

F.No. 1-3/2025-Exh
Government of India
National Archives of India
Ministry of Culture
Janpath, New Delhi

NOTICE INVITING EMPANELMENT OF FIRMS FOR ORGANIZING ARCHIVAL/DIGITAL EXHIBITION'S

EXPRESSION OF INTEREST

The Panel of Firms will be valid for a period of three years

16 MAY 2025

Dated:

The National Archives of India, an attached office of the Ministry of Culture, Government of India, invites applications for the empanelment of reputed Organizations/Agencies for the preparation and organization of Archival/Digital Exhibitions across India.

1. Submission Guidelines

Interested Organizations/Agencies must submit their profiles along with all supporting documents and a filled Annexure-I form. The envelope containing the Expression of Interest (EoI) must be clearly super-scribed: "**Empanelment for Preparing and Organizing Archival/Digital Exhibitions**".

The EoI must be addressed to:

The Director General, National Archives of India, Janpath, New Delhi – 110001
The EoI must reach the office within 21 days of the date of uploading of this notice on the official NAI website.

2. MINIMUM ELIGIBILITY CRITERIA

To ensure the highest standards in archival and digital exhibition delivery, the following eligibility criteria must be mandatorily fulfilled by all applicants. Failure to meet any of the conditions below will result in disqualification.

a. Legal Status & Proven Track Record

The applicant must be a registered company/entity of repute in India with verifiable experience in organizing, preparing, and curating archival or heritage exhibitions.

b. Minimum Professional Experience

The applicant must have at least seven (7) years of experience in designing, curating, fabricating, erecting, and dismantling exhibitions, including both traditional and digital formats.

- a. Supporting documentation including Certificate of Incorporation (COI), work orders, photographs, and media mentions must be submitted.

c. Digital Integration Experience

The applicant must demonstrate sound expertise in curating thematic exhibitions with digital or interactive components, such as AR/VR, projection mapping, digital exhibition, etc. (Work order to be attached)

d. Client Portfolio & High-Profile Events

Applicants must submit documented proof of experience in organizing exhibitions or displays for reputed government organizations/ministries, with special emphasis on participation in events involving high dignitaries such as the Prime Minister, President, or similar-level functions.

e. Annual Financial Turnover

The applicant must have an average annual turnover of at least ₹90 Lakhs in the last three financial years.

- a. Submit Chartered Accountant-certified balance sheets for the last three years.

- b. The turnover must be from exhibition, curation, digital installations, or allied cultural services (non-trading).
- f. Clean Record Declaration**
An undertaking must be submitted on the firm's letterhead declaring that the applicant has never been blacklisted or debarred by any Ministry/Department/Organization of the Government of India or any State Government.
- g. Statutory Compliances**
Firms must enclose copies of:
- PAN Card
 - GST Registration Certificate
 - Certificate of Incorporation/Registration
- h. Infrastructure and Human Resources**
The applicant must have adequate in-house infrastructure, including:
- In-house designers experienced in archival, exhibition, or heritage display design. (Submit HR records/salary slips)
 - Adequate physical assets in the company's name, including high-end computers, laptops, and relevant licenses necessary for design, content development, and project execution. (Submit invoices)
- i. Tax Compliance**
Copy of latest Income Tax Return (ITR) and Income Tax Clearance Certificate must be submitted.
- j. Delhi/NCR Operational Presence**
The applying firm must have at least one registered or operational office in Delhi/NCR, though it may be headquartered elsewhere in India. (Rent agreement/ Proof of Ownership)
- k. Subject Matter Expertise**
Preference will be given to firms that have documented experience in archival research, historical documentation, manuscript digitization, or similar academic contributions.
- l. Declaration of Integrity and Confidentiality**
Firms must declare that they will maintain confidentiality of any archival materials, not use it for commercial gain outside the scope of work, and abide by ethical use of historical assets.
- m. False Information Clause**
If at any stage, the information submitted by the firm is found to be false, forged, or misleading, the application shall be summarily rejected, and the firm shall be blacklisted from all future empanelment's.
- n. Empanelment does not guarantee award of work, NAI has right to award work to any suitable company.**
- o. Government department/autonomous bodies can also apply.**

Note:-

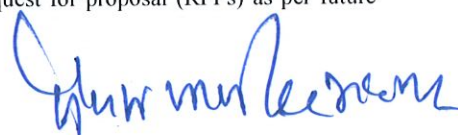
The Director General, National Archives of India, reserves the right to accept or reject any or all applications for empanelment without assigning any reason whatsoever. The decision of the National Archives of India in this respect shall be final and binding.

3. SELECTION METHODOLOGY

The empanelment of firms shall be carried out through a Quality-Based Selection (QBS) process to ensure that only the most competent and creative agencies are engaged for delivering archival and digital exhibitions of national relevance.

Each eligible application will be evaluated against a comprehensive 100-mark assessment matrix, covering domain expertise, institutional experience, creativity, and project execution capability.

- Only those agencies scoring 80 marks or above will be considered for empanelment.
- No financial bid is required at this stage.
- Empanelled firms will be invited for project-specific allocations or limited request for proposal (RFPs) as per future requirements.



This merit-based selection approach ensures that the empanelled agencies uphold the highest standards in archival curation, exhibition design, and cultural storytelling—while remaining fully aligned with the vision, sensitivity, and national mandate of the National Archives of India.

4. EVALUATION CRITERIA (TOTAL: 100 MARKS)

S. No.	Evaluation Criteria	Maximum Marks	Evaluation Basis
1	Experience with Archival/Heritage Departments	20 Marks	Documentary proof of at least 2 relevant projects with government archival or heritage institutions.
2	High-Profile Government Events (PM/President/Governor-level involvement)	10 Marks	Events executed under or for high constitutional authorities. Work orders, letters, or media proof required.
3	Use of Innovative Technology such as VR, Digital Exhibitions, etc	10 Marks	Work order of similar work mentioned to be attached
4	Number of Government Clients	15 Marks	1 mark per verified government client, up to a maximum of 15 marks. Work orders must be enclosed.
5	Approach & Methodology for Archival Exhibitions	25 Marks	Evaluation based on a submitted concept note detailing creativity, theme interpretation, digital integration, and execution strategy.
6	Company Profile and Past Case Studies with Visual Documentation	10 Marks	Review of organizational capabilities, similar project impact, media coverage, and project completion visuals.
7	Letters of Appreciation/Commendation from Government Departments	10 Marks	5 marks per appreciation letter (Max: 2 letters). Letters must be issued by government entities for completed projects.

(Syed Farid Ahmad)
Deputy Director of Archives
Government of India

Annexure: I

NATIONAL ARCHIVES OF INDIA,

JANPATH, NEW DELHI

FORM FORMAT FOR THE FIRMS

Affix duly attested

Passport size
recent
photograph of the
Authorized
person

Tender for Empanelment of Firms for Organizing Archival/Digital

Exhibitions

(To be put in a separate sealed envelope)

1. Name of the Firm
 - i. Address _____
 - ii. Telephone No. _____
 - iii. Mobile No. _____
2. Name of the office-bearers of firm
 - i. All governing body members in case of trust / society/others.
 - ii. Proprietor in case of proprietorship
 - iii. All partners in case of partnership
 - iv. All Directors in case of company
3. Address of the Firm
 - i. Head Quarter _____
 - ii. Delhi/NCR Office _____
4. E-mail address of the bidding firm & authorized signatory for correspondence
5. GST Registration No
 - i. Date of issuance _____
 - ii. Date up to which valid _____
6. PAN card Number of Firm: _____
7. Registration No. & date/year of Certificate of Incorporation of Registration under Indian Companies Act (if applicable) _____
 - i. ISO 9001:2015 or any later version thereof License No. _____ Dated _____ Valid up to _____
 - ii. OHSAS 18001:1999 or any later version thereof License No. _____ Dated _____ Valid up to _____
 - iii. ISO 14001:2015 or any later version thereof License No. _____ Dated _____ Valid up to _____
8. Annual Turnover of last three financial years (Please attach CA's certificate with registration number of the CA and rubber seal of the CA)

1.	Year.....:Rs.....
2.	Year.....:Rs.....
3.	Year.....:Rs.....
4.	Total turnover of last three financial year (i.e. sum of (i) + (ii) + (iii).....
5.	Average annual turnover for last three financial years..... (i.e. total turnover divided by 3)

9. Date of filing IT Return-

- i. Year (enclose copies of ITR)
- ii. Year (enclose copies of ITR)
- iii. Year (enclose copies of ITR)

Declaration by the Firm:

I/We _____ R/o _____ am/are authorized to sign & the bid documents on behalf of the firm M/s _____. This is to certify that I/We before signing this bid have read and fully understood all the terms and conditions contained in this document and undertake to abide by them.

I/We further declare that -

- i. Our firm has not been blacklisted or debarred any time during last five years and such debarment/blacklisting is not subsisting as on the date of submission of bid
- ii. None of the Proprietor/ Directors of the Bidder, have been or are associated with any of the Business entity in a similar capacity, which (Business Entity) has been blacklisted or debarred any time during the last five years.
- iii. No criminal case is pending against the firm by any of the clients.

I/we have enclosed the self-attested copy of the documents required in support of information given above. The list of documents which have been enclosed is given hereunder -

List of documents which have been submitted herewith are: (mention complete list)

Sl.No.	Name of Documents	Number of pages
1.		
2.		
3.		

Signature

Name of the authorized person _____

(Seal of the Firm)

1. Enclose self-attested supporting documents
2. In case, there is more than one office in Delhi/NCR, then the bidder shall provide addresses of main office.
3. Documents to be submitted in support of the Contract value will be as under copy of the work order & / or copy of agreement.
4. Annual value of contract certified from the chartered accountant (duly signed with registration number of the CA and rubber seal of the CA) in respect of each client.

