

**Anthropological Survey of India  
Ministry of Culture  
Government of India  
EN 79, Sector-5, Salt Lake City, Bidhannagar,  
Kolkata- 700091**

## **EXPRESSION OF INTEREST (EOI)**

**For**

**the Work on the preparation and printing of display panels  
of various sizes, covering approximately 984 square feet  
encompasses UV Digital printing on vinyl stickers, with  
matte lamination and pasted on 10mm good quality sun  
board for the Zonal Anthropological Museum,  
Port Blair - 744101**

**Anthropological Survey of India**  
**Ministry of Culture**  
**Government of India**  
**EN 79, Sector-5, Salt Lake City, Bidhannagar,**  
**Kolkata- 700091**

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**Anthropological Survey of India  
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EN 79, Sector-5, Salt Lake City, Bidhannagar,  
Kolkata- 700091**

No.19-106/Port Blair/ZAM/2008

Dated: 28-03-2024

**INVITATION FOR EXPRESSION OF INTEREST**

The Director, Anthropological Survey of India invites Expression of Interest from reputed firms/ agencies/ individuals having experience in the field of below mentioned work:

**Technical Specification: -**

1. Work on the preparation and printing of display panels of various sizes, covering approximately 984 square feet encompasses UV Digital printing on vinyl stickers, with matte lamination and pasted on 10mm good quality sun board.

The eligible firms/ agencies having experience in the above-mentioned field may submit their responses after evaluation of the working sealed envelope in the prescribed proforma available in the website of [www.ansi.gov.in](http://www.ansi.gov.in).

The last date for submission of EOI along with all documents is 30/04/2024 within 16:00 HRS.

**Director  
Anthropological Survey of India  
Kolkata**

**Anthropological Survey of India  
Ministry of Culture  
Government of India  
EN 79, Sector-5, Salt Lake City, Bidhannagar,  
Kolkata- 700091**

## **EXPRESSION OF INTEREST (EOI)**

**For**

**Preparation and Printing of the different sizes display panels for the  
Zonal Anthropological Museum, Port Blair - 744101**

### **Technical Specification: -**

- **Work on the preparation and printing of display panels of various sizes, covering approximately 984 square feet encompasses UV Digital printing on vinyl stickers, with matte lamination and pasted on 10mm good quality sun board.**

**Anthropological Survey of India**  
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**Government of India**  
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**Kolkata- 700091**

### **3. Aims & Objectives:**

The Anthropological Survey of India, a premier research organization and subordinate office under the Ministry of Culture, Government of India, is dedicated to studying the Bio-Cultural Profile of Indian populations. Indian culture, the heritage of social norms, originates and is associated with the ethno-linguistically diverse India. To conduct research and preserve material culture, the Anthropological Survey of India has established a chain of anthropological museums at Port Blair, Nagpur, Jagdalpur, Dehradun, Udaipur, Mysore, Shillong, and Kolkata.

The Zonal Anthropological Museum (ZAM) in Port Blair is an important tourist center situated in the heart of the town. The displays depict the story of human evolution in general, showcasing the rich life and culture of the tribes of Andaman & Nicobar Islands and their contributions to environmental conservation and resource management. To enhance this museum, the preparation of display panels is necessary. The proposed display design, already prepared by the scientists of the Anthropological Survey of India, requires the preparation and printing of display panels of various sizes, covering approximately 984 square feet encompasses UV Digital printing on vinyl stickers, with matte lamination and pasted on 10mm good quality sun board. In this regard, the technical specifications mentioned below must be followed.

**Technical Specification: - Work on the preparation and printing of display panels of various sizes, covering approximately 984 square feet encompasses UV Digital printing on vinyl stickers, with matte lamination and pasted on 10mm good quality sun board.**

### **4. EOI Processing Fees:**

A non-refundable processing fee for **Rs. 500/- (Rupees five hundred only)** in the form of a Demand Draft or a Pay Order drawn in favour of **Pay & Accounts Officer, Ministry of Culture, Govt. of India, Kolkata-1**. Payable at Kolkata has to be submitted along with the EOI response. Bids received without or with inadequate EOI processing fees shall be liable to get rejected.

