

**Indira Gandhi National Centre for the Arts  
Janpath Building (near Western Court)  
Janpath, New Delhi – 110001**

**Request for Proposal for Art work installation at India Gallery (Kala) in  
the New Parliament Building**

RFP Ref No: IGNCA/7/NPB/2022

Dated: 5<sup>th</sup> August, 2022

Issued by:-

Indira Gandhi National Centre for the Arts  
Janpath Building (near Western Court), Janpath, New Delhi – 110001  
Email: [directoradmn.ignca@gmail.com](mailto:directoradmn.ignca@gmail.com)  
Website: [www.ignca.gov.in](http://www.ignca.gov.in) and [eprocure.gov.in](http://eprocure.gov.in)

**IMPORTANT DATES**

Date of Uploading RFP: Friday, 5<sup>th</sup> August, 2022

Last Date of Submission of RFP: Tuesday, 16<sup>th</sup> Aug, 2022 (up to 5:00 PM)

Date of opening of RFP: Thursday, 18<sup>th</sup> Aug, 2022 (11:00 AM)

Date of Presentation: Thursday, 18<sup>th</sup> Aug., 2022 (3:00 PM)

**(Pre-bid queries may be submitted before 14<sup>th</sup> August, 2022, Sunday, 5:00 pm)**

## **REQUEST FOR PROPOSAL**

### **Request for Proposal for Art work installation at India Gallery (Kala) in the New Parliament Building**

The Indira Gandhi National Centre for the Arts, is visualised as a centre encompassing the study and experience of all the arts forms with its own integrity. It partakes of the holistic worldview articulated throughout Indian tradition. The arts are understood here to comprise the fields of creative and critical literature, written and oral; the visual arts, ranging from architecture, sculpture, painting and graphics to general material culture, photography and film; the performing arts of music, dance and theatre in their broadest connotation; and all else in fairs, festivals and lifestyle that has an artistic dimension. The IGNCA seeks to place the arts within the context of the natural and human environment.

IGNCA has been entrusted with various art works installations of the New Parliament Building, which is under construction in New Delhi. Once completed, it will be the seat of the Parliament of India. Accordingly, IGNCA is inviting Request for Proposal from reputed artists /agencies for conceptualizing, designing and creating art works. The art works are suggested to be anchored in Indian ethos. The proposal is requested for **Art work installation at India Gallery (Kala) in the New Parliament Building** at New Delhi. Interested bidders who have experience of handling art work of multiple artists may submit the RFP for the above work.

Interested bidders may peruse the details of RFP hosted on IGNCA website [www.ignca.gov.in](http://www.ignca.gov.in) and CPP portal on [eprocure.gov.in](http://eprocure.gov.in)

### **INSTRUCTIONS TO THE BIDDERS**

IGNCA would be detailing the minimum pre-qualification requirements and the process of selection in the RFP.

- The designated Committee would evaluate the quality / capability of Bidders on the criteria mentioned in the RFP based on their proposals received and fulfilment of eligibility criteria. The eligible agencies would be called to make a presentation before a designated Committee at IGNCA, New Delhi.

- The bidders shall submit their offers strictly in accordance with the Terms & Conditions of the RFP document. Any bid that stipulates conditions contrary to the conditions given in the RFP document stands disqualified.
- Pre-bid queries: All queries regarding the RFP can be emailed to IGNCA on [directoradmn.ignca@gmail.com](mailto:directoradmn.ignca@gmail.com) till **14.08.2022 by 5:00 PM**
- The bids should be submitted online on the CPP portal **OR** the bidders may send the sealed envelopes containing Technical Bid (Form I to III) and Financial Bid (Form IV) in **separate** sealed envelopes super scribed as **“Technical Bid/Financial Bid”**. Both the envelopes enclosed together in a big sealed envelope and should be super subscribed in block letters as follows: **“Request for Proposal for Art work installation at India Gallery (Kala) in the New Parliament Building”** and addressed to-

Director (Admn),  
Indira Gandhi National Centre for the Arts  
Janpath Building, Janpath,  
New Delhi, 110001

The document should reach to this address latest by **5.00 P.M.** on **16.08.2022**. The technical bids will be opened on **18.08.2022 at 11.00 A.M.**

