

BY SPEED POST

GOVERNMENT OF INDIA

National Museum of Natural History
(Ministry of Environment & Forests)

Tansen Marg
New Delhi-110001

No.11 (03)/2012-13/NMNH

Dated: 10th July 2012

To,

M/s-----

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Subject: Comprehensive Annual Maintenance Contract, re-filling of fire-extinguisher and replacement of parts of fire extinguisher of this office.

Sir,

Sealed tender invited are invited from reputed firms regarding Comprehensive Annual Maintenance contract of fire safety system, re-filling of fire-extinguisher and replacement of parts of Fire Extinguishers of National Museum of Natural History, New Delhi.

REFILLING OF FIRE EXININGUSHER

<u>Sl.No.</u>	<u>Particulars</u>	<u>Quantity</u>
<u>1.</u>	Refilling, servicing and hydraulic testing, painting of fire extinguisher abc type 2kgs	02 nos.
<u>2.</u>	Refilling, servicing and hydraulic testing, painting of fire extinguisher abc type 5kgs	04 Nos
<u>3.</u>	Refilling, servicing and hydraulic testing, painting of fire extinguisher water Co2 Type 9liters	02 Nos.
<u>4.</u>	Refilling, servicing and hydraulic testing, painting of fire extinguisher Co2 type 2kgs	02 Nos.
<u>5.</u>	Refilling, servicing and hydraulic testing, painting of fire extinguisher Co2 type 4.5kgs	05 nos
<u>6.</u>	Refilling, servicing and hydraulic testing, painting of fire extinguisher Co2 type 6.2kgs	02 Nos.

REPLACEMENT OF PARTS OF FIRE EXTINGUSHERS

<u>Sl. No.</u>	<u>Particulars of parts</u>
<u>1.</u>	<u>Hose and horn for Co2</u>
<u>2.</u>	<u>Co2 Valve</u>
<u>3.</u>	<u>ABC Valve</u>
<u>4.</u>	<u>ABC hose pipe</u>
<u>5.</u>	<u>Gauge</u>
<u>6.</u>	<u>Sticker</u>

7.	<u>Cartridge for Co2</u>
8.	<u>Safety pin</u>
9.	<u>Co2 handles</u>
10.	<u>Proper locking arrangement on fire Box</u>

The terms and condition under Comprehensive Annual Maintance Contract for Fire Safety System installed in Museum Building and its operating will be governed as follows:

- a.. Monthly inspection, Maintance and testing of the fire safety systems installed in the building with dual purpose of ensuring the efficient working of system in emergency & ensuring the maximum longevity of the system with minimum breakdowns.
- b. Periodic training/ drill to the staff to ensure that all staff is ready at all times to handle any fire emergency. Mock fire drills will also be undertaken from time to time.
- c. The staff of NMNH including Officers will be available for any kind of fire safety counseling as and when required.
- d. Check list/Maintance card will be placed on all equipment that will be signed by your Maintance person after ensuring that the equipment is in prefect working.
- e. All emergency calls will be attended within 24 hours.
- f. No payment will be allowed, if any case, defective parts will be replaced by the agency under CAMC.
- g. The payment of CAMC will be released only after completion of each quarter/half yearly basis and No advance payment will be made for CAMC.
- h. The Contract of Comprehensive Annual Maintance Contract will be valid from the date of award of contract. This may be extended for further one year on mutual consent on the same rate, terms and condition.

