

BY SPEED POST

No. 08 (12)/06-07/NMNH/Admn.
Government of India
National Museum of Natural History
(Ministry of Environment and Forests)

FICCI Museum Building,
Barakhamba Road,
New Delhi-110001.
Dated 16/08/2011

M/s.....,

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Subject: Regarding operation of Lift of this office.

Sir,

I am directed to inform that this office requires obtaining the services for operation of lift make Techno and specification are as under:

S.No.	Description of items	Quantity
1.	Running and operation of 13 passenger (884 Kg) having contract speed of 1 mps carrying 6 floors as per detailed specifications: (from 9AM to 6 PM) a) Speed: 1 mps b) Floors: Basement +1st floor to sixth floor c) Travel: 12 meter. d) Stop and opening : 8+8 (all opening same side) e) Controller: A.C. Variable voltage & Variable frequency. f) Automatic rescue device complete with dry maintenance free batteries as required.	One Job

TECHNICAL BID

1. Copy of Registration.
2. Copy of valid DVAT,
3. Copy Service Tax Registration certificate,
4. Copy ESI registration and EPF.

5. Copy of order for operating of Lift in the Govt. Department, Public undertakings, Private office etc.

(All the documents in support of technical bid should be self attested)

TERMS AND CONDITION

1. The firm should also furnish earnest money deposit amounting of Rs. 4,000/- (Rupees Four 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 the unsuccessful firms after the finalization of the contract.

1(a). The contractor shall depute necessary trained & technically qualified staff on lift on all days except the National holidays or holidays observes by the Museum or as per direction of Head of Office.

**13 passenger lift- one
Lift operator – one number
Shift 9.00 AM to 6.00 PM**

2. The contractor shall have to maintain the attendance register of staff and any change in staff should be brought to the notice of Head of Office.

3. In case of deployed personnel found absent from duty, the recovery shall be made on the basis of the per day salary.

4. The lift operator should have minimum 2 year experience in operation of lift.

5. The staff deputed should not be less than 18 years of age.

6. In case of any kind of breakdown/fault noticed during operation of lifts, the same shall be brought to the notice of Head of Office of this office.

7. The lift operating staff should be in proper uniform as approved by Head of Office of this office.

8. The staff engaged by the firm should be well behaved to deal with the staff including officers of NMNH and visitors inside the lift.

9. The firm shall have to make their own arrangement of stool etc.inside the lift for operating staff.

10. Payment of contractor shall be made monthly basis after completion of each month.

11. The contractor shall be fully responsible for any kind of theft/damage to the lift installation.
12. The operation of lifts shall be carried out to the entire satisfaction of Director/NMNH and Head of office.
13. The department shall not responsible for any kind of compensation arising out of workman's compensation act and contractor shall be fully responsible for the same.
14. The contractor can be terminated at any time without assigning any reason by the Director/NMNH.
15. The firm will pay minimum wages approved by Delhi Govt to the staff.
16. The contractor will maintain log book and daily check book , the log book shall be placed before Head of Office of NMNH daily for verification.
17. The successful bidder will be required to furnish security deposit 10% of the total cost 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 successfully completion of the contract.

NECESSARY CHECKS

- 1. Landing of the cabin/cage at all the floors should be proper and no sound is come while the operation of lift.**
- 2. All the safety systems work satisfactorily.**
- 3. Doors on all the floors should not open unless the cabin/cage is in front of the landing doors**
- 4. Cabin/cage should not over shoot/under shoot.**
- 5. Floor door should not open when the lift is in operation.**

FINANCIAL BID

S.No.	Description of items	Rate for one Month	Total amount on Annual basis
1.	<p>Running and operation of 13 passenger (884 Kg) having contract speed of 1 mps serving different floors in the lift shaft as per detailed specifications as under lift of 1.0 Meter P/Sec Speed different floors as per details as under:</p> <p>a) Speed: 1 mps b) Floors: Basement +1st floor to sixth floor c) Travel: 12 meter. d) Stop and opening : 8+8 (all opening same side) e) Controller: A.C. Variable voltage & Variable frequency. f) Automatic rescue device complete with dry maintenance free batteries as required.</p> <p>13 passenger lift- one Lift operator – one Timing 9 AM to 6 PM All days except the National holidays or holidays observes by the Museum or as per direction of Head of Office.</p>		
	One Job		

Quotations should be in proper sealed cover superscripted as “**Bid** for awarding of **Contract for operating of lift of the NMNH**”. This cover should contain two separate sealed envelopes one containing Technical Bid along with relevant documents and superscribed as “**Technical Bid** for awarding of **Contract for operating of lift of the NMNH**” while the other sealed envelope should contain Financial Bid superscribed as “**Financial Bid** for awarding of **Contract for operating of lift of the NMNH**”. The quotation should be addressed to **Dr. Reena Dey, Scientist C, NMNH,(Ministry of Environment and Forests) , FICCI Museum Building, Barakhamba Road, New Delhi** so as to reach her latest by 3.00 P.M. on **29/08/2011 either by post or by hand**. The tender will be opened on the same day at 4.00 PM.

Yours faithfully,

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