

**Notice Inviting Eoi for 'Empanelment of Conservation Professionals for preparation of Conservation & Management Plans'**

**1. Introduction:**

The Archaeological Survey of India (ASI), under the Ministry of Culture, is the premier organization for the archaeological research and protection/conservation of the cultural heritage of the national importance. Conservation and Maintenance of ancient monuments and archaeological sites and remains of national importance is the prime concern of the ASI. Besides, it regulates all archaeological activities in the country such as excavation, exploration, conservation, preservation etc. as per the provisions of the Ancient Monuments and Archaeological Sites and Remains Act, 1958, (Amendment and Validation-2010).

In pursuance of indicated motives, the Archaeological Survey of India, invites 'Expression of Interest' (EOI) for **'Empanelment of Conservation Professionals (Conservation Architects, Archaeologists, Engineers & Art Conservators) from said Conservation professionals/ Architectural Conservation Firms/ Organizations** as Consultants to be engaged for **'Preparation of Conservation Plans, Management Plans and Nomination Dossiers** for various Protected monuments/ historic sites / archaeological sites / buildings of national importance and so on, of ASI in the country.

**2. Scope of work (broad requirement – may vary for different sites or buildings)**

**2.1. Architectural documentation, structural assessment, Conservation & Management plan**

- Value assessment (Assessment and analysis of significant values associated with the site and surroundings) including bringing out the outstanding universal value of the site.
- Identification, assessment and analysis of valuable resources available at the site.
- Architectural documentation of significant structures.
- Condition assessment of built structures/ archaeological remains and other valuable resources of the site.
- Analysis of site / structural condition
- Identification & analysis of issues
- Formulation of conservation plans for significant structures & remains of archaeological value& other associated elements.
- Formulation of Management Plans for the site covering all aspects related to visitors, security, amenities, development needs, presentation etc.
- Formulation of conservation and management strategy for short, medium and long terms.

- Formulation of execution plan based on site requirement and introduction of appropriate technologies within the admissible guidelines.
- Formulation of strategy for capacity building.
- Any other necessary strategy for short, medium and long term planning and management of the site, as per direction / decision of employer.

and / or.....

## **2.2. Master planning**

- Assessment and analysis of existing status of the site in terms of physical and organizational framework.
- Identification and analysis of various issues related to the site.
- Site development plan.
- Site infrastructure development plan for visitors.
- Site interpretation through interpretation center, site museum, panels & signage or other appropriate medium.
- Proposed movement plan for overall site.
- Landscape planning for site development works.
- Formulation of design parameters for development works at site.

and / or.....

## **2.3. Architectural design and drawings**

- Preparation of architectural drawings of proposed structures.
- Preparation of structural drawings of interventions/proposed structures.
- Preparation of electrical drawings.
- Preparation of services, drainage & plumbing drawings.
- Preparation of working drawings.
- Preparation of detailed estimates.

and / or.....

## **2.4. Design concept for development / upgradation and refurbishment of Interpretation center and /or Museums.**

- Analysis of present system of information dissemination and site interpretation techniques available at site in relation to requirement of updated techniques of site interpretation.
- Analysis of site condition in relation to infrastructure facilities available at site and requirements based on present days' needs for visitors' awareness and comfort.
- Formulation of design concept for designing& development of Interpretation center and or Museum with justification of their needs and respective design philosophy.
- Formulation of design parameters for design & development of Interpretation center and or Museum considering International standards and socio-cultural conditions of the area including display of objects, presentation, lighting etc.

and / or.....

## **2.5. Nomination Dossier/ Tentative list proposal/ Preparation of SoC reports, as per UNSECO's operational guidelines**

and / or.....

## **2.6 Any other Conservation and Management aspects as per requirements of different monuments/heritage sites or as directed by the employer.**

### **3. Submission of Eol:**

Eol may be submitted by Conservation Firms/ Professionals mentioned above. Technical details should be submitted in required format for empanelment as given in Annexure.

The Expression of Interest should be submitted on the applicant's letterhead by Speed Post to the **Director (Conservation), Archaeological Survey of India, 24 Tilak Marg, New Delhi upto 12th of February 2018**. Proposals received after the stipulated date are liable to be rejected.

Each Eol will be evaluated in detail by a Technical Committee of ASI for recommendation for empanelment of professionals/ Firm/ Organization.

#### **3.1 The Eol shall include the following documents:**

- i. Detailed profile of the organization, professionals/ Firm including proof of registration, etc., supporting documents indicating legal nature of the Firm/ Organization/ Individual as per the law of Government of India.
- ii. Qualifications and experiences of professionals (Key persons and team members) in the team and their envisaged role along with COA/other registration and degree certificates etc.
- iii. Details of past experience of projects (special emphasis will be given on heritage Conservation and management projects), which shall include description of project, name of employer, cost and period of project supported by completion certificates etc.
- iv. Hard copy of brief of past work with other supporting documents.
- v. Proof of annual turnover and annual audited accounts for last 5 years, GST No. registration certificate etc.

### **4. Eligibility criteria:**

- i. The applicant may be an individual professional/Conservation or architectural firm / company /Partnership firm / Proprietor/ Organization recognized by Indian law. Appropriate legal documents supporting their status must be submitted.
- ii. Key Personnel (Legal Owner/ Partner/ Director) of the Firm/ Organization/Individual should have Master degree in Conservation architecture/ Building Conservation / Archaeology/Civil Engineering/ Art Conservation, with adequate experience in

heritage conservation / archaeology/ Management of Sites.

- iii. The applicant should have at least 5years' active working experience in Conservation and Management of Heritage (CV / detailed profile of the applicant should establish active working experience).
- iv. The applicant should have experience of minimum 3 projects in 'Preparation of Conservation / Management Plans as a lead partner. Necessary documents such as work order, prepared report (brief copy) indicating work accomplished(planning/design part) need to be submitted with the application for empanelment.
- v. The applicant should have GST number and PAN number.
- vi. The applicant should have average turnover of Rs. 30,00,000/- (Thirty lakhs only) per annum for best of three years out of last five years.

### **5. Selection Procedure:**

- i. Received applications will be opened and those complete in all respects as per criteria mentioned above will be considered for technical evaluation. Incomplete applications will be summarily rejected.
- ii. A Technical Committee of ASI will evaluate the applications and successful applicants, as per eligibility criteria, will be considered for Empanelment.

ASI reserves all the rights to accept or reject any/all EOI applications without assigning any reason including relaxing criteria for qualified / experienced applicants. ASI takes no responsibility for the delay, loss or non-receipt of any application sent by post/e-mail, within the prescribed time period.

**ANNEXURE**

### **BID DOCUMENT (TECHNICAL BID) for Empanelment**

1.	Name of the Organization/Firm	
2.	Name of the Proprietors/Directors	
3.	Registered address	
4.	Telephone No. Mobile No. Email address	
5.	Documents indicating type of legal status of the Firm/ Organization/ Individual.	
6	Detailed CV of the Legal Owner/ Partner / Director to establish active working experience in Conservation/ Management field	

7	Educational Qualifications (attach copies of degree certificates) of the Legal Owner/ Partner / Director; and supporting team members.	
8	Annual Turn Over during last five financial years (proof to be given such as audited statements etc.)	
9	Experience in the field i.e. Preparation of Conservation / Management Plans& Infrastructure Development Plans of monuments/sites (proof to be given as mentioned in eligibility criteria).	
10	Year wise details and value of Conservation/Management/Development Projects designed over a period of last five years for heritage sites/monuments.	
11	Details of other heritage Projects undertaken along with Employer details, status of the project and project cost.	
12	GST No.	
13	Permanent Account Number (PAN) of the Firm.	
14	Any other document in support of candidature for empanelment as per the requirements under clauses 2, 3 & 4 of the EOI document.	

**Signature with date:**

I/we hereby certify that the information furnished above is true and correct to the best of my knowledge. I/we understand that in case any deviation is found in the statement at any later stage, I/we shall be immediately debarred with legal actions as per court of law.

(Signature of the authorized signatory with date and seal)