

# **Terms and References**

**Design and Development of Interactive Kiosks (Multilingual Multimedia Content & Application, Touch Screen Kiosk) / E-Museum / Video Wall (Video Production Multilingual, Touch Screen Kiosk + Projector) including of all the relevant latest Hardware for the use of the visitors to Tripura State Tribal Museum, Lake Chowmuhani, Agartala.**

## **1. General**

All the works and services of the Organization described below shall be performed in close cooperation with the TR&CI, Agartala, Tripura. Attempt to be made by the bidder to outline the Organization's tasks during execution of its works and services as detailed as possible. However, the concerned Firm/Company shall bear in mind that the list of tasks and activities outlined below are just indicative and by no means it can't be considered as the complete and comprehensive description of the Organization's activities. It is rather the Firm/Company's responsibility to critically verify the scope of goods and services indicated and to extend and expand it, wherever it deems necessary according to its own professional judgment. It is to be understood that the Firm/Company shall have to perform all works as necessary to fulfill the objectives of the Project/Deal. All planning works shall comply with the relevant as well as applicable to Indian Standards and Legislation.

## **2. Priority areas of Tribal Museum of TR&CI, Agartala.**

Tribal Research & Cultural Institute, Government of Tripura is maintaining an Ethno-Cultural Museum namely Tripura State Tribal Museum. Hon'ble Chief Minister of Tripura along with other dignitaries inaugurated the museum on 23<sup>rd</sup> September 2009. It is the mission of the Museum to support the conservation and preservation of tribal material, culture and showcase the same through its activities, like exhibition, entertainment, education and research.

In this museum one can get the idea about the 19 different Tribes of Tripura and their language, culture, socio-economic condition and day-to-day life. Beside there are display of Tribal Dress, Ornaments, Artifacts, Weaving Materials, Hunting and Fishing Materials and all sorts of Musical Instruments. The Museum also has a small auditorium for projection of tribal ethnic culture through video before the visitors, students and researchers.

## **3. Intent of Specification**

It is proposed to digitize the collection of Tripura State Tribal Museum and create Interactive Kiosks for the use of visitors to Tripura State Tribal Museum, Agartala.

Under this scheme, the visitor will be able to interact through Interactive Kiosks and enjoy the Multimedia Content about the displayed artifacts and themes in the Museum, in their language of choice (English, Hindi, Bengali & Kok-Borok).

The executing Firm/Company shall provide all material and services detailed hereinafter and related with the facility available for the use of visitors.

It is not the intent to identify each and every requirement and this document shall deem to include all that is necessary to provide services, complete in all respects as a world class Interactive Kiosks facility to the visitors.

#### 4. Qualifying Requirements

- a. The bidding Firm/Company should be Indian.
- b. The bidding Firm/Company should be a registered entity.
- c. The bidding Firm/Company should have the previous experience of designing and developing Multimedia Content and Interactive Kiosks for Tribal, Ethnographic of Folk Museums in India.
- d. The bidding Firm/Company should have a proven track record of undertaking similar works in Govt./Non Govt. Institutions of Tripura/India. It must have executed at least two projects as per prevailing guidelines of the Gol, the State Government of Tripura or any other State of the Country.
- e. The bidding Firm/Company should have adequate infrastructure and dedicated and experienced technical and skilled personnel to execute the work.
- f. The bidding Firm/Company should possess valid registration under GST, income tax and other applicable taxes.

#### 5. Instructions for the Bidders

- a. Only the qualified bidders as per the qualifying requirements mentioned above shall submit the Tenders.
- b. The bidding Firm/Company may submit their bid in two separate sealed envelopes on or before the due date. Envelope ONE marked in bold, as **Technical Bid** shall contain EMD, complete profile of Firm/Company/Technical Expert(s)/Consultant(s), documents supporting qualifying requirements and technical details of the equipment/services to be provided. Envelope TWO marked in bold, as **Financial Bid** shall contain a detailed schedule of prices for the proposal as per Annexure-1. Both the sealed envelopes are to be put in one large envelope, which should be super scribed as “**Bid for Design and Development of Interactive Kiosks and other works for the use of the visitors to Tripura State Tribal Museum, Agartala.**”The envelopes are to be addressed to the Director, Tribal Research and Cultural Institute, Lake Chowmuhani, Agartala, West Tripura 799001. TR&CI, Agartala will not be responsible for delay in transit or damage or loss of tender document sent by post.
- c. Earnest Money Deposit (EMD) for this tender shall be Rs. 10,000/- in the form of Demand

Draft drawn in favour of The Director, TR&CI, Agartala payable at Agartala. Failure to submit the EMD shall be liable to the rejection of the Bid.

