

MAULANA ABUL KALAM AZAD INSTITUTE OF ASIAN STUDIES (MAKAIAS)

(An Autonomous Body under Ministry of Culture, Govt. of India)
Azad Bhavan, IB – 166, Sector – III, Salt Lake, Kolkata – 700106
Ph. No. 2335 – 6623/ 2335 – 6642 / 2335 – 6629

BRIEF NOTICE INVITING TENDER

Ref. No: MAKAIAS MUSEUM/ OT/1

Dated: 11.12.13

Name of the Work:” **Restoration of Antique Items of Maulana Azad Museum**”

Sealed and superscribed tenders are invited from reputed and experienced firms for the work
” **Restoration of 44 nos. Wooden Antique Items of Maulana Azad Museum**” **5, Ashraf Mistri Lane, Kolkata – 700019.**

Detailed tender document can be purchased from the MAKAIAS office at Salt Lake, Kolkata at the above address on payment of cash Rs.200.00 (Non-refundable). Tenders may also be downloaded from the MAKAIAS website www.info@makaias.gov.in. A Demand Draft of Rs.200.00 (Non-refundable) in favour of” Maulana Abul Kalam Azad Institute of Asian Studies” , payable at Kolkata from a Nationalised Bank needs to be submitted alongwith the completed downloaded form. Downloaded form submitted without DD will be rejected. No tender shall be issued through post/courier.

The sale period for Tender documents: from 16.12.13 to 24.12.13 (From 11 AM to 04 PM –in working days of the Institute).

Last date for submission of Tender documents: On 17.01.14 (within 04 PM).

Pre-bid meeting and inspection of items at Museum building as is where basis: On 26.12.13 (at 1PM)

Date of opening of Bid: On 20.01.14 at 3PM. at the above address.

The Director shall have right to accept or reject any offer or cancel the whole process without showing any reason.

Director.
MAKAIAS

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Ref. No: MAKAIAS MUSEUM/ OT/1

Dated: 11.12.13

Director, Maulana Azad Museum, under the aegis of Maulana Abul Kalam Azad Institute of Asian Studies, Kolkata invites sealed bids from experienced firms on Open Tender basis for the work for "**Restoration of 44 nos. Antique Items of Maulana Azad Museum**", 5, Ashraf Mistri Lane, Kolkata – 700019. as described below with the following terms and conditions.

1. **Brief description of work**: To undertake restoration of 44 nos. wooden objects belonging to the first half of the 20th century and restoring them back to their original state in a historically accurate manner. The items include desks, chairs, bookcases, display cabinets, almirahs, dressing tables, occasional and side tables etc. The items were accessioned by Intach Art Conservation Centre, Kolkata .The physical condition of the items as observed by Intach at the time of accession and recommendations made accordingly should be considered at the time of restoration.
2. **List of Items**: Please see Annexure.
3. **Experience**: Firms having undertaken work of restoration of antique wooden furniture for any cultural, educational, consulate or government body in India in the last five years ending bid closing date should quote .The firm must submit their credentials in course of submission of quotations. Quotations submitted without requisite credentials will be rejected.
4. **Pre – proposal meeting and site visit to see the condition of the items on as is where basis by the willing tenderers**: **On 26.12.13.** at 1PM. at 5, Ashraf Mistri Lane, Kolkata – 700019.

The tenderer should come with copy of tender documents in original or downloaded during site inspection.

5. **Inspection of items after restoration**: By the Director or her authorised representative.
6. **Rate**: Item wise (As per Cl.2 above) rate for restoration work should be quoted both in words and figure on the firm's own letter head. Taxes applicable should be quoted separately.
7. **Payment Terms**: Payment will be made in two instalments.(Subject to TDS as applicable).
 - (i) 100% of 1st instalment will be made within 30 days of completion of restoration work for first 22 items (Cl.2) in the list with the satisfaction of the Director or her authorised representative.
 - (ii) 100% of 2nd instalment will be made within 30 days of completion of restoration work for next 22 items (Cl.2) in the list with the satisfaction of the Director or her authorised representative.

8. **Validity of the offer:** The offer should be valid for 60(Sixty) days from the date of opening.
9. **Completion period:** Works should be completed within **four months** from the date of receipt of work order. However, firm may quote the reasonable time period required for restoration of items after site visit. The shorter time period will be considered for better appreciation.
10. **Place of Work:** The restoration work should be undertaken within the premises of Azad Museum. No item or any part of the item should be taken out of the Museum.
11. **Working Hours:** Working hours should be from 10.00AM to 5PM every day.
12. **Earnest Money :** The Applicant shall furnish along with the tender as a part of proposal, Earnest Money amounting Rs.10,000.00 (Ten thousand) lumpsum, only in the form of DD issued by one of National Schedule Banks in India in favour of “ Maulana Abul Kalam Azad Institute of Asian Studies ”payable at Kolkata , returnable not later than 120 days from the date of Tender opening to the Applicants other than the Applicant who’s bid has considered technically suitable and lowest.
Any Bid not accompanied by the Earnest Money shall be rejected by the Authority as non-responsive.
13. **Security Deposit:** The Earnest Money of the successful tenderer, whose bid is lowest and technically suitable shall be converted into Security Deposit against any loss or damage occurred during restoration work by the Executing Firm due to rough handling or for any other reason. In the event of such happening the work order will be cancelled and cost of damage/loss will be adjusted against pending bill and security deposit. The value of loss will be decided by the Maulana Azad Museum authority.
The Authority shall not be liable to pay any interest on the Earnest Money & Bid Security and the same shall be interest free.
14. **Refund of Security Deposit:** The security deposit will be refunded within one month after successful completion and restoration of items and deduction of loss amount, if any.
15. **Sale of Tender documents:** **From 16.12.13 to 24.12.13** on all working days of the Institute from 11AM to 4PM.against Rs.200.00 cash (Non-refundable). Tenders may also be downloaded from the MAKAIAS website www.info@makaias.gov.in.
16. **Place for submission of offer:** The sealed envelope bearing quotation superscribed“**Restoration of 44 nos. Antique Items of Maulana Azad Museum**” addressed to The Director, Maulana Abul Kalam Azad Institute of Asian Studies, Azad Bhavan, IB – 166, Sector – III, Salt Lake, Kolkata – 700106
17. **Last Date of submission of offer:** **17.01.14 within 4PM.**
18. **Tender will be opened on 20.01.14 at 3PM** in the office of the Director, MAKAIAS.
19. **The Director shall have right to accept or reject any offer or cancel the whole process without showing any reason.**