- The IGNCA shall not be responsible for any wrong address/delivery.
- The bidder should prepare the **index** with page number of all submitted documents.
- The bidders may send their bids well in time so as to reach the same in time. IGNCA will not be responsible for late receipt of the bids.
- The bidder shall have to submit Earnest Money Deposit (EMD) of Rs. 3,00,000/- (Rupees Three lakh only) in the form of Demand Draft of any scheduled Bank in favour of “IGNCA, New Delhi”. In case of online submission of bid, the scanned copy of the draft may be uploaded along with the Technical Bid forms. In case of offline submission of bids EMD should be attached with the Technical Bid forms (Forms I to III).

- The bidders registered with MSME will be exempted from submission of EMD. The EMD of unsuccessful bidders shall be returned after finalization of the successful bidder and award of the work. EMD of the successful bidder shall be returned immediately after receipt of Performance Security Deposit. No interest shall be paid on EMD in any case. In the event of declining to accept the contract by the successful bidder, the deposited amount towards EMD shall be forfeited.
- The successful bidder will have to deposit Performance Security equal to 3% of the value of the work either by way of Demand Draft or Bank Guarantee in favour of “IGNCA, New Delhi” as interest free security deposit for ensuring good performance within 15 days after acceptance of the contract. The performance security deposit shall be released after two months of successful completion of the contract. In case of any violation of contract during the contractual period, the security deposit will be liable to be forfeited. No interest shall be paid on security deposit in any case.
- The bidder shall bear all costs associated with the preparation and submission of the bid and IGNCA will in no case be held responsible or liable for these costs, regardless of the conduct or outcome of the tendering process.
- The bidders may carefully read the RFP document and accordingly submit the requisite information along with documents. Incomplete bids or bid not on the prescribed proforma (attached) without requisite details/EMD and received after the closing date/time, will be summarily rejected.
- IGNCA also reserves the sole right for carrying out amendments/modification/changes including any addendum to this RFP. Such amendments/modification/changes including any addendum to this RFP shall be notified on the IGNCA website [www.ignca.gov.in](http://www.ignca.gov.in) and CPP portal and these will be binding on the artists / agencies.
- IGNCA does not bind itself to accept the bid and has the right to refuse any or all the bids without assigning any reason or select any bidder that is in the final evaluation list. IGNCA also reserves the right to re-issue the RFP without bidders having the right to object against such re-issue. IGNCA also reserves the rights to extend the validity period.

- IGNCA reserves the right to extend the deadline without assigning any reasons thereof. Intimation of the same shall be notified on the IGNCA website [www.ignca.gov.in](http://www.ignca.gov.in) and on the eprocure.gov.in
- The Technical bid will be opened on date, time and venue specified above in the presence of the bidders or their authorized representative who may wish to be present
- The financial bids of the only technically qualified bidders will be opened on the date and time which will be communicated to the technically qualified bidders separately.
- IGNCA will be free to award whole or part of the work to one or more qualified bidders.

### **Scope of Work**

Please see this at Annexure I

### **Timeline**

In view of the project being of national importance, the work has compelling timelines. The timeline may vary from 45 days to 60 days from the date of award of the work. The delay in satisfactory completion of work attract penalty as mentioned in the RFP document.

## **QUALIFYING CRITERIA**

IGNCA shall evaluate the capabilities of the bidders (artists/agencies) based on their profile also keeping in view of the following criteria.

### **Minimum Eligibility Criteria**

- a) A Bidder can be an individual artist/ company/ partnership firm/other legal entity incorporated or established as per the applicable laws in India.
- b) A consortium/joint venture of entities shall be allowed to bid and shall be considered for evaluation under this RFP. Preference will be given to the consortium /joint venture of entities/ company/ partnership firm/other legal entity incorporated or established as per the applicable laws in India, having at least one qualified artist, as one of the directors/proprietors/partners.

For Artist-

a) The Artist should have the experience of at least 10 years in the field of art either as professional or is working in the industry. They should submit their experience proof through experience certificate from Government or reputed Educational institutions/Industry/ Newspaper Cuttings/ or Exhibition Catalogues.

b) The artists should also submit the details regarding Exhibitions/ Art work/ Art Gallery projects and other similar works for any Organization in last 5 years. At least 03 (three) exhibits/ art works will be desirable.

c) The artists should also submit the last 3 years IT returns viz. FY 2018-19, 2019-20 and 2020-21.

