

भारत सरकार/**GOVERNMENT OF INDIA**
अंतरिक्ष विभाग/**DEPARTMENT OF SPACE**
विक्रम साराभाई अंतरिक्ष केंद्र/**VIKRAM SARABHAI SPACE CENTRE**
तिरुवनंतपुरम/**THIRUVANANTHAPURAM – 695 022**

विज्ञा. सं. वीएसएससी/पी/विज्ञा./418/2026 दि. 16.10.2026

ADVT. NO. VSSC/P/ADVT/418/2026 DT. 16.10.2026

भारत के राष्ट्रपति के लिए तथा उनकी ओर से वरिष्ठ प्रधान, क्रय एवं भंडार, विक्रम साराभाई अंतरिक्ष केंद्र (वीएसएससी), तिरुवनंतपुरम, निम्नलिखित के लिए मोहरबंद निविदाएं आमंत्रित करता है।

For & on behalf of the President of India, the Sr. Head Purchase & Stores, Vikram Sarabhai Space Centre (VSSC), Thiruvananthapuram invites Sealed Tender for the following:-

क्रम सं. Sl.No.	निविदा सं. Tender No.	वर्णन / Description	मात्रा Qty.	निविदा शुल्क Tender Fee
01.	3121 2026 00 3444 [पीटी - दो भाग / PT -TWO PART]	कवडियार में एपीजे अब्दुल कलाम अंतरिक्ष संग्रहालय एवं ज्ञान केंद्र के लिए विनिर्देश तैयार करने तथा विषय-वस्तु विकास हेतु विशेषज्ञ परामर्शदाता को काम पर लगाना Engagement of Specialist Consultant for Specification Generation and Content Development for APJ Abdul Kalam Space Museum and Knowledge Centre at Kowdiar.	1 No.	रु. 560/-
नोट:- विनिर्देशन तथा विस्तृत निबंधन एवं शर्तें निविदा दस्तावेज़ के अनुसार Note :- Specification and detailed terms & conditions as per Tender document				

निविदा प्राप्त करने की अंतिम तिथि / Due Date for Receipt of Tender	16.11.2026 up to 15:00 Hrs.
निविदा खोलने की तिथि / Tender Opening Date	17.11.2026 up to 15:00 Hrs.

विशेष टिप्पणी/Special Note:-

विदेशी विक्रेताओं को निविदा प्रस्तुत करने की अनुमति नहीं है। मेक इन इंडिया नीति के अनुसार केवल श्रेणी-I और श्रेणी-II के स्थानीय आपूर्तिकार इस बोली में भाग लेने हेतु पात्र हैं। विदेशी ओईएम से सीधे प्राप्त उद्धरणों/या विदेशी ओईएमओं की ओर से उद्धरण प्रस्तुत कर रहे एजेंटों को इस निविदा में भाग लेने की अनुमति नहीं है।

Foreign vendors are not permitted to quote. Only Class-I and Class-II Local suppliers as per Make in India Policy are eligible to participate in the bid. Quotations directly from foreign OEM/ or from agents quoting on behalf of foreign OEMs are not allowed to participate in this tender.

A Pre-bid meeting is scheduled on Friday, the 30th October, 2026 [11:00 Hrs.] at VSSC, Trivandrum. No change in date / time will be entertained. For any queries / assistance, please Contact : 0471 2563139 / 3523.

E-mail : spsd@vssc.gov.in / ps02_main_pur@vssc.gov.in.

शुद्धिपत्र, यदि कोई हो तो, हमारे वेबसाइट www.vssc.gov.in / www.isro.gov.in में मात्र प्रकाशित किया जाएगा।

Corrigendum, if any will be published in our websites : www.vssc.gov.in / www.isro.gov.in only.

हस्ताक्षरित/Sd/-

वरि. प्रधान, क्रय एवं भंडार / Sr. Head, Purchase & Stores

निविदा आमंत्रण
 INVITATION TO TENDER

मैसर्स
 M/s

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हमारी संदर्भ सं
 Our Ref. No.

3121 2026-003444-01

निविदा अंतिम तिथि
 Tender Due at

महोदय

Dear Sirs,

कृपया निम्नलिखित मदों की आपूर्ति के लिए अनुलग्नक (फार्म सं. संलग्न) में उल्लिखित निबंधन एवं शर्तों के अनुसार संलग्न निविदा प्रपत्र में वर्णनात्मक सूचीपत्र/पैम्फलेट/साहित्य सहित हमारी संदर्भ सं. एवं अंतिम तिथि (मोटे अक्षरों में) ऊपर लिखते हुए अपनी मुहरबंद निविदा प्रस्तुत करें।

Please submit your sealed quotation, in the Tender Form enclosed here along with the descriptive catalogues /pamphlets /literature, superscribed with Our Ref.No. and Due Date for the supply of the following items as per the terms & conditions mentioned in Annexure (Form No. null)

क्र.सं. Sl. No.	विनिर्देशों सहित मद का विवरण Description of items with Specifications	इकाई Unit	मात्रा Quantity
1	Engagement of Specialist Consultant for Specification Generation and Content Development for APJ Abdul Kalam Space Museum and Knowledge Centre at Kowdiar as per RFP (attached)	LOT	1

सुपुर्दगी स्थल

Delivery At VSSC

प्रेषण की विधि

Mode of Despatch ON SITE

शुल्क छूट

Duty Exemptions

विशेष अनुदेश

Special Instructions NIL

विशेष निबंधन

Specific Terms

निविदाकारों को अनुदेश

Instructions to Tenderers

(1) Pre Bid Meeting is scheduled on 30-10-2026 at 11 AM, Venue:-VSSC

(2) This is a TWO PART TENDER. All technical and commercial terms and conditions shall be furnished in the techno-commercial bid (Part-I) while price shall be indicated only in the price bid (Part-II).

R



RAKESH S

PURS. & STORES OFFICER

भारत के राष्ट्रपति के लिए एवं ओर से

For and on behalf of the President of India

क्रेता / The Purchaser

TWO PART TENDER

- This is a **TWO PART TENDER**. Part-I contains Techno-Commercial bid and Part-II contains Price bid. All technical and commercial terms and conditions shall be furnished in the techno-commercial bid while price shall be indicated only in the price bid in the prescribed format.
- PART-I (TECHNO-COMMERCIAL BID) SHALL BE PUT IN ONE SEALED ENVELOPE DULY SUPERSCRIBING **OUR TENDER NO. 3121 2026 00 3444-01 AND DUE DATE & DUE TIME WITH DUE MARKING "PART-I -TECHNO-COMMERCIAL BID"**.
- PART-II (PRICE BID) SHALL BE PUT IN ANOTHER SEALED ENVELOPE DULY SUPERSCRIBING **OUR TENDER NO. 3121 2026 00 3444-01** WITH DUE MARKING **"PART-II- PRICE BID"**.
- BOTH THE SEALED ENVELOPES VIZ., PART-I AND PART-II SHALL BE PUT IN ANOTHER SEALED ENVELOPE SUPERSCRIBING **OUR TENDER NO. 3121 2026 00 3444-01 AND DUE DATE & TIME AND SENT TO THE FOLLOWING ADDRESS:**

**SR. PURCHASE & STORES OFFICER
PURCHASE UNIT-I (MAIN PURCHASE)
PURCHASE & STORES DIVISION, RFF AREA
VIKRAM SARABHAI SPACE CENTRE
ISRO P.O., THIRUVANANTHAPURAM-695 022**

- **IF ANY PRICE DETAILS ARE INCLUDED IN THE PART-I TECHNO-COMMERCIAL BID, YOUR OFFER WILL BE SUMMARILY REJECTED. PRICE BID OF THE TECHNO-COMMERCIALLY QUALIFIED OFFERS ONLY WILL BE OPENED.**

FAX OFFERS, EMAIL OFFERS, LATE OFFERS AND DELAYED OFFERS WILL NOT BE CONSIDERED.

COMMERCIAL CONDITIONS

1. Tender Documents can be downloaded from our websites: www.vssc.gov.in / www.isro.gov.in. Tender Fee (Rs. 560/-) shall be paid through Non-tax & Revenue Receipts Portal (NTRP)(URL: <https://bharatkosh.gov.in>). Payment receipt shall be submitted along with the quotation. Other mode of payment is not acceptable. [The tender fee is NON-REFUNDABLE].

Government Departments, PSUs (both Central and State), Small Scale Industries units borne in the list of NSIC, MSME and foreign sources are exempted from submission of tender fee. Those who are coming under the above category should submit documentary evidence for the same.

2. **PROJECT MILESTONES AND STAGES OF PAYMENT-** As per clause No. 6 of RFP.
3. Please keep and confirm the offer validity minimum 120 days from the date of opening of tender
4. **Please send the quotations ONLY in 'SEALED COVER' super scribing our Tender Enquiry No. and Due Date by speed post so as to reach us on or before the due date and time. The cover thus prepared should be sent to the following address so as to reach us on or before the due date and time specified in the tender form:**

Sr. Purchase & Stores Officer,
Purchase Unit-I, Main Purchase,
RFF Area, Vikram Sarabhai Space Centre,
ISRO-PO, Trivandrum-695 022

VSSC will not be responsible for any postal delays. Email/fax quotations 'WILL NOT BE ACCEPTED'.

5. Basic rate and GST rate with applicable HSN Code shall be shown separately.
6. In order to avail of the benefits extended by Government of India to the Micro and Small sectors, please submit attested copy of the valid Entrepreneur Memorandum Part-II signed by the General Manager, District Industries Centre or NSIC or MSME Registration Certificate along with your offer. **[Note: MSME/NSIC vendors are not exempted from submission of SD].**
7. VSSC has a right to cancel the tender without assigning any reason.
8. **EMD:** The vendors who are not registered with VSSC, shall submit an EMD(Earnest Money Deposit) or Bid Security through NTRP for **Rs. 5,00,000/-**. The EMD of the unsuccessful vendor will be returned without any interest within 30 days from the date of finalization. Foreign vendors, registered vendors or vendors who have already applied for renewal of registration, Central PSUs/PSEs/Autonomous Bodies/MSMEs etc., shall be exempted from payment of EMD. Vendors seeking exemption from payment of EMD shall submit necessary proof like registration number (vendor code), etc. The quotation submitted by unregistered vendor without EMD will not be considered. The EMD submitted by unregistered vendors will be forfeited in the case of withdrawal of quotation or amendments in quotation or any such deviation in a later period.
9. VSSC reserves the right of acceptance of the whole or any part of the tender or portions of the quantity offered and the tenderers shall supply the same at the rates quoted.



