research-based content development services for the Yuge Yugeen Bharat Museum. **The tentative minimum number of proposed galleries is 30, of varying sizes containing indoor, outdoor & courtyards.** The consultancy will focus on developing the narratives, collection analysis and object-based interpretation. The scope of work will include but not limited to the following:

A) Overall Vision

Develop the Vision defining:

- The overarching mission and narrative of the museum

- The thematic framework and sub-themes for all galleries, ensuring coherence and visitor-centric storytelling
- Broad visitor journey mapping to guide narrative sequencing
- Alignment with international and national museological standards (ICOM Code of Ethics, UNESCO conventions, Ministry of Culture protocols etc)

B) Research (Theme-Based and Collection-Based)

- Conduct theme-based historical and cultural research to develop gallery narratives, using legitimate and scholarly sources.
- Undertake collection-based research to contextualise artefacts proposed for display, using legitimate and scholarly sources.
- Prepare research dossiers for approval by the Authority/ Content Review Committee constituted by the Authority, forming the basis for object selection and gallery narratives
- Where permitted, undertake high-resolution photographic documentation or scanning of artefacts for research purposes, following Ministry of Culture's access protocols etc
- Maintain comprehensive references and citations, ensuring transparency of sources.
- Travelling to different destinations for collection of information for proper research

C) Collection Identification

- Identify and recommend objects for each gallery
- Prepare gallery-wise object lists with briefs, highlighting provenance details, key interpretative points, suggested object groupings for effective storytelling, among others etc.
- Work with designated agencies to confirm object availability, loans, or transfers as required
- Recommend object sequencing and clustering to enhance narrative coherence
- Travelling to different destinations for collection of information for proper research

D) Content Development

Develop gallery-wise content including:

- Comprehensive content materials including and not limited to - introductory and thematic gallery panel texts, object labels, infographics, signage etc.
- Interpretative captions designed for varied audiences (scholarly, general, children, differently abled)
- Scripts for multimedia, AR/VR, and interactive installations for use by the Museum Design

Consultant

- Provide content in English and Hindi, with support for other Indian languages as required by the Authority
- Prepare accessible versions in line with Government of India and ICOM guidelines (Braille-ready texts, tactile graphics, audio-description scripts)
- Conduct peer review or expert consultations as needed, particularly for sensitive historical content
- Edit and proofread all final texts for clarity, coherence, and consistency
- Prepare sample validation panels or mock-ups for Authority approval prior to finalisation
- Prepare content for Media and outreach material

E) Coordination with Relevant Bodies and Institutions

- Coordinate with all relevant government bodies, cultural institutions, and designated agencies responsible for collections, research access, and approvals
- Liaise with committees, experts, and consultants nominated by the Authority to ensure alignment with approved narratives and technical requirements
- Work in close collaboration with the appointed Museum Design Consultant to ensure accurate translation of narratives into spatial and exhibition design
- 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
- Conduct multi stakeholder consultations, seminars, workshops, symposia etc.

6. PROJECT MILESTONES AND STAGES OF PAYMENT

All deliverables may be undertaken concurrently, and parallel progress across multiple phases is expected. Each of the milestones and content may have to undergo multiple iterations till approval.

Milestone	Services / Deliverables	Timeframe	Payment
Conceptualization, Visioning and Narrative Development	<ul style="list-style-type: none"> - Project understanding - Methodology - Workplan and team structure - Overall Vision Document - Gallery-wise conceptual outlines - Initial collection mapping 	3 Months	5% of total contract value after approval of the Deliverable by competent authority
Content Dossiers for the First Five (5) Galleries	<ul style="list-style-type: none"> - Complete Content dossier (research, narrative, object list, interpretive content etc) - Alignment with master narrative and design intent - Iterations as required until final approval - Gallery-wise narrative briefs - Object list - Interpretive texts (panel, labels) - AV/AR/VR content drafts - Translations & inclusive formats - Final annotated content compendium - Documentation of approvals - Editable and printable handover files 	5 Months	<p>10% of total contract value after approval of the Deliverable by competent authority with per gallery payment as follows:</p> <ul style="list-style-type: none"> • 60% upon approved content dossier • 40% after implementation