- d. The EMD shall be returned to the unsuccessful bidders on the finalization of the tenders. For the successful bidder, this EMD shall be refunded only after the successful completion of the works.
- e. All the documents related with the qualifying requirements should be self-attested and the originals of these copies shall be made available for verification whenever called for by the Tender Processing Committee.

## **6. Documents and Information to be submitted**

The bidding Firm/Company shall furnish the following information and documents.

- a. Details of Organization set up – State whether Proprietorship, Partnership, Private Limited or Public Limited or Registered under Societies Registration Act.
- b. Particulars of similar projects carried out in the past five years including stipulated period of completion.
- c. Details of similar work on hand at present and value of works.
- d. Financial status indicating annual turnover.
- e. Balance sheet/Audited statement for the past three years.
- f. Latest Income Tax, GST& other applicable taxes registration and clearance certificates, if applicable to the Organization.
- g. Staff strength of the Firm/Company and profile of Key Personnel including fulltime and part-time Personnel separately.
- h. List of equipment/computer aided design facilities/software in use etc., available with the Firm/Company.
- i. Performance certificate from previous clients.
- j. An Undertaking to the effect that the applicant has never been blacklisted.
- k. Copy of Registration Certificate (if any) with Central / State Authorities / Public Sector undertakings for undertaking such works.

## **7. Tender Evaluation Process**

The process shall be a two-bid evaluation. The process of evaluation would be as under:

- a. Envelope (marked ONE) shall first be opened and checked for value and other details of the EMD. Any bid not accompanying the EMD shall not be considered thereafter.
- b. Accompanying qualifying requirements in this envelope shall then be scrutinized for the details. It is expected that the bidder reads the qualifying requirements very carefully and submit all the documents that are essential to establish his credentials as qualifying bidder. Ambiguous or derivative statements/documents shall not be considered while evaluating the qualification of the bidders.
- c. On the initial scrutiny, if any queries are found, they would be sent to the bidders for clarification. Response of the bidders would be evaluated, along with main tender. Any incomplete or evasive replies would be considered as irresponsible correspondence-liable for rejection of the bid/tender.

- d. Technical evaluation would then be done only of those bidders who would be found fully qualified and their bids alone would be reserved for scrutiny and evaluation. Technical Evaluation shall be carried out on the basis of:
- i. Experience of the applicant in the relevant area and documentary proof specifying the details of the project(s) handled, certifying the level of service rendered and whether completed or substantially completed.
  - ii. Qualification and experience of personnel proposed in the team.
- e. The points assigned for evaluation are:

Relevant experience of the firm for the assignment	40 points
Methods to be adopted and work plan proposed	30 points
Qualification & experience of key personnel of the team proposed	30 points
<b>Total</b>	<b>100 points</b>

- f. The technical proposal should score at least 70 percent to be considered for financial evaluation.
- g. Envelope (marked TWO) i.e. the financial bid shall be opened only for those bidders who qualify in the technical evaluation as mentioned above.

## 8. Schedule of Prices

The prices to be quoted by the bidders (Envelope marked Two) shall strictly be in the format annexed as Annexure-1 with the details to be filled in by the bidders.

## 9. Scope of Work

### a. E-Museum.

E Museum seeks to widen the reach of the Tripura State Tribal Museum through the creation of a virtual museum space in the form of a mobile friendly website for wider information dissemination and to attract visitors.

The intent will be to create a virtual space where in the viewer can be introduced to the museum, open/closed days, visiting hours, annual events, facilities provided to the visitors, reviews and how to reach map.

This virtual space will also provide glimpses of the actual displays through a virtual tour.

In addition E Museum will host a catalogue of 100 artifacts from the collection of Tripura State Tribal Museum. Each artifact will have information such as Name of the Artifact (local), Community, Place, Dimensions, Use and Category along with a Photograph.

The E Museum will be uploaded on the in the newly designed website.

Highlights of E-Museum (Mobile Friendly Website)

- About the Museum
- Collection (100 Artifacts)
- Virtual Tour
- Open/Closed Days
- Visiting Hours
- Annual Events
- Facilities provided to the Visitors
- Visitor Reviews
- How to Reach (Map)

#### **b. Interactive Kiosks**

Interactive Kiosks are an integral part of contemporary museum displays. They help in contextualizing the museum's collection/display through specially created multimedia content such as short videos, animation, narrations, graphics, photographs, schematic drawings, maps and text. They educate, inform and entertain the museum visitor and provide them a memorable experience that they cherish.

