

**BY SPEED POST**

**GOVERNMENT OF INDIA**  
*National Museum of Natural History*  
**(Ministry of Environment & Forests)**  
FICCI Museum Building, Tansen Marg, New Delhi- 110 001

No.10 (14)/12-13/NMNH/Amn.

Dated: 18<sup>th</sup> August 2012.

To,

M/s \_\_\_\_\_,

\_\_\_\_\_

\_\_\_\_\_.

**Subject: Regarding awarding of urgent work for repairing and modernization of front side lift of this office.**

Sir,

Sealed tenders are invited from reputed firms/agencies/contractor (here in after called as "Agency" regarding **awarding of urgent work for repairing and modernization of front side lift of this office.** The specifications of the work are as under:

Sl.No.	Specification	Nos of Unit
1.	Controller with v3f drive	01
2.	Car door and door drive	01
3.	ARD	01
4.	COP and LP Box with dotmatrix display	
5.	Complete wiring	
6.	Painting of all existing Lift doors	08
7.	Labour charges	

Note: Provision is also to be made for removing of bats which are inside the life area and rate of that estimate also to be given.

- 2. Opening of Tenders:** The tenders received will be opened at 1500 hrs on 27/08/12 in the presence of the authorized representatives, if any, of the bidders in this office. Request for extension of opening date of tenders will not be considered. Quotation will also be opened on scheduled date and time in case of non-presence of any representative of the Agencies.
- 3. Qualifying Criteria:** Only Agencies having experience of at least two years for undertaking similar work at Government Ministries/ Departments/ Government Organizations/ PSUs/ Corporate Sector etc. need to apply. While submitting the tender, the intending tenderer shall have to furnish to NMNH self attested copies of following certificates/documents:

- I. Copies of valid certificates of Income Tax clearance, Service Tax, PAN number and any other tax as applicable for last two years.
- II. Details of the Agency in case of Partnership Firms.
- III. Service tax registration under Asstt. Commissioner, Service tax and registration of VAT.
- IV. Supporting documents for getting ISO certified co. if any.

#### **TERMS AND CONDITION**

- a. The rate should be mentioned in figures as well as in words exclusive of taxes and levies in the financial bid document attached as Annexure-I. Financial bids submitted in any other format will not be accepted. The taxes and other levies, if any, should be indicated separately. In case nothing is mentioned, it will be assumed that taxes/other levies are included in the rates quoted.
- b. **The Agency should also furnish earnest money deposit amounting of Rs. 8,000/- (Rupees Eight Thousand Only) in form of DD/Pay order in favour of P&AO, 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.**
- c. **Unsealed/unsigned quotations shall not be considered for evaluation. Quotations without EMD shall be summarily rejected. There should be no erasing and/or overwriting. The quotations with erasing and/or overwriting shall be summarily rejected.**
- d. The Agency may visit in this office for inspecting the proposed work before quoting of rates between office hours except any gazetted holiday between 10 AM to 5 PM. If any information related to the above proposed work, is requested, may contract to the **Caretaker** of this office.
- e. No advance payment will be made. The approved Agency 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.
- f. The contract can be terminated by this office at any time without assigning any reason, if the work of the contractor is not found satisfactorily. In this connection, the decision of Director, NMNH shall be final and binding on the contractor.
- g. The successful bidder (Agency) will be required to furnish security deposit amount 10% of total contract value within 10 days from the date of acceptance of job order. 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 satisfactory completions of work. No interest will be paid on the security deposit.

- h. This office has the right to forfeit the security deposit in full or in part in the event of failure on the part of agency to fulfill the terms and conditions of the contractor.
- i. After expiry of last date, no quotation will be entertained.
- j. The awarded work should be completed within the period indicated in the job order. If it is not completed within the time as specified in the order, then penalty will be charged as decided by the NMNH.
- k. The Agency or its authorized representative could be present at the times of opening of quotation, if they so desire.
- l. **In case of accident if nay during the work leading to damage to property/life of the labourers, the full responsibility lies with Agency only.**
- m. Contract Agreement or Award of work should be done before commencement of the work as per annexure-II.
- n. An inspection report will be submitted by the executed firm along with an undertaking about satisfactorily completion of work pertaining to repairing and modernization of front side lift of this office.
- o. Drawing of electrical wiring may be provided to NMNH and **whatever material will be removed from the lift during the course of modernization will be handed-over to NMNH.**