Content Dossiers for the remaining galleries	For each gallery: - Complete Content dossier (research, narrative, object list, interpretive content etc) - Alignment with master narrative and design intent - Iterations as required until final approval - Gallery-wise narrative briefs - Object list - Interpretive texts (panel, labels) - AV/AR/VR content drafts - Translations & inclusive formats - Final annotated content compendium - Documentation of approvals - Editable and printable handover files	Proportionate on the basis of the number of the total galleries curated against the total number of galleries planned as per the overall vision	Total 80 % of the contract value with per gallery payment as follows: • 60% of the gallery value upon approved content dossier • 40% of the gallery value after implementation
Final Deliverables & Integration Support	Opening of all the planned galleries	-	5% of contract value

Illustration: For example, if the total contract value is 100. **The tentative minimum number of proposed galleries is 30, of varying sizes containing indoor, outdoor & courtyards.** Then payment milestones will be as below:

- **Conceptualisation, visioning and narrative development = 5**
- **Content Dossiers for the first 5 galleries = 10** (6 will be paid upon the approval of content dossier, 4 will be paid on the execution of the gallery/exhibition).
- **Content dossiers for remaining galleries (25 galleries) = 80** (Which brings the per gallery amount to $80/25 = 3.2$; Out of this $0.6 \times 3.2 = 1.92$ shall be paid on approval of the dossier and the remaining 1.28 will be paid after the execution)
- **Final deliverable and integration support: 5**

Note: In case there is a requirement for prolonged engagement for reasons not attributable to the agency, then the charges will be negotiated on the basis of person-month deployment of required resources.

7. DEADLINE AND MODE FOR SUBMISSION OF PROPOSAL

The proposal, complete in all respects as specified in the RFP, must be submitted online at www.eprocure.gov.in. Interested applicants are advised to visit this website regularly to stay updated on any changes or modifications in the tender. Any issuance of a corrigendum will be notified and published through this website only. In exceptional circumstances, and at the discretion of the Ministry of Culture, the deadline for the submission of the bids may be extended. Any such extension will be notified on the website, and thereafter, all rights and obligations pertaining to the Project and the applicants, previously subject to the original deadline, will be subject to the revised deadline.

8. VALIDITY OF OFFER

The offer for this NIT as per these documents shall be valid for a period of 90 days from the opening of Financial Bid, which may be extended further if required by the Ministry of Culture, Government of India.

9. FORMAT FOR SUBMISSION OF QUERIES

Pre-submission queries:

The Applicants are required to provide their pre-submission queries related to the engagement in the below-mentioned format in both a PDF and an editable document.

Applicants are encouraged to attend the pre-application meeting as the authorities will showcase the broad contours of the project and engagement during the meeting.

S. No.	Section/Para and page number of the RFP	Original Section/Para	Proposed Amendment

10. CHECKLIST FOR APPLICANTS

- The applicant should ensure that all documents and papers submitted in this Request for Qualifications are fully attested by the authorized signatory under his signature with an official seal, wherever applicable.

The following documents form part of the RFP and should be submitted along with the RFP:

S. No.	Document Description	Submitted (Yes/No)
1.	Earnest Money Deposit (EMD)	
2.	Authorization Letter or Board Resolution for signing the bid	
3.	Certificate of Incorporation / Registration / Partnership Deed	
4.	Copy of PAN Card/GSTIN Certificate	
5.	Self-Attested Statutory documents	
6.	Audited Financial Statements of the last 3 financial years	
7.	Average annual turnover in past 3 financial years	
8.	Legal Status & Structure of the Applicant	
9.	Declaration of Non-Blacklisting / No Conflict of Interest (as per RFP Annexure format)	
10.	CVs of Proposed Key Experts (in prescribed format, signed and dated)	
11.	Summary Sheet of Eligible Past Projects (museum/gallery content-related)	
12.	Work Orders / Completion Certificates / Contracts for each project listed	
13.	Undertaking of availability of proposed personnel for the full project duration	

14.	Signed copy of the complete RFP document and its corrigenda (if any), as token of acceptance of terms & conditions	
15.	Financial Proposal (submitted separately, as per prescribed format)	
16.	Bid Security Declaration	
17.	Work Experience details (Annexure III)	
18.	Technical Proposal/Presentation Document (to be submitted for TS-2)	
19.	Bid Submission Form covering letter	

LIST OF ANNEXURES

Annexure No.	Title
Annexure I	Format for Consent Letter from Technical / Domain Expert
Annexure II	Applicant's Information Sheet
Annexure III	List of Eligible Projects / Work Experience
Annexure IV	Financial Capacity Certificate (CA Certified)
Annexure V	Curriculum Vitae (CV) Format for Key Experts
Annexure VI	Declaration for Non-Blacklisting
Annexure VII	Financial Bid Format for Detailed Cost Break-Up
Annexure VIII	Brief for Technical Presentation
Annexure IX	EMD & Bid Submission Details
Annexure X	Bid Security Declaration (if claiming EMD exemption)
Annexure XI	General Declaration Form
Annexure XII	Agreement Format

