

Notice Inviting Tenders

**Dr. Bhau Daji Lad Museum Trust
Invites
Global Expression of Interest**

**For a Consultant For the
Architectural Selection Process**

For the proposed extension to the Dr. Bhau Daji Lad Museum, Mumbai

1. INTRODUCTION

1.1. Background

1.1.1. The Dr Bhau Daji Lad Museum Trust is engaged in the development of the **Dr. Bhau Daji Lad Museum** and as part of this endeavour has decided to undertake an extension to the existing museum building.

1.1.2. In pursuance of the above, the Dr. Bhau Daji Lad Museum Trust has decided to carry out the process for selection of a Museum Planning Consultant who can conduct an architectural selection process.

1.2. Request for Proposal

The Dr. Bhau Daji Lad Museum Trust invites Proposals (the “Proposals”) for selection of a Museum Planning Consultant (the “Consultant”) who shall work with the Managing Trustee to prepare the following for development of the Project as per the vision and requirements of the Dr. Bhau Daji Lad Museum Trust :

1.2.1 Needs Analysis

1.2.3 Facilities Brief

1.2.4 Financial Model

1.2.5 Brief for Architectural Planning – This brief would include:

Functional strategy, space program, adjacencies & circulation, systems & specifications, fixtures & furnishings, etc. It should also outline the selection and evaluation process. The brief should respond to the two phased process as outlined in 1.2.6

1.2.6 Implementing the selection process of Architect

The Dr. Bhau Daji Lad Museum Trust would like to undertake a two phase selection process for the architectural selection

Phase 1: A global call for ideas/concept design architectural competition to design the extension of the Dr. Bhau Daji Lad Museum. The Museum Planning consultant will administer the selection process and work under the guidance of the Managing Trustee to shortlist the 5 design proposals.

Phase2: Working under the guidance of the Managing Trustee, the consultant will assist in the 5 shortlisted design proposals through initial design development, so that the final design selection can be undertaken.

For both phases, the selection, evaluation, jury and implementation of all processes, the Museum Planning consultant will work under the guidance of the Managing Trustee to achieve the objectives of the Museum Trust. The Museum Planning consultant will be responsible to ensure that the procedures are compliant with the Indian Council of Architecture's norms.

1.2.7 Review and Design Intent Management of the final selected design up till construction drawing stage

The Dr. Bhau Daji Lad Museum Trust intends to select the Consultant through an open competitive bidding process in accordance with the procedure set out herein.

1.3. Due diligence by Applicants

Applicants are encouraged to inform themselves fully about the assignment and the local conditions before submitting the Proposal by paying a visit to the Project site, sending written queries to the Dr. Bhau Daji Lad Museum Trust.

1.4. Sale of RFP Document

The RFP (Request For Proposal) document can be obtained between 10.00 am and 5.00 pm on all working days on payment of a fee of Rs. 10,000 in the form of a demand draft or banker's cheque drawn on any Scheduled Bank in India in favour of Dr. Bhau Daji Lad Museum Trust and payable at Mumbai.

International firms are requested to transfer \$ 200 or £ 135 directly to our FCRA bank account. Details are as follows:

Name of Bank : Bank Of Maharashtra, Byculla, Mumbai 400027, INDIA

Beneficiary Name : Dr. Bhau Daji Lad Museum Trust

Beneficiary Account no. : 60097046149

SWIFT Code : MAHBINBBOVM

Please Note: Bank details provided are for transfer in foreign exchange from overseas only. No transfer can be made to this account in INR from within India

The document can also be downloaded from the Official Website of the Dr. Bhau Daji Lad Museum. In case of a downloaded form, the Applicant needs to deposit the aforesaid fee at the time of submission of the proposal along with the proposal.

The Museum will only respond to queries from applicants whose fees have been received.

1.5. Validity of the Proposal

The Proposal shall be valid for a period of not less than 140 days from the Proposal Due Date (the “PDD”).

1.6. Brief description of the Selection Process for Museum Planning Consultant (MPC)

The Dr. Bhau Daji Lad Museum Trust has adopted a two stage selection process (collectively the “Selection Process”) in evaluating the Proposals comprising technical and financial bids to be submitted in two separate sealed envelopes. In the first stage, a technical evaluation will be carried out as specified in the RFP. Based on this technical evaluation, a list of maximum 5 short-listed applicants shall be prepared as specified in the RFP and will be invited for a presentation. In the second stage, a financial evaluation will be carried out as Proposals will finally be ranked according to their combined technical and financial scores. The first ranked Applicant shall be selected for negotiation (the “Selected Applicant”) while the second ranked Applicant will be kept in reserve.