Quotations should be in proper sealed cover superscripted as **“Bid regarding awarding of urgent work for repairing and modernization of front side lift of this office.** This cover should contain one separate sealed envelope containing Financial Bid superscribed as **“Financial Bid regarding awarding of urgent work for repairing and modernization of front side lift of this office.** The quotation should be addressed to **Dr. Smt. Reena Dey, Scientist C/Head of Office NMNH, (Ministry of Environment and Forests), Tansen Marg, New Delhi** so as to reach her latest by 1400hrs on **27<sup>th</sup> August 2012 by post/by hand. The tender will be opened on the same day at 1500 hrs.**

Encl: as above

Yours faithfully,

(Vinod Kumar)  
Administrative Officer

**ANNEXURE-I**

**FINANCIAL BID**

<b><u>S.No.</u></b>	<b><u>Specification</u></b>	<b>Nos of Unit</b>	<b><u>Rate should be quoted In lump-sum In figure As well As in words</u></b>	<b><u>Service Tax/VAT Charges etc to be quoted in Figure as well as words</u></b>
1.	Controller with v3f drive	01		
2.	Car door and door drive	01		
3.	ARD	01		
4.	COP and LP Box with dotmatrix display			
5.	Complete wiring			
6.	Painting of all existing L.doors	08		
7	Labour charges			

Note: Provision is also to be made for removing of bats which are inside the life area and rate of that estimate also to be given.

**Certificate:** I have physically inspected the premises and understand the volume of work and agree to the terms and conditions laid down in the letter inviting quotations.

Signature of Authorized Signatory

NAME OF THE AGENCY WITH SEAL

**ANNEXURE-II**

**Agreement**

AGREEMENT FOR ACTING AS CONTRACTOR FOR at National Museum of Natural History (Ministry of Environment & Forests), FICCI Museum Building, Barakhamba Road, New Delhi.

Contract Agreement No..... dated.....  
An agreement Regarding urgent work for repairing and modernization of front side lift of this office at National Museum of Natural History (Ministry of Environment & Forests)(hereinafter called the contract) is made this .....Day of ..... Between M/s .....having it's office situated at .....New Delhi through Mr..... (hereinafter called the Contractor), which terms shall unless excluded by or repugnant to the subject or context, include its successors and permitted assignees of the one part.

And the National Museum of Natural History( Ministry of Environment & Forests), New Delhi (hereinafter called the company which term shall unless excluded by or repugnant to the subject or context, include its successors and assignees) on the other part for the purpose regarding urgent work for repairing and modernization of front side lift of this office of at National Museum of Natural History (Ministry of Environment & Forests) FICCI Museum Building, Tansen Marg, New Delhi, at the rates quoted and accepted and under the terms and conditions specified in the tender document and its Annexure.

Whereas the Agency has agreed with the NMNH for work set forth in the tender document and its annexure, which shall be treated as an integral part of this agreement. In consideration of the payment to be made by NMNH, the Agency shall duly perform the said operations in the said tender document and its annexure set forth and shall execute the same with great promptness and diligence in a workman like manner to the satisfaction of NMNH and will effect from.....day of .....2012.....upto..... of .....2012 and will observe, carryout the work in accordance with the terms and conditions of contract with effect from day of .....2012upto .....of..... 2012 and will observe, fulfill and honour all the conditions herein mentioned (which shall be deemed and taken to be part of this contract as if the same had been fully set forth therein) and NMNH hereby agrees that if the Agency observe and honour the said terms and conditions and specification of the work, NMNH will pay or cause to be paid to the Agency for the operations, on the completion thereof, the amount due in respect thereof at the rates specified in the schedule hereto annexed.

In witness whereof the said parties have hereunto set their hands the day and year first above written.

**For and on behalf of NMNH**

**Agency**

Witness

- 1.
- 2.