ANNEXURE I
FORMAT FOR CONSENT LETTER FROM TECHNICAL / DOMAIN EXPERT

I, _____, hereby voluntarily agree to participate in the project if (**name of the bidder**) is awarded the work of **Specialist Consultant for Content Development for the Yuge Yugeen Bharat Museum (YYBM), New Delhi**, as per the Request for Proposal (RFP) issued by the Ministry of Culture, Government of India.

I understand that by providing this consent, I am confirming my availability and commitment to the project for its full duration as specified in the RFP. I further confirm that I shall not withdraw from the assignment or refuse to carry out responsibilities without valid reason, except under exceptional circumstances with due notice.

I understand that any withdrawal from the project shall only be permitted under justifiable and exceptional grounds, subject to prior written approval from the competent authority of the Ministry of Culture, Government of India, with a **minimum of two weeks' notice**.

I understand that my participation in this project involves contributing to the following area(s) of work:

[Insert specific domain role e.g., historical research, collection analysis, etc.]

I understand that no financial or other compensation shall be provided to me by the Ministry of Culture or any affiliated institution. My engagement, including professional fee and contractual terms, shall be directly with the bidder/consulting agency as per mutually agreed terms.

I understand that, unless otherwise authorised by the Ministry of Culture, I shall not be individually acknowledged in any official report or public communication. My identity shall remain confidential unless explicitly required or permitted.

I also affirm that I shall not claim authorship, copyright, or intellectual property rights over the content, concepts, narratives, or research material developed as part of this consultancy. All such content shall be the property of the Ministry of Culture and governed by applicable laws and terms of the RFP.

I understand that I am free to contact any authorised representative of the bidder or the Ministry of Culture for any clarification or further information regarding the project.

Signature and seal of the Expert: _____

Name of the Expert: _____

Designation / Area of Expertise: _____

Date: _____

ANNEXURE II
APPLICANT'S INFORMATION SHEET

S. No.	Details	Information to be Filled by Applicant
1	Applicant's Legal Name	
2	Constitution of the Applicant (Company / LLP / Partnership / Proprietorship)	
3	Country of Constitution	
4	Year of Incorporation / Constitution	
5	Registered Address in Country of Constitution	
6	Address of Office / Branch in India	
7	Name of Authorised Representative	
8	Designation of Authorised Representative	
9	Contact Details	Phone: Email: Fax (if any):
10	Official Website (if any)	
Attached Documents Checklist: <ol style="list-style-type: none"> 1. Certificate of Incorporation / Registration under relevant Act 2. Memorandum and Articles of Association / Partnership Deed / LLP Agreement 3. PAN and GST Registration Certificates 4. Authorization letter or Board Resolution authorising the signatory 		

(Signature of the tenderer/ Applicant)
with company seal/rubber stamp

ANNEXURE III
LIST OF ELIGIBLE PROJECTS / WORK EXPERIENCE

A. Summary Table of Eligible Projects

S. No.	Project Title	Client / Organisation	Project Scope (Content / Narrative / Research)	Year of Completion	Contract Value (INR)	Proof Attached (WO / CC / LOA)
1						
2						
3						
4						

B. Project Description Template (To be filled for each project in detail)

Project Title:

Client / Organisation:

Duration (MM/YYYY – MM/YYYY):

Contract Value: ₹_____ (INR)

Location:

Brief Description of the Project (max 150 words):

[Insert 4–5 lines describing the nature of the project, its scale, relevance, and your firm's scope.]

Scope of Work Undertaken by the Applicant:

- ☐ Curatorial Conceptualisation
- ☐ Content Research and Development
- ☐ Gallery Narrative Structuring
- ☐ Object Documentation and Selection
- ☐ Interpretive Strategy
- ☐ Audio-Visual / Multimedia Content Scriptwriting
- ☐ Catalogue / Educational Material
- ☐ Others (please specify): _____

Team Composition Used: [Principal researcher, curators, writers, etc.]

Status of Completion: ☐ Completed ☐ Ongoing

Supporting Documents Attached: ☐ Work Order ☐ Completion Certificate ☐ Client
Testimonial

We hereby certify that the above information is true and supported by documentary evidence.
We understand that the Ministry of Culture may reject any claim not substantiated with proof.

