



Request For Quotation

for

*Selection of Agency for documentation
of tangible tribal art, culture and
heritage of Maharashtra.*

RFQ Notification No.:9429....

Issued By

The Commissioner
Tribal Research & Training Institute, Pune
Government of Maharashtra

1. REQUEST FOR QUOTATION

1.1 RFQ Notice

This RFQ document is being published by the Commissioner, Tribal Research & Training Institute, Pune for the "***Selection of Agency for documentation of tangible tribal art, culture and heritage of Maharashtra***"

Participating agencies are advised to study this RFQ carefully before submitting their quotations in response to the RFQ. Submission of a quotation in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.

This RFQ is not transferable.

1.2 Important Dates / Information:

1.	Project Name <i>Selection of Agency for documentation of tangible tribal art, culture and heritage of Maharashtra</i>
2.	RFQ reference No and Date 1521/27/04/2022
3.	RFQ Validity Period 90 Days from the Date of Opening the RFQ
4.	Date of publishing 30/04/2022
5.	advertisement
6.	Last date (deadline) for submission of RFQ at TRTI 10/05/2022 at 05.30 PM at Tribal Research Training Institute, 28,Queens Garden, Near Old Circuit House,Pune-411001
7.	Place, Time and Date of opening of RFQ 11/05/2022 . 5.30 PM
8.	Contact Person for queries Mr. Vijay Dagale ,cultural Officer,
9.	Submission type Sealed Envelope

2) Introduction and Background

2.1 About Tribal Research & Training Institute

The Tribal Research & Training Institute (TRTI) was established in May 1962 to undertake research studies on various aspects of tribal and to assess the impact of developmental programs / schemes on the life of the tribal people. In order to strengthen the capacity of the TRTI to achieve the objectives, the Government of Maharashtra (G.R. No. TRT-2013/F. No. 787/D-5/Date 24/12/2013) has decided to give it a Status as an Autonomous Association / Society under the Societies Registration Act and Bombay Public Trust Act. It has a tribal museum, which creates an outreach environment from within the museum to the outside world so that curiosity and wonder is stimulated about the tribal.

2.2 About RFQ Background

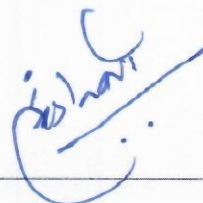
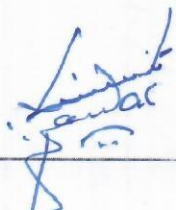
Tribal Research and Training Institute, Maharashtra State, Pune is an autonomous organization of the Government of Maharashtra, which was established under the centrally sponsored scheme in 1962. Tribal research and training institutions are working in the tribal-dominated states of the country to conduct research on various aspects of tribal subjects.

The following objectives of the organization were set up during the establishment of this institution. Organization's Objectives and Functions

1. Evaluate the impact of various schemes implemented by the Central and State Government for the financial, educational and social development of tribal communities on tribal life.
2. Do research on issues related to tribal life and development.
3. Providing pre-employment training for the officers / employees working in Tribal Development Department and for tribal students.
4. Organizing different training sessions for the tribal
5. Adivasi cultural museum to organize tribal arts and culture, organize handicraft exhibition in different urban areas, and create a short film on tribal life.
6. Administrative control over the functioning of Scheduled Tribes Certificate Examination Committees working in the State level in Maharashtra State

RFQ (request for quotation) is called for the ***Selection of Agency for documentation of tangible tribal art, culture and heritage of Maharashtra.***

The intangible heritage that the tribal population possesses including the traditional knowledge system contains many positive and productive elements that are really invaluable for the entire humanity. Despite its significant role to integrate the society and enhance the sense of ownership to the concerned people and culture, intangible heritage faces serious threats for its existence. In many parts of India fast pace of modernization has been taking toll on it. The danger also comes from the rapid process of globalization, homogenization, and pervading influence of western culture. There is even more critical situation facing tribal culture: the intense pressure of adopting the cultural framework of ruling class elite within. Each human community has developed its own ways of life to satisfy human needs through the process of interacting with specific environment and the universe throughout the centuries. These processes provide living communities with a sense of continuity with its previous generations and are important to cultural identity, as well as to the safeguarding of cultural diversity and creativity of humanity. There are many challenging factors that are quickly bringing permanent changes in the present day and every one of us should be primarily concerned with the preservation of human cultural inheritance in its multiplicity of forms and manifestations. There is thus an urgent need to preserve intangible heritage in order to contribute to the development of mankind.



