

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

FICCI Museum Building, Tansen Marg, New Delhi – 110 001.

No.10 (01)/12-13/NMNH/Admn

Dated: 04<sup>rd</sup> April 2012.

**SUB: NOTICE INVITING TENDERS FOR ANNUAL MAINTENACNE CONTRACT ON COMPREHENSIVE BASIS AND OPERATION OF VOLTAS AIR CONDITIONING PLANT 5 UNITS OF 5 TON EACH IN THE NATIONAL MUSEUM OF NATURAL HISTORY.FICCI MUSEUM BUILDING, TANSEN MARG, NEW DELHI.**

Sealed quotation are invited for ANNUAL MAINTENACNE CONTRACT ON COMPREHENSIVE BASIS AND OPERARATION OF VOLTAS AIR CONDITIONING PLANT 5 UNITS OF 5 TON EACH IN THE NATIONAL MUSEUM OF NATURAL HISTORY at FICCI Museum Building Barakhamba Road, New Delhi for a period of one year which may be extendable from the date on which the contract is awarded, if services is found satisfactory during the year.

1. **QUILIFYING CREITERIA**

- a) **Experience on the above job.**
- b) **List of clients.**
- c) **Annual turnover.**
- d) **Pan Number.**
- e) **Registration with Service Tax Department.**  
**(Supporting documents to be attached with technical bid)**

2. **Debarring Conditions:-**

(i) Firms/companies/dealers registered in the name of any employee of NMNH or their close relative is debarred from submitting bids under this notice. **(Annexure-II).**

(ii) No sub-contracting of the Service allotted is permissible by NMNH. The near relatives of all NMNH employees either directly recruited or on deputation are prohibited from participation in this tender.

(iii) The contractor shall not engage any person below 18 years of age for dealings with NMNH

3. **FINANCIAL BID**

- a) Maintenance services to be provided for monthly leak testing of refrigeration cycle and repairs with gas charging, if any.
- b). Quarterly greasing of all motors.
- c) Monthly cleaning of coils with water.
- d) Half-yearly cleaning of coils with chemicals.
- e) Fortnightly cleaning of fitters.
- f) Monthly cleaning of contactor's contact points.
- g) Repairs and replacement of the package units or parts thereof (including the electrical control panel) and power supply cables etc. from the energy meters to the plant's control panel, free of charge in the service station at the museum premises or in the plant room as and when required,
- h) Supply of all spares materials, hardware's and consumables free of charge needed for the Air-conditioners Plant Units as a result of wear and tear during the 12 months contract period.
- i) To provide free of charge, the safety measures and ISI mark equipments against any accidents, such as fire etc. and maintain them as may be required for the exigency of the situation or statutory requirements of the controlling Civil Authorities as per their laid down Rules and Regulations of running such an Air-conditioning Plant.
- j) Providing of pressure (0-500 PSI) and compound gauge (-30 to 150 PSI) of Febik Make for each package unit (Total five numbers each) with all fittings pipes and fixtures etc.
- k) Provision of temperature gauges in the Plant Room and its adjoining Projection Room, Auditorium and the Green Room for monitoring the temperatures.
- l) Attending of emergency calls immediately at any time and any day, during the operation of the contract period.

**TOTAL ONE TIME ANNUAL CHARGES SHOULD BE QUOTED FOR THE ABOVE ITEMS (a) to (l) excluding (i).**

**4. FOR OPERATION SERVICES TO BE PROVIDED AS**

(a) Full time one experienced Operator will be required during the normal office hours of six days in a week for operation of the A.C.Plant. (Except Monday will be off-day or on National Holidays etc when museum will be closed for visitors).

(b) The Operator may have to work for extra office hours, as and when requires without any additional charges and also on Monday, if necessary.

© The Operator will have to take and maintain records of hourly readings i.e. Temperature, pressure, amperes and voltages of the respective area and equipment, in case of heating and cooling.