Multimedia content must be created in English, Hindi, Bengali & Kok-Borok languages to maximize its reach.

Interactive Kiosks are easy to use, robust, and easy to maintain and ideal for use in public spaces.

TR&CI, Agartala intends to develop 2 Interactive Kiosks for the Tripura State Tribal Museum.

Interactive Kiosks have two essential components; viz. Multimedia Content & Application (Software) and Touch Screen Kiosks (Hardware)

i. **Multimedia Content & Application (Software)**

**Kiosk 1: Textile Weaving**

The multimedia content created for Kiosk 1 will cover Textile Weaving as a form of artistic expression, traditional practice and an income generating activity. Short videos of 2 to 3 minute duration must be made on the craft in full HD format. The videos will be shot in the villages/workshops of the tribal artisans and must also try to capture their daily life.

Theme: Textile Weaving

No. of Videos: 4 (Full HD)

Duration of Videos: 3 minutes each

Audio: 5 minutes

Artifacts: 20

Text: 800 words

Languages: English, Hindi, Bengali & Kok-Borok.

Hardware: 1 Kiosk (Refer section 9.b.ii for hardware specification)

**Kiosk 2: Bamboo Craft**

Short videos of 2 to 3 minutes duration must be made on Bamboo Craft in full HD format. The videos must be shot in the villages of the tribal artisans and along with the process of making various bamboo items of daily use must also try to capture the importance of bamboo as a primary natural resource and its practical value in the lives of the tribal communities of Tripura.

Theme: Bamboo Craft

No. of Videos: 4 (Full HD)

Duration of Videos: 3 minutes each

Audio: 5 minutes

Artifacts: 20

Text: 800 words

Languages: English, Hindi, Bengali & Kok-Borok.

Hardware: 1 Kiosk (Refer section 9.b.ii for hardware specification)

### **Tribal Communities of Tripura**

In addition to the multimedia content created on the above themes, each kiosk must also include brief information of all the 19 tribes of Tripura, their geographic location, population, language and a photograph.

Theme: Tribal Communities of Tripura

Photographs: 1 of each community (To be provided by TR&CI)

Text: Up to 100 words for each community

Languages: English, Hindi, Bengali & Kok-Borok.

### **ii. Touch Screen Kiosks (Hardware)**

Specification

Screen: 23" Touch Screen

OS: Windows 10 Home 64

Processor: Intel® Core™ i5-6400T with Intel® HD Graphics 530

RAM: 8 GB DDR3L-1600 (1 x 8 GB)

HDD: 1 TB 7200 rpm SATA

Graphics: AMD Radeon R7 A360 (4 GB DDR3 dedicated)

Input: Wireless optical mouse, Wireless keyboard, Touch

Audio: Built-in (B&O PLAY)

Kiosk Type: Seated (Comfortable Seating for 2 Persons)

Kiosk Material: Wood/Laminate

Headphones: 2 sets with each kiosk

UPS: 6KVA

AMC: Inclusive 1 Year

**c. Video Wall**

As a welcome to the visitors and to set the background of the exhibition, TR&CI intends to create a video that will introduce the visitors to the Tribal Communities of Tripura and will highlight their distinctive art, craft or socio-cultural aspect. The duration of the video will be approximately 3 to 5 minutes and its treatment will be graphic.

The visitor will interact with the kiosk that will project the video on the wall. Approximate size of the projection will be 12 feet x 8 feet. The lobby of the Tripura State Tribal Museum is a sufficiently large space for such an engagement.

Location: lobby

Video: Introduction to the Tribal Communities of Tripura, 3 to 5 Minutes (Full HD)

Languages: English, Hindi, Bengali & Kok-Borok.

Hardware: 1 Kiosk (Refer section 9.b.ii for hardware specification) + Epson PowerLite 4770W WXGA 3LCD Projector

**10. Responsibilities of the Firm/Company**

Apart from photographs and textual content in English that will be provided by TR&CI, Agartala, the Firm/Company will be responsible for carrying out all the creative, design and technical work as mentioned/not mentioned below and which are required to Design and Develop E-Museum, Interactive Kiosks and Video Wall.

**a. Planning**

- i. Discussion with the Director/ Dy. Director/ Research Officer at different levels to understand the project/selected theme.
- ii. Collection of all the text content, relevant documents and photographs necessary

for Design and Development of E Museum, Interactive Kiosks and Video Wall from TR&CI, Agartala.