## **5. Venue & Deadline for submission of proposal:**

Submissions of proposals must be sent to the Anthropological Survey of India at the aforementioned address, in full and in compliance with all EOI specifications. The Anthropological Survey of India reserves the right, in extraordinary cases and at its sole discretion, to extend the submission date for proposals. Any such revision would be posted on the Survey's website, [www.ansi.gov.in](http://www.ansi.gov.in). In these situations, the Anthropological Survey of India and any organizations or people that were previously bound by the initial date shall now be subject to the extended deadline for all rights and obligations.

## **6. Scope of Work & Services:**

- a. Anthropological Survey of India is seeking reputed agencies or individual which can provide services for the work on the preparation and printing of display panels of various sizes, covering approximately 984 square feet encompasses UV Digital printing on vinyl stickers, with matte lamination and pasted on 10mm good quality sun board.
- b. The agency or individual needs to furnish a blueprint for preparation and printing according to the technical specification.
- c. The agency or individual needs to visit the Anthropological Survey of India, Head Office, EN 79, Sector-5, Salt Lake, Kolkata – 700091 for evaluation of the work.
- d. The agency or individual will be responsible for proper preparation and printing of the display panels for the Zonal Anthropological Museum, Port Blair.
- e. Interested agency or individual will get a chance to have a visit to the Anthropological Survey of India, Head Office, EN 79, Sector-5, Salt Lake, Kolkata – 700091 for evaluation of the work on **15-04-2024** and **16-04-2024** between **11:00 am- 1:30 pm**. With valid Entry Pass for maximum of two persons of the interested agency or individual of the organization.
- f. The agency or individual needs to submit the copy of the Trade License, PAN Card, GST No., AADHAR etc. essential for business transaction with government agencies.
- g. The agency or individual needs to submit the copy of credentials for commissioning as homologous nature of works.
- h. The organization may also offer suggestions for any additional actions necessary for the correct setup and production of items in various sizes for the Zonal Anthropological Museum, Port Blair.

- i. Any other work related to the proper preparation and printing of different sizes display panels for the Zonal Anthropological Museum, Port Blair may also be exercised.
- j. Last date of submission of EOI is **30/04/2024 within 16:00 HRS.**
- k. The work should be completed within **30 days** from the date of award of work.
- l. Preparation and printing of display panels of various sizes be prepared and printed properly. Failure to do so may result in the agency or individual being held responsible for demurrage.

## **7. Submission requirement:**

- Together with the Technical Bid, Commercial Bid, mentioned proforma duly filled in and required documents as sought for must be submitted in a sealed envelope with the appropriate superscripting on the top of the envelope in the manner outlined below, the Expression of Interest for the work on the preparation and printing of display panels of various sizes, covering approximately 984 square feet, includes UV Digital printing on vinyl stickers, with matte lamination and pasted on 10mm good quality sun board according to the technical specification.

(All information as detailed below is to be submitted in the sealed envelopes.)

- a. Applicant's Expression of Interest as per Format-1.
- b. Organizational Contact Details as per Format-2.
- c. Experience of the organization as per Format-3.
- d. List of three (03) experts/consultants on payroll as per Format-4.
- e. Financial strength of the company as per Format-5.
- f. Additional information as per Format-6.
- g. Declaration as per Format-7.
- h. Power of Attorney in favour of Authorized Signatory with long and short signatures of Authorized person.
- i. Agency must have its office in Kolkata and its adjacent districts.

## **8. EOI documents are available:**

The EOI documents are accessible on the Survey's website at [www.ansi.gov.in](http://www.ansi.gov.in) and can be downloaded. The agency or individuals are expected to meticulously review all instructions, forms, terms, and other details provided in the EOI document. Failure to provide comprehensive information as outlined in the EOI document or the submission of a proposal that is not substantially responsive to the EOI documents in every aspect will be at the agency or individual's risk and may lead to the rejection of the proposal.

