



## **KERALAM MUSEUM OF HISTORY & HERITAGE**

**Park View, Thiruvananthapuram-33**

(Nodal agency of all museums under Cultural Affairs Dept. Govt. of Kerala)

Website: [www.museumkeralam.org](http://www.museumkeralam.org) | Email: [info@museumkeralam.org](mailto:info@museumkeralam.org)

Phone: 0471-2320231, 9188847937

### **Notice**

#### **Sub: Preparation of a panel of consultants for Keralam Museum.**

It is proposed to expand the a panel of consultants on different aspects of Museum related works, like building of new museums/modernization, renovation and strengthening of existing museums etc as per rules in force. Hence **Museum Experts, Architects, Engineers, Experts in the preparation of museum related detailed project reports, Govt. approved contractors on museum related works, Heritage Specialists, Photographers, Designers, Artists, Painters, Sculptors, Museum display experts, Conservation experts, Museum equipment Suppliers, Museum lighting experts** who have a proven record of experience in the museum related works and projects are requested to register their names/ firms, with details of the works undertaken and giving sufficient proof of their proficiency and experience in the museum related works to the office of the Executive Director, Keralam Museum, within **30<sup>th</sup> September 2021** from the date of publication of this notification. Those who had empanelled earlier need not apply further.

Sd/-

**Executive Director**

**27.08.2021**



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### EMPANELMENT OF FIRMS/ PERSONS IN THE MUSEUM RELATED WORKS

#### Minimum Eligibility Criteria

- i. 3 years' experience in Electrical/Electronic/civil / Architectural designing of Museum projects /interior design /DPR preparation and setting up of museums
- ii. At least 3 projects costing more than Rs. 50.00 lakhs in the last 3 years

#### I. PROFORMA FOR BIO-DATA

##### a) General Information

1. Name and Address of  
Individual/ Firm/ Consortium -
2. Telephone No./Fax/ E-mail -
3. PAN Number -
4. Service Tax Registration No. -
5. Activity Areas -
6. Total Experience in the relevant field -
7. Experience in Government works -
8. Details of empanelment, if any, in  
National Museum, New Delhi/ -  
Archaeological Survey of India (ASI)  
(use additional sheets)

##### b) Organizational Setup

1. Status (Individual/ Company/ Firm) -
2. Year of Registration -
3. Names & Address of Individuals/  
Directors/ Proprietors -
4. Name, Qualification and Experience  
and years of association with firms of

key personnel (In brief) -  
(use additional sheets)

**c) Architectural Wing**

1. Name, Qualification and Experience and -  
years of association with firm of key  
personnel with firm (In brief)  
(use additional sheets)
2. Council of Architects Registration -  
No. and Details (use additional sheets)

**d) Planning Wing**

Name, Qualification and Experience and  
years of association with firm of key  
personnel (In brief)  
(use additional sheets)

**e) Electrical Wing**

1. Contractor's License /Class -
2. PWD/CPWD Registration Details, if any-
3. Work Experience with details of  
Experience Certificates -
4. Details of Electrical works completed -

**f) Museum wing**

1. Should have prepared DPR for at least 3 museum projects - Please provide certificates/testimonials
2. The details of minimum 3 years experience in the Museum/gallery works - Please provide certificates/testimonials
3. Prior experience in government museum projects - Please provide certificates/testimonials - Please provide certificates/testimonials
4. The details of projects (3 nos) costing more than Rs. 50.00 lakhs in the last 3 years - Please provide certificates/testimonials
5. Details of other empanelment if any - Please provide certificates/testimonials
6. The firm should have a consortium containing the following Technical persons.
  - a. Curator
  - b. Museum/gallery designer

- c. Historian with sufficient experience in said subject
- d. Implementation team with minimum 5 years experience
- e. Graphic Designer
- g. Other experts

Please submit the testimonials proving qualifications of the above persons

**g) Museum Lighting**

1. Experience in lighting design in galleries/museums/display windows - Please provide details, with relevant certificates
2. Good knowledge of international lighting solutions and contemporary lighting equipment – Please provide certificates/testimonials
3. Familiarity with vendors and manufacturers of lighting equipment - Please provide certificates/testimonials
4. Details of minimum 3 year experience in the lighting
5. The details of project ( at least 3 nos ) costing more than Rs. 30.00 lakhs in the last 3 years – Please provide the certificates/testimonials
6. The firms should have following technical persons
  - a. Project Engineer (Electronics/Electrical)
  - b. Lighting designer
  - c. Lighting technicians
  - d. Site supervisors

- Please provide certificates/testimonials
7. Details of other empanelment if any

**h) HVAC**

1. The details of minimum 3 year experience in HVAC works – Please provide relevant certificates/testimonials
2. The details of project ( 3 nos) costing more than Rs. 30.00 lakhs in the last 3 years – Please provide relevant certificates/testimonials
3. The firm should have relevant machineries – Please provide the proofs
4. Details of empanelment if any
5. The firms should have following technical persons
  - a. MEP Engineer
  - b. Mechanical Engineer
  - c. Mechanical supervisor
  - d. Technicians

- Please provide certificates/testimonials

**i) Fire fighting**

- 1 Fire license – Please provide details
- 2 The details of minimum 3 year experience in fire-fighting works –Please provide relevant certificates/testimonials
- 3 The details of project ( at least 3 nos) costing more than Rs. 30.00 lakhs in the last 3 years- Please provide certificates/testimonials
- 4 The firms should have relevant machineries – Please provide the proofs
- 5 Details of empanelment if any
- 6 The firms should have following technical persons
  - a. Project Engineer (Mechanical)
  - b. Site Engineer
  - c. Site supervisor
  - d. Technicians- Please provide certificates/testimonials

**j) Civil works**

1. Contractor license/ class
2. PWD/CPWD Registration details
3. Work experience with details of experience certificate
4. Details of work completed.
5. Details of project ( at least 3 nos) costing more than Rs. 50.00 lakhs in the last 3 years – Please provide certificates/testimonials

**(k). Experience**

**Summary of Major Completed Projects (A minimum of the three projects costing above Rs. 50.00 Lakhs undertaken in the last 3 years (in the case of electrical works/ HVAC/Fire/Museum Lighting project costing above Rs. 30 Lakhs undertaken in the last 3 years))**

Sl. No	Name of Project & Location	Name of Client	Cost of Project	Date	
				Commencement	Completion
1					
2					

3					
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(Use additional sheets if required for further details)

## II. Evaluation Procedure

Firms/ Applicants satisfying the minimum eligibility criteria will have to make a presentation of their work before the selection committee

### a. Selection Criteria

	Item	Weightage
i.	Credibility of the Firm(Manpower, Experience etc.)	50%
ii.	Presentation of the existing projects/Interior designs	50%

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 empanelled. The decision of the 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 send as soft copy along with this application.

## CERTIFICATION

I/ We the under signed hereby certify that to the best of my/ our knowledge and belief, that the details including my/our qualification and my/our experience provided above are correctly described by me/us.

Day/Month/Year

Signature of Individual/Authorized  
Representative of Firm