

01

EXPRESSION OF INTEREST

University of Calicut



Detailed proposals and quotations for theme based gallery setting, execution, installation of digital display units/programmes, as the Second Phase of Zoology and Botany hall of Multi-Disciplinary Museum



UNIVERSITY OF CALICUT

Multidisciplinary Museum
Calicut University (PO),
Malappuram, Kerala – 673 635
Phone : 0494 2407570
Email : mdmuseum@uoc.ac.in

In a bid to bring in new artifacts and advanced technology, and make our presentation more dynamic and appealing to the public, we are planning to complete the **Second Phase of work to the Zoology and Botany Hall of the Museum**. The proposed work is in accordance to the theme based design execution, procuring of the required materials, interactive displays and their software, installation of digital display units/programs in the Zoology and Botany hall of Multi-Disciplinary museum. In order to get the best available exhibition design, companies all over India are invited to join our tender. University of Calicut would like to seek an Expression of Interest (EOI) from highly reputed registered Agency/ Architects/ Architectural Agency/ Firm/Contractors with Museum Design Experience to participate in the prestigious and challenging project. The interested parties having an excellent track record and experience of having provided similar consultancy may submit Expression of Interest.

**Dr. M. Nasser,
The Coordinator,
Multidisciplinary Museum,
University of Calicut,
Calicut University P.O,
Malappuram District,
Kerala- 673 635**

This document in Part 1 is of the full Expression of Interest issued to competitors and Part 2 contains submission details.



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NOTICE INVITING EXPRESSION OF INTEREST

File No: 3531/MD-Museum-Curator/2018/ADMN.

Dated: 16/05/2018.

University of Calicut intends to establish the **Second Phase of work to the Zoology and Botany Hall in the Multi-disciplinary Museum building on turnkey basis** in the University Campus. The Coordinator, Multidisciplinary Museum, University of Calicut for and on behalf University of Calicut invites online bids in **two cover system** for Expression of Interest and request for Proposal from highly reputed registered Agency/ Architects/ Architectural Agency/ Firm/ Contractors with Museum Design Experience, having sufficient experience as per the eligibility criteria stipulated for the work of **“Second Phase of work to the Zoology and Botany Hall in the Multi-disciplinary Museum building on turnkey basis”**.

Name of Work	Second Phase of work to the Zoology and Botany Hall in the Multi-disciplinary Museum building on turnkey basis
Estimate Amount	Turnkey
Tender submission Fee	Rs. 5000 /- + 12% GST
Earnest Money Deposit	Rs. 50,000/-
Period of Completion	3 months
Classification of bidder	Registered Agency/ Architects/ Architectural Agency/ Firm/Contractors
Tender document	Can be downloaded
Last date of receipt of Hardcopies of documents	On or before 02/06/2018, 04:00PM
Last date of receipt of online Bid	30/05/2018, 05:00PM
Date of opening of technical bid	04/06/2018, 11:00AM