Signature of Authorised Signatory: _____

Name: _____

Designation: _____

Date: _____

Seal / Stamp: _____

ANNEXURE IV
FINANCIAL CAPACITY CERTIFICATE

A. Turnover from Eligible Services

Financial Year	Annual Turnover from Relevant Services (₹ in Crore)
FY 2021–22	
FY 2022–23	
FY 2023–24	

Average Annual Turnover in the last three (3) years: ₹ _____ Crore

B. Net Worth

Particulars As of 31 March 2024

Net Worth (₹ Crore) _____

Note: Net Worth = [Paid-up Share Capital + Reserves] – [Accumulated Losses and Misc. Expenditure not written off]

This certificate is issued at the request of the Applicant for submission along with their proposal for the RFP titled “Selection of Specialist Consultant for Content Development for the Yuge Yugeen Bharat Museum (YYBM), Ministry of Culture, Government of India.”

For [Name of CA Firm]

(Seal & Signature)

Name of Partner: _____

Membership No.: _____

FRN (Firm Registration Number): _____

Date: _____

Place: _____

For the Applicant / Tenderer

(Signature & Seal)

Name of Authorised Signatory: _____

Designation: _____

Date: _____

ANNEXURE V
CURRICULUM VITAE (CV) FORMAT FOR KEY PERSONNEL

A. General Information

Field	Details
Name of Expert	
Proposed Role in the Project	
Date of Birth	
Nationality	
Educational Qualifications	(Highest degree first – include degree, subject, institution, and year)
Membership of Professional Associations:	
Years of Relevant Experience	

B. Employment Record

From – To (MM/YYYY)	Employer / Institution	Position Held	Key Responsibilities / Project Type

C. Relevant Experience in Museum / Cultural Content Projects

Project Title	Client / Organisation	Role Played	Year	Project Scope (Research, Writing, Curation, etc.)

D. Publications / Papers / Creative Work (if applicable)

- Title:
- Publication / Journal / Publisher:
- Year:
- Link or Reference (if any):

E. Availability

I confirm my availability to work on the project for the full duration as per the timelines stated in the RFP.

F. Declaration

I, the undersigned, certify that the above CV correctly describes my qualifications, experience, and availability. I understand that any wilful misstatement may lead to disqualification or termination of my involvement.

Signature of the Expert: _____

Name: _____

Date: _____

Signature of Authorised Signatory (Bidder/Firm): _____

Name: _____

Designation: _____

Date: _____

(Seal / Stamp of the Firm)

ANNEXURE VI
DECLARATION FOR NON-BLACKLISTING

We [Insert name and address of the Vendor] solemnly declare that we will abide by any penal action such as disqualification or blacklisting or determination of contract or any other action deemed fit, taken by, the Department against us, if it is found that the statements, documents, certificates produced by us are false/fabricated.

We hereby declare that I/we have not been blacklisted/debarred/Suspended/ demoted in any Government Department in any State due to any reasons.

[Insert name and address of the Vendor with stamp and date]

Signature of the Authorized Personnel

Name: _____

Designation: _____

Company: _____

ANNEXURE VII

FINANCIAL BID FORMAT

FOR DETAILED COST BREAK-UP

S. No	Scope of Work	Estimated Quantities	Fee (in INR)	GST	Total fee inclusive of GST
1	Comprehensive content development of the Yuge Yugeen Bharat Museum (North & South Block), all galleries and display areas, as per the given scope (Section 5 – Scope of Work), including and not limited to developing an overall vision document outlining the museum’s core identity; creating a narrative and object lists for the museum’s galleries; collection analysis of objects available on JATAN portal and physically at various locations and museums across the country; interpretative strategy of the museum’s collections; development of a detailed research plan and methodology towards the museum’s galleries; and creating written content for the museum galleries, both as complete text and multimedia briefs.	1			
	Total				

Note:

1. Bidders need to quote rates in the financial bid e uploaded on CPPP for this work in .xls rate Quote Sheet only.
2. The quoted rates should include all expenses involved in providing required services at the site including hiring and logistic/transport expenses for the experts and their team. Nothing extra other than the quoted rates & GST shall be paid.

