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# REGIONAL MUSEUM OF NATURAL HISTORY

(National Museum of Natural History, New Delhi)

Ministry of Environment & Forests, Govt. of India

BHUBANESWAR

## TERMS AND CONDITIONS REGARDING TENDER FOR PROVIDING CONTRACTUAL PROFESSIONAL SERVICES AT RMNH, BHUBANESWAR

1. For and on behalf of the President of India, sealed tenders are invited by the Director, National Museum of Natural History (NMNH), New Delhi from registered and reputed agencies for providing the following professional services on contract basis for the Regional Museum of Natural History (RMNH), Bhubaneswar, Orissa for a period of one year.

Sl. No	Designation	Fixed Emolument per position	Educational qualifications	Age limit in years	No. of position
01.	Artist	17,154/-	<b>Essential:</b> 1. Matriculation 2. Degree or diploma in painting or commercial art. <b>Desirable:</b> Three years experience in painting foregrounds, backgrounds, making charts, maps, lettering etc.	21 - 30	01no.
02.	Museum Interpreter	17,154/-X2	<b>Essential:</b> 1. Bachelor's degree in Botany and zoology from recognized university or equivalent. 2. Degree in education or two years experience of teaching in natural science subject at high school level or experience of conducting educational activities in a museum or a similar institution. <b>Desirable:</b> Diploma or degree in museology or equivalent.	21 - 30	02 nos.

03.	Jr. Accountant-cum - Office Superintendent	20,385/-	<p><b><u>Essential:</u></b> Degree form a recognized university</p> <p><b><u>Desirable:</u></b> Experience in supervision of works and maintenance of accounts.</p>	21 - 45	01 No.
04.	Carpenter	11,672/-	<p><b><u>Essential:</u></b> Five years experience in making cabinet and other general carpentry works.</p> <p><b><u>Desirable:</u></b> 1. Knowledge of preparing estimates of works 2. Diploma in carpentry</p>	21 - 30	01 No.
05.	Driver	11,672/-	<p><b><u>Essential:</u></b> Possession of a valid driving license for heavy vehicles, knowledge of motor mechanics, experience of driving a motor car and heavy vehicle for at least five years.</p>	25 - 30	01 No.
06.	Heavy vehicle Driver	11,672/-	<p><b><u>Essential:</u></b> Possession of a valid driving license for heavy vehicles, knowledge of motor mechanics, experience of driving a motor car and heavy vehicle for at least five years.</p>	25 - 30	01 No.
07.	Caretaker-cum-storekeeper	14,964/-	<p><b><u>Essential:</u></b> Higher Secondary or equivalent examination, knowledge in maintenance of accounts of stores and equipments.</p> <p><b><u>Desirable:</u></b> A degree from recognized university.</p>	21 - 30	01 No.

08.	Exhibit Preparator	17,154/-	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. Matriculation</li> <li>2. diploma in modeling or sculpture or equivalent</li> <li>3. Three years experience in preparing models or casts in different media</li> </ol> <p><b>Desirable:</b> Knowledge of preparing diagrams and scale model.</p>	21 - 30	01 No.
09.	Laboratory Attendant	10,570/-	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. Pass in matriculation examination</li> <li>2. At least one year experience in a laboratory or other technical units like photographic studio, art studio, modeling unit etc. under a Govt. Deptt or a museum or public or private organization</li> </ol> <p><b>Desirable:</b> Experience of operating duplicating machine.</p>	Not exceeding 25 yrs.	01 No.
10.	Gallery Attendant	10,570/-X4	Middle class pass	18 - 25	04 Nos.
11.	Peon	10,570/-	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. Pass 8<sup>th</sup> class</li> </ol> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>1. Knowledge of cycling</li> <li>2. 3 yrs. service as home guard/civil defense, volunteers and</li> <li>3. Training in at least basic and refresher courses in home guards and civil defense.</li> </ol>	18 - 25 (Relaxable for Govt. servants up to 35 yrs.)	01 No.

12.	Technical Assistant	17,154/-	<p><b><u>Essential:</u></b></p> <ol style="list-style-type: none"> <li>1. Degree from a recognized university or equivalent</li> <li>2. Five yrs. experience of purchase work in central or state Govt., Public Undertaking, Autonomous or Semi-Autonomous body of a private organization.</li> </ol> <p><b><u>Desirable:</u></b> Knowledge of experience of accounts and establishment work.</p>	21 - 30	01 No.
13.	Library Assistant	17,154/-	<p><b><u>Essential:</u></b></p> <ol style="list-style-type: none"> <li>1. B.Sc. (with any scientific subject)</li> <li>2. Degree or diploma in Library Science from a recognized university or institution</li> </ol> <p>Note: Qualification is relaxable at the discretion of the competent authority in case of candidate otherwise well qualified.</p> <p><b><u>Desirable:</u></b> Degree preferably in Botany, Zoology or Geology from a recognized university or equivalent.</p>	18 - 30	01 No.
14.	Receptionist	11,672/-	<p><b><u>Essential:</u></b></p> <ol style="list-style-type: none"> <li>1. Matriculation or equivalent</li> <li>2. At least two yrs experience in a museum or a similar organization on a post involving works related public relation.</li> </ol> <p><b><u>Desirable:</u></b> Degree from a recognized university.</p>	18 - 25	01 No.
<b>Total 18 positions</b>		<b>2,48,381/-</b>			

2. Tender should be addressed to the Scientist-in-Charge, Regional Museum of Natural History, PO-RRL, Acharya Vihar, Bhubaneswar-751013 clearly super scribing on the top of the sealed envelope "Tender for providing professional services on contractual basis". The last date and time for submission of tender are as follows:

Last date: 24/07/2011 Time: 1500 hrs.