For Other Bidders-

a) The bidding agency must be in operation in India at least for past 5 (five) years in the same line of business. As proof, the agency may submit copy of Invoices/work orders/agreement copies/Purchase Order of any assignment executed in the last 5 years.

b) The agencies should also submit the details regarding Exhibitions/ Art work/ Art Gallery projects and other similar works for any Organization in last 5 years. At least 03 (three) exhibits/ art works will be desirable.

c) The agency must have attained annual turnover of Rs. 50 lakh in any of the last three financial years 2018-19, 2019-20 and 2020-21 from the same line of business. A certificate from practicing CA in this regard must be submitted as proof along with audited Balance sheet and Profit & Loss Account

d) The net worth of the bidder, as on 31.03.2021 should be positive.

### **Technical Proposal and Presentation**

IGNCA shall evaluate the capabilities of the bidders (artists/ agencies) based on their profile also keeping in view of the following criteria.

#### **For Artists:**

Sl. No.	Eligibility criteria	Maximum Marks
1	<b>Technical capacity of the Artists</b>	<b>30</b>

1.1	<p>Number of assignments in last 5 years as shall be awarded marks as under:(minimum three (03) assignments required to be eligible)</p> <table border="1" data-bbox="325 409 968 584"> <thead> <tr> <th data-bbox="325 409 804 454">Number of Projects</th> <th data-bbox="804 409 968 454">Marks</th> </tr> </thead> <tbody> <tr> <td data-bbox="325 454 804 539">03 projects</td> <td data-bbox="804 454 968 539">10</td> </tr> <tr> <td data-bbox="325 539 804 584">Above 03 projects</td> <td data-bbox="804 539 968 584">15</td> </tr> </tbody> </table>	Number of Projects	Marks	03 projects	10	Above 03 projects	15	15
Number of Projects	Marks							
03 projects	10							
Above 03 projects	15							
1.2	<p>Relevant Experience in Past years: The artist must have experience in India from past 10 years in the line of art work to be eligible.</p> <table border="1" data-bbox="325 842 968 976"> <thead> <tr> <th data-bbox="325 842 804 887">Experience in Years</th> <th data-bbox="804 842 968 887">Marks</th> </tr> </thead> <tbody> <tr> <td data-bbox="325 887 804 931">10 Years to 15 Years</td> <td data-bbox="804 887 968 931">10</td> </tr> <tr> <td data-bbox="325 931 804 976">More than 15 Years</td> <td data-bbox="804 931 968 976">15</td> </tr> </tbody> </table>	Experience in Years	Marks	10 Years to 15 Years	10	More than 15 Years	15	15
Experience in Years	Marks							
10 Years to 15 Years	10							
More than 15 Years	15							
<b>2.</b>	<b>PRESENTATION</b>	<b>70</b>						
2.1	<ul style="list-style-type: none"> <li>• The artist may make presentation regarding its profile, experience in the field etc. The presentation should cover the achievements, receipt of awards from Government or reputed institutions/ Industry/ Newspaper Cuttings/ or Exhibition Catalogues.</li> <li>• The concept design of work, probable alternative suggestive designs, and aesthetic art work should also be covered.</li> <li>• Other innovation, quality improvement and aesthetic upgradation to be brought out in the work and its presentation.</li> <li>• Any other point which deemed to fit to include in the presentation by the artist / agency.</li> </ul>	70						

	<b>TOTAL MARKS (1+2)</b>	<b>100</b>
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**For other bidders:**

Sl. No.	Eligibility criteria	Maximum Marks								
1	Technical capacity of the other bidders	<b>30</b>								
1.1	Number of assignments in last 5 years as shall be awarded marks as under:(minimum three (03) assignments required to be eligible)	15								
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Above 03 projects	15									
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	<b>TOTAL MARKS (1+2)</b>	<b>100</b>

Bidder must have attained minimum 60 marks to become technically eligible.

