**Chhatrapati Shivaji Maharaj Vastu Sangrahalaya**159-161 Mahatma Gandhi Road,
Fort, Mumbai - 400023
Maharashtra, India.

Tender No.CSMVS/**E153**/2022-23 September 1, 2022

**TENDER NOTICE – E153**

**APPOINTMENT OF A FIRM FOR RESEARCH, COORDINATION AND DESIGN OF THE PROPOSED MUMBAI GALLERY AT CSMVS, MUMBAI**

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| **S.No** | **Milestone** | **Important Date** |
| 1. | Announcement of the Tender | September 01, 2022 |
| 2. | Last date for submission of applications | September 12, 2022 |
| 3. | Queries will only be entertained in writing via email to | Ms. Joyoti Roy, centenary@csmvs.in |

**1. Introduction**

Chhatrapati Shivaji Maharaj Vastu Sangrahalaya (CSMVS), Mumbai, is among the premier art, archaeology and natural history museums in India, housing over 70,000 art objects inside a Grade I Heritage Building and a UNESCO World Heritage Site – the Victorian and Art Deco Ensemble. In 2022-23 the Museum completes 100 years and on the occasion of its centenary it is organizing several programs, exhibitions and projects of repute. One such important initiative is the establishment of a gallery dedicated to Mumbai – its history and its people.

This call for tender is for eligible firms that engage with research, visualization, design and coordination of thematic museum galleries. CSMVS has a high-level advisory committee for the proposed content of the gallery and the firm will be required to work under the overall guidance of the Committee and the Director General. The detailed terms and conditions for selection are laid down below.

***2. About the ‘MUMBAI GALLERY’***

The Mumbai Gallery will be the first gallery of its kind in Mumbai that will offer visitors to and from the city a never-before seen experience of the dynamic and ever-evolving cosmopolis in a comprehensive and sensorily engaging manner. CSMVS has a sizeable collection of photographs, prints and artefacts from the region of Mumbai and has published several research volumes and films over the last decade showcasing the history of the city and region.

The display will be curated to illustrate the various stages of development of this port city and its establishment as the *urbs primus in Indis*. A nuanced narrative that will present the history, culture, art, architecture and archaeology of the region through an eclectic mix of artefacts and supported with audio-visual interactive experiences.

A dedicated space that will be the first of its kind in the city of Mumbai, will allow for a cohesive viewing of the history of the city, curated for visitors to better understand its layered and complex nature. Custom designed showcases and frames will be fabricated to suit each object’s unique requirements along with research and interpretation to understand these objects.

A digital audio-visual experience will be used to provide another layer of information in an engaging and stimulating manner that will reflect on the intangible history of the objects and legacy of the city.

The Mumbai Gallery is proposed to be located on the first floor of the extension wing of the Museum, an approximately 2,000 sq. ft. large space. The Gallery is a climate-controlled space, accessible via an elevator and staircase, located next to the immensely popular Money and Jewellery Gallery and two special exhibition galleries that see a large footfall.

**3. Scope of Work**

1. The Firm will be responsible for the complete coordination of the project following the instructions and guidelines laid down by the CSMVS Mumbai Gallery Advisory Committee.

2. The Firm will be responsible for complete visualization, conceptualization and creation of the content and space design for the gallery.

3. The Firm will carry out related research on the gallery concept and develop textual, photographic and graphic supporting material for the interpretation.

4. The Firm will be responsible for graphics – wall text, object labels, pamphlets, brochures and other in-gallery literature and exhibition typography.

5. The Firm will be responsible for communication between CSMVS, its advisors, vendors and lending institutions as and when necessary, on matters pertaining to design and its implementation.

6. The Firm will be responsible for Lighting Design for the gallery.

7. The Firm will be responsible for the sourcing and creation of any digital content – films, animation etc. for the gallery which would be paid for additionally from the project if required.

8. The firm will work with the Fine Art Handling Agency, the CSMVS Conservation department and the internal curatorial team of CSMVS for the project.

9. The firm will assist in drawing up of various tender documents, specifications of production of exhibition furniture, wall and floor finish, display case etc. for the exhibition.

10. The Firm will need to present various iterations of the space design to the CSMVS curatorial and advisory teams online or in person.

11. The Firm (if not from Mumbai) will need to make multiple trips to Mumbai during the course of their engagement for short and long durations as and when necessary.

12. Any other related work as decided by the Director General of CSMVS pertaining to the space design aspect of the project will also be taken up by the firm.

13. At the conclusion of the project the firm will submit a detailed illustrated report on the process of research, curation and design and its outcomes for the sponsor.

14. The Firm may be required to interact with the Museum’s partners, sponsors and the press as and when the Director General demands.

15. The firm may need to undertake research and thorough documentation of the collection that will be displayed in the gallery that will include an art historical and curatorial inquiry into, historicity of the objects, schools of art and stylistic variations, patronage and support of collections and individual narratives related to the overall theme.

16. The firm will undertake design and development of the Gallery that include components of

spatial and graphic design, fabrication of showcases and pedestals, design and production of text and information, access tools to support an inclusive approach towards design, development and visitor experience.

17. The firm will also assist in developing digital interactives: Digital interactives will be used to communicate the intangible history associated with these objects and highlighting key narratives.

18. The firm will also assist in making of a publication and undertake research relevant to the objects on display will be published in a handbook, made available for sale.

**4. Eligibility Criteria for Applicants**

1. This call is open for firms/companies registered and located in India. The firm should be able to furnish registration documents, complete office address and contact details.