GENERAL TERMS AND CONDITION OF CONTRACT

1. The rates for CAMC of fire safety system, re-filling of fire extinguisher and replacement of parts of fire extinguisher will be valid for a period of one year from the date of awarding of contract and it may extendable by one more year subject to satisfactory performance will be given by the agency/firm and by mutual consent with the contractor/agency on the same rate, terms and condition.
2. The agency will be enclosed all relevant document as mentioned in **Annexure-I**
3. **The tender should be sent in Proper sealed cover addressed to Director, National Museum of Natural History, 6th floor, Tansen Marg, New Delhi- 110 001. The tender will be received upto 2 PM on 21.07.2012 and will be opened on the day at 3.00 PM. Tenders which are not complete in all respect and or having cutting and over writing are liable to be rejected.**
4. No tender will be accepted without requisite EMD. The EMD shall be in the shape of **DD/Pay order of Rs. 1,000/- (Rupees one thousand only) 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. No interest is payable on EMD. DD/Pay Order should be valid for a period of 45 days beyond the final bid validity period and should be further renewable, if required. The EMD will be refunded to the successful tenderer after receiving of performance guarantee.

5. The successful tenderer will be required to submit a sum of Rs. 2,000/- (Rupees two thousand only) as a performance security. 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 DD/Pay order/Fix deposit receipt/Bank Guarantee should be valid for 90 days beyond the contract period and shall be submitted within seven days from the issue of letter of Award.

6. During the entire period of contract, no request for any increase in the rate on any account will be entertained.

7. Director, NMNH reserves the right to reject any or all the tenders without assigning of any reason.

8. If the firm fails to provide satisfactory performance, NMNH shall be at liberty to terminate the contract and withhold the performance Guarantee Deposit at any time by giving a notice.

9. TDS as applicable under the rules will be deducted at source from each bill of the firm.

10. The awarded firm will be required to execute an agreement with the NMNH about Comprehensive Annual Maintenance Contract as per Annexure-II and also submit the certificate as per Annexure-III.

11. In case any dispute relating to this contract which may arise during or after the execution of the contract shall be referred to the arbitrator appointed by the Director, NMNH whose decision shall be final and binding on both parties i.e. NMNH and firm. The proceeding of the arbitration shall be carried out in New Delhi.

12. The applicable taxes should be clearly mentioned in the tender separately, it will be presumed that the prices quoted are inclusive of all taxes/charges. No claim for taxes/charges will be entertained at a later stage.

13. The tenderer can remain present himself or his authorized representative at the time of opening of tender.

14. A copy of terms and condition duly signed by the tenderer, as a token of acceptance of the same should be attached along with the tender.

15. In case of violation of any clause, the explanation of the firm can be called by issuing show cause notice. If the reply submitted by the firm is not found satisfactory, action as per law and rules will be taken against the firm.

16. All disputes are subject to the Jurisdiction on the Courts in the N.C.T. of Delhi.

17. The tender will be rejected straight way without assigning any reasons if the firm involves in any criminal cases, declared black listed by any Govt/Semi-Government Deptt./Agencies etc.
18. The financial bid will be submitted as per Annexure- IV, V & VI.

Yours faithfully,

(Vinod kumar)
Administrative Officer

ANNXURE-I

DOCUMENTS REQUIRED TO BE ATTACHED WITH TENDER:

1. EMD in the shape of DD/Pay order/Banker Cheque in favor of Pay & Accounts Officer, Ministry of Environment and Forests, New Delhi.
2. PAN/sales tax/vat registration certificate
3. Latest tax/vat clearance certificate or VAT
4. Documents related to past performance.
5. Copy of terms and condition duly signed with seal of the firm in token of acceptance of terms and condition.
6. All the firms participating in the tender must submit a list of their owners/partners etc and a certificate to the effect that the firm is neither blacklisted by any Govt. Department nor any criminal case is registered against the firm or its owner or partners in anywhere in India.
7. All the supporting documents as required in the tender shall be attached.

Signature of Tenderer_____

Name in Block Letters_____

Full address with telephone Nos_____

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.....

Agreement

AGREEMENT FOR ACTING AS CONTRACTOR FOR CAMC of Fire Safety System installed in Museum Building at National Museum of Natural History (Ministry of Environment & Forests), Tansen Marg, New Delhi.