REQUEST FOR PROPOSAL
FOR SELECTION OF SPECIALIST CONSULTANT
FOR
SPECIFICATION GENERATION & CONTENT DEVELOPMENT
FOR
APJ ABDUL KALAM SPACE MUSEUM AND KNOWLEDGE CENTRE
AT
KOWDIAR, THIRUVANANTHAPURAM

RFP No: 3121 2026003444 01

Issued by:
Sr. Head Purchase & Stores,
Vikram Sarabhai Space Centre,
Government of India
Date of Issue: 15/10/2026

Disclaimer

The information contained in this Request for Proposals document ("RFP") or subsequently provided to Applicants, whether verbally or in documentary or any other form by or on behalf of VSSC/ISRO or any of its employees or advisers, is provided to Applicants on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor invitation by VSSC/ISRO to the prospective Applicants or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by VSSC/ISRO in relation to the Consultancy. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require. This RFP may not be appropriate for all persons, and it is not possible for VSSC/ISRO, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct. Each Applicant should, therefore, conduct their own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources.

Information provided in this RFP to the Applicants is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. VSSC/ISRO accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

VSSC/ISRO, its employees and advisers make no representation or warranty and shall have no liability to any person including any Applicant under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this Selection Process.

VSSC/ISRO also accepts no liability of any nature whether resulting from negligence or otherwise, however caused, arising from reliance of any Applicant upon the statements contained in this RFP.

VSSC/ISRO may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP.

The issue of this RFP does not imply that VSSC/ISRO is bound to select an Applicant or to appoint the Selected Applicant, as the case may be, for the Consultancy and VSSC/ISRO reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.

The Applicant shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by VSSC/ISRO or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Applicant and VSSC/ISRO shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation or submission of the Proposal, regardless of the conduct or outcome of the Selection Process.

Vikram Sarabhai Space Centre
Indian Space Research Organisation
Thiruvananthapuram 695022
NOTICE INVITING TENDER

1. Vikram Sarabhai Space Centre, Indian Space Research Organisation, Government of India, invites proposals under a TWO-PART bid system (Techno commercial and Financial) from qualified and experienced agencies/consultants for:

Request for Proposal for Selection of a Specialist Consultant for Content Development for the APJ Abdul Kalam Space Museum and Knowledge Centre

2. APJ Abdul Kalam Knowledge Centre and Space Museum is an initiative of VSSC/ISRO to popularize space science and technology in society. This Project is conceived with an intension to promote scientific temper and learning.
3. This RFP invites proposals from eligible firms with demonstrated expertise in large-scale museum content development. The selected consultant will be responsible for conceptualizing, researching, and preparing interpretive content and narratives for the galleries, in alignment with the overarching vision of the museum.
4. The RFP document detailing eligibility criteria, submission requirements, scope of services, and evaluation methodology can be downloaded from:
 - www.vssc.gov.in, www.isro.gov.in

Date of Pre-Bid meeting: **30.10.2026 (Time: 11 AM, Venue: VSSC, Thiruvananthapuram)**

Last Date of Bid Submission: **16.11.2026 (3 PM IST)**

5. Further details/clarifications, if any, may be obtained from the Sr. Purchase and Stores Officer, Central Purchase – Unit – I, VSSC.

Sr Head, Purchase and Stores,

VSSC/ISRO

(Note: VSSC/ISRO reserves the right to cancel this RFP and/or to invite RFP afresh with or without amendments, without liability or any obligation for such request for RFP and without assigning any reasons, therefore. VSSC/ISRO reserves the right to amend/add further details in the RFP.)

1. INTRODUCTION

1.1 Background

APJ Abdul Kalam Knowledge Centre and Space Museum is an initiative of VSSC/ISRO to popularize space science and technology in society. This Project is conceived with an intention to promote scientific temper and learning. It aims to provide a stepping stone to the basic principles of rocketry and widening horizons of space to inspire young inquisitive minds. As a beacon of knowledge, it can lead our academia and promote R&D in the society. It also provides a platform for knowledge exchange and space related activities commemorating the great visionary Dr. A P J Abdul Kalam. On the whole, it is designed with a vision for a future that demands the generation of scientifically orientated youths and spirit of enquiry in the general populace. Civil work for construction of the building has commenced for housing exhibits of the museum and the facilities associated with the knowledge centre.

On the whole, it is designed with a vision for a future that demands the generation of scientifically orientated youths and spirit of enquiry in the general populace. To this end, VSSC/ISRO seeks to engage a Specialist Consultant with demonstrated expertise in **museum development**. The selected consultant will be responsible for developing the overarching narrative of the museum as well as the interpretive frameworks for all galleries, ensuring that each gallery is conceptually distinct yet seamlessly integrated into a unified, thematically coherent visitor experience. This narrative approach must be grounded in scholarly research, object-based analysis, and audience-focused storytelling.

Broad objective is to popularize space technology by making use of interactive and immersive experiences, and advanced projection and display techniques for presentation of the artefacts, conceptualization of the galleries with emphasis on interpretation, build storyline with appropriate narrative and contextualization, adhering to international standards in respect of design, display, and interaction. The gallery spaces under consideration along with their approximate areas are mentioned below:

Sr. No	Name of the Gallery	Approx. Area (in sq. ft)
1	Ground floor – Lobby	1025
2	Ground floor – Exhibition Area	2850
3	Ground floor – Veranda	1130
4	First floor – Lobby	1060
5	First floor – Exhibition Area	2850
6	First floor – Library and Souvenir Shop	750
7	Basement – Lobby	1300
	TOTAL	10965

The gallery spaces will feature a combination of physical artefacts and digital exhibits based on the themes tabulated below. The consultant is responsible for designing the visitor walkthrough, developing the storytelling narrative, and determining the final exhibit types and their spatial positioning. While the provided guidelines offer a general framework, the consultant is encouraged to apply their expertise and propose innovative, state-of-the-art approaches consistent with global museum standards, provided they adhere to the overarching themes.

Reference descriptions/specifications for the floor-wise exhibition elements such as holographic exhibition technology, AR/VR experiences, flying theatre, science-on-sphere, etc. are listed in Table-1. Consultant shall submit their proposals with this reference as a baseline minimum requirement for performance and functionality. The consultant will work in close coordination with VSSC/ISRO as well as appointed teams and committees, to ensure that the content contributes meaningfully to the museum's purpose as a space of public education and instilling scientific temper.

TABLE 1		
Gallery Area	Suggested Theme	Suggested Exhibits
Ground floor – Lobby	Space Science, Astronomy, Cosmology	• Holographic projection of Dr. Kalam • Hanging model of Solar system • Video walls on cosmology concepts • AR/VR experiences
Ground floor – Exhibition Area	Rockets, Satellites, and Satellite Applications	• Physical scaled models of ISRO rockets, engines, satellites, etc. • Interactive and immersive experiences using AR/VR techniques, digital displays, and innovative projection methods to portray concepts on: ○ Navigation, guidance, and control of rockets ○ Orbital parameters and types of orbits ○ Rocket lift-off simulations ○ Aerodynamics and propulsion ○ Launch vehicle staging ○ How satellites work ○ Different types of satellite applications ○ How satellite applications benefit society <i>Suggested experiences include but are not limited to: science-on-sphere, anamorphic displays, VR goggles, touch enabled interactive displays, video walls, etc.</i>
Ground floor – Veranda	Hall of Pioneers	• Multiple interactive digital displays with information on life and contributions of prominent scientific personalities, predominantly from the domain of space science in India. For example – Dr. Vikram A Sarabhai, Prof. Satish

TABLE 1		
Gallery Area	Suggested Theme	Suggested Exhibits
		Dhawan, Dr. Brahm Prakash, Dr. APJ Abdul Kalam, Dr. Srinivasan, etc. Scaled models of Indian launch vehicles and satellites positioned between the digital displays. For example – LVM3, PSLV, SSLV, GSLV, RLV, etc.
First floor – Lobby	Cafeteria	- Multiple interactive and digital displays on past, recent, and upcoming ISRO missions. - Floor and ceiling artwork in connection to space science related themes. - Kiosk for serving light snacks to museum visitors.
First floor – Exhibition Area	Human Space Programme and Space Exploration	- Physical scaled models of ISRO hardware towards Gaganyaan programme like Crew Module, Bharatiya Antariksh Station, etc. and space exploration (Chandrayaan, Mangalyaan, etc) - Interactive and immersive experiences using AR/VR techniques, digital displays, and innovative projection methods to portray concepts on: - Human spaceflight - Life on a space station – space suits, space foods, experiments in space, etc. - History of human spaceflight missions - International scenario of human spaceflight - Space tourism - Space and solar system exploration – including Indian and International missions <i>Suggested experiences include but are not limited to: science-on-sphere, anamorphic displays, VR goggles, touch enabled interactive displays, video walls, etc.</i>
First floor – Library and Souvenir Shop	Library and Souvenir Shop	- Library housing science books authored primarily by Indian authors. - Shop selling souvenirs related to Indian space program.
Basement – Lobby	Open Area	- Multiple interactive and digital displays on past, recent, and upcoming ISRO missions. - Floor and ceiling artwork in connection to space science related themes. - Open area for moving and student exhibitions.

TABLE 1		
Gallery Area	Suggested Theme	Suggested Exhibits
Stair Case connecting Basement – Ground Floor – First Floor through the Lobby area	Time Corridor	Easy to modify/update/replace print content/display on following suggested themes: ○ Evolution of ISRO through six decades ○ Evolution of space – big bang to now ○ Space exploration from Sputnik to now
Stair Case connecting Basement – Ground Floor – First Floor through the exhibition/lecture hall area	Time Corridor	Easy to modify/update/replace print content/display on following suggested themes: ○ Evolution of ISRO through six decades ○ Evolution of space – big bang to now ○ Space exploration from Sputnik to now
Garden area outside the museum	Scaled Models of ISRO hardware	Multiple scaled models of ISRO hardware such as launch vehicles, satellite, crew module, RLV, BAS, etc in line with the size constraints projected under the construction guidelines.

1.2 Request for Proposals

Proposals are hereby invited from eligible applicants for the selection of a specialist consultant firm to provide specification generation and content development for the multi-disciplinary museum, exhibition and visitor experience design for proposed APJ Abdul Kalam Space Museum and Knowledge Centre at Kowdiar, Thiruvananthapuram. The consultant will be expected to deliver solutions in accordance with the scope, specifications, and timelines detailed in this Request for Proposal (RFP). The selection will be carried out through an open, competitive process in accordance with the procedure laid out in this document.

1.3 Due Diligence by Applicants

Applicants are advised to familiarize themselves fully with the scope, location, conditions, and requirements of the project before submitting their proposals. They shall attend the Pre-Bid Meeting, and raise queries or clarifications within the stipulated timeline.

1.4 Pre-Bid meeting

Interested bidders shall participate in the pre-bid meeting. They shall inform their willingness to participate in the pre-bid meeting by sending email to ps02_main_pur@vssc.gov.in / sps0_psd@vssc.gov.in at least three days prior to the pre-bid meeting

Participation in the pre-bid meeting is a mandatory criterion for short-listing. VSSC/ISRO prefers physical participation of the bidders. However, online VC link will be provided to bidders who are unable to physically participate in the meeting.

