

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

**Request for Proposal for Typography Art Works in the New Parliament  
Building**

RFP Ref No: IGNCA/23/NPB/2023

Dated: 31<sup>st</sup> January, 2023

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: 31<sup>st</sup> January, 2023

Date of submission of pre bid queries: up to 3<sup>rd</sup> February, 2023 (5.00 PM)

Last Date of Submission of RFP: 10<sup>th</sup> February, 2023 (11.00 AM)

Date of opening of RFP: 13<sup>th</sup> February, 2023 (11:00 AM)

Date of Presentation: 14<sup>th</sup> February, 2023 (11:00 AM)

## **REQUEST FOR PROPOSAL**

### **Request for Proposal for Typography Art Works 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 **Typography Art Works in the New Parliament Building** at New Delhi. Interested bidders who have requisite experience of handling such art work with multiple artists may submit the proposal 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 by the RFP.

- The designated Committee constituted for the purpose by IGNCA would evaluate the eligibility of Bidders on the criteria mentioned in this RFP based on their proposals. The eligible bidders would be called to present a PPT before the designated Committee at IGNCA, New Delhi.
- The bidders shall submit their offers strictly in accordance with the Terms & Conditions of this RFP document. Any bid that stipulates conditions contrary to the conditions given in the RFP document will be 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 **3<sup>rd</sup> February, 2023 by 5:00 PM**
- The bids should be submitted online on the CPP portal latest by **11.00 A.M.** on **10.02.2023**. The technical bids will be opened on **13.02.2023 at 11.00 A.M.**
- The technical presentation will be held on **14.02.2023 at 11.00 A.M.**
- The bidder should upload all documents with proper indexing and pagination.
- The bidder shall have to submit Earnest Money Deposit (EMD) of Rs. 2,00,000/- (Rupees Two lakh only) in the form of Demand Draft of any scheduled Bank in favour of “IGNCA, New Delhi”. The scanned copy of the draft may be uploaded along with the Technical Bid forms. The original Demand Draft shall be submitted before opening of the Technical Bids.
- 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 non-accepting the contract by the successful bidder by the stipulated date, 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.
- 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 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 reserves the right to accept/reject any bid before the award of work. IGNCA also reserves the right to re-issue the RFP at any stage before awarding the work and overrule the objection of bidders. 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 technical presentation will be held on the date and time mentioned in the RFP. In case of exigency, it can be held on later date and time under intimation to the concerned bidders.
- 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.
- In case of deviation in quantum of work, the payment will be made on proportionate basis.

### **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 is 90 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 2019-20, 2020-21 and 2021-22.

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 2019-20, 2020-21 and 2021-22 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 31.03.2022 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						
<b>1</b>	<b>Technical capacity of the Artists</b>	<b>30</b>						
1.1	Number of assignments in the field of Art Work in last 5 years as shall be awarded marks as under:(minimum three (03) assignments required to be eligible)	15						
	<table border="1"> <tr> <td>Number of Projects in the field of Art Work</td> <td>Marks</td> </tr> <tr> <td>03 projects</td> <td>10</td> </tr> <tr> <td>Above 03 projects</td> <td>15</td> </tr> </table>		Number of Projects in the field of Art Work	Marks	03 projects	10	Above 03 projects	15
Number of Projects in the field of Art Work	Marks							
03 projects	10							
Above 03 projects	15							
1.2	Relevant Experience in field of Art Work Past years: The artist must have experience in India from past 10 years in the line of art work to be eligible.	15						
	<table border="1"> <tr> <td>Experience in Years</td> <td>Marks</td> </tr> <tr> <td>10 Years to 15 Years</td> <td>10</td> </tr> <tr> <td>More than 15 Years</td> <td>15</td> </tr> </table>		Experience in Years	Marks	10 Years to 15 Years	10	More than 15 Years	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</li> </ul>							

	<p>institutions/ Industry/ Newspaper Cuttings/ or Exhibition Catalogues.</p> <ul style="list-style-type: none"> <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>

**For other bidders:**

Sl. No.	Eligibility criteria	Maximum Marks						
1	Technical capacity of the other bidders	<b>30</b>						
1.1	<p>Number of assignments in the field of ART Work last 5 years as shall be awarded marks as under:(minimum three (03) assignments required to be eligible)</p> <table border="1"> <tr> <td>Number of Projects the field of ART Work</td> <td>Marks</td> </tr> <tr> <td>03 projects</td> <td>10</td> </tr> <tr> <td>Above 03 projects</td> <td>15</td> </tr> </table>	Number of Projects the field of ART Work	Marks	03 projects	10	Above 03 projects	15	15
Number of Projects the field of ART Work	Marks							
03 projects	10							
Above 03 projects	15							
1.2	<p>Relevant Experience in the field of Art Work in Past years: The agency must be in operation in India from past 5 years in the same line of business to be eligible.</p> <table border="1"> <tr> <td>Experience in Years</td> <td>Marks</td> </tr> <tr> <td>5 Years to 10 Years</td> <td>5</td> </tr> <tr> <td>More than 10 Years</td> <td>10</td> </tr> </table>	Experience in Years	Marks	5 Years to 10 Years	5	More than 10 Years	10	15
Experience in Years	Marks							
5 Years to 10 Years	5							
More than 10 Years	10							

