

BY SPEED POST

GOVERNMENT OF INDIA
National Museum of Natural History
(Ministry of Environment & Forests)

FICCI Museum Building,
Tansen Marg,
New Delhi-110001

No.08 (04)/2010-11/NMNH

Dated: 18th February '2011.

M/s-----.

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Subject: Regarding up gradation of existing reception for the purpose of publicity and promotion of the Museum

Sir,

This office needs to be upgraded of the existing reception for the purpose of publicity and promotion of the Museum. The design of the reception has been prepared and enclosed for necessary reference. The specifications for **UPGRADATIONS OF RECEPTION are as under** and to be executed as per the design.

**UPGRADATIONS OF RECEPTION WITH FABRICATION MAKE OF ASSAM WOOD,
WOODEN FRAME, ISI PLY BOARD, ISI LAMINATE 1 MM THICK ETC
SIZE 120"X90"X96"**

1. Wooden flooring (Leg Strong or equivalent Etc.)
2. Gypsum fall ceiling (Leg Strong or equivalent Etc.)
3. Wooden paneling with 2 color laminate finish ISI mark water proof 1 mm thickness
4. 2 nos. doors provision of half with glass and half with ply board etc or will be decided at the time of execution of work.
5. 10mm thick glass toughened as shown in the design
6. 1 Tag board
7. 2 nos. digital prints on laminate
8. 2 set 6mm white acrylic latter
9. Hardware and accessory (Hardwyn Etc.)

- 10 . Electrical wiring (Kalinga Cables Etc.)
11. 6 nos. ceiling double CFL lights (Philips Etc.)
12. Cove lights on digital print
13. Cove light on acrylic 3d letter
14. 1 electrical switch board (Havells Etc.)
15. Strips and plug points for computers and other uses (Cona Etc.)
16. Ac starter box (Havells Etc.)
17. 2 Chairs (GeeKen Etc.)
18. Dismantling of the existing structure
19. Salvage value of dismantle wooden structure.

Note: The estimate will be quoted in the following manner:

1. Separate Estimate for sl. 1 to 17.
2. Separate Estimate for Sl. No. 18.
3. Separate Estimate for Sl. No. 19

TECHNICAL BID

The contractor should have the following documents attached with quotation:

- (a) Proof of Income Tax Assessment.
- (b) Proof of PAN number.
- (c) Sales tax registration certificate.
- (d) Copy of such type work order, if any, with Govt. Sector/Undertakings etc.

TERMS AND CONDITION

2. The quotation should be given on firm's letter head giving address, telephone number, PAN Number etc.
3. The firm should also furnish earnest money deposit amounting of Rs. 8,000/- (Rupees Eight Thousand Only) in form of DD/Pay order in favour of Pay &Accounts Officer, Ministry of Environment & Forests, New Delhi along with quotation. The amount of the earnest money deposit will be released to unsuccessful firms after the finalization of the contract.
4. No advance payment will be made. The approved contractor shall submit their bill (in triplicate) on completion of awarded job and payment will be made within three or four week after completion of work/submission of bill.

5. The contract can be terminated by this office at any time without assigning any reason, if the work of the contractor is not found satisfaction. In this connection, the decision of DIRECTOR, NMNH shall be final and binding on the contractor.

6. The successful bidder will be required to furnish security deposit amounting to Rs. 20,000/- (Rupees Twenty Thousand Only) within 10 days from the date of acceptance of his tender. The security deposit shall be in the form of DD/Pay order/Fix deposit receipt/Bank Guarantee in favour of P& AO, Ministry of Environment & Forests, New Delhi. The Security Deposit will be refundable only after the satisfactorily up gradation of reception as per specification/design.

7. This department has the right to forfeit the security deposit in full or in part in the event of failure on the part of contractor to fulfill the terms and conditions of the contractor

8. After due date and time and without EMD, No quotation will be entertained.

9. The up gradation of the reception is required to be completed within period of 15 days from the date of awarding order; if it is not completed within the target time then penalty will charge as decided by the Department.

10. The contractor or his authorized representative could be present at the times of opening of quotation, if they so desire.

Quotations should be in proper sealed cover superscripted as **“Bid for up gradation of existing reception for the purpose of publicity and promotion of NMNH”**. This cover should contain two separate sealed envelopes one containing Technical Bid along with relevant documents and superscribed as **“Technical Bid for up gradation of existing reception for the purpose of publicity and promotion of NMNH”**.” while the other sealed envelope should contain Financial Bid superscribed as **“Financial Bid for up gradation of existing reception for the purpose of publicity and promotion of NMNH”**. The quotation should be addressed to **Dr. Reena Dey, Scientist D, NMNH, (Ministry of Environment and Forests), FICCI Museum Building, Tansen Marg, New Delhi** so as to reach her latest by 3 P.M (1500hrs) on **28th February’ 2011** either by post or personally deliver in the NMNH. The tender will be opened on the same day at 4.00 PM.

Yours faithfully,

(Dr. Reena Dey)
Scientist C & Head of Office