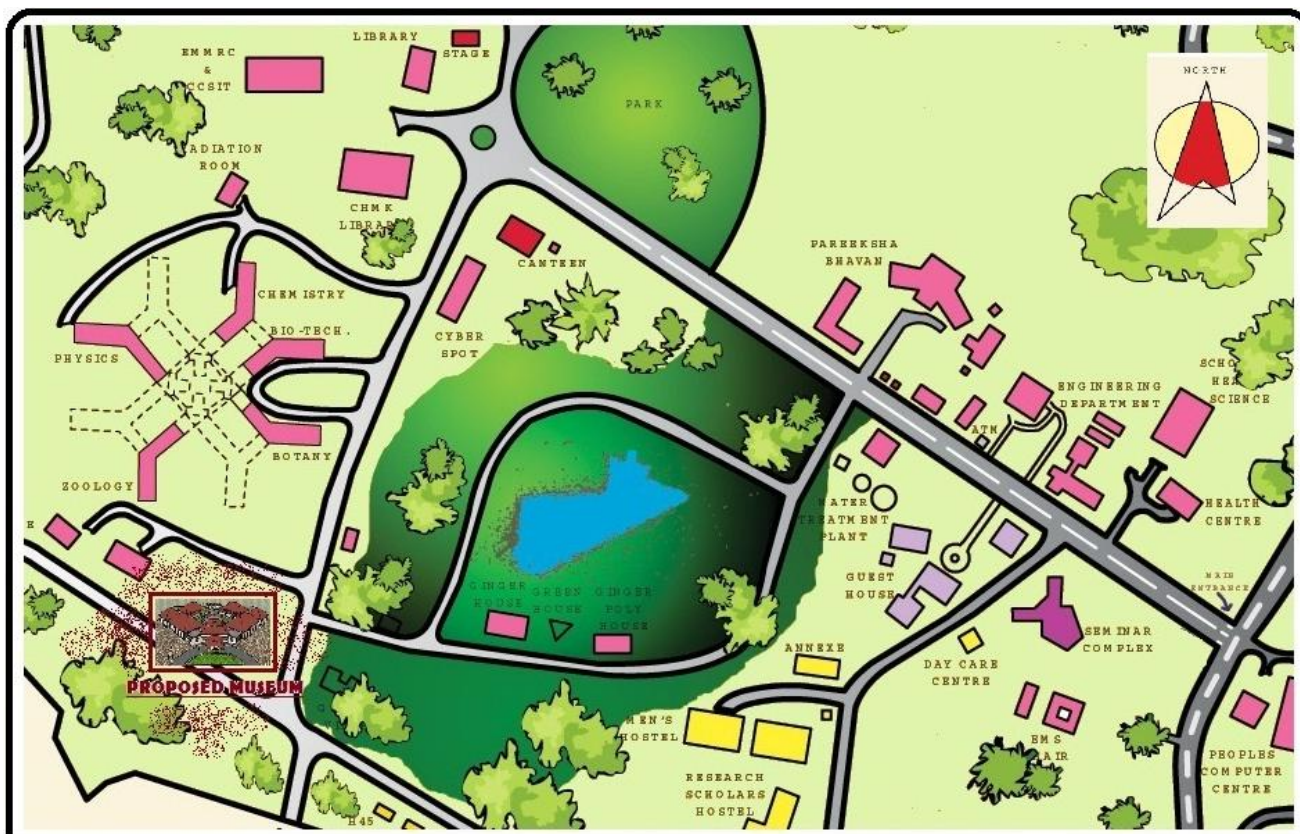


Image 01: Site Map of Multi- Disciplinary Museum

Setting the goals for the future

Our dream is the completion of the transformation from an multidisciplinary interactive museum into a fully-fledged, public, accredited Museum with a well-resourced, secure future and which fulfils all its obligations to its users and audiences, to the science, heritage and its conservation.

We envisage that, within 5 years, our Museum will set benchmarks for museums of Kerala museums and especially Universities museums in terms of restoration standards, public access & participation, education and fundraising.

PART ONE



Image 02: Bird's eye view of Multi- Disciplinary Museum



FOREWORD

Zoology and Botany section of the Multi-disciplinary Museum, University of Calicut in a bid to bring in new artefacts and advanced technology, and make our presentation more dynamic and appealing to the public, are planning to add to the existing infrastructure at their exhibition halls at the Multidisciplinary Museum Complex.

The project is a Design and Build project that involves the entire end to end services ranging from theme based gallery design to execution for the setup of the interactive digital museum halls within 2 months.

Scope of work includes, but not limited to: Development of Exhibition Design and Services Design Services based on unique experience based concepts, supervision, execution and handholding the staff to create the necessary skill base to operate the museum.

The museum should provide the latest in technology and best in class experiential experience dispensing the knowledge and content of Zoology and Botany.

We are ambitious to create an atmospheric and sophisticated museum environment, engaging the visitors at all levels and create a virtual experience through visual, physical and online medium.

The Museum aims to amalgamate innovative display concepts, digital technologies and best building services to create an engaging and comfortable visitor experience.

We warmly invite you to submit a response to this Expression of Interest.