## 9. Duration of Engagement: -

The engagement shall solely be for the preparation and printing of display panels of various sizes, covering approximately 984 square feet. This involves UV Digital printing on vinyl stickers, with matte lamination, and affixing them onto 10mm high-quality sun board. The work is expected to be completed within 30 days from the date of the award of the project.

## 10. Qualification Criteria:

- a) Bids that do not fulfill any of the above conditions or are incomplete in any respect are liable for summary rejection.
- b) The Survey does not commit to accepting the lowest tender and reserves the authority to reject or partially accept any or all tenders, tendered items, or schedules received without assigning any reason whatsoever.
- c) Canvassing in connection with tenders is strictly prohibited, and the EOI submitted by the agency or individual who resorts to canvassing will be liable for rejection on that ground alone.
- d) The agency or individual must declare in writing that neither they nor any of them are in any way related to any officer/employee in the Anthropological Survey of India, Head Office, Kolkata, or any of its constituent units.

Sl. No.	Pre-qualification Criteria	Supporting Compliance document
1.	The applicant shall be a firm/ company/ copy of partnership/ proprietorship firm registered under the Companies Act, 1956 / the Partnership Act, 1932 and who have their registered offices in India and must have an office in Kolkata and its adjacent districts.	Certificate of incorporation and Partnership deed, if any
2.	The firm should be in the business of providing similar services for at least 03 years as of 01.01.2024	Certificate by Company secretary of the agency or individual's organization
3.	The agency or individual has to be profitable and should not have incurred loss in 3 consecutive Financial Years (FY 2020-21, 2021-22 & 2022-23)	Format – 5 to be certified & validated by the agency or individual's Organization.
4.	The agency or individual should have an average annual turnover of Rupees Fifteen Lakhs in 3 consecutive Financial Years (FY 2020-21, 2021-22 & 2022-23) from only consultancy Services rendered in India	Auditor certified document with name of Auditor's registration number, signature and stamp
5.	The agency or individual shall have experience of providing: (i). Two similar completed consultancy services to Central Govt. /State Govt./PSUs/Govt. bodies.	Copy of Work Order/ Contract



6.	The firm should have at least 03 full time employees on its pay rolls	Certificate by Statutory Auditor or Company Secretary of the agency or individual's organization
7.	The firm should not be blacklisted by any Central Govt. / State Govt. / PSU/ Govt. Bodies	Certificate signed by the Authorised Signatory
8.	PAN No. / GST Registration Certificate	Copy of certificate to be enclosed
9.	Preference will be given to agency having prior experience in shifting of materials for any Central / State Govt. / Govt. Autonomous Bodies.	--

## 11. Evaluation Criteria and Method of Evaluation:

- a. Screening of EOIs shall be conducted based on the eligibility conditions outlined in this document and the verification of submitted testimonials.
- b. The evaluation of EOIs for short listing will consider, among other factors, the agency's experience in handling similar projects, the strength of their manpower, financial stability, and the presentation/proposal made to the selection committee, whose decision will be final.
- c. Agencies that qualify based on eligibility conditions will receive a briefing about the Anthropological Survey of India. These agencies will then be required to present their proposals to a selection committee.
- d. The Anthropological Survey of India will seek references and reserves the right to consider the agency or individual's performance elsewhere, including any experience with the Anthropological Survey of India.
- e. Only the commercial bids of shortlisted agencies (whose presentations are approved by the selection committee) will be opened.

## 12. Response:

- a. The instructions, specifications, and General Terms and Conditions provided herein will be strictly binding on the agency or individual. Any deviation shall render the EOI liable to be considered invalid. EOIs that incorporate additional conditions by the agency or individual are subject to rejection.
- b. The successful agency or individual shall pay not less than minimum wages as prevalent in the concerned municipal area and shall abide by all and every kind of legislation that are incidental to and concerned with the engagement of persons for the time being for carrying out and execution of the work. Anthropological Survey of India shall have no liability of any kind with regard to the workers employed/ deployed by the successful agency or individual.
- c. The agency or individuals must ensure that their bid response is submitted in accordance with the formats attached to this document. The application should be sealed and superscripted as **"Expression of Interest (EOI) for work on the**

**preparation and printing of display panels of various sizes, covering approximately 984 square feet, encompassing UV Digital printing on vinyl stickers, with matte lamination, and affixed on 10mm high-quality sun board."**

### **13. Conflict of Interest:**

- a. In instances where there is an indication of a potential conflict of interest or the possibility of one arising, it is the responsibility of the agency or individual to promptly inform the Anthropological Survey of India. The details of the conflict should be provided in writing as an attachment to this bid.
- b. The Anthropological Survey of India will serve as the final arbiter in cases involving potential conflicts of interest. Failure to notify the Anthropological Survey of India about any potential conflict will render any verbal or written agreement invalid.
- c. A conflict of interest arises when an individual involved in the procurement process has, or is perceived to have, a personal interest in ensuring the success of a particular agency or individual. Any actual or potential conflicts of interest must be declared by individuals participating in the bidding process.
- d. The Anthropological Survey of India holds no liability for any injuries resulting in temporary or permanent disability or loss of life of any employee or worker deployed by the successful agency or individual, whether within or outside the office space of the Zonal Anthropological Museum or the Anthropological Survey of India site during any work.

### **14. Terms of Payment:**

- a. No advance payment will be made by the Anthropological Survey of India, Head Office, Kolkata, under any circumstances. The final payment will be released upon receipt of the Invoice/Bill, duly supported by a receipted challan and a satisfactory inspection/work completion certificate from the relevant authority for the entire scope of work.
- b. Applicable taxes such as TDS, GST, or any other admissible tax will be deducted as per the prevailing rules.

### **15. Inspection:**

Inspections may be conducted at any time during the preparation process if requested by officials of the Anthropological Survey of India, Head Office, Kolkata. Any defects identified by the competent representative of the Anthropological Survey of India during such inspections must be promptly rectified to ensure the desired quality of work. It is mandatory for the successful agency or individual to arrange inspections and

obtain approval at every stage of the work. Failure to do so will result in appropriate action being taken by the Anthropological Survey of India, Head Office, Kolkata, as deemed necessary. The decision of the Anthropological Survey of India, Head Office, Kolkata in this matter shall be final and binding on the successful agency or individual.

#### **16. Defect Liability Period/Warranty:**

- a.** The defect liability period/Warranty shall be 24 (twenty-four) months from the date of completion of the work. The successful agency or individual will be responsible for all defects in the material supplied or installed, non-supply of standard material as per EOI, defective workmanship, use of defective materials, etc., for a period of 24 (twenty-four) months from the date of completion of the job.
- b.** If any part or parts fail or prove defective within the on-site warranty period specified above due to a defect in design or material, the successful agency or individual shall have to replace them at the Anthropological Survey of India, Head Office, Kolkata, without claiming any charges.

#### **17. Condition under which EOI is issued:**

The EOI is not an offer and is issued without any commitment. The Anthropological Survey of India reserves the right to withdraw the EOI or modify any part thereof at any stage. Furthermore, the Anthropological Survey of India reserves the right to disqualify any agency or individual if deemed necessary at any stage.

#### **18. Last date of submission of EOI:**

The last date of submission of EOI is 30/04/2024 within 16:00 HRS.

**FORMAT – 1**

**EXPRESSION OF INTEREST**

To,  
The Director  
Anthropological Survey of India  
Ministry of Culture  
Government of India  
EN 79, Sector-5, Salt Lake City,  
Bidhannagar,  
Kolkata- 700091

**Sub:** Expression of Interest (EOI) for Work on the preparation and printing of display panels of various sizes, covering approximately 984 square feet encompasses UV Digital printing on vinyl stickers, with matte lamination and pasted on 10mm good quality sun board. (As per list enclosed)

Madam/ Sir,

In response to the Invitation for Expressions of Interest (EOI) published on \_\_\_\_\_ for the above purpose, we would like to express interest to carry out the above proposed task. As instructed, we attach 2 sets of the following documents in separately sealed envelopes:

1. Organizational Details (Format-2)
2. Experience in related fields (Format-3)
3. List of three (03) experts / consultants on payroll (Format-4)
4. Financial strength of the organization (Format-5)
5. Additional information (Format-6)
6. EMD
7. Sealed Envelope containing financial bid
8. Declaration (Format-7)

Sincerely Yours,

Signature of the applicant  
[Full name of applicant]  
Stamp.....