**Terms and Conditions of the Contract:**

- 1) The rates quoted by the successful bidder shall be applicable till completion of the work and no escalation of the rates, whatsoever the reason, will be allowed.
- 2) The rates quoted by the bidders shall be valid for 60 days for acceptance of the IGNCA from the date of opening of Financial Bid.
- 3) The bidders who shall qualify in the Technical Bid will only be considered for opening of Financial Bid.
- 4) Canvassing in any form will be viewed seriously and, if any bidder is found to be resorting to such practices, the bid of such bidder will be rejected.
- 5)The bidder shall have to confirm the terms and conditions and other requirements of the RFP by signing all the required documents.
- 6) Time schedule for the completion of the work should be strictly adhered to by the bidder. If work is not completed according to the specifications mentioned in the RFP, within the stipulated period, penalty will be imposed @ 2% of the value of work for every week or part of week.
- 7) In case of any abnormal irregularity noticed in the work, the maximum penalty up to 10% of the value of work can be levied by the IGNCA, which will be final and binding on the firm.

8) The Performance Security Deposit will be liable to be forfeited/ adjusted, if the successful bidder fails to execute the work in time/complete the work satisfactorily.

9) The IGNCA reserves the right to terminate the contract at any time without assigning any reasons and also forfeit part or whole of the performance security deposit, if the bidder fails to comply with the provisions of the RFP or complete the work satisfactorily within the schedule provided to the bidder.

10) In case, the successful bidder fails to complete the assigned job in part or in whole as the case may be, the contract of the bidder shall be cancelled and the assigned job will be got carried out from open market at the risk and cost of the bidder by the IGNCA and the penalty as deemed fit shall be imposed on the bidder or the excess amount if any involved towards completion of the work shall be charged from the bidder by the IGNCA.

11) The IGNCA reserves the right to accept fully or partially or reject any/all bids without assigning any reason(s) whatsoever. Bids not on the prescribed proforma, without requisite details, without EMD, bids received after the closing date & time and conditional bids will be rejected summarily.

12) In case of any dispute arising out in relation between the parties, the matter will be referred to the Arbitrator appointed by the IGNCA whose decision will be final and binding on both the parties.

13) Any dispute arising out in relation between the parties, will be subject to the jurisdiction of Delhi Courts only.

14) Any dispute between the agency and its employees / artists will be resolved by the agency itself without involvement of the IGNCA in any manner.

15) Payment:

(i) The payment will be made on receipt of bill in duplicate on a printed bill form indicating PAN of the artist/ agency. In case of agency, the GST number of agency and IGNCA may also be mentioned on the bill. The bill should be certified by the Chartered Accountant. A completion certificate of the work may be enclosed with the bill.

(ii) No advance will be given to the bidder for executing the work without bank guarantee of the matching amount.

(iii) Counter conditions by the bidders in matters concerning payment of bills shall not be acceptable.

(iv) Tax deduction at Source (TDS) and other applicable taxes will be deducted from each bill by IGNCA.

### **Other Terms and Conditions**

1. All Intellectual property rights of the provided / installed Art work will be vested with the IGNCA / Ministry of Culture, Government of India. The IGNCA / Ministry of Culture, Government of India will be free to utilise the art work in any form and agency or the artists will have no claim that includes the right of reproduction on the art work provided under this contract. There will be no responsibility of the IGNCA / Ministry of Culture, Government of India for any dispute in this regard.
2. The artistic work should be original and legally authenticated. The artist/ agency will be responsible for civil / criminal liabilities if the artwork is not found original and if there is no legal authenticity.
3. In case of bidder being agency, there will be no direct relationship between IGNCA and artists / craftsmen. The agreement for work will be between the agency and artists / craftsmen. The rights and liabilities of artists will be negotiated by agency with the artists / craftsmen. There will be no liability or responsibility of IGNCA in this regard.
4. The artist / agency should provide detailed explanation of the originality, relevance, significance and meaning of each artistic work.
5. The artist/ agency will be responsible for the warrantee of the originality of the work. The artist/ agency should ensure that provided artistic work is original and not the copy of any other artistic work.
6. The agency must protect the tribal rights, the community rights and indigenous artistic rights of the artists.
7. No name / signature / logo /credit of the artist / agency will be visible on the artistic work.
8. It should be ensured that integration of people and culture without any discrimination should be reflected in the artistic work and it may show the inclusiveness of integration of Indian culture.