2. The firm or the principal applicant of the firm should have been in business for at least 15 years.

3. The Firm should have worked with reputed museums in India before. A list with work orders and completion certificates of at least 3 recent most projects must be attached.

4. The Firm should have a minimum annual turnover of INR 20,00,000 (Twenty lakh Only)

5. The Firm should have a valid PAN and GST number.

**5. Criteria for Technical Competence**

1.Firms who have worked with reputed national and international museums will be given preference.

2. Firms who have worked with Government Museums will be given preference.

3. The Firm should have a team of researchers, persons with prior curatorial expertise, scenographers, architects and designers, animators and graphic designers. The strength of the team will also decide the selection of the final firm. Work samples must be submitted.

4. The Firm should be able to translate the narrative into a design concept that is unique, innovative and appealing to audiences. The design should create a sense of wonder, make visitors curious and bring out the individual characteristics and attributes of the objects.

5. The Firm and their team should be able to visit the museum site which is in Mumbai as often as necessary.

6. The Firm should submit a list and portfolio of past works – at least 3 major projects undertaken in the last 3 years (projects of relevance undertaken before 2020 are also valid).

7. The Firm should submit samples of research, exhibition graphics, literature, designs undertaken before. Preference will be given to the firm who has done exhibition not only in English but other local language including Hindi.

8. It is necessary for this project that Firms submit their designs and iterations in 3-d for review of the museum. Hence the Firm should have in-house expertise and technical infrastructure to deliver the same.

**6. How to Apply**

All Firms who meet the above eligibility criteria can apply for this tender by submitting the following documents

1. All application materials must be sealed in an envelope marked ‘**TENDER NOTICE – E153 APPOINTMENT OF A FIRM FOR RESEARCH, COORDINATION AND DESIGN OF THE PROPOSED MUMBAI GALLERY AT CSMVS, MUMBAI’** and be submitted to Chhatrapati Shivaji Maharaj Vastu Sangrahalaya (159-161 Mahatma Gandhi Road, Fort, Kalaghoda, Mumbai 400023) by hand or via post before 3 pm, 12 September 2022.

2. Late applications will not be considered. Incomplete applications will not be considered.

**I. PROFORMA FOR GIVING Details of work, experience and bio-data**

**a. General Information**

1. Name and Address

2. Telephone No./Fax/Email

3. PAN Number

4. GST Registration No.

5. Activity Area

6. Total Experience in the relevant field

7. Experience in Museum Exhibitions

8. Experience in Museum Research

(use additional sheets)

**b. Organizational Setup**

1. Status (Individual/Company/Firm)

2. Year of Registration

3. Names & Address of Directors/Proprietors

4. Name, Qualification and Experience and years

    of association with firms of key personnel (In brief)

   (use additional sheets)

**c. Curator/ Team Leader**

1. Name, Qualification and Experience and years of association with firms of key personnel (In brief)

   (use additional sheets)

2. Qualifications

3. Area of expertise – subject, period, region etc.

4. Details of curatorial/historical research projects undertaken

    (Knowledge of the language, history, culture and arts of subject will be an added advantage)

 **d. Architect**

1. Name, Qualification and Experience and years

   of association with firms of key personnel (In brief)

   (use additional sheets)

2. Council of Architects Registration No. and Details

   (use additional sheets)

3. Attach the profile and work portfolio

**e. MEP Consultant**

1. Name, Qualification and Experience and years

of association with firms of key personnel (In brief)

(use additional sheets)

2. Attach the profile and work portfolio

**f. Display/Exhibition/Museum Gallery Designer**

Details of museum, exhibitions/museum galleries designed, set up with modern methods of display, lighting etc. (Attach details with photos)

Note: A working agreement/MOU of all such consultants/multi-disciplinary team should be submitted for bid, designing and execution.

**g. EXPERIENCE**

Summary of Completed Projects

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Name of Project & Location | Nature of the project (Attach separate sheet if necessary) | Name of Client/Institution | Square feet area | Cost of Project | Date |
|   |   |  |   |   |   | Commencement | Completion |
|     |   |  |   |   |   |   |   |
|      |   |  |   |   |   |   |   |
|  |  |  |  |  |  |  |  |

(use additional sheets if required for further details)

 **h. Details of Awards and Testimonials**

Letter of recommendation of performance from the concerned museum director Authority is required for similar projects executed.

**7. Evaluation Procedure**

 Firms/Applicants satisfying the minimum eligibility criteria will have to make a presentation of their works before the selection committee at their own expense.

**a. Selection and Marking Criteria**

ITEM​​​​​​ WEIGHTAGE

**i. Credibility of the Firm**​​​​​**50%**​​

a. Manpower​​​​​​​10%​

b. Experience​​​​​​​25%

c. Financial capability​​​​​15%

**ii. Presentation of existing projects/designs**​​**50%**

a. Understanding of brief and context​​​10%

b. Design and design considerations​​​25%

c. Challenges and Execution​​​​​15%

**Note:** The consultants have to factor undertaking of assessment of site and schematics where necessary.

The Firms will be given ranking based on the total points obtained as per the above weightage and the required number of Firms/Consultants will be engaged. The decision of the Selection Committee will be final. Copies of all documents should be attached along with this application. Originals should be presented at the time of presentation. A copy of the details given in this format should be sent as soft copy along with this application.

Selected applicants must be prepared for discussions on financial quote and possible negotiations.