3. The tender will be opened on 24/07/2011 (Date) at 1600 hrs. (time) in the museum conference room in the presence of such of those tenderers who may wish to be present at that time. Unsealed tenders will not be accepted.
4. The term "Employer" wherever mentioned in this NIT shall mean the "Regional Museum of Natural History", Bhubaneswar authorities. The term "Agency" wherever mentioned in this NIT shall mean the party selected for acceptance of award of the contract. The term "Contract" means the formal agreement between the "Employer" and "Agency" for professional services, which would be signed at the time of award of work by and between the "Employer" and the "Agency".
5. The maximum payable amount stated against each position is inclusive of Basic Pay + Grade Pay + DA and other service / supervision charges etc. The intended agencies are required to quote their supervision/service charges both in figures as well as in words in **Annexure-I** only. Rate quotation in any other format will not be considered / accepted.
6. Profile of company should contain the following valid documents:
  - a. Registration with Government
  - b. Details of the employed human resources with the company
  - c. Audited balance sheets of last three years
  - d. Latest income tax certificate
  - e. Registration with ESI & EPF authorities
  - f. Banker certificate regarding credit worthiness
  - g. Permanent Account Number (PAN)
7. Canvassing in connection with tender is strictly prohibited and the tenders submitted by the parties who resort to canvassing will be liable to rejection on that ground.
8. Tender which do not fulfill all or any of the conditions or incomplete in any respect are liable to be rejected without assigning any reason thereof.
9. The Director, NMNH reserves all rights including the right to reject or accept any or all the tenders and to modify any or all the terms & conditions stipulated herein without assigning any reason thereof.
10. The Agency shall be required to enter into a formal agreement with the museum while contract is awarded.

11. The tender should be accompanied by "Earnest Money Deposit" at the rate of 2% of the annual tender value in the form of a crossed demand draft drawn in favour of the Pay & Accounts officer, Ministry of Environment & Forests, New Delhi.
12. While entering into contract, the agency should deposit security amount/bank guarantee equal to 1/10 of the annual contract amount.
13. The agency shall declare in writing that none of the partner is in any way related to any official(s) of the RMNH, Bhubaneswar.
14. The selection of professionals will be done by a Selection Committee duly constituted by the Director, NMNH, New Delhi strictly on the basis of the educational qualifications, age, experience etc. and on the basis of their performances in the personal interview. No TA/DA etc. will be paid for attending the interview.
15. All wages and allied benefits like PF, Bonus, ESIC etc. are to be paid by the "Agency". Agency shall remain liable to the authorities concerned for compliance of the respective existing rules and regulations of the Govt. for this purpose and shall remain liable for any contravention thereof. "Agency" shall have to abide by the minimum wage as per law to the member of staff employed by them in the campus of the "Employer".
16. Deployed personnel should abide by the rules and regulations of the office.
17. In the event of guilty or dishonesty of the personnel deployed, if proved, the agency will be liable to pay penalty to the tune of thrice the salary of the concerned individual.
18. The deployed persons have to perform a duty of eight hours on all the working days of the museum. The attendance register is to be maintained by the agency and duly initialed by the Scientist-in-Charge.

**Tenure and Validity:**

19. The terms of contract will be for a period of one year initially.
20. The "Employer" may terminate the contract at any time without notice in the event of gross negligence of duties. The decision of the "Employer" in this regard shall be final and binding on the "Agency".
21. For reasons other than mentioned in the clause above the contract can be terminated by either party by providing clear two months notice in writing.
22. The engagement of services is purely on contract basis. And the dealings in this regard will be only between the agency and the Museum. Hence, the deployed persons by the agency will not be construed as the employee of the museum. This contractual engagement will not confer any right of the persons deployed by the agency to claim any temporary/regular employment on the "Employer".

**Payment:**

23. The payment would be arranged to the "Agency" through Director, NMNH, New Delhi by way of demand draft/<sup>after</sup> submission of the proper pre-receipted bill along with copies of ESI & EPF deposits, <sup>copy of agreement</sup> and a copy of the attendance register for the month duly certified by the authorized representative of the "Employer". The bill will be cleared for payment after due process at the level of the Pay & Accounts officer, Ministry of Environment & Forests, New Delhi.

No interest shall be paid or can be claimed by the "Agency" for delayed payment.

"Tax Deducted at Source" will be made from each bill at the rates prescribed by the Government from time to time.

**Arbitration:**

24. In case of any dispute arising out of this contract/award of work between the "Employer" and the "Agency" the matter shall be sent to able arbitration of an enquiry committee which shall be appointed by the Director, National Museum of Natural History, New Delhi. The award of the arbitrator's decision shall be final. The submission shall be deemed to be submission to arbitration under the meaning of Arbitration Act, 1940 or any statutory modification thereof for the time being in force.

(G. N. Indresha)  
Scientist-C  
RMNH, Bhubaneswar

## REGIONAL MUSEUM OF NATURAL HISTORY

(National Museum of Natural History, New Delhi)  
Ministry of Environment & Forests, Govt. of India  
PO-RRL, Acharya Vihar, Bhubaneswar-751013  
Tele fax: 0674-2583784, 2584114

### Annexure-I

Name & address of the tenderer	Percentage of service / supervision charges for providing service			Signature of the tenderer or his authorized signatories with office seal
	% age of service charge from the monthly bill	Amount in figure	Amount in words	

**Note:** Any additional information/conditions furnished other than the information required in the prescribed format will lead to disqualification.