

South Central Zone Cultural Centre, Nagpur

(Ministry of Culture, Government of India)

56/ 1, Civil Lines, Opp. MLA Hostel, Temple Road, Nagpur-440001(Maharashtra)

Email: sczccnagpur1986@gmail.com

No. SCZCC/Admin/Estt. of Kalagram/13/431/2026-27

Date: 25/08/2026

REQUEST FOR PROPOSAL (RFP)

For Engagement of **Subject Matter Expert (SME)** for Upcoming Kalagram Cultural Campus at Shilpgram, Khajuraho and at SCZCC,Headquarter, Nagpur

SCZCC invites proposals from eligible **Subject Matter Experts (SMEs)** for providing professional consultancy services for the upcoming Kalagram Cultural Campus at Khajuraho and Nagpur.

Essentials for SME

1. Graduate Civil Engineer.
2. Experience in preparation of tenders, contracts and documentation of not less than 30 plus years.
3. Having experience of Cultural Centre/Government Offices of similar nature showcasing culture as part of Design Process.
4. Should have own office with requisite staff.
5. Should be ready for travel.

Scope of Work

The selected SME shall be responsible for providing professional consultancy services for Upcoming Kalagram Cultural Campus at Shilpgram, Khajuraho and SCZCC, Headquarter at Nagpur

, including but not limited to:

- * Preparation and scrutiny of tender documents and contract documentation.
- * Technical guidance during planning and execution.
- * Review of drawings, estimates and specifications.
- * Coordination with SCZCC and concerned agencies.
- * Site visits, progress review and submission of technical recommendations as required.

Submission of Proposal

SMEs fulfilling the above criteria shall submit their proposal along with supporting documents on email sczccdirector@gmail.com on or before 10/09/2026. Late emails/documents shall not be considered.

Period of Engagement

Period for SME shall be 3 months from the date of appointment. If required, the period may be extended on mutual agreement basis.

Professional Fee

The consideration for the period of SME shall be a lump-sum professional fee of Rs. 3,00,000/- (Rupees Three Lakh Only) for the entire three-month period.

Selection Process

The SCZCC shall call for interview as needed.

General Conditions

The SCZCC reserves the right to cancel/amend/delete any clause without giving any justification or reject any proposal/application as deemed fit for the purpose.

Director,
SCZCC, Nagpur