

BY SPEED POST

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

FICCI Museum Building,
Barakhamba Road
New Delhi-110001.

No.10 (01)/14-15/NMNH/Admn

Dated: 1st May '2014.

To,

M/s.-----,

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, BARAKHAMBA ROAD, 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 extended for a further period of one year, if services is found satisfactory during the year.

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)

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).

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).

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.

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 one containing Technical Bid along with relevant documents and superscribed as **“Technical 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** 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 **Dr. Smt. Reena Dey, Scientist C and Head of Office, NMNH, Ministry of Environment and Forests, FICCI Museum Building, Barakhamba Road, New Delhi** so as to reach her latest by **2.00 P.M. on ,17th May’2014** by post/by hand. The tender will be opened on the same day at **4.00 PM**.

Yours faithfully,

(Reena Dey)
Scientist C & Head of Office