THE COMPETITION

General Instructions:

1. Tender documents can be downloaded free of cost from the website e-tenders Kerala
2. Bid submission fee at the rate of **Rs. 5000 /- + 12% GST** shall be remitted online during the time of bid submission.
3. The interested parties having excellent track records and experience in having satisfactorily completed Museum design works as per the EoI requirements may submit the online tender to the Coordinator, Multidisciplinary Museum, University of Calicut on or before **30/05/2018**.
4. All bid documents are to be submitted online only in the designated covers on the website. Technical bid and financial bid shall be submitted in their respective designated covers. Scanned copies of Registration Certificate attested by a Gazetted Officer, Preliminary Agreement, and Declaration in the format, Completion Certificates of any two projects as per eligibility criteria, GST Registration, Service Tax Registration, Pan Card, details of technical staff, audited balance sheet for the last 3 years etc. shall be submitted online on or before **30/05/2018**. The technical bid shall be opened online on **04/06/2018, 11:00AM** in the presence of Bidders who are present at the Office. If the tender opening date happens to be on a holiday or non-working day due to any other valid reason, the tender opening process will be done on the next working day at sametime and place. Further details can be had from the office of Coordinator, Multidisciplinary Museum, University of Calicut, Malappuram during working hours.
5. University of Calicut shall not be responsible for any error like missing of data while uploading.

Dr. M. Nasser

Coordinator,

Multidisciplinary Museum,

University of Calicut

(For and on behalf of University of Calicut)

THE PROJECT

Zoology, Botany section of the multidisciplinary museum, University of Calicut in a bid to bring in new artefacts and advanced technology, and make our presentation more dynamic and appealing to the public, are planning to conduct renovation of the existing infrastructure at their exhibition halls at the Multidisciplinary Museum Complex. The project is a Design and Build project that involves the entire end to end services ranging from Design to Execution for the setup of the interactive digital museum halls within 6 months. Scope of work includes, but not limited to:, Development of Exhibition Design and Services Design Services based on unique experience based concepts, supervision, execution and handholding the staff to create the necessary skill base to operate the museum.

The museum should provide the latest in technology and best in class experimental experience dispensing the knowledge and content of Zoology and Botany. The said museum should engage the visitors at all levels and create a virtual experience through visual, physical and online medium. The Museum aims to amalgamate innovative display concepts, digital technologies and best building services to create an engaging and comfortable visitor experience-

MUSEUM VISION AND AMBITION

'Our building – our museums, our displays, our themes – serves as most significant visuals and learning experience to the visitors memory.'

(Multidisciplinary museum, University of Calicut)

The Multidisciplinary Museum of University of Calicut vision is to inspire a passion for study of Zoology, Botany, History, Malayalam and Folklore.

It does this through increasing public awareness, appreciation and understanding of London's cultural heritage, its people and its stories:

- **ENGAGING** visitors with exciting programs and exhibitions.
- **SHARING**, interpreting and conserving a unique national collection that defines Biodiversity, flora and fauna richness.
- **CREATING** inspirational learning opportunities for all.
- **FACILITATING** worldwide access to our resources, expertise and research.
- **DEVELOPING** partnerships that extend the museum's network and profile nationally and internationally.
- **DISCOVERING** new taxonomical evidence that shapes and reshapes our understanding of flora and fauna.
- **LEADING** the regional development Hub for Kerala's museums, showcasing the faunal and floral rich through diverse collections.

Our ambition is to create a new interactive museum for University of Calicut for the 21st century, utilising the facility and the brains of the prestigious departments of the University of Calicut for the transferring the knowledge of the science, technology and the history and presenting them in an interesting way before the public for the transfer of knowledge. We will become a 'must see' destination for students, researchers, local public, in and outside visitors alike.

PROJECT OBJECTIVES

The project's key objectives are:

- Engage the community and serve the museum's audiences
- Address and employ a diversity of perspectives
- Demonstrate excellence in content knowledge
- Address and employ a diversity of perspectives
- Incorporate learning theory and educational research into practice.
- Employ a variety of appropriate educational tools to promote learning.
- Incorporate learning theory and educational research into practice.
- Promote education as central to the museum's mission
- Promote professional development within the museum community.
- Promote a spirit of inquiry and openness to new ideas and approaches
- Create contemporary interventions and additions where appropriate which are exemplary and visually stunning.
- Reflect the site's evolution from a place of physical exchange to a culture and knowledge exchange.
- Create a museum that will resonate with visitors and become a welcoming space for discussion and debate.
- Address new ways of engaging digitally minded visitors and representing University as the world's most inventive, creative capital.
- Connect the museum with museums of similar field's a unique sense of place, visitor amenities and vibrant local atmosphere.
- Raise the profile of the Multidisciplinary Museum of University of Calicut nationally and internationally.

