

F.No.13-84/2016-M.I  
Government of India  
Ministry of Culture

Shastri Bhavan, New Delhi  
Dated 29<sup>th</sup> August, 2016

EXPRESSION OF INTEREST

Ministry of Culture have 6 (six) Museums which house around 4,29,964 antiquities/art objects of national importance. JATAN Virtual Museum builder software with 3 dimensional/2 dimensional (3D/2D) photography for documentation and digitalization of these antiquities/art objects has been developed by Centre for Development of Advance Computing (C-DAC), Pune. This software has been designed with a vision to enable museums across the nation, to digitise their collection and curate online galleries for public viewing. The software enables hassle-free uploading of images of antiquities and their related information in a systematic way. These final entries into the software falls over a backdrop of meticulous research by curators and scholars regarding information, support of trained technical staff of the concerned sections or departments and expertise of photography and editing by photographers. Every single information from its initial stage at the operator level passes through scrutiny and editing at various higher levels before being approved for final online viewing. Therefore, this process of digitisation through this software has opened up opportunity for relooking at the history and background of the antiquities, their upkeep and photography.

2. Ministry of Culture invites *online* Expression of Interest (EOI) from experienced and reputed organisations in the field of digital photography/documentation to undertake the work of documentation/digitization of approx. 2 lac antiquities/art objects in the following Museums during the next 2 (two) years.

Sl. No.	Name of Museum
1.	National Museum, New Delhi
2.	Indian Museum, Kolkata
3.	Victoria Memorial Hall, Kolkata
4.	Salar Jung Museum, Hyderabad
5.	Allahabad Museum, Allahabad
6.	National Gallery of Modern Art, New Delhi

3. This Expression of Interest (EOI) is being floated to prepare a panel of agencies.

4. The maximum piece rate cost has been fixed as under:-

i. Rs. 61/- per artefact including photography, Digitization and payment to the Head of the Project@Re.1/- per artefact as per break-up given below :-

(a) 2D and 3D Photography will be @ Rs. 25 per artefact only.

(b) For Digitization @ Rs. 35 per artefact and Re.1/- per object to the head of the project.

5. Scope of work :-

(i) **Outlines of the task to be carried out.**

Digitization of collection of the 6 museums with the use of JATAN virtual Museum Builder Software by uploading the images of antiquities /art objects and their raltive information in a systematic with 3D/2D Photography for documentation of these antiquities.

(ii) **Schedule of completion of task**

The task will be completed within two years from the date of entrusting the task to the selected organization / institution.

(iii) **Required final output from the selected organization / institution**

All the antiquities /art objects in the six museums indicated in the statement above have to be digitized with the use of JATAN virtual museum builder software and 2D/3D photographed as the case may be and posted on the website of Minister of Culture [www.museumsofindia.gov.in](http://www.museumsofindia.gov.in) before completion of two years on the date of awarding the work.

6. **Assets and Space**

- (i) The organization / institution shall have to provide SLR Camera, Motorized Turn Table, Tripod, High Speed Scanner capable of providing B/W and coloured scanning, Studio Lights (2 Nos.), Slider with Bob Head and B/W and Colour Printer. Space, Computer, Electricity points and Storage devices will be provided by each of the concerned museums.
- (ii) The digitization of collection with 3D/2D Photography and other related work shall be undertaken at the premises of the concerned museum.
- (iii) Delay in completion of work shall attract penalty to the organization.

7. **Eligibility Criteria**

Expression of interest (EOI) is open to all contractors who are having at least 03 years experience in the field of digital photography /documentation to undertake the work of digitisation of collection of Museums with 3D/2D Photography.

8. **Rectification**

- (i) After completion of job, if any discrepancies are found in documentation / Key paramerrets, the contractor shall rectify the same free of cost. The contractor should provide such service till one year from the completion of the job.