Date:

Encl.: As above.

Note: This is to be furnished on the letter head of the organization.

**FORMAT – 2**

<b>Organizational Contact Details</b>		
1.	Name of Organization	
2.	Main areas of business	
3.	Type of Organization/ Firm/ Company/ Partnership firm registered under the Companies Act, 1956 / the Partnership Act, 1932 or registration with any govt. authorities.	
4.	Whether the firm has been blacklisted by any Central Govt. / State Govt. / PSU/ Govt. Bodies / Autonomous? If yes, details thereof.	
5.	Address of registered office with telephone No. & fax	
6.	Address of office in Kolkata	
7.	Contact Person with telephone No. & e-mail ID	

Enclose: -

1. Copy of Certificate of Incorporation.
2. Copy of Article of Association in respect of 3 above.
3. Undertaking in respect of 4 above.

Signature of the applicant

Full name of the applicant

Stamp

Date

**FORMAT – 3**

<b>Experience in Related Fields</b>				
Overview of the past experience of the Organization in all aspects related to Brand Building related				
<b>Sl. No.</b>	<b>Item</b>	<b>Number of Assignments during last 5 years</b>	<b>Order Value of each assignment in lakhs of Rs. (Enclose copy of each order)</b>	<b>Mention the name of Client/ organization (Enclosed completion certificates)</b>
1.	Experience of assignments of similar nature			
1.1	Experience in carrying out similar assignments in Government.			
1.2	Experience in carrying out similar assignments in public sector.			
<p>Decision of Evaluating Committee in ascertaining “similar nature” and “similar assignment” will be final.</p> <p align="right">Signature of the applicant Full name of the applicant Stamp &amp; Date</p>				

**FORMAT – 4**

<b>List of three (03) employees on payroll</b>				
<b>Sl. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Qualification</b>	<b>Relevant Experience</b>
1.				
2.				
3.				
<p>Signature of the applicant Full name of Applicant Stamp &amp; Date</p>				

**FORMAT – 5**

<b>Financial Strength of the Organization</b>						
<b>Sl. No.</b>	<b>Financial Year</b>	<b>Whether profitable? Yes/ No</b>	<b>Annual Net Profit (in Crores of Rs.)</b>	<b>Overall Annual Turnover (in Crores of Rs.)</b>	<b>Annual Turnover from only Consultancy Services rendered in India (in Crores of Rs.)</b>	<b>Average Annual Turnover from only Consultancy Services rendered in India [Average of three consecutive financial years 2020-21, 2021-22 &amp; 2022-23]</b>
1.	2020-21					
2.	2021-22					
3.	2022-23					

Note: Please enclosed auditor's certificate in support of your claim.

Signature of the applicant

Full name of Applicant

Stamp & Date



**FORMAT – 6**

**Additional Information**

1. List all enclosures related to the previous sections.

<b>Sl. No.</b>	<b>Description</b>	<b>No. of pages</b>

2. Additional information to support the eligibility as per Section 7 (Not more than 2 pages).

Signature of the applicant

Full name of Applicant

Stamp & Date

**FORMAT – 7**

**Declaration**

I/We hereby confirm that I/we are interested in competing for the Expression of Interest (EOI) for the work on the preparation and printing of display panels of various sizes, covering approximately 984 square feet encompasses UV Digital printing on vinyl stickers, with matte lamination and pasted on 10mm good quality sun board.

All the information provided herewith is genuine and accurate.

Authorized Person's Signature.

Name and Designation:

Date of Signature:

**Note: The declaration is to be furnished on the letter head of the organization.**