- iii. Content writing.
- iv. Language translation (English, Hindi, Bengali & Kok-Borok).
- v. Navigation and information architecture planning.

b. Design and Production

- i. Recording professional V/O in English, Hindi, Bengali & Kok-Borok.
- ii. Artifact Photography.
- iii. Scanning, Retouching and Resizing Photographs.
- iv. Artwork, Illustrations and 2D Animations wherever required.
- v. User Interface Design.
- vi. Recording HD Video footage from tribal villages of Tripura.
- vii. Audio Recording.

c. Post Production and Deployment

- i. Editing the HD Video footage.
- ii. Video conversion and web optimization (if required).
- iii. Coding and programming.
- iv. Editing V/O and adding Sound Effects.
- v. Testing and Debugging.
- vi. Installation of Interactive Kiosks and Video Wall.
- vii. Supplying and Maintaining the Hardware.

## 11. Other terms and conditions

- a. The project would be open to review by TR&CI, Agartala officials and jointly agreed issues would be duly addressed in a time bound manner.
- b. The Director reserves the right to cancel the contract awarded to the selected Firm/Company if he finds that the progress or the quality of the design is not satisfactory.
- c. The copyrights of the Multimedia Content and Interactive Kiosks and its components (research, photographs, video clips, animation, narration etc.) shall be that of TR&CI, Agartala.
- d. Final demonstration of the Project to the Director and the other officials of TR&CI, Agartala should be made before submitting the same.
- e. The Firm/Company must deliver the finished product within 240 days after issue of the work order.
- f. TR&CI, Agartala is not bound to accept lowest rate/s.

## 12. Execution of Agreement for the Work

For the Project as detailed above, the selected Firm/Company shall have to execute an agreement with TR&CI, Agartala for undertaking the assignment. The contents of the agreement, besides other related things, include the following roles and responsibilities of the selected Firm/Company:

- a. To undertake the preparatory works in consultation with the Director, TR&CI and other Technical Experts and Technical/Expert Committee of TR&CI, Agartala.
- b. To take up and complete the execution of the Project in consultation with the Director, TR&CI and other Technical Experts and Technical/Expert Committee of TR&CI, Agartala.
- c. Any other related tasks as would be required for the assignment.

### 13. Time Schedule

Tasks	Time Frame
Preparatory works	60 Days
Execution of the work	150 Days
Finalization of the work	30 Days
<b>Total</b>	<b>240 Days (8 Months)</b>

### 14. Contact of Project Director

Mr. Sunil Debbarma, Director, TR&CI, Agartala (Cell No. 9436128249 / Email: [dir.trci-tr@gov.in](mailto:dir.trci-tr@gov.in)) shall guide and co-ordinate the research activities from beginning to the end of the study.

For further details of the Project, the Director, TR&CI, Agartala and the Deputy Director of TR&CI, Agartala may be contacted personally.

**O/o the Director, Tribal Research and Cultural Institute, Lake Chowmuhani, Agartala, West Tripura 799 001**

### PRICE SCHEDULE (Annexure-1)

Name of work: **'Design and Development of Interactive Kiosks for the use of the visitors to Tripura State Tribal Museum, Agartala** as per the Scope of Work *(Please refer Terms & Conditions, Section 9)*

1. E Museum
2. Interactive Kiosks
  - a. Kiosk 1: Textile Weaving (Multimedia Content & Application)
  - b. Kiosk 2: Bamboo Craft (Multimedia Content & Application)
  - c. Touch Screen Kiosks (Hardware, *Please refer Terms & Conditions, Section 9*)
3. Video Wall
  - a. Video Production (Video Duration: 5 minutes)

**b. LCD Projector (Hardware, Please refer Terms & Conditions, Section 9)**

I/We hereby tender for Design and Development of Interactive Kiosks for the use of the visitors to Tripura State Tribal Museum, Agartala for the Government of Tripura described in the under mentioned memorandum according to the specification within the time specified and at the rates specified therein subject to the condition of the contract.

Firm/Company Name:		Registration No.:	
Address:			
Earnest Money:		Vide DD No.:	

**Memorandum**

Sr. No.	Scope of Work	Quantity	Rate	Amount	GST
1.	E Museum	NA			
2.	Kiosk 1: Textile Weaving	1 No.			
3.	Kiosk 2: Bamboo Craft	1 Nos.			
4.	Touch Screen Kiosks	3 Nos.			
5.	Video Production	1 Video x 5 minutes.			
6.	3LCD Projector	1 No.			
					<b>TOTAL (IN FI</b>

<b>TOTAL(IN WORDS)</b>	
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Signature of the Contractor & Seal of Firm	
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Name of Witness	
Address	
Signature of Witness	

I hereby accept the above Tender on behalf of the Government of Tripura.

**Sd/-**

**DIRECTOR**