

BY SPEED POST

GOVERNMENT OF INDIA
National Museum of Natural History
(Ministry of Environment & Forests)
FICCI Museum Building, Tansen Marg, New Delhi – 110 001.

No.10 (06)/11-12/NMNH

Dated: 2nd February 2012.

To,

M/s-----.

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Sir,

Subject: **Regarding awarding of contract for fabrication and installation stain steel signage as per the specification in respect of National Museum of Natural History.**

This office is interested for **awarding of contract for fabrication and installation stain steel signage of NMNH.** The specification of signage:

FOR SIGNAGE WORK

(i). Dismantling existing signage.

(ii) (a)(i). Stainless steel made Capital letter in English 304 grade of 24 inch with 16 gauze stainless steel sheet on front and 20 gauze stainless steel sheet on the side. The depth of letter 2" size. The small letter of English shall be 18" with 16 gauze stainless steel sheet on front and 20 gauze stainless steel sheet on the side.

(a)(ii) Stainless steel made letter in Hindi in 304 grade of 28 inch with 16 gauze stainless steel sheet on front and 20 gauze stainless steel sheet on the side. The depth of letters is 2" size.

b) Two Nos. of symbol of Rhino are made in 304 grade stainless steel with 16 gauze front and 20 gauze side in 4ft dia-meter. The depth of Rhino is 3". Letter under the Rhino symbol shall be small i.e. 10" with 16 gauze stainless steel sheet on front and 20 gauze stainless steel sheet on the side. The small letter shall be fixed under Symbol of Rhino. (as per drawing)

c) Letters will be mounted on 3 mm ACP Sheet preferably in Terra Cota colour with height of 3ft and Rhino with small letter will be mounted on ACP Sheet Terra Cota in 4ft circle.

d) Fixing of letter in cemented wall appx. 25 ft height from the ground level either by using of scaffolding or otherwise.

(Drawing attached)

(iii). Salvage value of dismantled existing signage under buyback offer.

2. **Opening of Tenders:** The tenders received will be opened at 1600 hours on 10/02/12 in the presence of the authorized representatives, if any, of the bidders in this office. Request for extension of opening date of tenders will not be considered. Quotation will also be opened on scheduled date and time in case of non-presence of any representative of the firms.

3. **Qualifying Criteria:** Only firms having experience of at least one year for undertaking of interior decoration work etc at Government Ministries/ Departments/ Government Organizations/ PSUs/ Corporate Sector etc. need to apply. While submitting the tender, the intending tenderer shall have to furnish to NMNH self attested copies of following certificates/documents:

- i). Proof of executing of interior decoration work etc.
- ii). Copies of valid certificates of Income Tax clearance, Service Tax, PAN number and any other tax as applicable for last two years.
- iii) Details of the firm/company in case of Partnership Firms

TERMS AND CONDITION

a) The rate should be mentioned in figures as well as in words after deducting of salvage value of existing signage exclusive of taxes and levies in the financial bid document attached as Annexure-I. 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.

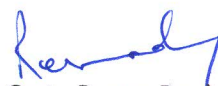
b) The firm should also furnish earnest money deposit amounting of Rs.5,000/- (Rupees Five Thousand Only) in form of DD/Pay order in favour of P&AO, Ministry of Environment & Forests, New Delhi along with quotation. The amount of the earnest money deposit will be released to unsuccessful firms after the finalization of the contract.

c) Unsealed/unsigned quotations shall not be considered for evaluation. Quotations without EMD shall be summarily rejected. There should be no erasing and/or overwriting. The quotations with erasing and/or overwriting shall be summarily rejected.

- d) The contractor may visit in this office for inspecting the proposed work before quoting of rates between office hours except any gazetted holiday between 10 AM to 5 PM. If any information related to the above proposed work, may contract to the **Caretaker** of this office. And also wants to get any technical information about work, may be contracted to the undersigned being in-charge of Technical Unit.
- e) No advance payment will be made. The approved contractor shall submit their bill (in triplicate) on completion of awarded job and payment will be made within three or four week after compilation of work/submission of bill.
- f) The contract can be terminated by this office at any time without assigning any reason. In this connection, the decision of Director/NMNH shall be final and binding on the contractor.
- g) The successful bidder will be required to furnish security deposit of total contract value within 10 days from the date of acceptance of job order. 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 Security Deposit will be refundable only after the satisfactory completions of work. No interest will be paid on the security deposit.
- h) This department has the right to forfeit the security deposit in full or in part in the event of failure on the part of contractor to fulfill the terms and conditions of the contractor
- i) After expiry of last date, No quotation will be entertained.
- j) The awarded work should be completed within the period indicates in the job order, if it is not completed within the time as specify in the order then penalty will charge as decided by the Department.
- k) The contractor or his authorized representative could be present at the times of opening of quotation, if they so desire.
- l) The letters of the signage should be shown before hanging at the existing location.
- m). The rate should be quoted after deducting of Salvage value of dismantled signagage.

Quotations should be in proper sealed cover superscripted as **"Bid Regarding awarding of contract for fabrication and installation stain steel signage as per the specification in respect of National Museum of Natural History.."** The quotation should be addressed to the undersigned (Smt. Dr.Reena Dey, Scientist C/Head of Office,) ***NMNH, Ministry of Environment and Forests, FICCI Museum Building, Tansen Road, New Delhi*** so as to reach to this office latest by 1500hrs on ***10th February 2012*** by post/by hand. The tender will be opened on the same day at 1600 hrs.

Yours faithfully,



(Dr.Smt. Reena Dey)
Scientist C & Head of Office

ANNEXURE-I**FINANCIAL BID**

<u>No.</u>	<u>Particulars of work</u>	<u>Rate should be quoted In Lump-sum/per- letter wise /per Rhino symbol wise after deducting of salvage value of dismantled signage in figure As well as words</u>	<u>Service Tax/VAT Charges etc to be quoted in Figure as well as words</u>
1.	Rate for dismantling of existing signage		
2.	<p style="text-align: center;"><u>FOR SIGNAGE WORK</u></p> <p>(a)(i). Stainless steel made Capital letter in English 304 grade of 24 inch with 16 gauze stainless steel sheet on front and 20 gauze stainless steel sheet on the side. The depth of letter 2" size. The small letter of English shall be 18" with 16 gauze stainless steel sheet on front and 20 gauze stainless steel sheet on the side.</p> <p>(a)(ii) Stainless steel made letter in Hindi in 304 grade of 28 inch with 16 gauze stainless steel sheet on front and 20 gauze stainless steel sheet on the side. The depth of letters is 2" size.</p> <p>b) Two Nos. of symbol of Rhino are made in 304 grade stainless steel with 16 gauze front and 20 gauze side in 4ft dia-meter. The depth of Rhino is 3". Letter under the Rhino symbol shall be small i.e. 10" with 16 gauze stainless steel sheet on front and 20 gauze stainless steel sheet on the side. The small letter shall be fixed under Symbol of Rhino.</p> <p>c) Letters will be mounted on 3 mm ACP Sheet preferably in Terra Cota colour with height of 3ft and Rhino with small letter will be mounted on ACP Sheet Terra Cota in 4ft circle.</p> <p>d) Fixing of letter in cemented wall appx. 25 ft height from the ground level either by using of scaffolding or otherwise.</p> <p style="text-align: center;">(Drawing attached)</p>		

Certificate: I have physically inspected the premises and understand the volume of job and agree to the terms and conditions laid down in the letter inviting quotations.

Signature of Authorized Signatory

राष्ट्रीय प्राकृतिक विज्ञान संग्रहालय



National Museum of Natural History