	Preference will be given to the bidder having at least one qualified artist, as one of the directors/proprietors/partners	5	
<b>2.</b>	<b>PRESENTATION</b>		<b>70</b>
2.1	<ul style="list-style-type: none"> <li>• The agency 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>

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 remain applicable till completion of the work without any escalation of the rates what so ever the reason.
- 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 subject to maximum 10% of the value of the work.
- 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 shall 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 second party 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, failing which the bidder will be responsible for consequences including civil / criminal liabilities arising out of it.
3. IGNCA will have no direct relationship with artists / craftsmen engaged by the bidder, nor any liability or responsibility towards them.
4. The bidder should provide detailed explanation of the originality, relevance, significance and meaning of each artistic work.

5. The bidder will be responsible for the warrantee of the originality of the work. The bidder should ensure that provided artistic work is original and not the copy of any other artistic work.
6. The bidder must protect the tribal rights, the community rights and indigenous artistic rights of the artists.
7. No name / signature / logo /credit of the artist / second party 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 in the prescribed proforma of Financial Bid only appended at FORM -IV. 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.

**Request for Proposal for Typography Art Works in the New Parliament Building**

**Scope of Work**

In the New Parliament Building, Typography Art Works are proposed to be installed in Constitution Hall. There must be end to end solution to the task given as below.

**A.**

- 14 Prayers of different religions in Devanagari, Roman, Arabic, Japanese, Hebrew and Tibetan Scripts
- Material and Treatment: Letters carved in 40mm thick white sandstone (as per existing quality shade and texture) with golden colour infilled
- Size: Width- 9.3' X Height 9.1' (2838 X 2791)

**B.**

- 1 Shloka in Devanagari
- Material and Treatment: Letters carved in 40mm thick white sandstone (as per existing quality shade and texture) with golden colour infilled
- Size: Width- 33.3' X Height 9.1' (10139X2791)

The scope of Work is inclusive of the following:

1. Designing the letters as per given texts
2. Procurement of the material
3. Execution
4. Transportation
5. Installation

The general factors which need to be kept in mind are that

- The work is symbolic of the people's aspirations. It must augur well with the rich heritage of Indian culture and the grandeur of the New Parliament Building.

- The work must manifest the spirit of ornamentation or Alankaran which will be embodying our shared cultural heritage. The content will be provided.

**Request for Proposal for Typography Art Works 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 Typography Art Works in the New Parliament Building**

Dear Sir/ Madam,

1. With reference to your RFP document dated....., we (name of vendor with address)\_\_\_\_\_, having examined the Bidding documents and understood their contents, hereby submit our unconditional Proposal for the aforesaid Assignment.
2. All information provided in the Proposal and in the Appendices is true and correct and based on documents and records.
3. This statement is made for the express purpose of qualifying as a Bidder for undertaking the Assignment.
4. Any additional information if asked for from us, shall be made available to IGNCA to finalize the bid.
5. IGNCA can reject / accept proposal at any stage without assigning any reason or otherwise before finalisation.
6. We certify that, we have neither been penalised for defiant for the assigned work during the last 5 years by any agency, nor have we faced any arbitration proceedings, nor our contract terminated for violation of agreed terms. We have neither been debarred or blacklisted by any state/central Govt. agency for any breach or deliberate defiant.

7. We declare that:

- a. We have examined and have no objections to the RFP Documents, including any Addendum issued by the IGNCA.
- b. We do not have any conflict of interest with the content of the RFP document;
- c. We have not directly or indirectly or through an agent engaged or indulged in any corrupt, fraudulent, coercive, undesirable 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 been engaged.

8. We declare that we are not a member of any other firm or consortium submitting a Proposal for this assignment.

9. We as individual or our company (name of company) \_\_\_\_\_ certify that in regard to matters including security and integrity of our country, we have not been convicted by any Court of Law or indicted or adverse orders passed by a regulatory authority.

10. We further certify that we as individual and our company (name) \_\_\_\_\_ are not facing any investigation by any agency, nor any criminal proceedings are pending in any court against us.

11. We undertake that in case due to any change in facts or circumstances during the Bidding Process, affecting us adversely which may otherwise render us disqualified in the bidding process, we will intimate the IGNCA with these developments immediately.

12. We hereby reserve 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.

13. We hereby reserve our right to object as and when required, any conditions of RFP are altered without intimation to us considering our valid view point before finalising the bid.

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

15. 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.

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

17. 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 Typography Art Works 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 Typography Art Works in the New Parliament Building**

FORM III (For other bidders)

Financial Capacity of the Bidder

<b>Particulars</b>	<b>Rupees in lakh</b>		
	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>
Annual turnover			

\_\_\_\_\_  
(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 Typography Art Works in the New Parliament Building**

FORM IV

Proforma for Financial Bid

Particulars	Price (All inclusive)
*Lump sum amount for Typography Art Works 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>	

**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: