

Office of the Commissioner,
Archaeology & Museums Dept.,
Govt. of Andhra Pradesh,
Bapu Museum,
Vijayawada.

File. No. YTC07-16025/8/2021-A, Dt: 6-4-2022

NOTIFICATION

The Archaeology and Museums Department invites sealed quotations from the recognised Handcrafts agencies to organise Handicrafts Exhibition in the Bapu Museum premises at Vijayawada with certain terms and conditions. The organiser should not harm and damage the Protected Monument (Victoria Jubilee Museum), and antiquities in Bapu Museum and should not inconvenience the public visiting the Museum. They should mandatorily follow the acts/rules and regulations of the Department of Archaeology and Museums

It is further informed that the FORMAT FOR FINANCIAL PROPOSAL (To be submitted on the Letterhead of the Organizer) and the INVITING APPLICATIONS TO CONDUCT HANDICRAFTS EXHIBITION.

The highest quoted firm will be considered to organise the exhibition in the Bapu Museum premises, Vijayawada as per the department terms and conditions.

The exhibitor/organiser should scrupulously follow the below terms and conditions of the department to conduct the exhibition in the Bapu Museum premises, Vijayawada.

TERMS AND CONDITIONS TO ORGANIZE EXHIBITION IN THE BAPU MUSEUM, VIJAYAWADA

Archaeology and Museums Department have taken some conditions for the Handicrafts Exhibition institutions to organize in the Bapu Museum premises at Vijayawada. The following conditions were created with the main intention of not causing any damage to the Protected Monument (Victoria Jubilee Museum), antiquities in the Bapu Museum and inconvenience to the public visiting the Museum:

1. **The period of the Exhibition is one month (30 days) only.** The extended period should be approved by the Commissioner of Archaeology and Museum depending on the requisition of the Organizer. The same terms and conditions are applicable for the extended period.
2. **The Organizing Committee is required to pay non-refundable application fees for Rs.10,000/- (Rupees Ten thousand only)** in the form of a Demand Draft in favour of the Commissioner, Archaeology & Museums Department, Vijayawada on drawn on any Scheduled Bank in India.
3. **An amount of Rs. 2,00,000/-(Rupees two lakhs only) (Refundable amount)** to be paid as a **security deposit and an advance amount of Rs. 1,00,000/- (Rupees One lakh only) (Non-Refundable)** i.e. total **Rs. 3,00,000 / - (Rupees Three lakhs only)** shall be deposited in favour of the Commissioner, Department of Archaeology and Museums, Government of Andhra Pradesh, Vijayawada.
4. Similarly, for separate stalls (on benches & on the floor) **rent must be paid depending on the stall size.** Rent amounts must be duly paid exactly one week in advance of the expiration date. There is no discount.
5. To utilize the rental premises you have to pay **Rs.300 / - per day per each stall** ie 10 x 10 feet (Rs. Three hundred only), **Rs.400 / - per 15 x 15 feet (Rs. Four hundred only)**, **20 x 20 Rs.500 / - per each stall (only Rs.500 / -)** and **Rs.600 / - (Rs. 600 / - only)** for construction of stalls up to 30 feet.
6. **Exhibition stalls are not less than 30 (Fifty).**
7. Due to the security of antiquities in the Bapu Museum, **the exhibition time was allowed to run only from 10.00 am to 09.00 pm.**

8. Due to the security of antiquities in the Bapu Museum, the exhibition time was allowed to run only from 10.00 am to 09 pm. Therefore the stalls staff will not be allowed to sleep on the museum premises (after 10. hours). The night watchmen of the Archaeological Department will be strict in this matter.
9. The Exhibitor should arrange Bio-toilets for their needs. They should not use departmental toilets/resto rooms/fresh rooms.
10. The Exhibitor should need to set up a separate sub-meter for electric and water motor usage for all stalls. They are solely responsible for any damage caused to the premises during or after the construction of the stalls.
11. You are fully responsible for arranging your safety, firefighters, generator facility, sanitation facility (mobile toilets), drinking water, garbage cleaning, compliance with parking regulations and other maintenance.
12. The above permission is not transferable.
13. In the vicinity of the monument Victoria Jubilee Museum and the New Museum i.e. in the corridor, garden etc. **no luggage, Sleeping, Garbage & Spitting, Gutkas & Alcohol** consumption is prohibited.
14. **Luggage should not be placed on stone statues and their blocks** on the outside premises and should not cause any inconvenience to the people visiting the museum.
15. Under any circumstances **should not construct a stall at the monument, outside stone sculptures and on the walkway.**
16. Until the exhibition is over, you are fully responsible for arranging your safety and security precautions. End of the exhibition day, you should leave the entire museum premises. **Otherwise, you should pay the penalty of Rs.500/- per stall and per day** till the removal of your material and your belongings.
17. From the time the stalls are constructed until the luggage leaves the premises of the Bapu Museum the rent is to be paid dutifully and the responsibility of vacating is to be borne entirely by the owner.
18. **He/ She must organization of the exhibition under the Dept. of Archaeology and museums Acts.**

19. The Commissioner of Archaeology & Museums, Government of Andhra Pradesh, Vijayawada, is empowered to stop or cancel these orders in case of emergency or necessity that may arise without notice or without assigning any reasons.
20. The organizer must have a registered organization under Govt. of A.P./ Govt. of India. This organization must not be blocked listed by any State or Central Government. The organizer or his/her organization should not have criminal offences-illegal cases in the police station.
21. No Damage shall be caused to the Protected Monument & Museum Antiquities and their surroundings during the Exhibition and no inconvenience caused to the Museum visiting Public.
22. The Premises shall be kept neat and clean every day during the Exhibition. During the Exhibition, the Museum and Monument rules will strictly be followed.
23. This department is not responsible for any damage/damage to your goods. who manage the stalls should not go into any conflicts with the staff of this department and Museum visitors. They should cooperate with the museum maintenance staff.
24. End of the exhibition day you should clean the entire premises as it is before the exhibition. If any department property is damaged by you the cost of that property you should pay as per the decision of the Commissioner of Archaeology and Museums before you leave the premises.
25. In the vicinity of the monument Victoria Jubilee Museum and the New Museum i.e. in the corridor, garden etc. no luggage, Sleeping, Garbage & Spitting, Gutkas & Alcohol consumption is prohibited.
26. This permit is subject to strict Covid-19 protocol. DUSTBINS should be placed where necessary to keep the premises clean and sanitized in accordance with Covid rules.
27. Instructions of the Assistant Director (Tech), Vijayawada should strictly implement these terms and conditions and the Exhibition should be carried out under the supervision of the Assistant Director (Tech), Vijayawada.

28. The entire museum's premises strictly prohibited the consuming Alcohol, smoking, gutka and any unethical/immoral/illegal behaviour will find by the department, the department cancel exhibition permission without intimation to the owners and also take legal action as per the government rules.
29. Permission is granted to hold the exhibition subject to the above ownership of the exhibition. Violators under any circumstances will be fined and their permission to hold an exhibition on the museum premises will then be revoked.

Government of Andhra Pradesh
Archaeology and Museums Department
Bapu Museum, Bandar Road,
Vijayawada.

INVITING APPLICATIONS TO CONDUCT HANDICRAFTS EXHIBITION IN THE
PREMISES OF BAPU MUSEUM, VIJAYAWADA

Sl. No	Information	Details
1	Date of Issue of Document	06/04/2022
2	Site Visit (during office hours)	07/04/2022 (10.00 am to 05.30 pm)
3	Last date of proposal submission	11/04/2022 17.00 pm Hrs
4	Proposal Opening Date and time	12/04/2022 11.00 A.M

FORMAT FOR FINANCIAL PROPOSAL

(To be submitted on the Letterhead of the Organiser)

From, -

To

The Commissioner

Department of Archaeology & Museums,

Bapu Museum, Bandar road,

Vijayawada-520002

Dear Sir/Madam,

Subject: Selection of Organization for conducting Handicrafts Exhibition

in

the premises of Bapu Museum at Vijayawada - Financial Proposal –

Reg.

We, the undersigned, offer to conduct Handicrafts Exhibition in the premises of the Bapu Museum at Vijayawada.

- 1. I/we hereby offer and agree to pay the following amount for each stall per day is given below:*

The Minimum quoted rate for each stall by the department (Rs.)	Quoted Amount over and above by the Organizer (Rs.)	Amount (In Words)
300/-		

Note: The above rate is fixed for a 10x10 square feet stall. If 10x10 square feet are crossed, then an extra amount shall be collected by the department @2/- per square feet.

1. *In case of a discrepancy between the amounts expressed in figures vis-à-vis the amount expressed in words, the higher of the two shall prevail.*
2. *I/we understand that the Authority is not bound to accept any Proposal(s) received.*
3. *I/we confirm that our Financial Proposal is unconditional and that we accept all terms and conditions specified in the Documents.*
4. *I/we agree to be bound by this offer if we are the Selected Organizer for the Handicrafts Exhibition.*

Thanking you,

Yours Faithfully,

Authorized Signatory:

Name and Title of the Signatory:

Name of the Organiser