ANNEXURE VIII

BRIEF FOR PRESENTATION

For Shortlisted Bidders: Specialist Consultant for Content Development for the Yuge Yugeen Bharat Museum (YYBM) Ministry of Culture, Government of India

India Connects – A Tapestry of Trade, Culture, and Continuity

The exhibition is expected to present a thematic, non-linear, and immersive narrative that celebrates India's historical role as a global entrepôt, fostering trade, cultural exchange, and intellectual dialogue. The exhibition should highlight India's pivotal position in global networks such as the Silk Road, Spice Route, and Indian Ocean circuits, using artefacts to narrate stories of commerce, cross-cultural interactions, and continuity.

Proposals should articulate a comprehensive vision and visual narrative, grounded in rigorous scholarly research, while remaining accessible and engaging for diverse audiences, including school groups, families, scholars, tourists, and international visitors. The narrative must reflect the richness and diversity of Indian cultural expressions across geographies, periods, languages, communities, and knowledge systems, creating a coherent and inclusive museological experience.

Concept Overview

India Connects is envisioned as a historical artefact-led exhibition that illuminates India's role as a dynamic hub of contact zones, exchanges, and networks that facilitated cultural diffusion across Asia, Africa, and Europe. Through a curated selection of artefacts, textiles, sculptures, ceramics, jewellery, manuscripts, and more, the exhibition will weave a narrative of India's enduring global influence in decorative arts, material culture, and ideas. The approach is expected to transcend chronological timelines and conventional historical taxonomies, emphasising thematic coherence, plurality, and evolution to create a transformative visitor experience.

Additional Information:

- Along with the proposed methodology, consultant must include research frameworks, interpretive strategies and the proposed timeline that will guide their work throughout the assignment.
- The consultant should demonstrate their proposed approach to working with collections sourced from across India, including the processes of identifying, analysing, and

interpreting artefacts in a manner that is historically rigorous, culturally grounded, and interpretively rich.

- The **JATAN Portal – National Portal and Digital Repository for Museums of India** (<https://museumsofindia.gov.in/repository/page/about>) may be referred to as an initial resource for exploring digitised artefacts, but may not be considered a limiting reference.
- The presentation should also include a reflection on how the proposed content will translate into meaningful visitor experiences. This may encompass initial ideas on audience engagement, interpretive storytelling, and the integration of sensory and immersive elements.
- Consideration must be given to the diverse profile of the museum’s audience, including school groups, families, scholars, tourists, and international visitors to ensure the content is inclusive, multi-layered, and dynamic in its appeal.

ANNEXURE IX

EMD & BID SUBMISSION DETAILS

1. Earnest Money Deposit (EMD)

- As per the RFP, all bidders are required to submit an Earnest Money Deposit (EMD) of ₹5,00,000/- (Five Lakhs Rupees only). This can be submitted in any of the following formats:
- Accepted Modes of EMD Payment:
Demand Draft / Pay Order / Banker's Cheque from any Nationalized / Bank Guarantee valid for at least 6 months from the last date of bid submission / Scheduled Bank, drawn in favour of:

*'Pay & Accounts Officer', Ministry of Culture, Government of India
Shastri Bhawan, New Delhi - 110001*

In case of payment of EMD through physical instrument, it should be physically submitted at the office of Section Officer, Museum Division, Ministry of Culture, Government of India, Shastri Bhawan, New Delhi - 110001, on any working day between 10.00 AM and 5.00 PM before and up to the last date of submission of the filled-in tender documents and a copy of the receipt/physical instrument submitted as proof of submission in the Technical Bid Envelope.

Note: Bidders claiming exemption under valid MSME certificates must submit a Bid Security Declaration in the prescribed format (Annexure X).

2. BID SUBMISSION FORMAT

All bids must be submitted online via the e-Procurement portal using the **Two-Envelope System**:

A. TECHNICAL BID ENVELOPE

Sl. No.	Document	Annexure Reference
1	Digitally signed e-Tender document (including corrigenda)	-
2	Applicant's Information Sheet	Annexure II
3	Financial Capacity Certificate (CA Certified)	Annexure IV
4	List of Eligible Projects/Work Experience (with certificates)	Annexure III
5	CVs of Key Personnel	Annexure V
6	Declaration for Non-Blacklisting	Annexure VI
7	Consent Letter from Technical / Domain Expert	Annexure I
8	EMD & Bid Submission Details	Annexure IX

9	Bid Security Declaration (if applicable)	Annexure X
10	General Declaration Form	Annexure XI

B. FINANCIAL BID ENVELOPE

The Financial Bid must be submitted **online only** in the .XLS format provided with the tender on the CPPP portal.