**TOTAL ONE TIME ANNUAL CHARGES SHOULD BE QUOTED FOR THE ABOVE ITEMS (a) to (e).**

**5. TERMS AND CONDITION**

1.The firm should also furnish earnest money deposit amounting of Rs. 5,000/- (Rupees Five 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 all the firms after the finalization of the contract.

2.The successful tenderer will be required to furnish "Security Deposit "equivalent to 10% of the total contract with in 10 day from the acceptance of the contract. The security deposit shall be in form of Demand Draft/Bank guarantee/Fixed deposit receipt in favour of Pay &Accounts Officer, Ministry of Environment and forests, New Delhi. The successful tenderer will be required to enter into a contract with the National Museum of Natural History through MOU duly signed by the successful tenderer.

3. The security deposit will be refunded only after satisfactorily completion of the contract. The contract will be cancelled/terminated without assigning any reason thereof before the date of the expiry of the contract, in case during the period of contract, the services of the contractor are found to be unsatisfactory in any respect or in the event of breach of terms and conditions of the contract.

4. In case of any dispute arising between the contract holder and the NMNH or any constituent being party to the contract the sole authority for settlement of such disputes, will rest with the Arbitrator, appointed by the Director,NMNH.

5. The firm has to maintain a register for keeping of record for attendance of the operator and it may duly sign by the Projectionist.

6. The quarterly payment of the Annual Contract amount will be paid after expiry of the period of each quarter on satisfactory completion of the work.

7. No extra amount will be paid other than the contract amount for any other services rendered to run the A.C.Plant successfully as stipulated in the requirement/specifications.
8. The contractor may have to bear the cost in order to rectify any damages incurred because of the established faults, if any, in the maintenance or operation of the A.C.Plant during the effective contract period. The decision of the Director, National Museum of Natural History, New Delhi shall be final and binding in such matters.
9. The Director, National Museum of Natural History, New Delhi reserves the rights to accept or reject any of the tenders(s) without assigning any reason.
10. After expiry of last date, no tender will be considered for awarding of contract.
11. The successful tenderer shall have to execute an agreement which to be signed between nominated officer with the successful bidders as per annexure-III.
12. The financial bid should be submitted as per format mentioned in Annexure-I

Quotations should be in a sealed cover superscripted as **“Bid for ANNUAL COMPREHENSIVE MAINTENANCE CONTRACT AND OPERATION OF VOLTAS AIR CONDITIONING PLANT 5 UNITS OF 5 TON EACH IN THE NATIONAL MUSEUM OF NATURAL HISTORY”**. This cover should contain two separate sealed envelopes with documents duly self attested as mentioned in qualifying criteria while the other sealed envelope should contain Financial Bid superscribed as **“Financial Bid” for ANNUAL COMPREHENSIVE MAINTENANCE CONTRACT AND OPERATION OF VOLTAS AIR CONDITIONING PLANT 5 UNITS OF 5 TON EACH IN THE NATIONAL MUSEUM OF NATURAL HISTORY**. The quotation should be addressed to **Shri Vinod Kumar, Administrative Officer NMNH, Ministry of Environment and Forests, FICCI Museum Building, Tansen Marg, New Delhi** so as to reach him latest by **2.00 P.M. on 17<sup>TH</sup> April 2012 by post/by hand**. The tender will be opened on the same day at **4.00 PM**.