ABOUT THE MUSEUM



FACILITIES AT PRESENT

The Multi-Disciplinary Museum is single storied building and in oval shape. It consist four major halls for the Departments of Zoology & Botany, Malayalam, History and Folklore. A porch and entrance lobby is provided at the front. Office and cloak room is placed at the both sides of the lobby. Toilets are at the rear end of the building. Throughout verandas' are provided along the four halls. Rooms for Store and Conservation are given at the extreme sides as next phase.



The preliminary interior execution works of the Hall of "Zoology & Botany" was already done under the auspices of the Department of Engineering, University of Calicut. **The current project aims to modify and accentuate the preliminary works to museum standards and in line with the needs of the curator.**

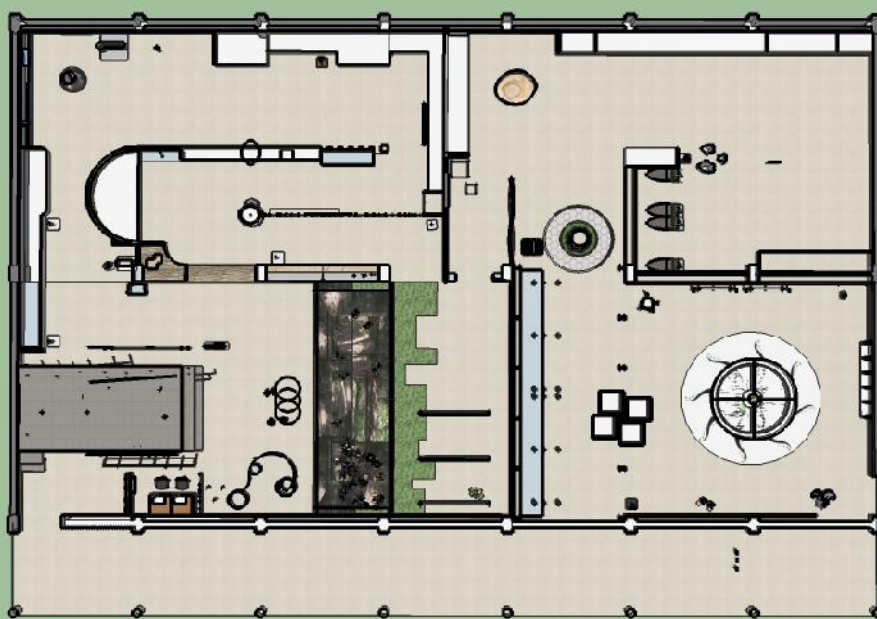


Image 03: Plan of Zoology and Botany Hall

CONTEXT AND HERITAGE

Established in 1968, Calicut University has become a veritable lighthouse beckoning and directing millions of young men and women towards meaningful education. Today, it has emerged the largest University in Kerala with 25 Departments of postgraduate studies and research, under its direct control and 191 affiliated colleges spread across the five northern districts of Kerala—Kozhikode, Malappuram, Palakkad, Thrissur and Wayanad – serving about 2.75 lakh students every year.

Matching the impressive growth, there were several concerted efforts to bring about qualitative changes in the teaching and learning process. As a novel initiative the Multidisciplinary Museum inaugurated on its campus on 6th March 2013 poised to become another milestone to the university's achievements. As widely projected, the museum will be one of its kind in the State.

Planned during the tenure of the former Vice Chancellor Anwar Jahan Zuberi, the foundation for the museum was laid by past Vice Chancellor M. Abdul Salam in August 2011. Breaking away from the conventions of the university, the building was designed and constructed by the University Engineering Department. With the idea of developing an interactive museum it will certainly provide a great academic platform with a unique distinction with the invaluable specimens and other rare things of the four departments especially Department of Zoology and Botany processes.