The whole tribal society at present moment is going through the critical stage of transformation. Various modernizing forces have brought rapid transformation in their whole socio-cultural milieu. Cultural intermixture is on increase and this is sure to effect a perceptible change in the life style of tribes. Changes brought through modern and scientific attitudes are healthy sign for their development, but at the same time attention should be paid to preserve their traditional systems, which have immense value. The art and culture of tribes should be given new orientation and respectability in the overall scheme of cultural development. The best traits of both the tradition and modernity should be synthesized for their sustainable development. The tribal people have rich traditions, cultures and heritage with unique life styles and customs. Till date, it is not being preserved. Today the rich cultural heritage of the tribes manifested in its folklore, costume, jewellery and lifestyle, is under serious threat, and may fade into oblivion. There is no authentic documentation of the traditional tribal lives, history and cultural heritage in India. At present there is no centre of excellence or one stop information centre, which holistically deals with the tribal folklores, customs and traditions and its application for promoting endogenous development.

The necessity for a robust digital preservation, promotion and growth of tribal culture may include:

- Straightforward documentation through documentation as well as videography of Indigenous traditions;
- Translation of Indigenous traditions into emerging technology and contemporary cultural modes of expression;
- Application of principles of Indigenous traditions to develop new technologies.

SCOPE OF WORK:

- a. Research and documentation of the various tribal community art, culture, livelihood and heritage.
- b. Publication of the above documented and researched details.
- c. Audio Video production of the above published work.

TARGETED CUSTOMER:

- a. TRTI institute students
- b. TRTI Visitors
- c. TRTI official documentation.

3) Eligibility Criteria

3.1 Eligibility Criteria for Selection of Agency for documentation of tangible tribal art, culture and heritage of Maharashtra. (Document to be enclosed in Envelop A)

#	Eligibility Criteria	Proof Document Required
1	The Bidder must be a company in India Registered under The Company's Act 1956 or 2013/Partnership act/Maharashtra shop act/Proprietorship Act.	Certificate of Incorporation / Registration Certificate issued by the competent authority, Memorandum of association and article of association/Partnership deed/shopact
2	The Bidder must have an annual average turnover of more than Rs.10 lakh, in last 3 Financial Years (2018-19, 2019-20, 2020-21)	Certificate from Statutory Auditor highlighting totalturn-over for last 3 Financial Years (2018-19, 2019-20, 2020-21)
3	The Bidder must submit valid proof an authorized signatory in the form of power of attorney.	Attach the power of attorney or a board resolution on the letter head of the firm or on the letter head
3	The agency should have executed similar type of work for a State or central government/semi government/professional organization/private company/events/PSU etc. & should have publication experience of government organization.	Copy of Work Order signed and stamped by competent authority
4	Bidder should have valid IT, GST returns for the last three financial years (FY 2018-19, 2019-20, 2020-21) with no loss and the Bidder should have PAN Card and GST certificate	Provide documentary proof of Income Tax Returns and GSTR for the last three financial years. Provide copy of PAN card and GST certificate and GST paid challan till 31 st March 2021
5	The firm should not have been blacklisted by Central Government or any State or central government/semi government/professional organization/private company/event/PSU etc.	Declaration letter by bidder as per format given in the EOI document

4.11 Technical and Commercial Evaluation

Technical and Commercial Evaluation of the bids would be carried out on the parameters as given below:

- A. Bidders Competence and Technical Score – Marks shall be converted to score . Refer 5.12 below. Those securing score of 70 or above will qualify for Commercial Evaluation
- B. Commercial Evaluation - Conversion of financial amount to financial score will be done using the formula

(Lowest Financial Bid(LFB)/ Financial bid amount(F) * 100

See illustration 4.12 of this document below

The evaluation categories would be divided into various sub-categories, as broadly mentioned below:

#	Parameter	Marks	Max.Score	Supporting Document Type Name to be given to the PDF file
A	Bidder's Competence and Technical Score		100	
A1	Annual turnover of the company in the past 3 financial years ending March 2021. (INR.)	10 Lac to 25 Lac : 15marks 25 Lac to 50 Lac : 20 marks 50 Lac and above : 25 marks	25	As per assessment of 3.1
A2	Number of publication projects (P)executed and completed State or central government/semi government/professional organization/private company/events/PSU ,etc	1= 10marks 2 to 3=15marks >3=25 marks	25	As per assessment of 3.1
A3	Number of audio video production executed and completed State or central government/semi government/professional organization/private company/events/PSU ,etc	1= 10marks 2 to 3=15marks >3=25 marks	25	As per assessment of 3.1
A4	Technical Presentation must cover the following aspect: a. Research and documentation of the various tribal community art, culture, livelihood and heritage. b. Publication of the above documented and researched details. c. Audio Video	Bidders need to bring all hard copies and sample work done.	25	As per assessment of 3.1

	production of the above published work.			
A	Total Technical Evaluation marks (Weightage of 80%)	100	This is the technical marks which shall be converted into technical score using QCBS grading system table (4.12)	
Only those bidders who get a technical score of 80 and above will qualify for commercial Evaluation/bid opening.				

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Instructions for Pre-Qualification Bid

Pre-Qualification Cover Letter

(To be provided on the letter head of Bidder)

Date: dd/mm/yy

To
The Commissioner
Tribal Research & Training Institute,
28, Queen's Garden
Pune

Sub: "Selection of Agency for documentation of tangible tribal art, culture and heritage of Maharashtra."