Encl: List of items

Director
Maulana Azad Museum

List of 44 wooden objects

Object no.	Title	Dimension	Treatment required or Not as per INTACH
01	Secretariat Table	152 cm (Length), 91.5cm(Width), 77 cm Height	Required
02	Chair	103cm (Total height),45.5cm (sitting height), 54.5cm(width), 48.5cm(length)	Required
03	Chair	103cm (Total height),45.5cm (sitting height), 54.5cm(width), 48.5cm(Depth)	Required
04	Chair	100cm (Total height),45 cm (sitting height), 46cm(width),42.5cm(depth)	Required
05	Chair	100cm (Total height),46 cm (sitting height), 45.5cm(width),43cm(depth)	Required
06	Arm Chair	80cm (Total height),30 cm (sitting height), 66.5cm(width),62cm(depth)	Required
07	Decorated Wooden Box	34.5cm (Length), 24.5cm(width), 11cm(Height)	Required
08	Small round table	66cm (Height), 37cm (diameter)	Required
09	Decorated almirah	44cm (depth), 92cm(Width), 180cm(height)	Required
10	Center Table	61cm(Length), 62cm(Width), 68.5cm(height)	Required
11	Book self	104.5cm(Length),40cm(Depth),178cm(height)	Required
12	Droop Almirah	106cm(Length),54cm(Width),136.5cm(height)	Required
13	Dressing Table	105cm(Length),45.5cm(Width),171cm(height)	Required
14	Small corner table	52cm(length),27.5cm(Width),87cm(height)	Required
15	Small decorated tool	23cm(Diameter),25cm(height)	Required
16	Cash Box	79cm (Length),50cm(Width),33.5cm(height)	Required
17	Letter Box	43cm(Length),20cm(Width),32.5cm(Height)	Required
18	Crockery Box	46cm(Length),31cm(Width),8cm(Height)	Required
19	Honorarium (Kalam Bearer)	42cm(Length),14.5cm(Width),13cm(Height)	Required
20	Kalam Bearer	30cm(Length),10cm(Width),6cm(Height)	Required
21	Utensil Box	103cm(Length),44cm(Width),53cm(Height)	Required
22	Small Table	63.5cm(Length),40cm(Width),43.5cm(Height)	Required
23	Writing Table	89cm(Length),51cm(Width),43cm(Height)	Required
24	Decorated small tool	26cm(Length),26cm(Width),32cm(Height)	Required
25	Wooden Box with Azad's Visiting Cards	11cm(Length),7cm(Width),5cm(Height)	Required
26	Small Kashmiri Bowl	6.5cm (Diameter), 2cm(height)	Required
27	Small Kashmiri Bowl	6cm (Diameter), 2cm(height)	Required
28	Small Kashmiri Bowl	6cm (Diameter), 2cm(height)	Required
29	Small Kashmiri Bowl	5.5cm (Diameter), 2cm(height)	Required
30	Small Kashmiri Bowl	5.5cm (Diameter), 2cm(height)	Required
31	Tray	49.5cm(Length),30cm(Width),3cm(Height)	Required
32.1	Lower part of Dressing Cabinet	125.5cm(Length),32.5cm(Width),104.5cm(Height)	Required
32.2	Upper part of Dressing Cabinet	124cm(Length),20.5cm(Width),58cm(Height)	

33	Dressing Table	Mirror: 86cm(length)x50.5cm (Width) Cabinet: 171cm(Total height),73cm (desk height) , 106.5cm (length),50cm(width)	Required
34	Wooden Ink Pot	25.5cm(Length), 5.5cm(height), 11.2cm(Width)	Required
35	Canned Decorated Table	26.5cm(Length),26.5cm(Width),2cm(Height)	Required
36.1	Chinese Wooden Box with Lid (Black)- Body	20.5cm(diameter), 8cm (height)	Required
36.2	Lid of Chinese Box	20.7cm(diameter), 3.7cm(height)	
37.1	Chinese Wooden Box with Lid (Golden)- Body	10.4cm(diameter), 4.6cm (height)	Required
37.2	Lid of Chinese Box	11cm(Diameter), 4.1cm(height)	
38	Astray	8cm(Diameter), 4.5cm(height)	Required
39	Astray	9cm(Diameter), 4.5cm(height)	Required
40	Astray	9cm(Diameter), 4.5cm(height)	Required
41	Wooden walking Stick	96.5cm Height, 110cm Total length, 7.5cm Dia	Required
42	Wooden walking stick	96.5cm Height, 110cm Total length, 7.5cm Dia	Required
43	Greenish white Dressing Table	98cmWidthx186cm Height, Mirror – 78.5cm(Width), 70cm(Height)	Required
44	Wooden Cast	14.7cm Length, 6cm Width, 3.7cm Height	Required