With the implementation digital interactive technologies in the proposed museum of Zoology and Botany, will relate education activity with technologies both have now become central to the mission of 21st century museums, both on-site and online. The multidimensional and truly multimedia nature of museums invests them with significant advantages over other learning providers, both formal and informal. The 3,500-sq ft museum, when finished in tune with the original concept, is likely to beckon curious academics from around the country to the Calicut University campus. Each hall arranged to house the artefacts of different disciplines is 370 square metre. A seminar hall originally planned has now been done away with by the current administration. Instead, an open-air theatre has been suggested for the museum.

THE SITE

The Building is located in the main campus of University of Calicut at the boundary opposite to Botanical Garden and near Villunniyal temple



EMERGING BRIEF

The competition's objective is to select an architect or team of architects along with a design concept for the new museum.

PROJECT DETAILS

TARGETED AUDIENCES

Over half of our expected visitors are local residents, over 30% are from other states and the remaining 15.6% are from overseas. Of the visitors, around 25% are full-time students, close to 40% are researchers and professionals, approximately 12% are adult non-working people. The majority of visitors (15%) who come several times a year. One of the main overall aims of the new interactive exhibition is to encourage repeat visits and widen the range of the Museum's audience. Our main target audiences are as follows:

- Families with young children
- Youngsters
- Students motivated by self-interest
- Local ethnic minorities

In lieu of the diverse skillset and specialized services required to execute this project, highly reputed Architects/ Architectural Design Agency/ Firm/ Contractors with Museum Design Experience and the ability to undertake Design and Build Projects are invited to submit the EOI

ELEMENTS TO BE FAMILIAR WITH:

A. Museum lighting, HVAC, display furniture, graphic panels, thermal sensitive cameras, acoustic installation, 3D displays, directional audio systems, audio calibration, security and surveillance, fire safety systems, air monitoring systems, software and hardware for interactive displays, computers and servers, networking etc. These will precede the digital items

B. Themes

1. To narrate the story of human evolution, geological time scale, biodiversity of University campus, Coral reefs, Fishes of Kerala, Snakes of Kerala, Adaptation of Birds, Amphibians, Paleontology, Tropical rain forest, Web of life, Evolution of plants, classification, Floral diversity of Kerala, leaf architecture, Cellular structure and morphology of flowering plants, System and evolution of flowering plants, Plants in human life, Nature preservation etc.
2. Self-detecting holographic display- Assembly and discovery of artifacts to place a replica of an artifact within the holographic box. It needs to be show how these artifacts came to be found and assembled (with reference to forensic entomology, medical entomology, entomology collection & curation etc.)

SELECTION PROCEDURE

Selection procedure:

The selection process shall involve the following 2 stages:

First stage:

The technical/screening committee will prepare a merit list of the eligible applicants based on the scrutiny of information/documents submitted with EOI. However, mere fulfillment of minimum eligibility criteria will not entitle to be shortlisting by the University reserves the right to shortlist any number of applicants based on their sole discretion

Second stage:

In this stage, the short-listed applicants will be invited to submit the technical bid and the commercial bid for the said project.

TECHNICAL PRESENTATION

The applicants would be asked to provide schematic museum design and execution proposal based on the existing layout of the Hall for Zoology and Botany museum, supported by scaled drawings, exhibition Layout, furniture layout and details, lighting design layouts, detailed drawings for exhibit display, electrical and HVAC layouts, security and surveillance details, fire and gas sensors details, interior air monitoring details and layout, graphic design of information panels, LAN and Wifi layout and details, audio visual strategy, presentations three dimensional visualization, timelines, execution strategy and deliverables as per instructions accompanying the letter of invitation

Supply, installation, testing and commissioning of the above said system will satisfy the minimum specification laid by the University of Calicut Multidisciplinary Museum Technical Committee and should satisfy the advanced technology available in the market. A justification and comparable description statement along with the available market reference should be attached along with it.

