

No. 8(3)2011-12/NMNH
GOVERNMENT OF INDIA
NATIONAL MUSEUM OF NATURAL HISTORY
(Ministry of Environment & Forests)

Tansen Marg,
New Delhi-110001
Dated: 21.12.2011

To,

M/s. _____

Subject: **Procurement of Acrylic Sheet (Imported), Sun Board/Fom Board & Vinayl Sheet.**
Sir,

This Museum requires the following items of material on competitive rates Details of the required materials are given below:-

<u>Sr. No.</u>	<u>Description of Items</u>	<u>Quantity</u>
1.	Imported <u>Acrylic Sheet 4mm (8'x6')</u> <u>Green,Blue,Brown</u>	<u>40 Nos.</u>
2.	Imported <u>Acrylic Sheet opaque 4mm (8'x6')</u> <u>White</u>	<u>40 Nos.</u>
3.	<u>Sun Board/Foam Board 4mm (4'x8')</u>	<u>40 Nos.</u>
4.	<u>Vinayl Sheet for pasting on</u> <u>Sunmica in the Gallery for</u> <u>New look</u>	<u>5000 sq. feet</u>

Term and Condition:

1. Supplier should submit and Earnest Money Deposit (EMD) of Rs 9,360/- (Rs. Nine thousand Three hundred sixty only) in the form of DD/Pay order in favor of P &AO, Ministry of Environment & Forests, New Delhi along with quotation. The amount of earnest money deposit will be released to unsuccessful firms after the finalization of the contract.
2. 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-II. 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.
3. The material should be supplied as per make/brand as mentioned in NIT
4. Technical bid should be submitted as per Annexure –I
5. Payment procedure should be clearly mentioned.

Quotations should be in proper sealed cover superscripted as “Bid regarding **Procurement of Acrylic Sheet, Sun Board/Foam Board & Vinayl Sheet.** this cover should contain two separate sealed envelopes one containing technical Bid along with relevant documents and subscribed as “**Technical Bid**” regarding **Procurement of Acrylic Sheet, Sun Board/Foam Board & Vinayl Sheet.** While the others sealed envelope should contain financial bid subscribed as “**financial Bid**” regarding “**Procurement of Acrylic Sheet, Sun Board/Foam Board & Vinayl Sheet.**” The quotation should be addressed to Dr. Reena Dey, Scientist-C, National Museum of Natural History, Tansen Marg, New Delhi so as to reach her latest by 3.00 P.M. on 6th Jan, 2012.by post/by hand. The tender will be opened on the same day at 4.00 P.M.

If you are interested to supply the following items to this office, you may submit your quotation to the undersigned latest by 6th Jan, 2012.

Yours faithfully,

(Dr. Reena Dey)
Scientist-C & HO

Annexure - I

Technical Bid

Sr. No.	Particular	
1.	Vat No.	
2.	Tan No.	
3.	Pan No.	
4.	Sale Tax No.	

(Supporting documents to be attached and duly signed by the firm.)

(Signature of Authorized Signatory)

Name of the Supplier with Seal

Financial Bid

Sr. No.	Description of Items	Quantity	Rate per unit	charges etc to be quoted applicable Tax words and figure	Total Amount
1.	Imported Acralic Sheet 4mm (8'x6') Green,Blue,Brown	40 Nos.			
2.	Imported Acralic Sheet opaque 4mm (8'x6')White	40 Nos.			
3.	Sun Board/Fom Board 4mm (4'x8')	40 Nos.			
4.	Vinayl Sheet for pasting on Sunmica in the Gallery for New look	5000 sq. feet			
5.	Cartage and labor charges, if any, as items may be stored at 4 th floor of this office	One job			
Total					

(Signature of Authorized person with seal)
Name of Supplier with Seal