1.5 Availability of RFP Document

The RFP document is available for download on VSSC and on ISRO website (www.vssc.gov.in / www.isro.gov.in). No fee is required to access or download the RFP.

1.6 Validity of Proposal

The Proposal shall remain valid for a period of 120 days from the date of opening of the Financial Bid.

1.7 Brief Description of the Selection Process

The selection process shall follow a **Two-Stage Quality and Cost Based Selection (QCBS)** methodology.

- In Stage 1, proposals will be evaluated on techno-commercial parameters including experience, qualifications of key personnel, and the presentation on the overall narrative.
- In Stage 2, financial proposals of only those applicants who score a minimum of 70% in technical evaluation as part of Stage-1 will be opened.
- Final selection shall be made based on a combined technical and financial score, with 70:30 weightage. 70% weightage to technical score from Stage-1 and 30% weightage to financial score from Stage-2

1.8 Currency and Payments

All quotes shall be in Indian Rupees (INR) and all payments to the Consultant shall be made in INR only.

1.9 Schedule of Selection Process

S. No.	Particulars	Details
1.	Name of the Work	Selection of Specialist Consultant for Content Development for the APJ Abdul Kalam Space Museum and Knowledge Centre
2.	Location	Kowdiar, Thiruvananthapuram
3.	Cost of RFP Document	Nil
4.	Earnest Money Deposit (EMD)	₹5,00,000 (Rupees Five Lakhs only)
5.	Performance Security	3% of the of the value of the contract (to be submitted within 15 days of issuance of Purchase Order)
6.	Stipulated Period for Completion of Work	18 months or until completion of the project, whichever is later
7.	Validity of Proposal	120 days from date of opening of Financial Bid
8.	Start Date & Time of Publishing RFP	15-10-2026
9.	Start Date & Time for Downloading RFP Document	15-10-2026
10.	Start Date for Submission of Queries / Seeking Clarifications	15-10-2026
11.	Date of Pre-Bid Meeting	30-10-2026, Time: 11 AM Venue: VSSC

12.	Last Date & Time for Submission of Queries	01-11-2026 up to 17:50 hrs
13.	Last Date & Time for Downloading RFP Document	16-11-2026
14.	Last Date & Time for Submission of Bids	16-11-2026 (15:00 Hrs)
15.	Date of Opening of Technical Bids	17-11-2026 (14:30 Hrs)
16.	Date of Technical Presentations (for eligible bidders)	To be intimated
17.	Date of Opening of Financial Bids (for technically qualified bidders)	To be notified

As per Rule 170 of General Financial Rules (GFRs) 2017, Micro and Small Enterprises (MSEs) and the firms registered with concerned Ministries/ Departments are exempted from submission of Bid Security. Further, in lieu of Bid Security, "Bid Security Declaration" will have to be signed accepting that if they withdraw or modify their bids during the period of validity etc., they will be suspended for the time specified in the tender documents. The Bidder shall submit this declaration as per the format given in **Annexure X**.

1.10 Communications

All communications, including queries and submissions, must be directed via email to: **pso2_main_pur@vssc.gov.in** / **spsd_psd@vssc.gov.in** .The official portal for accessing tender documents is: **<https://www.vssc.gov.in>** / **<https://www.isro.gov.in>**.

2. INSTRUCTIONS TO APPLICANTS

2.1 Scope of Proposal

2.1.1 Detailed description of the objectives, scope of services, Deliverables and other requirements relating to this Consultancy are specified in this RFP. The term applicant or bidder (the "Applicant") means the Sole Firm. The manner in which the Proposal is required to be submitted, evaluated and accepted is explained in this RFP.

2.1.2 Applicants are advised that the selection of the Specialist Consultant shall be on the basis of an evaluation by VSSC/ISRO through the Selection Process specified in this RFP. Applicants shall be deemed to have understood and agreed that no explanation or justification for any aspect of the Selection Process will be given and that VSSC/ISRO's decisions are without any right of appeal whatsoever.

2.1.3 The Applicant shall submit its Proposal in the form and manner specified in this RFP. The Technical proposal shall be submitted in the form enclosed and the Financial Proposal shall be submitted in the form enclosed in this RFP as annexures. Upon selection, the Applicant shall be required to enter into an agreement with VSSC/ISRO in the form specified in this RFP.

2.2 Eligibility Criteria

Only those applicants who meet all the mandatory Eligibility Criteria set forth in this RFP shall be considered for further evaluation. Applicants are required to submit clear and verifiable documentation in support of each eligibility requirement.

Applicants who are found eligible only will be evaluated as per the short-listing criteria detailed in this document. VSSC/ISRO reserves the right to reject any application that does not meet the Eligibility Criteria, without proceeding to the short-listing Stage.

S. No.	Basic Requirement	Specific Requirements	Documents Required
1	Legal Entity	The bidder should be registered under the Companies Act, 1956 or Companies Act 2013, OR A Partnership firm registered under Indian	I. Certificate of Incorporation / Registration under relevant Act II. Valid Registration Certificate (as

		Partnership Act, 1932. OR A Limited Liability Partnership registered under Indian Limited Liability Partnership Act, 12008 OR A duly registered Proprietorship firm Note: The Agency must be a legal entity registered in India. Joint Ventures (JVs) are not permitted.	applicable) III. Copy of Partnership Deed / LLP Agreement / MoA & AoA (as applicable)
2	Financial Turnover	Average annual financial turnover of the Bidder in the last three years (2022- 23, 2023-24 and 2024-25), should be at least INR 1 Crore Positive Net Worth as on 31st March 2025	A separate sheet duly certified by a Chartered Accountant / Statutory Auditor, as per the format in Annexure - IV, along with: I. Audited Balance Sheets (for relevant years) II. CA Certificate specifying domain-specific turnover (₹1 Crore from content development for museum/Exhibition and Visitor Experience Design /similar work) III. Relevant Work Orders and Payment Certificates IV. GST Registration Certificate and PAN details V. CA Certificate with CA's Registration Number/ Seal

3	Pre-qualification	a) Relevant Experience in Content Development: The bidder must have a minimum of 7 years of verifiable experience in specification generation, content development design of museums/exhibitions/galleries; b) Portfolio of Completed Projects: The bidder must have successfully completed at least 5 content development consultancy assignments of minimum contract value of Rs 25 Lakhs within the last 5 years, with at least 2 such projects, specifically for museums c) Demonstrated Expertise in Diverse Content Formats including • Setting up of interactive exhibits • Multimedia content, • AR, VR, MR Content generation • Gallery installation for museum/exhibition / display centres • Specification generation for museum/galleries/similar works • Content generation for visitor experience centres d) The bidder should demonstrate experience in research on Indian space-technology and engineering.	I. Copies of Work Orders clearly indicating scope of work II. Corresponding Completion Certificates / Client Acknowledgement Letters III. Self-declaration on company letterhead listing relevant museum-sector projects IV. Relevant documentary proof
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2.3 Key Personnel

The Consultancy Team shall consist of the following key personnel (**the “Key Personnel”**) with specified experience who shall discharge their roles for the fulfilment of the scope of work under this RFP:

(All resource personnel are compulsory and has to be individually identified. Key personnel should be attached throughout the duration of the project)

Table 2.3: Key Personnel

S. No.	Key Personnel	Educational Qualification	Professional Experience
1.	Principal Researcher	Master's or Advanced degree in Space Science / Aerospace Engineering / Astronomy / Astrophysics / Physics / Planetary Science / Space Technology / Science Communication / Museology (Science Museums) or a closely related field.	• Master's or advanced degree in relevant field, with a minimum of 7 years of proven experience in leading interpretive planning and content development for science / technology / space museums or major science centres. In addition to the above, the expert must have: • Successfully led at least 3 projects involving the documentation, research, and curatorial translation of space-science collections, artefacts, models, or mission archives into public exhibitions; • Demonstrated experience in executing national or international projects, or in collaboration with space agencies / institutions (e.g., ISRO, national space centres, or equivalent international organisations).
2.	Collection Analyst / Museologist	Master's degree in Museology / Museum Studies / Space Science / Science Communication or related field.	Minimum 5 years of experience in developing museum and gallery concepts and managing collections, preferably of scientific instruments, aerospace artefacts, models, or technical archives of similar nature

3.	Technical Expert	Master's or Advanced degree in Aerospace Engineering / Space Technology / Avionics / Propulsion / Satellite Technology / Astronomy / Astrophysics or a closely related engineering or physical science discipline.	Master's or Advanced Degree with minimum 5 years of experience in aerospace systems, space technology, satellite missions, launch vehicles, or related domains. Experience working with technical artefacts, engineering models, mission hardware documentation, and the development of displays that accurately interpret complex space technologies for public audiences.
4.	AR/VR/MR/AV Multimedia Expert	Master's or Advanced degree in Electronics / Electrical / Instrumentation / Computer Science / Information Technology / Animation or a closely related engineering or science or multimedia disciplines.	Master's or Advanced Degree with minimum 5 years of experience in integration/design of digital, interactive, immersive, AR, VR, MR, AV, multimedia, projection mapping, holographic, simulation or comparable technologies. Experience working with state of the art equipment used for immersive and interactive experiences.
5.	Architecture and Design Expert	Master's or Advanced degree in Architecture / Design / Interior Design / Civil Engineering / Mechanical Engineering or related field.	Minimum 5 years' experience in conceptualizing, planning, and executing exterior and interior works, including design, layout, electrical, AC, lighting, fabrication, etc. works for large scale museums and exhibitions.
6.	Documentation Expert	Master's or Advanced degree in Museology / Museum Studies / Library & Information Science / Space Science or related field.	Minimum 5 years' experience in object / artefact documentation and analysis of large-scale technical or scientific collections; Experience with documentation standards and digital archives preferred.

7.	Content Writer	Master's in English / Journalism / Science Communication / History of Science or related field.	Minimum 5 years' experience in developing museum narratives, gallery texts, labels, and related collaterals for science, technology, or space exhibitions. Proven ability to translate complex scientific and technical concepts into accessible, engaging public content.
8.	Proofreader	Master's in English / Linguistics / Journalism / Mass Communication / Science Communication; proficiency in English and Hindi mandatory.	Minimum 5 years' experience in editing and translating museum or science-communication content for accuracy, clarity, and scientific correctness; Experience in multi-language science / technology museum projects preferred.

2.4 Conflict of Interest

2.4.1 An Applicant shall not have a conflict of interest that may affect the Selection Process or the Consultancy (the "Conflict of Interest"). Any Applicant found to have a Conflict of Interest shall be disqualified. In the event of disqualification, VSSC/ISRO shall forfeit and appropriate the Bid Security as mutually agreed genuine pre-estimated compensation and damages payable to VSSC/ISRO for, inter alia, the time, cost and effort of VSSC/ISRO including consideration of such Applicant's Proposal, without prejudice to any other right or remedy that may be available to VSSC/ISRO hereunder or otherwise.

2.4.2 VSSC/ISRO requires that the Consultant provides professional, objective, and impartial advice and at all times hold VSSC/ISRO's interest's paramount, avoid conflicts with other assignments or its own interests, and act without any consideration for future work. The Consultant shall not accept or engage in any assignment that would be in conflict with its prior or current obligations to other clients, or that may place it in a position of not being able to carry out the assignment in the best interests of VSSC/ISRO.

2.4.3 Consultant awarded with the work as per this RFP will not be eligible to participate in the subsequent tendering for realisation of the museum to avoid conflict of interest.

2.5 Cost of Proposal

The Applicants shall be responsible for all of the costs associated with the preparation of their Proposals and their participation in the Selection Process including subsequent negotiation, visits

to VSSC/ISRO, Project site etc. VSSC/ISRO will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Selection Process.

2.6 Acknowledgement by Applicant

2.6.1 It shall be deemed that by submitting the Proposal, the Applicant has:

- (a) made a complete and careful examination of the RFP;
- (b) received all relevant information requested from VSSC/ISRO;
- (c) acknowledged and accepted the risk of inadequacy, error or mistake in the information provided in the RFP or furnished by or on behalf of VSSC/ISRO or relating to any of the matters.;
- (d) satisfied itself about all matters, things and information, including matters, necessary and required for submitting an informed Application and performance of all of its obligations there under;
- (e) acknowledged that it does not have a Conflict of Interest; and
- (f) agreed to be bound by the undertaking provided by it under and in terms hereof.
- (g) The content developed during the course of this RFP shall be the property of VSSC/ISRO.

2.7 VSSC/ISRO shall not be liable for any omission, mistake or error on the part of the Applicant in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to RFP or the Selection Process, including any error or mistake therein or in any information or data given by VSSC/ISRO.

2.8 Right to reject any or all Proposals

2.8.1 Notwithstanding anything contained in this RFP, VSSC/ISRO reserves the right to accept or reject any Proposal and to annul the Selection Process and reject all Proposals, at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof.

2.8.2 Without prejudice to the generality of the RFP, VSSC/ISRO reserves the right to reject any Proposal if:

- (a) at any time, a material misrepresentation is made or discovered, or
- (b) the Applicant does not provide, within the time specified by VSSC/ISRO, the supplemental information sought by VSSC/ISRO for evaluation of the Proposal. Misrepresentation/ improper response by the applicant may lead to the disqualification of the Applicant. If such disqualification/ rejection occurs after the proposals have been opened and the highest-ranking Applicant gets

disqualified / rejected, then VSSC/ISRO reserves the right to consider the next best Applicant, or take any other measure as may be deemed fit in the sole discretion of VSSC/ISRO, including annulment of the Selection Process.

2.9 Clarifications

2.9.1 Applicants requiring any clarification on the RFP may send their queries to VSSC/ISRO by e-mail: ps02_main_pur@vssc.gov.in / sps0_psd@vssc.gov.in in the format given in **Section 9** of this RFP so as to reach before the date mentioned in the Schedule of Selection Process.

2.9.2 VSSC/ISRO reserves the right not to respond to any questions or provide any clarifications, in its sole discretion.

2.10 Amendment of RFP

2.10.1 At any time prior to the deadline for submission of Proposal, VSSC/ISRO may, for any reason, whether at its own initiative or in response to clarifications requested by an Applicant, modify the RFP document by the issuance of Addendum/ Amendment and posting it on the Official Website: <https://www.vssc.gov.in/> and <https://www.isro.gov.in>

2.10.2 In order to afford the Applicants a reasonable time for taking an amendment into account, or for any other reason, VSSC/ISRO may, in its sole discretion, extend the Due Date for submission of Bid.

2.11 Language

The Proposal with all accompanying documents (the "Documents") and all communications in relation to or concerning the Selection Process shall be in English language and strictly on the forms provided in this RFP.

2.12 Performance Security

An amount equal to **3%** (three per cent) of the Agreement Value shall be deemed to be the Performance Security for the purposes of this RFP, which may be forfeited and appropriated in accordance with the provisions hereof.

The awardee of the contract shall submit an interest free security deposit for an amount equal of 3% of the contract value towards Security Deposit in the form of Fixed Deposit Receipt (FDR) drawn in favour of *Accounts Officer, VSSC* **OR** in the form of Bank Guarantee obtained in Rs.200/- Stamp Paper and issued by a Nationalized / Scheduled Indian Bank valid for 24 months or completion of the museum whichever is later. This Security Deposit without any interest thereon shall be returned to the awardee of the contract on successful completion of the contract or shall be adjusted / forfeited against non-fulfilment of any of the contractual obligations.

2.13 Liquidated Damages

The delivery date stipulated in the order is the essence of the contract. Where the delivery of services or any activity thereof is accepted after expiry of the original delivery period, the VSSC may recover from the contractor, as liquidated damages for each week of delay or part thereof until actual delivery or performance, a sum equivalent to the 0.5% of the value of delayed portion of the services, subject to a maximum of 5% of the total contract value. In case of inordinate delays this upper limit of LD shall be 10% of the contract value.

2.14 Confidentiality

Information relating to the examination, clarification, evaluation, and recommendation for the selection of Applicants shall not be disclosed to any person who is not officially concerned with the process or concerning the Selection Process. VSSC/ISRO shall treat all information, submitted as part of the Proposal, in confidence and shall require all those who have access to such material to treat the same in confidence. VSSC/ISRO may not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and/or VSSC/ISRO or as may be required by law or in connection with any legal process.

2.15 Clarifications

To facilitate evaluation of Proposals, VSSC/ISRO may, at its sole discretion, seek clarifications from any Applicant regarding its Proposal. Such clarification(s) shall be provided within the time specified by VSSC/ISRO for this purpose. Any request for clarification(s) and all clarification(s) in response thereto shall be in writing. If an Applicant does not provide clarifications sought under the RFP above within the specified time, its Proposal shall be liable to be rejected. In case the Proposal is not rejected, VSSC/ISRO may proceed to evaluate the Proposal by construing the particulars requiring clarification to the best of its understanding, and the Applicant shall be barred from subsequently questioning such interpretation of VSSC/ISRO.

2.16 Substitution of Key Personnel

VSSC/ISRO will not normally consider any request of the Selected Applicant for substitution of Key Personnel as the ranking of the Applicant is based on the evaluation of Key Personnel and any change therein may upset the ranking. In exceptional circumstances, however, substitution will be permitted when it becomes unavoidable because of resignation, illness, accident, inadequate performance, or personality conflict, subject to equally or better qualified and experienced personnel being provided to the satisfaction of VSSC/ISRO.

VSSC/ISRO expects all the Key Personnel to be available during implementation of the Agreement.

Further,

a) Substitution of key personnel can be allowed in compelling or unavoidable situations only and the substitute shall be of equivalent or higher credentials.

b) Replacement of the key personnel will be subject to a reduction of remuneration. The remuneration shall be reduced by 10% of the remuneration which would have been paid to the original personnel, from the date of the replacement till completion of contract. All such requests for replacement shall be considered by VSSC/ISRO on case-to-case basis.

c) In case of the next replacement, the reduction in remuneration may be equal to 20%. Requests for replacements beyond this may be considered by VSSC/ISRO on case-to-case basis.

In extraordinary circumstances VSSC/ISRO may make use of IT enabled systems at the designated place of deployment to ensure presence of key personnel as for the schedule of deployment.

2.17 Force Majeure

If either of the parties suffer delay in due execution of their contractual obligation due to the operation of one or more of the force majeure events such as but not limited to, war, flood, earthquake, strikes, lockouts, fire, outbreak of pandemic, epidemics, riots, civil commotions etc. the agreed time for the completion of respective obligations shall be extended by a period of the time equal to the period of the delay occasioned by such events. On the occurrence and cessation of any such event, the party effected thereby shall give notice in writing to the other party. Such notices are to be given within 15 days of occurrence / cessation of the event concerned. If the force majeure conditions continue beyond 30 days the parties shall mutually decide about the future course of action.

2.18 Termination of Agreement

VSSC/ISRO may without prejudice to any other remedy or right of claim for breach of contract by giving not less than 30 days' written notice of default sent to the selected bidder, terminate the order in whole or in part. If the company/firm materially fails to render any or all the services within the time specified in the contract or any extension thereof granted by VSSC/ISRO in writing and fails to remedy its failure within a period of 30 days after receipt of default notice from VSSC/ISRO. If the project is not carried out according to specification due to deficiency in service as per terms of the contract. In such case VSSC/ISRO will invoke the amount held back from the selected bidder as PBG.

2.19 Dispute Resolution Mechanism

(A) CONCILIATION: Notwithstanding anything contained in this contract, any disputes or differences whatsoever, which are to be settled amicably between the parties, shall be resolved through Conciliation.

(B) MEDIATION: Any disputes or differences, which are not settled amicably through

Conciliation, then either of the parties, may approach for mediation to settle under Mediation Act, 2023. The procedure is to be followed as prescribed in the Mediation Act, 2023 amended from time to time.

(C) **ARBITRATION** - In the event of any dispute/s, difference/s or claim/s arising out of or relating to the interpretation and application of the Contract, such dispute/s or difference/s or claim/s shall be settled amicably by mutual consultations of the good Offices of the respective Parties and recognizing their mutual interests attempt to reach a solution satisfactory to both the parties. If such a resolution is not possible, within 30 days from the date of receipt of written notice of the existence of such dispute/s, then the unresolved dispute/s or difference/s or claim/s shall be referred to the Sole Arbitrator appointed by the Parties by mutual consent in accordance with the rules and procedures of Arbitration and Conciliation Act 1996 as amended from time to time. The arbitration shall be conducted in Bengaluru in the Arbitration and Conciliation Centre - Bengaluru (Domestic and International) as per its rules and regulations. The expenses for the Arbitration shall be shared equally or as may be determined by the Arbitrator. The considered and written decision of the Arbitrator shall be final and binding between the Parties. The applicable language for Arbitration shall be English only. Work under the Contract shall be continued by the CONTRACTOR during the pendency of arbitration proceedings, without prejudice to a final adjustment in accordance with the decision of the Arbitrator unless otherwise directed in writing by the DEPARTMENT or unless the matter is such that the works cannot be possibly continued until the decision (whether final or interim) of the Arbitrator is obtained. Arbitration will be a method of dispute resolution in contracts where dispute value is lesser than Rs.10Crore.

3. BID SUBMISSION

The bid shall be submitted in two parts.

- a. Part 1- Techno-Commercial Bid
- b. Part 2- Financial bid

Tenders are invited under a **Two-Part Bidding System**. Details are as follows:

3.1 Bid Submission Procedure

- a) Bids shall be submitted in Two Part Bid system – ‘TECHNO COMMERCIAL BID’ (Part-I) and ‘PRICE BID’ (Part-II) in separate sealed envelopes to:

**Sr. Purchase and Stores Officer,
Central Purchase- Unit-I,
RFF Area,
Vikram Sarabhai Space Centre,
Thiruvananthapuram, Kerala, Pin 695022**

- b) The responses shall be in two parts simultaneously:
- c) Part 1- Technical and Commercial Bid (Techno Commercial bid)
- d) Part 2- Price Bid

- e) The BIDDER shall submit their proposals on or before the due date and due time.
- f) Initially only the Part 1- Techno Commercial bid will be opened. The price bids of those BIDDERS, who qualify the techno commercial bid evaluation and **whose EMD in physical form (except MSME exemptions) is received** at VSSC/ISRO before the tender opening date, only will be opened.
- g) A BIDDER is eligible to submit only one Bid.
- h) Conditional offers will not be entertained.
- i) No element of cost shall be divulged in the techno-commercial bid (part 1). Failure to comply to the same shall result in rejection of the quote.

j) **Submission of forged documents:**

If any of the Service Provider submits any forged or false documents along with their Tender/Bid, such Tenders/Bids will be summarily rejected and such Service Providers will be blacklisted for all future tenders/bids

- k) These bids shall contain one set of the following documents:

A. Techno-Commercial Bid (Part-I) shall contain:

S. No.	Document Description
i.	Duly Signed RFP document (including any addenda/corrigendum issued) along with all its Annexures
ii.	EMD instrument in favour of Accounts Office, VSSC. Note: <i>EMD in the form of bank guarantee should be drawn in favour of Accounts Officer, VSSC. The physical instrument must be submitted to the Tender Inviting Authority before the opening date of the technical bid.</i> <i>EMD Exemption: Micro and Small Enterprises (MSEs) registered with the Ministry of Micro, Small & Medium Enterprises under the Udyam/MSME scheme, and Start-ups recognized by the Department for Promotion of Industry and Internal Trade (DPIIT), are exempt from payment of EMD and tender document fee. Bidders claiming exemption must submit, in place of the EMD instrument, a self-attested copy of their valid Udyam/MSME Registration Certificate or DPIIT Start-up Recognition Certificate, clearly indicating the enterprise's category, registration number and validity as on the date of bid opening. Exemption applies only to MSEs (manufacturing/service) and valid DPIIT Start-ups, and not to trading entities.</i> <i>In absence of EMD due to exemption provided to MSMEs, the Bid Securing Undertaking should be uploaded.</i>

iii.	All documents related to eligibility criteria in the prescribed format - including technical eligibility, work experience eligibility, and financial eligibility - along with all supporting documents/credentials, company registration documents, PAN, GST, etc
iv.	All declarations , duly signed and authenticated by the authorized signatories of the bidder.

B. Financial Bid (Part-II) shall contain:

- **Rate Quote Sheet** as per Annexure VII duly signed by authorised signatory of the bidder.

4. EVALUATION CRITERIA

Bids submitted by bidders who attended the mandatory pre-bid meeting only will be eligible for further evaluation.

Based on the technical proposal submitted by the bidders, eligibility of the bidders will be checked in Stage-1 considering their financial capability and experience in carrying out similar assignments in the past.

Subsequent selection process shall follow the Quality and Cost-Based Selection (QCBS) method, with 70% weightage for Technical Proposal and 30% weightage for Financial Proposal. The evaluation shall be carried out as per the following stages:

4.1 Stage 1: Eligibility Check stage

Based on the credentials and the documentation submitted by the agencies, Stage-1 evaluation is done as per the criteria given in Table 4.1.

Table 4.1: Evaluation Criteria for Stage-1 (TS-1)

Evaluation based on documents submitted with the Technical Proposal

S. No.	Evaluation Criteria	Max Marks	Criteria
1.	Financial Capacity (FS)	30	a) 20 marks for meeting the minimum average turnover of ₹ 1Crore in the last (3) three years. b) 2 mark for each additional ₹1 Crore turnover for a maximum of 10 marks
	Total Financial Capacity Score (FS)		Marks obtained by bidder for financial capacity = FS
2.	Work Experience of the Applicant Firm (WS)	14	a) 10 marks: The bidder must demonstrate a minimum of 7 years of experience with proven expertise in design and content development of <u>Museum, Exhibition/Visitor Experience/ Permanent or temporary exhibitions/galleries.</u> b) An additional 2 mark will be awarded for each additional year of experience (maximum of 4 marks)
		35	a) 15 Marks: The bidder must have developed & executed 5 content development consultancy assignments of minimum contract value of Rs 25 Lakhs within the last 7 years b) An additional 2 mark will be awarded for each additional project with minimum contract value of 5 lakhs (maximum of 8 marks) c) The bidder must demonstrate experience in the following: (2 marks each) (i) Setting up of Interactive Exhibits (ii) Multimedia content Generation (iii) AR, VR & MR Content generation

			(iv) Gallery installation for museum/exhibitions/display centres (v) Specification generation for museums/galleries/similar works (vi) Content generation for visitor experience centre
		21	15 Marks: Out of the consultancy assignments, minimum of 2 works should be design and specification generation of museum/exhibitions/visitor interaction centres. An additional 2 mark will be awarded for each international project pertaining to content development and design of museum/exhibitions/galleries (maximum of 6 marks)
	Total Score for Work Experience (WS)	70	Marks obtained by bidder for Work Experience (WS)
3	Total score for Shortlisting (FS+WS)	100	Only those agencies obtaining a minimum of 70 marks in Stage-1 (FS+WS) will be eligible for further evaluation

Those who score below 70 marks for (FS+WS) will be rejected at this stage itself.

4.2 Stage 2: Evaluation of quality of technical proposal

a. Technical Presentation

In Stage-2, the shortlisted bidders from Stage-1 will be asked to make a Technical presentation (**Refer Annexure VIII**) on the notified Date, Time and Place within 14 days from the date of such notification.

Short listed bidders from Stage-1 will also submit one soft copy and one hard copy of their presentation before the expert evaluation committee. Address for the hard copy submission will be shared with the shortlisted bidders subsequently.

Evaluation of technical presentation shall be carried out by the expert evaluation committee formed by VSSC/ISRO per the evaluation matrix defined in Table 4.2. Decision of expert evaluation committee shall be final, and binding and no claim whatsoever shall be entertained. Marks obtained as per Table 4.2 for the jury evaluation will constitute the **Methodology Score (MS)**.

Table 4.2: Evaluation Sheet – Technical Presentation

S. No.	Evaluation Criteria for establishing methodology score (Sub scores given in bracket)	Max. Marks	Marks Obtained
1	Overall Narrative (5), Vision (5) and Conceptual Clarity (5)	15	
2	Research (5), Content Development (5), Validation and Interpretation methodology (5)	15	
3	Visitor journey (5), spatial planning & gallery zoning (5)	10	
4	Appropriateness of Physical/Digital/Interactive media	10	
5	AR, VR, MR, Technology Integration	15	
6	Visual integration and interior design	10	
7	Technical feasibility, maintainability and life cycle considerations	10	
8	Execution Strategy, Phasing and timeline	5	
9	Relevant demonstrated experience	10	
	Total Methodology Score (MS)	100	

b. Evaluation of Key personnel

Shortlisted bidders from Stage-1 will be evaluated to assess the quality of their key personnel using the criterion given below.

#	Parameter	Max Marks	Criteria
1.	Key personnel (Minimum Educational qualification and professional experience as per table 2.3 to be ensured)	100	• Principle Researcher: 30 marks ○ 20 marks for Master's or advanced degree in relevant field, with a minimum of 7 years of relevant professional experience and other minimum criteria ○ Additional 2 mark for completion of each successful project above minimum criteria of 3 projects as mentioned in table 2.3 (maximum of 6 marks) ○ Additional 2 marks for each executed project related to space agency/institution (maximum of 4

			marks) • Collection Analyst/Museologist: 10 marks ○ 6 marks for satisfying minimum criteria ○ 2 mark each for curating national/ international exhibitions (max of 4 marks) • Technical Expert: 10 marks ○ 6 marks for 5 years of relevant work experience ○ 2 mark for each additional years of experience (max of 4) • AR/VR/MR/AV Multimedia Expert: 20 marks • Architecture and Design Expert: 10 marks • Documentation Expert: 10 marks • Content Writer: 6 marks • Proof reader: 4 marks Two (2) marks shall be deducted for the KMP who is not as full-time employee with the Applicant firm.
	Score for Key Personnel (KS)	100	Marks obtained for bidder (KS)

4.3 Technical Scores (TS): Technical score for QCBS evaluation shall be computed by applying following weightages to WS, MS and KS:

Work Experience Score (WS): 10% [on normalised score of 100]

Methodology Score (MS): 50%

Key personnel score (KS): 40%

Technical score will be obtained based on the following formula:

$$\text{Technical Score (TS)} = [(\text{WS} \times 100/70) \times 0.1] + [\text{MS} \times 0.5] + [\text{KS} \times 0.4]$$

TS is the total technical score awarded to the bidder after technical evaluation on the basis of the formula mentioned above.

Note: The bidders securing 70 marks or more in Technical Evaluation shall only be considered technically qualified for opening of Financial Bids and evaluation thereafter.

4.4 Financial Evaluation

The Financial Bid of only those bidders/ tenderers who qualify in Stage-2 of Technical evaluation and score 70 marks or more, shall be opened at a later date and time duly notified to them in writing separately.

4.5 Selection of Vendor

The final selection shall be based on QCBS i.e. Quality and Cost based Selection process. The % weightage to be given to Technical and Financial scores shall be 70:30. The Bidder with the highest weighted combined score (quality and cost) shall be selected.

Technical Bid with the highest technical score will be given a normalised technical score of 100 points. The Normalised Technical scores of the other Technical Bids will be determined using the following formula:

$$\text{Normalised Technical Score of Bidder (NTS)} = 100 \times [(\text{TS of Bidder}) / (\text{Highest TS})]$$

The lowest financial bid (FS (Low)) will be given a normalised financial score of 100 points. The financial score of the other Financial Bids will be determined using the following formula:

$$\text{Normalised Financial Score of Bidder (NFS)} = 100 \times [(\text{FS (Low)}) / \text{FS of Bidder}]$$

Bids will finally be ranked based on a combined scored derived in accordance with their normalised technical score (NTS) and financial scores (NFS):

$$S = \text{NTS} \times \text{Tw} + \text{NFS} \times \text{Fw}; (\text{Here Tw}=0.7 \text{ and Fw}=0.3)$$

Where S is the combined score, and Tw and Fw are weightage assigned to normalised Technical and Financial score and will be 70% & 30% respectively. The bidder achieving the highest combined score will be considered to be a successful applicant and work shall be awarded.

5. SCOPE OF WORK

The selected Consultant shall focus on developing the specification, content for the

multidisciplinary museum, exhibition and visitor experience design etc. as detailed below. The scope of work will include but not limited to the following:

A) Overall Vision

Develop the Vision defining:

- The overarching mission and narrative of the museum. The thematic framework and sub-themes for all galleries, ensuring coherence and visitor-centric storytelling
- Broad visitor journey mapping to guide narrative sequencing
- Alignment with international and national museum standards

B) Research (Theme-Based)

- Conduct theme-based research to develop gallery narratives, using legitimate and scholarly sources.
- Prepare research dossiers for approval by VSSC/ISRO/ Content Review Committee constituted by VSSC/ISRO, forming the basis for object selection and gallery narratives
- Maintain comprehensive references and citations, ensuring transparency of sources.

C) Museum Master Plan and Visitor Journey

The museum master plan and visitor journey must address the following:

- Overall museum master plan
- Functional zoning and Gallery-wise allocation
- Visitor circulation plan
- Entry/exit strategy
- Orientation and wayfinding strategy
- Visitor journey map
- Accessibility strategy
- Emergency evacuation/circulation strategy
- Service circulation
- Staff/service areas
- Maintenance access
- Future expansion provisions

The consultant should demonstrate how a visitor moves through the museum and how the story of space is progressively communicated.

D) Exhibition and Gallery Concept Design

For every gallery, the following details are required to be provided:

- Gallery concept, Theme and narrative
- Learning objectives

- Exhibit zoning
- Visitor interaction points
- Approximate dimensions
- Visitor viewing distances
- Accessibility considerations
- Conceptual 3D views
- Material palette
- Colour/graphic strategy

For each gallery designed, the following exhibit schedule is required to be submitted:

Exhibit	Type	Size	Technology	Content	Power	Data	HVAC	Lighting
---------	------	------	------------	---------	-------	------	------	----------

E) Physical Models and Artefacts

Generate specification for the physical models like Engines, Thrusters, Rockets, Satellites addressing the following parameters:

- Exhibit concept drawings
- Scale and dimensions
- Material specifications
- Structural requirements
- Surface finish
- Internal illumination
- Moving mechanisms, if any
- Safety requirements
- Mounting/support details
- Transportation and installation requirements
- Maintenance requirements

F) Interactive Exhibits

The interactive exhibits planned must address the following details as applicable:

- User interaction methodology
- Sensors/controllers
- Display requirements
- Touch interfaces
- Physical controls
- Simulation systems
- Embedded electronics
- Required computing hardware
- Software requirements
- Networking requirements
- Accessibility
- Failure/recovery modes

- Maintenance requirements

G) AR/VR/MR/ immersive technology package

For the AR/VR/MR exhibits, the following details are required to be submitted:

- AR/VR/MR concept document
- Technology architecture
- Hardware specifications
- Software specifications
- Content specifications
- User-flow diagrams
- Network architecture
- Control architecture
- Equipment schedules
- Integration requirements
- Performance specifications
- Maintenance requirements
- Cybersecurity requirements.

H) Digital Exhibits and Multimedia

For each digital exhibit:

- Content description
- Screen/display size
- Resolution, Brightness, Viewing distance
- Computing requirement and Operating system/software
- Connectivity
- Audio
- Control system
- Content-management system
- Power, Data and UPS requirement
- Cooling requirement
- Mounting
- Accessibility
- Maintenance

I) Interior Architecture

Deliverables should include:

- Detailed floor plans
- Reflected ceiling plans
- Elevations, Sections

- Wall treatments
- Flooring & Ceiling systems
- Doors & Partitions
- Display walls
- Feature walls
- Furniture & Visitor seating
- Staff areas
- Storage
- Accessibility provisions
- Material specifications

J) Lighting Design

The consultant has to provide details on architectural lighting, exhibit lighting, digital exhibit lighting and experience lighting addressing the following points:

- Lighting philosophy
- Lighting calculations
- Lighting layout
- Luminaire schedule
- Control system
- DMX/DALI requirements where appropriate
- Emergency lighting
- Lighting controls
- Energy calculations.

K) HVAC and Environmental Design

Following details are required:

- HVAC design criteria
- Cooling-load calculations
- Gallery-wise heat-load assessment
- Occupancy loads
- Equipment heat loads
- VR/AV equipment heat loads
- Fresh-air requirements
- Temperature requirements
- Humidity requirements
- Air-distribution strategy
- Zoning
- Noise criteria
- Equipment-room requirements
- Control/BMS requirements
- Energy-efficiency requirements.

L) Electrical and power distribution

The electrical and power distribution scheme needs to address the following details:

- Connected-load estimate
- Demand-load estimate
- Gallery-wise power requirements
- Exhibit-wise power schedule
- Dedicated circuits
- UPS requirements
- Emergency power requirements
- DG interface
- Earthing
- Surge protection
- Lightning protection
- Distribution boards
- Cable routing
- Floor boxes
- Ceiling power
- Equipment power
- Isolated power requirements for sensitive equipment.

M) IT, Networking and Digital Infrastructure

The IT and network plan have to address the following details;

- LAN architecture
- Wi-Fi coverage
- Network racks, Fibre backbone, Structured cabling
- AV network
- Digital signage network
- VR/AR network
- Server requirements
- Storage
- Content management system
- Backup
- Cybersecurity
- Network segmentation
- Remote monitoring
- Equipment monitoring.

N) AV and show control system.

In order to manage and run the show inside the museum, the following points are required to be addressed:

- System architecture
- Block diagrams

- Equipment schedules
- Technical specifications
- Rack layouts
- Signal-flow diagrams
- Cable schedules
- Control philosophy.

O) Acoustics

The following details are required:

- Acoustic design criteria
- Background noise limits
- Reverberation requirements
- Audio zoning
- Equipment-room acoustic requirements.

P) Fire and safety

The consultant should coordinate with the existing building/fire consultant and provide:

- Fire-safety requirements for galleries
- Exit widths
- Evacuation routes
- Emergency lighting
- Fire detection requirements
- Fire alarm interfaces
- Fire suppression considerations
- Smoke-management requirements
- Emergency signage
- Accessibility during evacuation.

The consultant should clearly identify what is the **existing building infrastructure** and what needs to be modified/added for the museum.

Q) Accessibility and Universal Design

In order to make this museum universally accessible, the following requirements should be addressed:

- Wheelchair movement
- Accessible exhibits
- Audio descriptions
- Hearing assistance
- Braille/tactile signage where appropriate
- Accessible VR/interactive systems
- Elderly visitors

- Children
- Emergency accessibility.

R) Graphic Design and Wayfinding

Following points w.r.t. graphic design and wayfinding needs to be addressed:

- Gallery signage
- Directional signage
- Exhibit labels
- Infographics
- Maps
- Digital signage
- Safety signage
- Accessibility signage

S) Detailed Drawings

The following drawings are required to be submitted in editable CAD format in addition to PDF format:

- Architectural drawings
- Interior drawings
- Exhibit drawings
- Detailed elevations
- Sections
- Ceiling plans
- Flooring plans
- Electrical drawings
- HVAC drawings
- Lighting drawings
- AV drawings
- IT/network drawings
- AR/VR/MR system layouts
- Structural/fabrication drawings for exhibits
- Equipment layouts
- Rack layouts
- Cable routing
- Interface drawings
- Coordination drawings.

T) Technical Specifications

Detailed specification for each item identified for the gallery specifying the following details:

- Functional requirements
- Performance parameters
- Minimum technical specifications

- Material specifications
- Quality standards
- Testing requirements
- Installation requirements
- Integration requirements
- Warranty
- AMC requirements
- Spare requirements
- Training requirements
- Documentation requirements.

U) BOQ and Cost estimate

The consultant should provide BOQ with:

Item-wise:

- Description
- Unit
- Quantity
- Technical specification
- Drawing reference
- Installation requirement
- Unit rate

And separate BOQs for:

- Civil/interior works
- Exhibit fabrication
- Physical models
- AR/VR
- Digital exhibits
- AV
- Lighting
- Electrical
- HVAC
- IT/network
- Graphics
- Furniture
- Safety
- Testing/commissioning

- AMC/support.

V) Tender documentation for second-stage contractor

The consultant should deliver a complete turnkey tender package, including:

- Technical specifications
- Scope of work
- BOQ
- Drawings
- Design criteria
- Performance requirements
- Equipment schedules
- Interface requirements
- Testing requirements
- Commissioning requirements
- Warranty requirements
- AMC requirements
- Training requirements
- Documentation requirements
- As-built requirements
- Defect-liability requirements
- Milestone/payment recommendations
- Technical evaluation criteria for the execution tender.

W) Content Development

Develop gallery-wise content including:

- Comprehensive content materials including and not limited to - introductory and thematic gallery panel texts, object labels, infographics, signage etc.
- Interpretative captions designed for varied audiences (scholarly, general, children, differently abled)
- Scripts for multimedia, AR/VR/MR, and interactive installations for use by VSSC/ISRO
- Provide content in English and Hindi, with support for other Indian languages as required by VSSC/ISRO
- Prepare accessible versions in line with Government of India and ICOM guidelines (Braille-ready texts, tactile graphics, audio-description scripts)
- Conduct peer review or expert consultations as needed, particularly for sensitive historical content

- Edit and proofread all final texts for clarity, coherence, and consistency
- Prepare sample validation panels or mock-ups for VSSC/ISRO approval prior to finalisation
- Prepare content for Media and outreach material

X) Coordination with Relevant Bodies and Institutions

- Liaise with committees, experts, and consultants nominated by VSSC/ISRO to ensure alignment with approved narratives and technical requirements
- Participate in content validation processes, gallery reviews, and mock-up assessments to maintain consistency between research outputs, narratives, and final exhibition presentations
- Attend parallel review meetings and workshops for iterative validation and approvals
- Conduct multi stakeholder consultations, seminars, workshops, symposia etc.
- Interact with the execution agency selected in the subsequent tendering frequently and ensure that the works are being executed as envisaged in the design document.
- Submit monthly reports to VSSC/ISRO indicating progress of the work execution role of consultant during work execution-
- **Periodic visits [not less than once in a month or fortnightly]** to the site by the Consultant during execution of work to ensure that the intent of the drawings & specifications is properly understood and that all the features envisaged by the Consultant are properly executed at site.
- Consultant shall submit a report to this effect to the Employer/Department subsequent to every periodic visit. **The day to day supervision of the said works at site will not form part of the responsibilities of the Consultant.**

The following general guidelines to be followed in line with the IGBC green building certification process.

Interior design (Civil related works):

- GreenPro certified or equivalent eco-labelled products complying with IGBC sustainable material requirements shall be adopted.
- 20% of the total building materials (by cost) used in the building are manufactured locally within a distance of 400 km.
- Total recycled content constitutes at least 10% of the total cost of building materials.
- At least 2.5% of the total building materials (by cost) are salvaged or reused or refurbished.
- 50% of all new wood-based materials (by cost) used Rapidly renewable or Wood certified by Forest Stewardship Council (FSC) or Programme for the Endorsement of Forest Certification (PEFC) or equivalent.
- Avoid use of finish materials with high VOC (refer VOC limit table) and formaldehyde levels

Lighting design

- The Lighting Power Density (LPD) for the exhibits halls and lecture hall shall be limited to less than 10W/m².
- The lighting design shall ensure a uniformity ratio (minimum illuminance to average illuminance) of not less than 1:1 across the designated areas.
- All luminaires shall be energy-efficient LED type with suitable efficacy and shall comply with applicable BIS/IEC standards.
- The lighting design shall incorporate appropriate lighting controls such as occupancy sensors, scheduling controls and dimming provisions wherever applicable to support IGBC Green Building certification requirements.
- The bidder shall submit detailed lighting calculations including illuminance levels, uniformity, glare assessment and lighting power density calculations for review and approval.

6. PROJECT MILESTONES AND STAGES OF PAYMENT

All deliverables may be undertaken concurrently, and parallel progress across multiple phases is expected. Each of the milestones and content may have to undergo multiple iterations till approval.

Milestone	Services / Deliverables in line with Scope of Work defined in Section 5	Timeframe	Payment
Stage I: Conceptualization and Visioning	• Overall vision • Theme Based Research Outcome • Exhibition and Gallery Concept Design	1 Month	10% of total contract value after approval of the Deliverable by competent authority
Stage II: Gallery design	• Museum Master Plan and Visitor Journey • Physical Models and Exhibits • Interactive Exhibits • AR/VR/MR Immersive Technology Packages • Digital Exhibition & Multimedia	3 Months	30 % of the contract value after approval of the deliverables by competent authority.

Stage III: Civil, Electrical, AC	• Interior Architecture • Lighting Design • HVAC & Environmental Design • Electrical and Power Distribution • IT, Networking & Digital Infrastructure • AV& Show Control system • Acoustics Systems • Fire & Safety Systems • Accessibility aspects • Graphic Design & Wayfinding	1 month	15% of the contract value after approval of the deliverables by competent authority.
Stage IV: Drawings and BOQ	• Detailed Drawing • Technical Specifications • BOQ & Cost estimate • Tender document for second stage bidding • Content Development	1 month	25% of the contract value after approval of deliverables
Stage V: Final Deliverables & Integration Support	• Coordination with the execution agencies and relevant bodies and institutions to ensure completion of work • Opening of all the planned galleries subsequent to stage 2 tendering.	-	20% of contract value

Note: In case there is a requirement for prolonged engagement for reasons not attributable to the agency in Stage V payment, then the charges will be negotiated on the basis of person-month deployment of required resources.

7. DEADLINE AND MODE FOR SUBMISSION OF PROPOSAL

The proposal, complete in all respects as specified in the RFP, must be submitted to:

**Sr. Purchase and Stores Officer,
Central Purchase – Unit - I,
RFF Area,
Vikram Sarabhai Space Centre,
Thiruvananthapuram, Kerala
Pin 695022**

Interested applicants are advised to visit this website (www.isro.gov.in/www.vssc.gov.in) regularly to stay updated on any changes or modifications in the tender. Any issuance of a corrigendum will be notified and published through this website only. In exceptional circumstances, and at the discretion of VSSC/ISRO, the deadline for the submission of the bids may be extended. Any such extension will be notified on the website, and thereafter, all rights and obligations pertaining to the Project and the applicants, previously subject to the original deadline, will be subject to the revised deadline.

8. VALIDITY OF OFFER

The offer for this Notice Inviting Tender as per these documents shall be valid for a period of 120 days from the opening of Financial Bid, which may be extended further if required by VSSC/ISRO, Government of India.

9. FORMAT FOR SUBMISSION OF QUERIES

Pre-submission queries:

The Applicants are required to provide their pre-submission queries related to the engagement in the below-mentioned format in both a PDF and an editable document and pre-submission queries shall be addressed to ps02_main_pur@vssc.gov.in / sps0_psd@vssc.gov.in

S. No.	Section/Para and page number of the RFP	Query

10. CHECKLIST FOR APPLICANTS

- The applicant should ensure that all documents and papers submitted in this Request for Qualifications are fully attested by the authorized signatory under his signature with an official seal, wherever applicable.

The following documents form part of the RFP and should be submitted along with the RFP:

Annexure A: Document Submission Checklist (to be submitted along with RFP)

S. No.	Document Description	Submitted (Yes/No)
1.	Earnest Money Deposit (EMD)	
2.	Authorization Letter or Board Resolution for signing the bid	
3.	Certificate of Incorporation / Registration / Partnership Deed	
4.	Copy of PAN Card/GSTIN Certificate	
5.	Self-Attested Statutory documents	
6.	Audited Financial Statements of the last 3 financial years	
7.	Average annual turnover in past 3 financial years	
8.	Legal Status & Structure of the Applicant	
9.	Declaration of Non-Blacklisting / No Conflict of Interest (as per RFP Annexure format)	
10.	CVs of Proposed Key Experts (in prescribed format, signed and dated)	
11.	Summary Sheet of Eligible Past Projects (museum/gallery content-related)	
12.	Work Orders / Completion Certificates / Contracts for each project listed	
13.	Undertaking of availability of proposed personnel for the full project duration	
14.	Signed copy of the complete RFP document and its corrigenda (if any), as token of acceptance of terms & conditions	

15.	Financial Proposal (submitted separately, as per prescribed format)	
16.	Bid Security Declaration	
17.	Work Experience details (Annexure III)	
18.	Technical Proposal/Presentation Document (to be submitted for TS-2)	
19.	Bid Submission Form covering letter	


राकेश एस
RAKESH S
अव एवं भंडार अधिकारी
PURCHASE & STORES OFFICER

LIST OF ANNEXURES

Annexure No.	Title
Annexure I	Format for Consent Letter from Technical / Domain Expert
Annexure II	Applicant's Information Sheet
Annexure III	List of Eligible Projects / Work Experience
Annexure IV	Financial Capacity Certificate (CA Certified)
Annexure V	Curriculum Vitae (CV) Format for Key Experts
Annexure VI	Declaration for Non-Blacklisting
Annexure VII	Financial Bid Format for Detailed Cost Break-Up
Annexure VIII	Brief for Technical Presentation
Annexure IX	EMD & Bid Submission Details
Annexure X	Bid Security Declaration (if claiming EMD exemption)
Annexure XI	General Declaration Form
Annexure XII	Agreement Format

NOT VALID
24/03/2024
RECEIVED BY THE
PURCHASE & STORES OFF

ANNEXURE I
FORMAT FOR CONSENT LETTER FROM TECHNICAL / DOMAIN EXPERT

I, _____, hereby voluntarily agree to participate in the project if **(name of the bidder)** is awarded the work of **Specialist Consultant for Content Development for the APJ Abdul Kalam Space Museum and Knowledge Centre, Kowdiar, Thiruvananthapuram** as per the Request for Proposal (RFP) issued by VSSC/ISRO, Government of India.

I understand that by providing this consent, I am confirming my availability and commitment to the project for its full duration as specified in the RFP. I further confirm that I shall not withdraw from the assignment or refuse to carry out responsibilities without valid reason, except under exceptional circumstances with due notice.

I understand that any withdrawal from the project shall only be permitted under justifiable and exceptional grounds, subject to prior written approval from the competent authority of VSSC/ISRO, Government of India, with a **minimum of two weeks' notice**.

I understand that my participation in this project involves contributing to the following area(s) of work:

[Insert specific domain role e.g., historical research, collection analysis, etc.]

I understand that no financial or other compensation shall be provided to me by the Ministry of Culture or any affiliated institution. My engagement, including professional fee and contractual terms, shall be directly with the bidder/consulting agency as per mutually agreed terms.

I understand that, unless otherwise authorised by VSSC/ISRO, I shall not be individually acknowledged in any official report or public communication. My identity shall remain confidential unless explicitly required or permitted.

I also affirm that I shall not claim authorship, copyright, or intellectual property rights over the content, concepts, narratives, or research material developed as part of this consultancy. All such content shall be the property of VSSC/ISRO and governed by applicable laws and terms of the RFP.

I understand that I am free to contact any authorised representative of the bidder or VSSC/ISRO for any clarification or further information regarding the project.

Signature and seal of the Expert: _____

Name of the Expert: _____

Designation / Area of Expertise: _____

Date: _____

ANNEXURE II
APPLICANT'S INFORMATION SHEET

S. No.	Details	Information to be Filled by Applicant
1	Applicant's Legal Name	
2	Constitution of the Applicant (Company / LLP / Partnership / Proprietorship)	
3	Country of Constitution	
4	Year of Incorporation / Constitution	
5	Registered Address in Country of Constitution	
6	Address of Office / Branch in India	
7	Name of Authorised Representative	
8	Designation of Authorised Representative	
9	Contact Details	Phone: Email: Fax (if any):
10	Official Website (if any)	
Attached Documents Checklist: 1. Certificate of Incorporation / Registration under relevant Act 2. Memorandum and Articles of Association / Partnership Deed / LLP Agreement 3. PAN and GST Registration Certificates 4. Authorization letter or Board Resolution authorising the signatory		

(Signature of the tenderer/ Applicant)
with company seal/rubber stamp

ANNEXURE III
LIST OF ELIGIBLE PROJECTS / WORK EXPERIENCE

A. Summary Table of Eligible Projects

S. No.	Project Title	Client / Organisation	Project Scope (Content / Narrative / Research)	Year of Completion	Contract Value (INR)	Proof Attached (WO / CC / LOA)
1						
2						
3						
4						

B. Project Description Template (To be filled for each project in detail)

Project Title:

Client / Organisation:

Duration (MM/YYYY – MM/YYYY):

Contract Value: ₹ _____ **(INR)**

Location:

Brief Description of the Project (max 150 words):

[Insert 4–5 lines describing the nature of the project, its scale, relevance, and your firm's scope.]

Scope of Work Undertaken by the Applicant:

- ☐ Curatorial Conceptualisation
- ☐ Content Research and Development
- ☐ Gallery Narrative Structuring
- ☐ Object Documentation and Selection
- ☐ Interpretive Strategy
- ☐ Audio-Visual / Multimedia Content Scriptwriting
- ☐ Catalogue / Educational Material
- ☐ Others (please specify): _____

Team Composition Used: [Principal researcher, curators, writers, etc.]

Status of Completion: ☐ Completed ☐ Ongoing

Supporting Documents Attached: ☐ Work Order ☐ Completion Certificate ☐ Client
Testimonial

We hereby certify that the above information is true and supported by documentary evidence.
We understand that VSSC/ISRO may reject any claim not substantiated with proof.

Signature of Authorised Signatory: _____

Name: _____

Designation: _____

Date: _____

Seal / Stamp: _____

ANNEXURE IV
FINANCIAL CAPACITY CERTIFICATE

A. Turnover from Eligible Services

Financial Year	Annual Turnover from Relevant Services (₹ in Crore)
FY 2022–23	
FY 2023–24	
FY 2024–25	

Average Annual Turnover in the last three (3) years: ₹_____Crore

B. Net Worth

Particulars As of 31 March 2025

Net Worth (₹ Crore) _____

Note: Net Worth = [Paid-up Share Capital + Reserves] – [Accumulated Losses and Misc. Expenditure not written off]

This certificate is issued at the request of the Applicant for submission along with their proposal for the RFP titled “Selection of Specialist Consultant for Content Development for the APJ Abdul Kalam Space Museum and Knowledge Centre”.

For [Name of CA Firm]

(Seal & Signature)

Name of Partner: _____

Membership No.: _____

FRN (Firm Registration Number): _____

Date: _____

Place: _____

For the Applicant / Tenderer

(Signature & Seal)

Name of Authorised Signatory: _____

Designation: _____

Date: _____

ANNEXURE V
CURRICULUM VITAE (CV) FORMAT FOR KEY PERSONNEL

A. General Information

Field	Details
Name of Expert	
Proposed Role in the Project	
Date of Birth	
Nationality	
Educational Qualifications	(Highest degree first – include degree, subject, institution, and year)
Membership of Professional Associations:	
Years of Relevant Experience	

B. Employment Record

From – To (MM/YYYY)	Employer / Institution	Position Held	Key Responsibilities / Project Type

C. Relevant Experience in Museum / Cultural Content Projects

Project Title	Client / Organisation	Role Played	Year	Project Scope (Research, Writing, Curation, etc.)

D. Publications / Papers / Creative Work (if applicable)

- Title:
- Publication / Journal / Publisher:
- Year:
- Link or Reference (if any):

E. Availability

I confirm my availability to work on the project for the full duration as per the timelines stated in the RFP.

F. Declaration

I, the undersigned, certify that the above CV correctly describes my qualifications, experience, and availability. I understand that any wilful misstatement may lead to disqualification or termination of my involvement.

Signature of the Expert: _____

Name: _____

Date: _____

Signature of Authorised Signatory (Bidder/Firm): _____

Name: _____

Designation: _____

Date: _____

(Seal / Stamp of the Firm)

ANNEXURE VI
DECLARATION FOR NON-BLACKLISTING

We [Insert name and address of the Vendor] solemnly declare that we will abide by any penal action such as disqualification or blacklisting or determination of contract or any other action deemed fit, taken by, the Department against us, if it is found that the statements, documents, certificates produced by us are false/fabricated.

We hereby declare that I/we have not been blacklisted/debarred/Suspended/ demoted in any Government Department in any State due to any reasons.

[Insert name and address of the Vendor with stamp and date]

Signature of the Authorized Personnel

Name: _____

Designation: _____

Company: _____

ANNEXURE VII
FINANCIAL BID FORMAT
FOR DETAILED COST BREAK-UP

S. No	Scope of Work	Estimated Quantities	Fee (in INR)	GST	Total fee inclusive of GST
1	Comprehensive content development of APJ Abdul Kalam Space Museum and Knowledge Centre, Kowdiar, Thiruvananthapuram, all galleries and display areas, as per the given scope (Section 5 – Scope of Work)	1			
	Total				

Note:

1. Bidders need to quote rates in this rate Quote Sheet only.
2. The quoted rates should include all expenses involved in providing required services at the site including hiring and logistic/transport expenses for the experts and their team. Nothing extra other than the quoted rates & GST shall be paid.

**ANNEXURE VIII
BRIEF FOR PRESENTATION**

**For Shortlisted Bidders: Specialist Consultant for Content Development
for the APJ Abdul Kalam Space Museum and Knowledge Centre,
Kowdiar, Thiruvananthapuram**

Proposals should articulate a comprehensive vision and visual narrative, grounded in rigorous scholarly research, while remaining accessible and engaging for diverse audiences, including school groups, families, scholars, tourists, and international visitors. The narrative must reflect the richness and diversity of Indian Space Program, its history, evolution, benefits and application, creating a coherent and inclusive museological experience.

Concept Overview

APJ Abdul Kalam Knowledge Centre and Space Museum is an initiative of VSSC/ISRO to popularize space science and technology in society. This Project is conceived with an intension to promote scientific temper and learning. Through a curated selection of artefacts, rocket models, satellite models, holographic displays, AR/VR content, launch experience, space station experience, and more, the exhibition will weave a narrative of India's enduring global influence in space technology and its contribution to the common man. The approach is expected to emphasize thematic coherence, plurality, and evolution to create a transformative visitor experience.

Additional Information:

- Along with the proposed methodology, consultant must include research frameworks, interpretive strategies and the proposed timeline that will guide their work throughout the assignment.
- The consultant should demonstrate their proposed approach to working with collections sourced from across India, including the processes of identifying, analysing, and

interpreting artefacts in a manner that is historically rigorous, culturally grounded, and interpretively rich.

- The presentation should also include a reflection on how the proposed content will translate into meaningful visitor experiences. This may encompass initial ideas on audience engagement, interpretive storytelling, and the integration of sensory and immersive elements.
- Consideration must be given to the diverse profile of the museum's audience, including school groups, families, scholars, tourists, and international visitors to ensure the content is inclusive, multi-layered, and dynamic in its appeal.

ANNEXURE IX
EMD & BID SUBMISSION DETAILS

1. Earnest Money Deposit (EMD)

- As per the RFP, all bidders are required to submit an Earnest Money Deposit (EMD) of ₹5,00,000/- (Five Lakhs Rupees only). This can be submitted in any of the following formats:
- Accepted Modes of EMD Payment:
Demand Draft / Pay Order / Banker's Cheque from any Nationalized / Bank Guarantee valid for at least 6 months from the last date of bid submission / Scheduled Bank, drawn in favour of:

*'Accounts Officer', Vikram Sarabhai Space Centre, ISRO,
Thiruvananthapuram - 695022*

Note: Bidders claiming exemption under valid MSME certificates must submit a Bid Security Declaration in the prescribed format (Annexure X).

2. BID SUBMISSION FORMAT

All bids must be submitted using the **Two-Envelope System**:

A. TECHNICAL BID ENVELOPE

Sl. No.	Document	Annexure Reference
1	Duly signed Tender document (including corrigenda)	-
2	Applicant's Information Sheet	Annexure II
3	Financial Capacity Certificate (CA Certified)	Annexure IV
4	List of Eligible Projects/Work Experience (with certificates)	Annexure III
5	CVs of Key Personnel	Annexure V
6	Declaration for Non-Blacklisting	Annexure VI
7	Consent Letter from Technical / Domain Expert	Annexure I
8	EMD & Bid Submission Details	Annexure IX

9	Bid Security Declaration (if applicable)	Annexure X
10	General Declaration Form	Annexure XI
11	Annexure-A: Document Submission Checklist	

B. FINANCIAL BID ENVELOPE

The Financial Bid must be submitted in format provided as Annexure-VII.

ANNEXURE X
BID SECURITY DECLARATION FROM BIDDERS IN LIEU OF EMD
(On Bidder's Letterhead)

Date: _____

To:

Sr. Head Purchase and Stores,
VSSC, Thiruvananthapuram.

Subject: Bid Security Declaration in lieu of EMD for the RFP titled "*Selection of Specialist Consultant for Content Development for the APJ Abdul Kalam Space Museum & Knowledge Centre, Thiruvananthapuram*"

I / We, the authorized signatory of M/s....., participating in the subject tender No. for the item/job of, do hereby declare:

- (i) That I / we have availed the benefit of waiver of EMD while submitting our offer against the subject Tender and no EMD being deposited for the said tender.
- (ii) That in the event we withdraw/modify our bid during the period of validity OR I / we fail to execute a formal contract agreement within the given timeline OR I / we fail to submit a Performance Security within the given timeline OR I / we commit any breach of Tender Conditions / Contract which attracts penal action of forfeiture of EMD, then I / we will be suspended from being eligible for bidding/award of all future contract(s) of Department of Space for a period of 3 years from the date of committing such breach.

Signature and Seal of Authorised Signatory of bidder

Name of Authorized Signatory:

Company Name:

ANNEXURE XI
GENERAL DECLARATION FORM

1. I/We, _____ Son/Daughter/Wife of Shri
_____, Proprietor/Director/Authorized Signatory
of _____, the Bidder mentioned above, am/are competent
to sign this declaration and execute this tender document.

2. I/We have carefully read and understood all the terms and conditions of the RFP and undertake to abide by them.

3. The information/documents furnished along with the application are true and authentic to the best of my/our knowledge and belief. I/We am/are aware that furnishing any false information/fabricated document would lead to rejection of my/our bid at any stage and may also attract legal action.

4. I/We do hereby declare that the entries made in the above application are true to the best of my/our knowledge and also that we shall be bound by the acts of our duly constituted attorney.

5. I/We understand that the submission of this bid does not guarantee the awarding of the contract. I/We further understand that if any information submitted by me/us is found to be incorrect either before or after the award of contract, VSSC/ISRO, Government of India, reserves the right to summarily reject the bid, cancel the contract, or revoke the same with forfeiture of EMD/Security Deposit and may also debar us from participating in future tenders.

6. I/We do hereby certify that:

a. No extra conditions have been quoted in this e-tender.

b. Neither I/We nor any of our representatives are related to any employee of VSSC/ISRO or any of its associated offices.

c. Our firm is not involved in any litigation or arbitration with VSSC/ISRO during the last 5 (five) years.

d. Our firm is not blacklisted by any department under the Government of India or any State Government.

Date: _____

Signature of Applicant(s): _____

Name: _____

Designation: _____

Seal & Address: _____

ANNEXURE XII AGREEMENT

This Agreement made on the ____ day of _____, 202__ between VSSC/ISRO (hereinafter referred to as "VSSC") of the One Part,

AND

M/s _____, having its registered office at _____
(hereinafter referred to as the "CONSULTANT"), of the Other Part.

WHEREAS VSSC desires to engage the Specialist CONSULTANT for rendering consultancy services related to *Content Development for the APJ Abdul Kalam Space Museum & Knowledge Centre, Thiruvananthapuram*, and has accepted the bid submitted by the Consultant.

The following documents shall be treated as part of this Agreement:

- The RFP and all its annexures/corrigenda/any other clauses VSSC/ISRO may include
- Purchase Order
- Letter of Acceptance from Consultant
- Completion Schedule
- Performance Security (5% of contract value)

NOW, THEREFORE, IT IS HEREBY AGREED:

1. The CONSULTANT agrees to provide all services and perform duties as outlined in the RFP and the terms of the Agreement.
2. VSSC/ISRO agrees to pay the CONSULTANT for services rendered, as approved and per the payment schedule agreed in the Purchase Order.
3. All provisions of the Arbitration and Conciliation Act, 1996 shall govern the dispute resolution process.
4. Jurisdiction for any legal dispute arising shall be at **Thiruvananthapuram**.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first above written.

Signed and Delivered by:

For and on behalf of VSSC/ISRO

(Signature with Seal)

Name: _____

Designation: _____

Date: _____

Place: New Delhi

In the presence of:

- 1.
- 2.

For and on behalf of Consultant

(Signature with Seal)

Name: _____

Designation: _____

Company Name: _____