1. Design proposal based on the existing layout of the Hall for Zoology and Botany museum, creative ideas with reference to the laid reference are most welcome.
2. Exhibition Layout, Furniture Layout and Details, Lighting Design Layouts, Detailed Drawings for Exhibit Display, Electrical and HVAC Layouts, Security and Surveillance Details, Fire and Gas Sensors Details, Interior Air Monitoring Details and Layout, Graphic Design of Information Panels, LAN and Wifi Layout and Details, Audio Visual Strategy should satisfy the standards laid by the authorities and should be the advanced one.
3. The light source should be with latest technology suited for museum which have no negative effect on stuffed specimens and have at least life of 30,000hrs.
4. The required hardware and software to the interface should be of latest configuration along with computer or server should be provided. The configuration specification should be detailed.
5. The projectors need to be of latest technology incorporated so that 3D shows and large format shows with immersive experience can be projected.
6. Domed Sound system- necessary mixer, graphic equalizers, power amplifiers (5.1 surround with not less than 150 watt RMS power for each channel) good quality power compatible speakers and at least two wireless microphones (all with standby).
7. Sub-woofer amplifier should have RMS power of not less than 200W
8. The audio feeds are to be synchronized by reliable mechanism with the show programme that runs in the computer.
9. The mixer should be of hardware type and of reputed make with minimum 8 channels.
10. Interactive Software- the interactive software should consist of latest international standard and have special features. The supplier has to furnish the list of software system that are essential and to be supplied for the thematic buildup.

11. Software compatible to supplied system to create shows should be free licensed software provided with the system (preferably in MPEG, AVI, Mov files etc.)
12. Sound dome directional audio systems- hemispheric designed sound dome with audio amplifier utilizing digital signal processing to control and process audio, with PC for programming, uploading audio.
13. The separation and partition materials should satisfy the standard laid by the international museum and it should be water resistant, termite resistant, fire resistant and also harmless to human health.

COMMERCIAL BID: The applicants would be asked to separately provide a commercial bid for the project based on Technical Submission

1. The cost of each component should be mentioned clearly in the commercial bid in the offer form. The supplier has to stock the required essential spares for trouble free running of the system for a period of two years free of cost along with the consignment.
2. The equipment should have a life span of not less than 10 years. The commercial offer should also contain rates for comprehensive annual maintenance contract (including all necessary spare parts, consumables, and labor) for a periods of 3 years after a warranty period of two years. The item wise rates for spares and consumables required to be procured for smooth and trouble free running of the equipment may be indicated. These rates should be valid for three years after warranty.
3. AMC rates and prizes of spare parts will also be taken into account for commercial evaluation of tender.
The commercial bid shall be submitted separately to be evaluated upon the completion of evaluation of technical presentations by the selection committee
The Jury will evaluate and award of marks to the technical proposal.
The financial proposal of top three applicants only will be opened. The financial bids of the remaining applicants will be retained (un opened) by the University. The applicant, who has obtained the highest marks for the design proposal, will be required to match the lowest price bid among the top three applicants. If deemed necessary, the committee may resort to negotiations before the award of work.
The design, models, proposals, documents/ CD's etc. submitted by the selected applicant of the project shall become the property of the University. All information provided by the University should be treated as strictly confidential.
The University reserves the right to reject any or all applications without assigning any reason or incurring any liability thereof.
The selected applicant shall enter into an agreement governing the development of the project.
The University reserves the right to amend the selection process at any stage or to close the invitation at any stage without assigning any reason whatsoever.
No reason/ justification/ explanation for any aspect of the selection/ evaluation process shall be provided and the decision of the University shall be final and binding on all without any right of appeal.

Visiting time

Registered Agency/ Architects/ Architectural Agency/ Firm/ Contractors are advised to visit the site and its surroundings, and satisfy themselves before submitting bids at their own cost. The site can be inspected on any working day in office working hours with prior appointment. They shall be deemed to have full knowledge of the site whether they inspect it or not and no extra charges consequent upon any misunderstanding or otherwise shall be allowed.

Qualification Criteria:

Registered Agency/ Architects/ Architectural Agency/ Firm/ Contractors hereafter referred to as “applicant”, having proven professional capabilities and who fulfill the following criteria shall be eligible to participate:

- I.** The Principal architect of the applying applicants should be an architect holding an architect's degree and architect should be registered with the Council of Architecture.
- II.** The applicant cannot be a Joint Venture or Consortium
- III.** Applicant shall have relevant museum design experience of at least 10 years. This experience needs to be showcased through a chronological listing of projects undertaken as Principal Design Consultants with relevant details (Year/ Size/ Cost/ Client). Photographs showcasing the completed works need to be submitted in the form of a portfolio. Projects undertaken as Joint Ventures shall not qualify for assessment.
- IV.** Applicant must have provided comprehensive museum design consultancy services for at least one similar institutional project in Higher education/ Research Institute/ Development Institutes, University campuses (Government/ Govt. undertaking NGO) in the last 2 years
- V.** The average annual turnover of the applicant from consultancy fee should not be less than Rs. One crores during the past three years ending March, 2017. The financial statements should be duly verified/ audited by a Chartered Accountant and supported by relevant documents.
- VI.** The applicant should not be under liquidation, court receivership or similar proceedings.