9. The IGNCA will have the power to reject any art work at any stage which is against the national interest and national integrity etc.
10. The chain custody of the artistic work should be clear and transparent and IGNCA will not be held responsible for any dispute.

### **Price Schedule:**

The bidder must quote the lowest rates (exclusive GST) in the prescribed proforma of Financial Bid only appended at FORM -IV. GST will be paid extra as applicable. The bids will be evaluated on Quality and Cost Based Selection method (QCBS) basis as per GFR with 70% weightage on technical score and 30% weightage on financial score.

The bidder with the highest composite score will be declared as the successful bidder. In case of tie in the highest composite score of multiple bidders, the bidder with higher technical score will be declared as the successful bidder.

Note: Technical marks are the marks scored by the bidder in the technical bid as mentioned in the evaluation table in the section **Technical Proposal and Presentation** above.

### **Award of Work**

The IGNCA will award the work to the successful bidder. The successful bidder needs to enter in a separate agreement with IGNCA on award of the work.

### Scope of Work

In the New Parliament Building, art works are proposed to be installed in order to showcase the rich art of Music and Dance in India. The gallery must emphasize on the depiction of rare authentic instruments, dance forms and their evolution with time. It must exhibit the allure of India through “**Gayam Vadan Nritya**”.

- It augurs well with the rich heritage of Indian culture
- Is symbolic of the people’s aspirations
- Is rooted in the country’s ethos
- Manifests inclusiveness
- Element of our rich history may be appreciated.
- To be taken as ornamentation or Alankaran which will be embodiment of our shared cultural heritage.
- To capture the spirit of the Constitution of India which is all about equality, equity, and harmony.
- It must emphasize on covering as many as possible techniques of art including the rare and endangered crafts as well.

The mediums suggested are metal, terracotta, textiles, wood and any other such mediums. There are 2 walls in the India Gallery (Kala) facing each other. The size of each wall is 21.5 meter long and 3.2 meter broad.

**Request for Proposal for Art work installation at India Gallery (Kala) in  
the New Parliament Building**

FORM I  
TECHNICAL BID  
(On Bidder's letter head)

Dated:

To,

Director (Admn)  
IGNCA  
Janpath, Delhi – 110001

**Sub: Request for Proposal for Art work installation at India Gallery (Kala)  
in the New Parliament Building**

Dear Sir/ Madam,

1. With reference to your RFP document dated....., we, having examined the Bidding documents and understood their contents, hereby submit our Proposal for the aforesaid Assignment. This proposal is unconditional.
2. All information provided in the Proposal and in the Appendices is true and correct.
3. This statement is made for the express purpose of qualifying as a Bidder for undertaking the Assignment.
4. We shall make available to the IGNCA any additional information it may find necessary or require to supplement or authenticate the Bid.
5. We acknowledge the right of the IGNCA to reject our Proposal without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
6. We certify that, we have neither failed to perform on any contract, as evidenced by imposition of a penalty or a judicial pronouncement or arbitration award, nor been expelled from any project or contract nor have had any contract terminated

for breach on our part nor blacklisted nor debarred by any state/ central Government or their agencies including Central/State Level Public Enterprises.

7. We declare that:

- a. We have examined and have no reservations to the RFP Documents, including any Addendum issued by the IGNCA.
- b. We do not have any conflict of interest in accordance the RFP document;
- c. We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in the RFP document, in respect of any tender or request for proposal issued by or any agreement entered into with the IGNCA or any other public sector enterprise or any government, Central or State; and
- d. We hereby certify that we have taken steps to ensure that in conformity with the provisions of the RFP, no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

8. We understand that you may cancel the Bidding Process at any time and that you are neither bound to accept any Proposal that you may receive nor to invite the Bidders to Bid for the Assignment, without incurring any liability to the Bidders, in accordance with the RFP document.

9. We declare that we are not a member of any other firm submitting a Proposal for the assignment.

10. We certify that in regard to matters other than security and integrity of the country, we have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which could cast a doubt on our ability to undertake the Assignment or which relates to a grave offence that outrages the moral sense of the community.

