

By speed post

No.08 (09)/2012-13/NMNH/Admn
GOVERNMENT OF INDIA
NATIONAL MUSEUM OF NATURAL HISTORY
(Ministry of Environment & Forests)
Tansen Marg, NEW DELHI-01.

Dated 01st June 2012.

To,

As per list.

Subject: Procurement of cleaning materials and other Misc. Items through Limited Tender- Regarding.

Sir,

Sealed Tenders are invited from reputed firms/Manufactures or their authorized distributors/ registered with Kendriya Bhandar/NCCF for the supply of cleaning materials and other misc. items to National Museum of Natural History, as per list enclosed. The general Terms and condition for submitting the tenders are as under:

GENERAL TERMS AND CONDITIONS

1. The contract will be valid for a period of one year from the date of award of contract. It may be extended further one year on mutual consent on the same rate, terms and condition.
2. The tender should be sent in sealed cover addressed to Director, National Museum of Natural History, 6th floor, Tansen Marg, New Delhi- 110 001. The tender will be received upto 3 PM on 16.06.2012 and will be opened on the day at 4.00 PM. Tenders which are not complete in all respect and or having cutting and over writing are liable to be rejected.
3. No tender will be accepted without requisite EMD. The EMD shall be in the shape of **DD/Pay order of Rs. 2,000/- (Rupees two 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.**

4. Firm has to make its own arrangement for supplying the Cleaning materials and other misc. items at office of NMNH Located at Tansen Marg, New Delhi within 07 days of receiving the order. However 2% penalty per day will be deducted from the bill incase supply is not received within seven days. No conveyance/extra charges will be paid for their movement.
5. Rates of branded items, as indicated in the list may be mentioned. Supplier will be responsible for ensuring good quality/brand mentioned in the order. The defects, if any, in the items should be replaced immediately.
6. The successful tenderer will be required to submit a sum of Rs. 5,000/- (Rupees five 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.
7. During the entire period of contract, no request for any increase in the rate on any account would be entertained.
8. Director, NMNH reserves the right to reject any or all the tenders without assigning of any reason.
9. 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.
10. TDS as applicable under the rules will be deducted at source from each bill of the firm.
11. The firm will be required to execute Annual Contract Agreement on a non-judicial paper of Rs. 100/- on acceptance of award of contract.
12. 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.
13. The quoted price must be inclusive of Excise Duty /VAT and other Charges etc.

14. If these taxes/charges are not mentioned separately, it will be presumed that the price quoted are inclusive of all taxes/charges. No claim for taxes/charges will be entertained at a later stage.

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

16. In case the firms fails to supply the item within stipulated delivery period. The material will be procured from the open market and the difference of cost, if any, will be recovered from the security Money and Pending bills of the defaulting firm, without giving any notice.

17. The payment will be made on receipt/acceptance of material in good condition as per prescribe specification. No advance payment will be made under any circumstances and no sub-standard material will be accepted.

18. 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.

19. 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.

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

21. Only sales tax/VAT payee agencies are eligible to fill this tender. Interested agencies must quote their sales tax/VAT No. in their quotation and also attached documentary proof of having registered with sales tax Deptt/VAT Deptt for sale of items etc with the bid.

22. The current sales Tax/VAT clearance certificate or current VAT receipt/challan must be attached with the tender.

23. 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 of its owner or partners anywhere in India.

24. 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.

25. This office will have the authority to select more than one firm forward of contract. This office will further reserve the right to decide whether a firm should be selected for supply of some item or all item listed with the tender.

26. Certificate for satisfactory performance from concerned Govt. Department (s) of at least two should be submitted along with the tender, if any. Otherwise supply order of any Govt. Department may be attached with the tender.

27. Details of taxes chargeable should be clearly indicated in each item.

Yours faithfully,

(Vinod kumar)
Administrative Officer

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 current Vat receipt/challan.
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 _____

LIST OF THE CLEANING MATERIALS & OTHER MISC. ITEMS TO BE PROCURED

S.no	Name of item	Make/Brand	Rate PerPcs	VAT	Amount
1	Room freshener (Lavender/Candi-make)				
2	Duster White (Fine) size 24x24				
3	Duster Yellow (fine) 36 x 36				
4	Soap (Cinthol/Lux/Lifeboy/ Dettol 100gm				
5.	Soap case (fine)				
6.	Vim 500 gram				
7.	Colin spray 500 ml				
8.	All out Machine				
9	All out refills				
10	Odonil big (Balsara) 100 Gram Pack				
11	Nirma Super 500 gram Pack)				
12	Surf 500/750 gram pack				
13	Hit Spray Mosquito (500 Ml.)				
14	Hit Spray (cockroach) 500 ml				
15	Begon Spray (5 Ltr Cane				
16	PAD Lock (Harrision (65 mm.)				
17	Torch (Eveready)				
18	Torch cell (Eveready)				
19	Rubber Mat Black ((Size 3x2)				

20	Click Lock				
21	Liquid Soap Container Plastic Fine				
22	Homacol Lequid Soap 5 liters Cane				
23	Dettol Liquid Soap (1 liter Bottle)				
24	Toilet Paper Roll				
25	Phenyle 5 Ltr. Cane (Bengal Chemical)				
26	Ceanzo 5 Ltrs. Cane (Metropol)				
27	Phool Jharu Heavy weight (Hari Ram Gulab Rai)				
28	Narial Jharu heavy weight				
29	Floor Duster (Fine) Size 40 x 40)				
30	Sanitary Cubes (Homacol (400 gram Pack)				
31	Naphthalene Balls (500 grms)				
32	Lizol				
33	Acid 1 Ltr				
34	Harpic –Toilet cleaning Liquid 500 ml				
35	Hand Gloves Pair- Rubber- in different size				
36	Dust PAN				
37	Jala Brush long Rod				
38	Wiper 12”				
39	Brush Toilet				
40	Platform Brush (Fine)				
41	Plastic Juna Big				
42	Plastic Drum (80 liters)				

43	Dustbin Plastic (with lid) 18 liters				
44	Bucket				
45	Mug				
46	Phul Jharu (normal)				
47	Floor Duster 40' x40' fine quality				
48	Napkin Paper packet (Daffodil ultra soft tissues)				
49	Air Freshener Stick				
50	Choke Remover Medium Plastic				
51	Choke Remover Medium Wooden				
52	Bleaching powder 1 KG Packet				
53	Garbage Bags (Black) 19x21				
54	Garbage Bags (Black) 29x39				
55	Mop 14' Refill floor cleaning				
56	Mop 6" Refill floor Cleaning				
57	Mop Stick				
58	Mop Stick Steel				
59	Mop Stick Galvanized				
60	Towels (Big) fine				
61	Wiper 18"				
62	Wiper 24"				
63	Wiper Handle Plastic				
64	Wiper Handle steel				
65	Mop Clip Plastic				
66	Mop Clip Galvanized				

67	Dust Bin 7 liter Cello				
68	Carpet Brush Hard				
69	Glass Wiper				
70	Thread Mops with bamboo Stick (12" x 5" x 350 Gms)				
71	Brasso 100 ml				
72	Silvo 100 MI				
73	Towels (small):Hand size				
74	Table Duster- A grade				
75	Table Duster- B Grade				
76	Stick with Mop Plastic				
77	Stick with mop Galvanized				
78	Toilet Round Brush				
79	Domex toilet cleaning liquid				
80	Hockey Type Brush Plastic				
81	Hockey type Brush wooden				
82	Surf 500 gram				

Date:

**Signature of Authorized Signatory
with seal**