Attachments:

Applicant is required to submit the following (minimum) information supported by documents where required. All documents should be in duplicate (original and one copy) along with two CD's (PDF and word format):

- a) Name & postal address, Telephone & Fax Number etc.
- b) Year of establishment and commencement of practice.
- c) Copies of original documents defining the legal status, place of registration and principal places of business.
- d) Name & title of Principal Architect and Architects/ Interior Designers/Contractor to be concerned with the project, with designation of individuals authorized to act for the organization.
- e) Information on any litigation in which the applicant was involved during the last five years including any current litigation.
- f) Authorization to seek detailed references.
- g) Audited Balance sheets/ Brochures and annual reports of last 3 years
- h) Curriculum vitae of key professionals including of any project consultants.
- i) List of similar assignments / projects successfully completed / ongoing during the last five years (Projects as Joint Ventures will not qualify).
- j) An affidavit duly attested by the Notary/ magistrate on a non-judicial stamp paper of Rs 100/- so as to authenticate the facts stated in letter of transmittal and related to performance.
- k) LETTER OF TRANSMITTAL and Information as per format of FORM- A & FORM- B of the EOI document.

EOI should be prepared with due care as its evaluation shall lead to short listing of the parties for issue of invitation for participation in the design competition.

JURY

The Jury will review the Tender submissions and interview the shortlisted practices or teams to determine a winner of the competition.

The firms will be short listed based on scrutiny of documents supplied along with Expression of Interest for participation.

The selected Agency/ Architects/ Architectural Agency/ Firm/Contractors with Museum Design Experience etc., shall work in close coordination with the Coordinator of Multidisciplinary museum and Engineering Department of University of Calicut

The selected firm will be required to provide a Comprehensive Museum Design, supervision and Execution Proposal which should include the following items:

- a) Design proposal based on the existing layout of the Hall for Zoology and Botany should be presented before a Committee through a PowerPoint/video presentation.
- b) Exhibition Layout, Furniture Layout and Details, Lighting Design Layouts, Detailed Drawings for Exhibit Display, Electrical and HVAC Layouts, Security and Surveillance Details, Fire and Gas Sensors Details, Interior Air Monitoring Details and Layout, Graphic Design of Information Panels, LAN and Wi-Fi Layout and Details, Audio Visual Strategy
- c) Specifications of all of the above.
- d) Final Budget for execution works
- e) Execution Strategy and Scheduling
- f) Provisioning, Installation and Fabrication all of the designed components as per the approved layouts
- g) Commissioning

Permissions and Contract with selected Architect

1. The University of Calicut reserve the right to make use of all presentation materials, softwares, literatures and writings, customized materials etc. submitted or used in the above said work in any future publication about the exhibition or website or for use by the museum for its normal business.
2. The competitor should provide a warrant that the material submitted comprises solely their own work or that of any member of their team. It should also not be construed as the University of Calicut commitment to any purchase or procurement exercise.
3. It should be needed to submit by the respondents or company acknowledges that the University shall not be liable for any cost or expenses so incurred by the use of these materials.
4. Training, Installation and demonstration to be arranged by the bidder and the same is to be done within 2 months after handing over of the site and whenever applicable aftersales service, availability of the spares/software etc. shall made available by the tenderer.

Installation and commissioning

The computer software are to be operated in Microsoft windows platform. The supplier has to supply install and train at least four technical staff members of University of Calicut in operation of the shows as well as maintenance. They should also be trained in show development. The system should be commissioned and handed over to the University of Calicut in good working condition. University teams verifies and certify the systems for compliance to specifications. University team shall also monitor and supervise the installation and commissioning.

Tools and Equipment

All set of manuals, all major and minor tools required for performing all types of maintenance need to be supplied along with the system. A list of these tools needs to be mentioned in the offer.