ANNEXURE X
BID SECURITY DECLARATION FROM BIDDERS IN LIEU OF EMD
(On Bidder's Letterhead)

Date: _____

To:

Under Secretary (Museum Section)
Ministry of Culture, Government of India
Shastri Bhawan, New Delhi – 110001

Subject: Bid Security Declaration in lieu of EMD for the RFP titled “*Selection of Specialist Consultant for Content Development for the Yuge Yugeen Bharat Museum (YYBM)*”

I / We, the authorized signatory of M/s _____,
participating _____ in
the subject tender No. _____ for the item/job of
_____, do hereby declare :

(i) That I / we have availed the benefit of waiver of EMD while submitting our offer against the subject Tender and no EMD being deposited for the said tender.

(ii) That in the event we withdraw/modify our bid during the period of validity OR I / we fail to execute a formal contract agreement within the given timeline OR I / we fail to submit a Performance Security within the given timeline OR I / we commit any breach of Tender Conditions / Contract which attracts penal action of forfeiture of EMD, then I / we will be suspended from being eligible for bidding/award of all future contract(s) of Ministry of Culture for a period of 3 years from the date of committing such breach.

Signature and Seal of Authorised Signatory of bidder

Name of Authorized Signatory:

Company Name:

ANNEXURE XI
GENERAL DECLARATION FORM

1. I/We, _____ Son/Daughter/Wife of Shri
_____, Proprietor/Director/Authorized Signatory
of _____, the Bidder mentioned above, am/are competent
to sign this declaration and execute this tender document.

2. I/We have carefully read and understood all the terms and conditions of the RFP and undertake
to abide by them.

3. The information/documents furnished along with the application are true and authentic to the
best of my/our knowledge and belief. I/We am/are aware that furnishing any false
information/fabricated document would lead to rejection of my/our bid at any stage and may also
attract legal action.

4. I/We do hereby declare that the entries made in the above application are true to the best
of my/our knowledge and also that we shall be bound by the acts of our duly constituted attorney.

5. I/We understand that the submission of this bid does not guarantee the awarding of the
contract. I/We further understand that if any information submitted by me/us is found to be
incorrect either before or after the award of contract, the Ministry of Culture, Government of
India, reserves the right to summarily reject the bid, cancel the contract, or revoke the same with
forfeiture of EMD/Security Deposit and may also debar us from participating in future tenders.

6. I/We do hereby certify that:

- a. No extra conditions have been quoted in this e-tender.
- b. Neither I/We nor any of our representatives are related to any employee of the Ministry
of Culture or any of its associated offices.
- c. Our firm is not involved in any litigation or arbitration with the Ministry of Culture during
the last 5 (five) years.
- d. Our firm is not blacklisted by any department under the Government of India or any
State Government.

Date: _____

Signature of Applicant(s): _____

Name: _____

Designation: _____

Seal & Address: _____

ANNEXURE XII AGREEMENT

This Agreement made on the ____ day of _____, 202__ between the **Ministry of Culture**, Shastri Bhawan, New Delhi – 110001 (hereinafter referred to as "MoC") of the One Part,

AND

M/s _____, having its registered office at _____ (hereinafter referred to as the "CONSULTANT"), of the Other Part.

WHEREAS MoC desires to engage the Specialist CONSULTANT for rendering consultancy services related to *Content Development for the Yuge Yugeen Bharat Museum, New Delhi*, and has accepted the bid submitted by the Consultant.

The following documents shall be treated as part of this Agreement:

- The RFP and all its annexures/corrigenda/any other clauses the authority may include
- Letter of Intent (LOI)
- Letter of Acceptance from Consultant
- Completion Schedule
- Performance Security (5% of contract value)

NOW, THEREFORE, IT IS HEREBY AGREED:

1. The CONSULTANT agrees to provide all services and perform duties as outlined in the RFP and the terms of the Agreement.
2. The MoC agrees to pay the CONSULTANT for services rendered, as approved and per the payment schedule agreed in the LOI.
3. All provisions of the Arbitration and Conciliation Act, 1996 shall govern the dispute resolution process.
4. Jurisdiction for any legal dispute arising shall be at **New Delhi**.

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

Signed and Delivered by:

For and on behalf of Ministry of Culture

(Signature with Seal)

Name: _____

Designation: _____

Date: _____

Place: New Delhi

In the presence of:

1. _____
2. _____

For and on behalf of Consultant

(Signature with Seal)

Name: _____

Designation: _____

Company Name: _____