- (ii) Any error is found in the data during the scanning and indexing work the same will be corrected free of costs by the contractor.
- (iii) Each of the six museums reserves the right to reject any digitized /photographed work if found unsuitable. The rejected work, if any, will have to be completed by good quality work forth with at the risk /contractor. No payment will be made for the rejected work.

9. Interested agencies, who are equipped and capable to undertake and execute the work of digitization/documentation at abovementioned Museums, complying with the software mentioned above, may submit their proposal *online*, in the prescribed format to Ministry of Culture on its website [www.indiaculture.nic.in](http://www.indiaculture.nic.in) using valid Digital Signature Certificate (DSC) obtained from the Authorized agencies of National Informatics Centre (NIC) as per the following schedule:-

a.	EOI Document Download Start Date/Time	29 <sup>th</sup> August 2016 (as per portal time)
b.	EOI Document Download End Date/Time	29 <sup>th</sup> August 2016 to 28 <sup>th</sup> September, 2016 (as per portal time)
c.	EOI Submission Start Date/Time	29 <sup>th</sup> August, 2016 (as per portal time)
d.	EOI Submission End Date/Time	28 <sup>th</sup> September, 2016 (as per portal time)

- (i) Prescribed format for submitting the application with all other details is as per **Annexure-I** and may be downloaded from the Ministry's website [www.indiaculture.nic.in](http://www.indiaculture.nic.in).
- (ii) Technical competence of the applicants will be the sole parameter to shortlist the applicant.
- (iii) It shall be obligatory on part of the submitting applicant to furnish any further information as may be sought by Ministry of Culture. Suitable replies furnished in prescribed form and on time would be obligatory to be considered for shortlisted applicant.
- (iv) Ministry of Culture reserves the right to shortlist the applicant on the basis of information furnished in the EOI and the subsequent deliberations.
- (v) Ministry of Culture reserves the right to annul or terminate the process or reject any EOI at any time or stage without assigning any reason whatsoever.
- (vi) Interested applicant organization should submit their EOI with a refundable EMD of 2% of the amount of the work, in the firm of an account payee Demand Draft (as under Rule 157 of GFR).
- (vii) Further, after allocation of the work, the successful organization(s) has/havè to produce, Performance Security (as under Rule 158 of GFR).

  
(S.K. Singh)

Under Secretary to the Govt. of India  
Tel -23380136

**F.No.13-84/2016-M.I**  
**Government of India**  
**Ministry of Culture**

**EXPRESSION OF INTEREST**

**FORMAT OF THE APPLICATION**

1.	Name & Address of the firm	
2.	Telephone, Fax and E-mail ID- Office/Service Centre	
3.	A brief profile of the firm	
4.	Whether the firm has any experience in the field of documentation/digitization of antiquities/art works of museums with high resolution 3D/2D photography.	
5.	If the reply to column 4 is "Yes", submit details of the successful similar comparable works done by the firm giving details of established clients. Submit satisfactory completion certificate of execution of order (s) issued by such client (s) and also submit technical details and videos of the works in CDs/DVDs.	
6.	If the reply to column 4 is "Yes", submit details of the time schedule followed for completion of the project.	
7.	If the reply to column 4 is "Yes", please state whether the said work is still functional (please mention the location details of the work).	
8.	Whether capable to install the art works on the website within time schedule of 2 years.	
9.	Financial status of the company. Attested copies of the latest : (i) Audited Accounts Sheets highlighting the annual turnover. (ii) IT Returns filed (iii) IT Clearance Certificate (iv) Sales Tax Certificate	
10.	List of attested copies of : (i) PAN /TAN Card (ii) Service Tax Registration No.	
11.	Any additional information.	

I/We hereby solemnly declare that I/we have downloaded all the documents from website of Ministry of Culture and all the uploaded information/statement are true to the best of my/our knowledge.

I/We also declare that my/our firm is not involved in any litigation or arbitration during the last 05 (five) years. I/we further declare that the decisions of Ministry of Culture in this regard shall be final and binding on me/us.

**Signature of the applicant/representative of firm**