**Estimated Time Period 3 months
Tentative Start Month: June 2018**

ARBITRATION

In the case of any dispute or difference between the parties of the contract, entered into, either during or after the completion of the work or after termination, abandonment or breach of contract or as to the interpretation of the provisions of the contract or as to any matter of thing arising there under except as to any matter left to the discretion of University of Calicut Multidisciplinary Museum under the clauses of contract, such dispute or difference shall be referred to the Civil Courts of Kerala and the jurisdiction of such matters will be confined to the competent courts and forum in Kerala/ Malappuram only.

Invitation for Expression of Interest

E.O.I. Dated:

LETTER OF TRANSMITTAL

From:

To:

**The Coordinator,
Multidisciplinary Museum,
University of Calicut,
Calicut University P.O,
Malappuram Dist.
Pin 673 635.**

SUBJECT: Submission of EOI from Registered Agency/ Architects/ Architectural Agency/ Firm/Contractors for the Design Modification and Execution of Hall of “Zoology & Botany” at the Multidisciplinary Museum at University of Calicut

Sir,

Having examined the details given in EOI Notice and EOI document for the above project, I/we hereby submit the relevant information.

1. I/We hereby certify that all the statements made and information supplied in the enclosed forms and accompanying statements are true and correct.
2. I/We have furnished all information and details necessary for EOI and have no further pertinent information to supply .I/ We fulfill the eligibility criteria as laid down in the document.
3. I/We also authorize the University, and its authorized representatives to approach individuals, employers and firms to verify our competence and general reputation and also physical verification of the quality of our work at the sites.
4. I/We submit the following certificates in support of our suitability, technical know-how and capability for having successfully completed the following projects along with prescribed format:

Name of project/s

Certificate from

List of Enclosures

**Signature(s) of Applicant(s) &
Seal**

Invitation for Expression of Interest –

Document to participate in the Preparation of Estimate, Supervision and Execution of the Interior Design to the Hall of “Zoology & Botany” in the Multidisciplinary Museum at University of Calicut.

FORM- ‘A’

General information and organizational structure (check list)

1. Name & Address of the applicant with Telephone No./Fax No./ Email ID.
2.
 - a. Year of Establishment
 - b. Date & Year of commencement of practice.
3. Legal status of the applicant
(attach copies of original document defining the legal status)
- 4 Names of Directors & other executives with designation.
- 5 Designation of individuals authorized to act for the organization.
- 6 Total No. of professional staff (In house):-
- 7 Was the applicant ever required to suspend the project for a period of more than six months continuously after you commenced the planning? If so, give the name of the project and reasons of suspension of project.
- 8 Has the applicant or any partner in case of partnership firm, ever abandoned the awarded project before its completion? If so, give name of the project and reasons for abandonment.
- 9 Has the applicant or any constituent partner in case of partnership firm, ever been debarred/ black- listed for competing in any organization at any time? If so, give details.
- 10 Has the applicant or any constituent partner in case of partnership firm, ever been convicted by a court of law? If so, give details.
- 11 Awards/ citations/ recognitions/ Press Releases
- 12 Details of the associates to be involved, if any, in the project.
13. Curriculum vitae of the key professionals including associate to be involved in the project:
 - a). Name of Firm:
 - b). Professional:
 - c). Date of Birth:
 - d). Years with Firm:
 - e). Nationality:
 - f). Membership in Professional Societies:
 - g). Detailed Task Assigned:
 - h). Key Qualifications:
(Give an outline of staff member’s experience and training relevant to responsibility in context of assignment. Describe degree of responsibility held by staff member on relevant previous assignment and give dates and location. Use up to half a page)

i). Education:

[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended and degree(s) obtained. Use up to a quarter page.]

j). Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, name(s) of employing organization(s), title of positions held and location of assignments. For experience in last ten years, also give type of activities performed and client references, where appropriate. Use up to three quarter of a page.]

k). Awards and honours

l). Any other relevant information.

I, the undersigned, certify that to the best of my knowledge and belief, these bio data correctly describe my qualifications, my experience and myself.

Signature of Staff Member
or authorized official from the firm.

Place:

Date:

Office seal