2. NOTICE INVITING TENDERS

The firm or consortium that undertakes this Museum Planning consultation with the Dr. Bhau Daji Lad Museum Trust will be determined according to **a two phase selection**:

- Pre-qualification and opening of technical bids. The technical bid holds 70% weightage.
- Opening of financial bids. The financial bid holds 30% weightage.

2.1. Prequalification: Interested firms should send the following:

To qualify submission must include:

2.1.1. Firms or consortia wishing to qualify for this tender should have extensive experience in planning of museums, including experience in and with interactive and children's museums/centres around the world. Knowledge and experience of projects in India is preferable but not mandatory.

2.1.2. They should be able to provide experience records for similar work and references from at least three comparable Master Planning projects for museums.

2.1.3. Identification of lead firm and sub consultants if any

2.1.4. Key personnel including Project Manager

2.1.5.

- Experience in execution of at least 3 similar projects of comparable size in India and/or abroad.
- Bidder must have executed Master Plans or comparable planning documents for each project of which the total construction budget (possibly including renovation) was at least equivalent to Rs. 25 Crores, within the past 10 years.
- Name and Description of project
- Photos of completed work, if constructed
- Project value
- Proof of Financial Stability – Provide independently certified financial statements for the last three fiscal years.

Without any of the above 6 items, the bids will be automatically deemed to be disqualified.

2.2. Technical Proposal – Sealed

Project Schedule: The firm will be appointed in August 2013.

The Master Plan should be contracted to commence on 1st October 2013, and should be completed no later than 30th November, 2013.

The sealed technical proposal should include:

2.2.1. Understanding of Project Team's roles, key personnel and responsibilities (provide signed CVs). Team should include:

Key Professional	Name	Educational Qualification	Length of Professional Experience (years)	Present Employment (Name of the Employer & Employed Since)	Number of Eligible Assignments
Museum Planner cum Team Leader		Atleast a post graduate in a related field	Minimum 15 yrs		Minimum 5
Architectural facility planner		Atleast a post graduate in a related field	Minimum 10 yrs		Minimum 3
Collection Analyst		Atleast a post graduate in a related field	Minimum 10 yrs		Minimum 3
Cost Consultant		Civil Engineer or Equivalent	Minimum 10 yrs		Minimum 3

Note: A team leader not belonging to the lead firm or with less than 12 month roll with the lead firm shall not be considered during the technical evaluation of the bid.

The Dr. Bhau Daji Lad Museum Trust 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. Substitution will, however, be permitted if the Key Personnel is not available for reasons of any incapacity or due to health, subject to equally or better qualified and experienced personnel being provided to the satisfaction of the Museum.

2.2.2 Work Plan and including methodology describing how your team will work with DBDLM

2.2.3. Schedule for all deliverables, including major meetings and presentation

2.2.4 Technical Evaluation Criteria

Particulars	Points
Understanding of Project Needs	20
Project Experience	20
<i>Team credentials</i>	
Team Leader	6
Architectural Facility Planner	6
Collection Analyst	4
Cost consultant	4
Work Plan	15
Schedule	10
Presentation	15
Total(ST)	100

2.3. Financial Proposal - Sealed

Financial Proposal should be submitted on the Applicant's letterhead and signed. Financial proposal should clearly mention the quote in figures and in amount. The Financial proposal needs to contain the following three break-ups:

Particular	Amount
Competition Brief	
Selection Process	
Review of Design Intent till the construction drawing stage	
Total	

The Financial bid should not be conditional. No extra cost for travel, accommodation and incidentals will be entertained. The Financial bid should be all inclusive, only applicable levied taxes will be allowed. Standard tax deductions will be applied.

2.3.1 Financial Proposal Evaluation Criteria

The Dr. Bhaui Daji Lad Museum Trust will determine whether the Financial Proposals are complete, unqualified and unconditional. The cost indicated in the Financial Proposal shall be deemed as final and reflecting the total cost of services. Omissions, if any, in costing any item shall not entitle the firm to be compensated and the liability to fulfil its obligations as per the TOR within the

total quoted price shall be that of the Consultant. The lowest Financial Proposal (FM) will be given a financial score (SF) of 100 points. The financial scores of other proposals will be computed as follows:

$$SF = 100 \times FM / F$$

(F = amount of Financial Proposal)

2.4. Combined and final evaluation

Proposals will finally be ranked according to their combined technical (ST) and financial (SF) scores as follows:

$$S = ST \times TW + SF \times FW$$

Where S is the combined score, and TW and FW are weights assigned to Technical Proposal and Financial Proposal that shall be 0.70 and 0.30 respectively.

2.5The Selected Applicant shall be the first ranked Applicant (having) the highest combined score) . The second ranked Applicant shall be kept in reserve and may be invited for negotiations in case the first ranked Applicant withdraws, or fails to comply with the requirements specified mentioned in the RFP as the case may be.

