

**No.F. 19-1/2009-NM (EC)FAHA,
National Museum, Ministry of Culture,
Government of India, Janpath,
New Delhi - 110011.**

TENDER NOTICE FOR ENGAGEMENT OF FINE ART HANDLING AGENTS

National Museum, Janpath, New Delhi, a subordinate office under the Ministry of Culture, invites technical and financial bids from experienced agencies for appointment as Fine Art Handling Agent for a period of three years to perform the following jobs/services related to art/archaeological/anthropological/photographic exhibitions to be organized in India and abroad:

1) Fabrication of wooden boxes with/without packing material (2) Handling of Exhibits (art objects/antiquities), which includes packing, unpacking, repacking, loading/unloading, site examination and coordination with various institutions (public & private), booking and delivery of shipments, documentation, agency's attendance, custom clearance, removal of empty boxes, their storage and repositioning, providing escort etc., (3) Arranging for insurance cover of the Exhibits (from lending institutions in India to National Museum) (4) Transportation of exhibits by Air/Rail/Road in covered and secured trucks.

Reputed Fine Art Handling Agents possessing the following qualifications are requested to submit their technical and financial bids by 3.00 PM on 26.06.2010.

(1) Atleast 15 years experience and expertise in the field. (2) Annual turnover of Rs. 50.00 Lakhs and above (3) Registered with appropriate Government Body (4) Bank solvency of at least Rs. 20.00 Lakhs (5) Possess skilled and technical work force (6) Holder of PAN and Service Tax Registration number.

The tender form and detailed specifications, eligibility criteria, terms & condition, etc. may be obtained from the Reception Counter of this office against payment of Rs. 250/- in the form of Cash/ Demand Draft drawn in favour of Drawing and Disbursing Officer, National Museum and payable at New Delhi on any day except Mondays/Holidays between 10 AM and 5 PM. This may also be downloaded from the website of this Museum [http:// www.nationalmuseumindia.gov.in](http://www.nationalmuseumindia.gov.in) and a requisite amount of Rs. 250/- may be deposited in the form of Demand Draft as mentioned above, alongwith the application.

The bids along with an Earnest Money Deposit (EMD) for Rs. 1,00,000/- (Rupees One Lakh Only) in the form of Demand Draft drawn in the favour of Drawing and Disbursing Officer, National Museum, should be sent to the **“Administrative Officer, National Museum, Janpath, New Delhi by 3.00 PM on 26.06.2010.”** The technical and financial bids should be submitted in separate sealed envelopes which may together be put in a larger envelope super-scribing **“Technical & Financial bids for engagement of Fine Art Handling Agent”**. The bids in sealed cover along with EMD may be submitted by Registered Post or submitted in the office of the Administrative Officer, National Museum against receipt/acknowledgement on any day except Mondays and holidays between 10 AM and 5 PM.

The bids will be opened on 28.06.2010 at 11.30 AM by the purchase committee in the Conservation Laboratory, 2nd Floor of the National Museum, Janpath, New Delhi. The bidders who wish to be present at the time of opening the bids, may represent themselves or authorize their representatives with authority letter.

The Director General, National Museum, reserves the right to postpone/reject/recall/modify the tender without assigning any reasons thereof.

Note:- False information/documents providing for consideration would result in disqualification of the bidder.

Director General