Contract Agreement No..... dated..... An agreement for CAMC of Fire Safety System at National Museum of Natural History (Ministry of Environment & Forests)(hereinafter called the contract) is made thisDay of Between M/shaving it's office situated atNew 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 of CAMC of Fire Safety System 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 cleaning 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 of2010.....upto..... of2011 and will observe, carryout the work in accordance with the terms and conditions of contract with effect from day of2010 uptoof..... 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.

Annexure-IV

FINANCIAL BID FOR REFILLING OF FIRE-EXTINGUSHER

<u>Sl.No.</u>	<u>Particulars</u>	<u>Quantity</u>	<u>Rate quoted For one number</u>	<u>Applicable Tax If any</u>
1.	Refilling, servicing and hydraulic testing, painting of fire extinguisher abc type 2kgs	02 nos.		
<u>2.</u>	Refilling, servicing and hydraulic testing, painting of fire extinguisher abc type 5kgs	04 Nos		
<u>3.</u>	Refilling, servicing and hydraulic testing, painting of fire extinguisher water Co2 Type 9liters	02 Nos.		
<u>4.</u>	Refilling, servicing and hydraulic testing, painting of fire extinguisher Co2 type 2kgs	02 Nos.		
<u>5.</u>	Refilling, servicing and hydraulic testing, painting of fire extinguisher Co2 type 4.5kgs	05 nos		
<u>6.</u>	Refilling, servicing and hydraulic testing, painting of fire extinguisher Co2 type 6.2kgs	02 Nos.		

Signature of Tenderer_____

Name in Block Letters_____

Full address with telephone Nos_____

ANNEXURE- V

FINANCIAL BID FOR REPLACEMENT OF PARTS OF FIRE EXTINGUISHERS

<u>Sl. No.</u>	<u>Particulars of parts</u>	<u>Rate for each parts</u>	<u>Details of Applicable taxes</u>
<u>1.</u>	<u>Hose and horn for Co2</u>		
<u>2.</u>	<u>Co2 Valve</u>		
<u>3.</u>	<u>ABC Valve</u>		
<u>4.</u>	<u>ABC hose pipe</u>		
<u>5.</u>	<u>Gauge</u>		
<u>6.</u>	<u>Sticker</u>		
<u>7.</u>	<u>Cartridge for Co2</u>		
<u>8.</u>	<u>Safety pin</u>		
<u>9.</u>	<u>Co2 handles</u>		
<u>10.</u>	<u>Proper locking</u> <u>Arrangement on fire-box</u>		

Signature of Tenderer_____

Name in Block Letters_____

Full address with telephone Nos_____

Financial bid for Comprehensive Annual Maintenance Contract of Fire safety system installed in Museum Building

Particular of terms and condition of CAMC	Rate for Comprehensive Annual Maintenance Contract of Fire safety system installed in Museum Building	Details of Applicable taxes, if any
<p>a.. Monthly inspection, Maintenance and testing of the fire safety systems installed in the building with dual purpose of ensuring the efficient working of system in emergency & ensuring the maximum longevity of the system with minimum breakdowns.</p> <p>b. Periodic training/ drill to the staff to ensure that all staff is ready at all times to handle any fire emergency. Mock fire drills will also be undertaken from time to time.</p> <p>c. The staff of NMNH including Officers will be available for any kind of fire safety counseling as and when required.</p> <p>d. Check list/Maintenance card will be placed on all equipment that will be signed by your Maintenance person after ensuring that the equipment is in perfect working.</p> <p>e. All emergency calls will be attended within 24 hours.</p> <p>f. No payment will be allowed, if any case, defective parts will be replaced by the agency under CAMC.</p> <p>g. The payment of CAMC will be released only after completion of each quarter/half yearly basis and No advance payment will be made for CAMC.</p> <p>h. The Contract of Comprehensive Annual Maintenance Contract will be valid from the date of award of contract. This may be extended for further one year on mutual consent on the same rate, terms and condition.</p>		

Signature of Tenderer_____

Name in Block Letters_____

Full address with telephone Nos_____