Ref : RFQ No: <No> Dated <DD/MM/YYYY>

Dear Sir,

Having examined the RFQ, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide the professional services as required and outlined in the draft RFQ document for the Appointment of **Agency for documentation of tangible tribal art, culture and heritage of Maharashtra.**

We attach hereto our responses to pre-qualification requirements and technical proposals as required by the draft tender document. We confirm that the information contained in these responses or any part thereof, including the exhibits, and other documents and instruments delivered or to be delivered to TRTI, is true, accurate, verifiable and complete. This response includes all information necessary to ensure that the statements therein do not in whole or in part mislead the department in its short-listing process.

We fully understand and agree to comply that on verification, if any of the information provided here is found to be misleading the selection process, we are liable to be dismissed from the selection process or termination of the contract during the project, if selected to do so.

We agree for unconditional acceptance of all the terms and conditions set out in the RFQ document and also agree to abide by this tender response for a period of 90 days from the date fixed for bid opening. We hereby declare that in case the contract is awarded to us, we shall submit the contract performance guarantee bond in the form prescribed the RFQ.

We agree that you are not bound to accept any tender response you may receive. We also agree that you reserve the right in absolute sense to reject all or any of the products/ services specified in the tender response.

It is hereby confirmed that I/We are entitled to act on behalf of our company empowered to sign this document as well as such other documents, which may be required in this connection.

Signature of Authorized Signatory (with official seal)

Name :

Designation :

Address :

Telephone & Fax:

E-mail address :

FORMAT PQ_2: Bidder's Average annual Turn over in last 3 yrs FY2018-19, 2019-20, 2020-21

(To be provided on the letter head of Bidder)

Date: dd/mm/yyyy

To,
The Commissioner
Tribal Research & Training Institute,
28, Queen's Garden
Pune

Sir/Madam,

I have carefully gone through the Terms & Conditions contained in the RFQ Document for the **Selection of Agency for documentation of tangible tribal art, culture and heritage of Maharashtra.**
I hereby declare that below are the details regarding Average ANNUAL Turnover, of our company.

#	Details	FY 2018-19 (in lacs)	FY 2019-20 (in lacs)	FY 2020-21 (in lacs)
1	AVERAGE ANNUAL TURNOVER			

Contact Details of officials for future correspondence regarding the bid process:

Details	Authorized Signatory	Secondary Contact
Name		
Title		
Company Address		
Phone & Email		

I further certify that I am competent officer in my company to make this declaration.

Yours Sincerely,

FORMAT PQ_5: Self Declaration – No Blacklisting

(To be provided on the letter head of Bidder)

Date: dd/mm/yyyy

To,
The Commissioner
Tribal Research & Training Institute,
28, Queen's Garden
Pune

Sir/Madam,

In response to the Tender Ref. No. _____ dated
_____ For **Selection of Agency for documentation of tangible tribal art, culture and heritage of Maharashtra.**”, as an owner/ Director of _____, I/ We hereby declare that presently our Company _____ is having unblemished record and is not declared ineligible for corrupt and fraudulent practices either indefinitely or for a particular period of time by any State or central government/semi government/professional organization/private company/events/PSU, etc

We further declare that presently our Company _____ is not blacklisted and not declared ineligible for reasons other than corrupt and fraudulent practices by any State or central government/semi government/professional organization/private company/events/PSU, etc

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Thanking you,

Name of the Bidder: -

Authorized Signatory: -

Seal of the Organization: -

Date:

Place:

Commercial Proposal Format & Instructions (Envelop 2)

The Bidder has to quote the rate in the below format.

Details to be filled up for price bid are as follows:

S. No	Description	Specifications	Quantity	Price (including GST)
1	Publication of research work	Hardbound book	1	
2	Audio – Video production of researched work	Shoot Resolution: 4K Duration: 15 min film Script Language: Marathi and English Voice Over: English, Hindi, Marathi	1	Price per film + GST as per actual govt. rules
			Total	Price + GST

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Name of the firm:

Seal and Stamp of Authorized Signatory:

Bidders are instructed to take the printout of this PDF and upload the manually filled sheet along with signature and seal of authorized personal.

This cost would be inclusive of Travel, shoot and stay cost. The fees shall be exclusive of GST as applicable under the relevant Laws of India. Should there be a change in applicable taxes, the actual taxes on the date of billing would prevail.

Note:

The bidders may visit the site and obtain additional information at their own cost and responsibility.

All the prices are to be entered in Indian Rupees ONLY.

During the payment stage, TRTI reserves the right to ask the Bidder to submit proof of payment against any of the taxes, duties, levies indicated.

The Contract Price shall be firm and not subject to any alteration.

The Selected Agency shall be deemed to have satisfied itself as to the correctness and sufficiency of the contract price, which shall, except as otherwise provided for in the contract, cover all its obligations under the contract.