Yours faithfully,

(Vinod Kumar)  
Administrative Officer

**Annexure-I**

**Government of India**  
**National Museum of Natural History**  
**(Ministry of Environment and Forests)**

**FINANCIAL BID ANNUAL MAINTENANCE CONTRACT ON COMPREHENSIVE BASIS AND OPERATION OF VOLTAS AIR CONDITIONING PLANT 5 UNITS OF 5 TON EACH IN THE NATIONAL MUSEUM OF NATURAL HISTORY.FICCI MUSEUM BUILDING, TANSEN MARG, NEW DELHI.**

<b><u>Sl.No.</u></b>	<b><u>Description of work</u></b>	<b><u>Annual Charges should be quoted in Figure as well as in words</u></b>	<b><u>Details of applicable tax, if any</u></b>
<b><u>1</u></b>	<p>a) Maintenance services to be provided for monthly leak testing of refrigeration cycle and repairs with gas charging, if any.</p> <p>b).Quarterly greasing of all motors.</p> <p>c) Monthly cleaning of coils with water.</p> <p>d) Half-yearly cleaning of coils with chemicals.</p> <p>e) Fortnightly cleaning of fitters.</p> <p>f)Monthly cleaning of contactor's contact points.</p> <p>g)Repairs and replacement of the package units or parts thereof (including the electrical control panel) and power supply cables etc. from the energy meters to the plant's control panel, free of charge in the service station at the museum premises or in the plant room as and when required,</p> <p>h)Supply of all spares materials, hardware's and consumables free of charge needed for the Air-conditioners Plant Units as a result of wear and tear during the 12 months contract period.</p> <p>i) To provide free of charge, the safety measures and ISI mark equipments against any accidents, such as fire etc. and maintain them as may be required for the exigency of the situation or statutory requirements of the controlling Civil Authorities as per their laid down Rules and Regulations of running such an Air-conditioning Plant.</p> <p>j) Providing of pressure (0-500 PSI) and compound gauge (-30 to 150 PSI) of Febik Make for each package unit (Total five numbers each) with all fittings pipes and fixtures etc.</p> <p>k) Provision of temperature gauges in the Plant Room and its adjoining Projection Room, Auditorium and the Green Room for monitoring the temperatures.</p>		

	l) Attending of emergency calls immediately at any time and any day, during the operation of the contract period.		
<b>2.</b>	<p><b><u>For operation of AC Plant</u></b></p> <p>a) Full time one experienced Operator will be required during the normal office hours of six days in a week for operation of the A.C.Plant. (Except Monday will be off-day or on National Holidays etc when museum will be closed for visitors).</p> <p>(b) The Operator may have to work for extra office hours, as and when requires without any additional charges and also on Monday, if necessary.</p> <p>©The Operator will have to take and maintain records of hourly readings Temperature, pressure, amperes and voltages of the respective area and Equipment, in case of heating and cooling.</p>		

**Note:**

- (i) The service tax 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.

**Certificate:**

Having examined the tender documents, terms and conditions stipulated therein, specification of work etc., we the undersigned offer to execute the work of the subject cited above in conformity with the said specification and condition of contract at the rates quoted in the schedules of rates as above. If our bid accepted, we shall submit the securities as per the condition mentioned in the contract. We agree to abide by this bid for period of 120 days from the date of opening of financial bid and it shall remain binding upon us and may be accepted at any time before the expiry of that period.

Dated:

Signature of Authorized Signatory

NAME OF THE AGENCY WITH SEAL

**CERTIFICATE**

I.....s/o.....r/o.....  
hereby certify that none of my relative(s) as defined in the tender document is/are employed in NMNH as per details given in tender document. In case at any stage, it is found that the information given by me is false/incorrect, NMNH shall have the absolute right to take any action as deemed fit/without any prior intimation to me.

Signed.....

Name (Caps).....

Position.....

Date.....

**ANNEXURE-III**

(To be executed on Bond Paper of Rupees one Hundred)

**Agreement**

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

Contract Agreement No..... dated..... An agreement for cleaning work 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 for providing and fixing of wooden panel at National Museum of Natural History (Ministry of Environment & Forests) FICCI Museum Building, Barakhamba Road, 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 providing and fixing wooden panel as per the specification mentioned in financial bid 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 .....2010.....upto..... of .....2011 and will observe, carryout the work in accordance with the terms and conditions of contract with effect from day of .....2010 upto .....of..... 2011 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 of the contract, 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.