11. We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law for any offence committed by us or by any of our Associates.

12. We further certify that no investigation by a regulatory authority is pending either against us or against our Associates or against our CEO or any of our Directors/ Managers/ employees.

13. We undertake that in case due to any change in facts or circumstances during

the Bidding Process, we are attracted by the provisions of disqualification in terms of the guidelines referred to above, we shall intimate the IGNCA of the same immediately.

14. We hereby irrevocably waive any right which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the IGNCA in connection with the selection of the Bidder, or in connection with the Bidding Process itself, in respect of the above mentioned Assignment and the terms and implementation thereof.

15. We have studied all the Bidding Document carefully. We understand that except to the extent as expressly set forth in the Agreement, we shall have no claim, right or title arising out of any documents or information provided to us by the IGNCA or in respect of any matter arising out of or concerning or relating to the Bidding Process including the award of Concession.

16. The amount has been quoted by us after taking into consideration all terms and conditions stated in the RFP.

17. We agree and understand that the Proposal is subject to the provisions of the Bidding Document. In no case, we shall have any claim or right of whatsoever nature if the assignment is not awarded to us or our Proposal is not opened.

18. We agree to keep this offer valid for 60 (sixty days) from the Proposal Due Date specified in the RFP.

19. We agree and undertake to abide by all the terms and conditions of the RFP document. In witness thereof, we submit this Proposal under and in accordance with the terms of the RFP document.

Yours faithfully,

(Signature of the Artist/Authorized signatory)

(Name of the Artist/Authorized signatory)

Name and seal of Bidder

Dated:

Place:



**Request for Proposal for Art work installation at India Gallery (Kala) in  
the New Parliament Building**

**FORM II**

**Particulars of the Bidder**

1. Name of the Artist/Company:
2. Permanent Residential Address:  
Address for Communication:  
/Registered Office [For Agencies]:
3. Date of Incorporation [For Agencies]:
4. Constitution of Bidder Company [For Agencies]:
5. Whether agency having at least one qualified artist, as one of the directors/proprietors/partners. If yes, please give details:
6. GSTIN (Copy to be enclosed) [For Agencies]:
7. PAN (Copy to be enclosed):
8. Experience in dealing with Artwork (in years) with proof:
9. Date of first assignment:
10. Presence in India:
11. Total no. of employees [For Agencies]:
12. No. of employees in Artwork services [For Agencies]:
13. Details of Contact person:  
Name:  
Designation:  
(For agency)  
  
Contact tel. No.:

Mobile no.:  
Email id:  
Postal address:

14. Details of EMD:

15. Any other details:

(Signature of the Artist/Authorized signatory)  
(Name of the Artist/ Authorized signatory)  
Name and seal of Bidder

**Request for Proposal for Art work installation at India Gallery (Kala) in  
the New Parliament Building**

**FORM III**

**Financial Capacity of the Bidder**

<b>Particulars</b>	<b>Rupees in lakh</b>		
	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>
Annual turnover			
Average turnover for 3 years			

\_\_\_\_\_  
(Signature & Seal of Authorized signatory)

This is to certify that the above information has been examined by us on the basis of relevant documents & other relevant information and the information submitted above is as per record and as per details annexed.

\_\_\_\_\_  
Signature, Address, Seal & Membership No. of Chartered Accountant

**Request for Proposal for Art work installation at India Gallery (Kala) in  
the New Parliament Building**

FORM IV

Proforma for Financial Bid

<b>Particulars</b>	<b>Price</b>
*Lump sum amount for art work installation at India Gallery (Kala) in the New Parliament Building as per scope of work mentioned in the RFP document. The work will be completed in all respect which include satisfactory providing of the art work in the new Parliament building  *(Including transportation and installation cost)	Rs. _____  (Rupees in words) _____
<b>Total</b>	

**GST will be extra as applicable.**

**Administrative facilitation of the logistics of transportation and installation will be taken care by IGNCA.**

**Agency/artist must ensure that the existing building structure is not damaged during art work installation.**

\_\_\_\_\_  
(Signature of the Artist/Authorized signatory)  
(Name of the Artist/ Authorized signatory)  
Name and seal of Bidder

Dated:

Place: