

पूर्व तट रेलवे
East Coast Railway



Expression of Interest
For

“Curator of Rail Museum”.

EOI Notification No.:

Issued By:

Deputy General Manager/G
East Coast Railway

Dated : 12th November 2020

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Glossary

EOI	Expression of Interest
ECoR	East Coast Railway
RFT	Request for Tender

Notice Inviting Expression of Interest (EOI)

FOR

“Curator of Rail Museum”.

EOI REF.: [•]

This EOI Document is being issued by East Coast Railway (ECoR).

Purpose of this EOI Document is to seek from trained professionals, firms, organizations and agencies, their interest in engaging a curator for a Rail Museum under commission at Bhubaneswar. Potential bidders are advised to study this EOI Document carefully before submitting their EOI. Expression of Interest (EOI) received in response to this notice shall be utilized to firm up tender specifications and shortlist parties expressing interest for the said purpose. This EOI document is not transferable. ECoR reserves the right to accept or reject any EOIs received against this notice without assigning any reasons and without prejudice.

I.	Date of uploading of EOI notice on website	12.11.2020
ii.	Date and time for start of download of this document	ii 12.11.2020 Time: 12.00 Hrs
iii.	Last date of receiving EOI through e-mail or post	iii. 06.12.2020 Time:12.00 hrs.
iv.	Contact details:	iv. Email : dgm@ecor.railnet.gov.in dgmecor@gmail.com Phone No. 0674-2301334 Address: Deputy General Manager (G) East Coast Railway Rail Sadan, Chandrasekharapur BHUBANESWAR -751 017.
Website to download EOI document		https://eastcoastrail.indianrailways.gov.in/

No hard copy of document shall be issued. However, offers can either be sent by e-mail or speed post at the above mentioned address.

1. Disclaimer

Expression of Interest (EOI) contains information considered relevant to seek interests and shortlist potential professional or agencies in outsourcing curator(s) for the Rail Museum. EOI received and selected shall neither be an agreement nor a contract. **The service of the curator is purely need based and contractual/outsourced in nature, there will be no liability on part of the Railway for offering any permanent engagement or regular appointment.**

Information provided in this EOI Document may pertain to a wide range of subjects, some of which may depend on interpretation of law. Applicants are advised to conduct their own independent assessments, investigations and analysis to gather adequate information they consider relevant.

Furthermore, information provided herein is not intended to be an exhaustive account of statutory or commercial requirements and should not be regarded as a complete or authoritative statement of law. ECoR has no liability under any law, statute or by any rule and/or regulation made there under, tort, equity, principles of restitution, unjust enrichment or otherwise for any loss, damage, costs or expenses which may arise from or be incurred or suffered on account of anything contained in this EOI Document or otherwise, including accuracy, adequacy, correctness, reliability or completeness of information in the EOI Document. Any assessment, assumption, statement or information contained herein or deemed to form part of this EOI Document or arising in any way in this subject shall not create any liability on ECoR.

ECoR reserves the right to change any or all conditions or information in this EOI Document by way of revision, deletion, updation or annulment through issuance of appropriate corrigendum. ECoR will neither entertain nor be liable for any claim as to costs and expenses in relation to the preparation and submission of EOI applications in terms of this EOI Document.

Information contained in this EOI Document or subsequently provided to the prospective applicants, verbally or in documentary or any other form by an authorized representative of ECoR in this case DGM(G)/ECoR shall be treated as confidential and reproduction, dissemination or use for any other purpose is prohibited.

This EOI Document is only a prospective exploration and does not bind ECoR to select or short-list applicants for a firm commitment at any time.

2. Introduction and Background

ECoR is in the process of developing a Rail Museum, primarily dedicated for the preservation of heritage in the region. The museum would serve as a world of discovery to explore history of Railways through exciting concepts. The purpose of the museum is to trace and showcase the manifold facets of Railways from its origin to present times.

East Coast Railway seeks Expression of Interest (EOI) for outsourcing a Museum Curator.

3. Description of EOI Process

Expression of Interest (EOI) is being sought to identify potential partners for a Rail Museum Curator. Suggestions to firm up specifications for subsequent tenders are solicited through this EOI.

Subsequent to this EOI and short listing of potential partners, it is proposed to issue a Request for Tender (RFT) to award a contract or enter into an Agreement.

One or more pre-bid conferences may be held if necessary to further explore and incorporate ideas and suggestions of potential bidders.

ECoR, however does not, in any manner whatsoever, warrant or represent that it will subsequently proceed to invite an RFT.

Details such as, location, and other details of Rail Museum proposed to be outsourced are at **Annexure-A**.

4. Scope of Work

The scope of work to be included in the prospective RFT uploaded subsequent to this EOI shall include the following:

1. The curator will be responsible for Content Development and Preparation of the Narrative for the museum. The Curator is responsible for the intellectual integrity of the museum.
2. Curators are in charge of exhibits in the museum.
3. They are also responsible for authenticating, evaluating, and categorizing the exhibits in the museum.
4. Maintaining records and cataloguing acquisitions.
5. Display, overseeing documentation, conducting research about the history of a collection, and finding packaging for art during transportation.
6. It is mandatory that the Curator will be present at the time of all presentations.
7. Curators shall develop material for museum visitors: brochures, exhibition catalogues, audio guides, and wall text.
8. Curators oversee preservation protocols, direct appropriate handling of artifacts.
9. Curator should be Organizing school visits and Plan tours and other programs for museum visitors of all categories.
10. Curator should assist in Preparing and distributing publicity material and displays.
11. Researching, compiling and preparing written information about catalogues and publishing it on the website.
12. Collaborating with other organizations and institutions.

13. Curator should work out creative solutions to clean, support and repair sensitive objects.

14. Other duties as defined by Railways.

One or more pre-bid sessions may be held to refine requirements in consultation with interested parties who come forward to give suggestions, seek clarifications, obtain information etc.

Scope of work indicated above can be amended consequent to the pre-bid discussions or at any stage before opening of bid of RFT.

5. General Information

5.1 Eligibility Criteria:

Diploma/Degree Level	Diploma/Bachelor/ Master's degree.
Degree Field	Archaeology/anthropology/ art history/curatorial & museums/history/ art /social scientist/event or exhibition management/philosophy/research specialist.
Experience	Minimum of 1 year experience.

6. Information to be provided in the EOI

1. Applicant must submit all information as requested attaching relevant documents.
2. Applications must be signed by the profession/firm/ organization/agency.

7. Instructions to Applicants

The ECoR Rail Museum, invites eligible potential candidates for Curator of Rail Museum and submit the EOI as specified in this Expression of Interest (EOI) document. Only one application shall be entertained from one party.

7.1 *Availing EOI Documents*

The EOI Document can be downloaded from the website: [LINK ????](#) as per schedule indicated in Notice Inviting EOI without any charges.

7.2 *Completeness of the EOI Response*

Applicants are advised to study all instructions, forms, terms, requirements and other information in the EOI documents carefully. Submission of bid shall be deemed to have been done after careful study and examination of the EOI document with full understanding of its implications. The response to this EOI should be full and complete in all respects. Incomplete or missing information as sought in this EOI document or submission of a proposal not substantially responsive to the EOI document is liable to be rejected. ECoR will not entertain or enter into any correspondence on such incomplete applications.

7.3 *EOI Preparation Cost*

The Applicant is responsible for all costs incurred in connection with participation in this process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of its Application, in providing any additional information required by ECoR to facilitate the application process. ECoR will in no case be responsible or liable for any costs connected in any way to submission of an EOI application by a party regardless of the conduct or outcome of the bidding process. All information submitted by the Applicant in connection with this EOI application shall be the property of ECoR.

7.4 *Sealing, marking and submission of EOI*

E-applications OR physical (hard copy) applications shall be entertained.

The Application and all enclosed documents shall be typed and the Applicant's signature attached to each page. The Applicant shall submit all supporting documents in the format as prescribed in the EOI Document along with suggested documentary evidence with the Application.

ECoR reserves the right to accept or reject any or all of the Applications received without assigning any reason without prejudice.

7.5 Late Submission of Proposal for EOI

EOI application shall be sent within the time limits as indicated in the 'Notice for inviting EOI'. However, in case of any delay, final decision lies with the authority inviting EOI.

7.6 Language of Bids

The responses prepared by the Applicant and all correspondence and documents relating to the bids exchanged by the Applicant and ECoR, shall be in English language only.

7.7 Evaluation of EOI

All information provided in the EOI application shall be considered for the purpose of evaluation. ECoR may invite eligible Applicants to furnish more information or for discussion.

7.8 Key Suggestions

Applicants are free to offer their views and suggest changes to any clause in this document. However, ECoR reserves the absolute right to accept or reject any or all opinions of any or all applicants without assigning any reason.

7.9 No obligation to issue an RFT

ECoR shall be under no obligation to issue a Request for Tender at any later stage after opening of EOI applications despite the intent to enter into contracts as envisaged herein at a later stage through issue of RFT.

7.10 Right to cancel the EOI Process

ECoR reserves the right to cancel or close this EOI process at any stage without assigning any reasons whatsoever and will not be liable to compensate any Applicant on any grounds whatsoever. The Applicants shall not be entitled to any refund of cost of documents or any other costs incurred by him to participate in this EOI process.

ANNEXURE-A

8. Formats for the Applicants:

8.1 Format: Cover Letter

dd/mm/yyyy

To
The Deputy General Manager (G)
East Coast Railway
Rail Sadan,
Chandrasekharapur
BHUBANESWAR -751 017,
(Odisha), India

Sub.: Submission towards Expression of Interest (“**EOI**”) for “Curator of Rail Museum”

Sir,

Having examined the EOI, the receipt of which is hereby duly acknowledged, I/We offer to submit the EOI for the Project.

I/We agree and understand that, this EOI is non-binding and non-committal. Further, I/we confirm that neither ECoR nor any of its employees, associates, affiliates or its agents shall be liable to me/us for any liability arising directly or indirectly from our participation in the EOI Process.

I/We further agree, understand and fully comprehend that ECoR may in its absolute and exclusive discretion at any time; change, alter, replace, remove and/or cancel any or all part of the EOI Document or the Project. ECoR may also abandon, call-off, alter, replace, and revise the Project. Furthermore, ECoR is under no obligation or compulsion in any manner whatsoever to release or publish the RFT, it may also change or replace or cancel any or all part of the bidding process.

I/We submit hereto my/our EOI as per the requirements and details specified in the EOI Document. I/We confirm that the information contained in these submissions or any part thereof, including the appendices, and other documents and instruments delivered or to be delivered to ECoR, are true, accurate, verifiable and complete. These submissions include all information necessary to ensure that the statements therein do not in whole or in part mislead ECoR in its EOI Process.

I/We fully understand and agree to comply that on verification, if any of the information provided here is found to be misleading during the EOI Process, I/we are liable to be disqualified from the EOI Process.

I/We agree for unconditional acceptance of all the terms and conditions set out in the EOI Document and also agree to abide by this EOI for a period of **120 days** from the date of submission.

I/We agree that you are not bound to accept any EOI you may receive. I/We also agree that you reserve the right in absolute sense to reject all or any of the EOI received as per the EOI Document and Advertisement.

It is hereby confirmed that I/We am/are entitled to act on behalf of my/our firm and empowered to submit this document as well as such other documents, which may be required in this connection.

Signature

Designation of Authorized Signatory: [•]

Address of the Applicant: [•]

Telephone & Fax of the Applicant: [•]

E-mail address of the Applicant: [•]

ANNEXURE-B**8.2. Format for submission of offer/response to the EOI:**

1. Applicant details -
 - a) Name of the Applicant -
 - b) Authorized signatories
 - c) Contact details,
 - d) Registered or local office address

2. Profile of the application - Brief description on qualifications, work experience etc.

3. Documents to demonstrate the work experience. (Bio-data may be enclosed)

4. Description/details of similar assignments carried out previously. Following details for each assignment must be provided with supportive documents:
 - a) Name of the work.
 - b) Name of the client.
 - c) Brief description of scope of assignment.
 - d) Components of assignment.
 - e) Any other details

5. Brief description of the concept note that may include:
 - a) Theme for proper location of artifacts.
 - b) Creation/redevelopment of facilities, their upkeep and maintenance
 - c) Detailed plan
 - d) Heritage preservation facilities.
 - e) Expectations from Railways
 - f) Any other relevant details.
