

BY SPEED POST

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

No.10 (17)/12-13/NMNH/Admn.

Dated: 24th August 2012.

To,

M/s _____,

_____.

Subject: Regarding awarding of urgent work of painting with materials in the galleries and other area of National Museum of Natural History.

Sir,

Sealed tenders are invited from reputed firms/agencies/contractor (here in after called as "Agency") **Regarding awarding of urgent work of painting with materials in the galleries and other area of National Museum of Natural History.** The specifications of the work are as under:

| Sl.No. | Specification of painting work |
|--------|--|
| 1. | Distempering with 1st quality acrylic washable distemper (ready made) of approved manufacturer and of required shade and colour complete. As per manufacturer's specification. (Two or more coat). |
| 2. | Painting with synthetic enamel paint of approved brand and manufacture of required colour to give an even shade. (Two or more coat) +(with spray machine) |
| 3. | Wall painting with acrylic emulsion paint of approved brand and manufacture to give an even shade (two or more coat) |
| 4. | French sprit polishing including a coat of wood filler with spray machine (Two or more coat) |

- 2. Opening of Tenders:** The tenders received will be opened at 1500 on 10/09/12 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 Agencies.
- 3. Qualifying Criteria:** Only Agencies having experience of at least two years for undertaking similar work at Government Ministries/ Departments/ Government Organizations/ PSUs/ Corporate Sector/Private office 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. Copies of valid certificates of Income Tax clearance, Service Tax, PAN number and any other tax as applicable for last two years.
- II. Details of the Agency in case of Partnership Firms.
- III. Service tax registration under Asstt. Commissioner, Service tax and registration of VAT.
- IV. Supporting documents for getting ISO certified co. if any.

TERMS AND CONDITION

- a. 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-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 Agency should also furnish earnest money deposit amounting of Rs. 2,000/- (Rupees Two 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 Agency 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, is requested, may contract to the **Caretaker** of this office.
- e. No advance payment will be made. The approved Agency shall submit their bill (in triplicate) on completion of awarded job and payment will be made within three or four week after completion of work/submission of bill.
- f. The contract can be terminated by this office at any time without assigning any reason, if the work of the contractor is not found satisfactorily. In this connection, the decision of Director, NMNH shall be final and binding on the contractor.
- g. 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.

- h. This office has the right to forfeit the security deposit in full or in part in the event of failure on the part of agency 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 indicated in the job order. If it is not completed within the time as specified in the order, then penalty will be charged as decided by the NMNH.
- k. The Agency or its authorized representative could be present at the times of opening of quotation, if they so desire.
- l. **In case of accident if nay during the work leading to damage to property/life of the labourers, the full responsibility lies with Agency only.**
- m. Contract Agreement or Award of work should be done before commencement of the work as per annexure-II.

Quotations should be in proper sealed cover superscripted as **“Bid regarding awarding of urgent work of painting with materials in the galleries and other area of National Museum of Natural History.** This cover should contain one separate sealed envelope containing Financial Bid superscribed as **“Financial Bid Regarding awarding of urgent work of painting with materials in the galleries and other area of National Museum of Natural History.** The quotation should be addressed to ***Dr. Smt. Reena Dey, Scientist C/Head of Office NMNH, (Ministry of Environment and Forests), Tansen Marg, New Delhi*** so as to reach her latest by 1400hrs on ***10th September 2012*** by post/by hand. **The tender will be opened on the same day at 1500 hrs.**

Encl: as above

Yours faithfully,

(Vinod Kumar)
Administrative Officer

ANNEXURE-I

FINANCIAL BID

| <u>S.No.</u> | <u>Specification</u> | <u>Rate should be quoted</u> <u>In Per Sq.Feet</u> <u>In figure</u> <u>As well</u> <u>As in words</u> | <u>Service Tax/VAT</u> <u>Charges etc to be quoted in</u> <u>Figure as well</u> <u>as</u> <u>words</u> |
|---------------------|--|--|---|
| 1. | Distemping with 1st quality acrylic washable distemper (ready made) of approved manufacturer and of required shade and colour complete. As per manufacturer's specification. (Two or more coat). | | |
| 2. | Painting with synthetic enamel paint of approved brand and manufacture of required colour to give an even shade. (Two or more coat) +(with spray machine) | | |
| 3. | Wall painting with acrylic emulsion paint of approved brand and manufacture to give an even shade (two or more coat) | | |
| 4. | French sprit polishing including a coat of wood filler with spray machine (Two or more coat) | | |

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

Signature of Authorized Signatory

NAME OF THE AGENCY WITH SEAL

ANNEXURE-II

Agreement

AGREEMENT FOR ACTING AS CONTRACTOR FOR at National Museum of Natural History (Ministry of Environment & Forests), FICCI Museum Building, Barakhamba Road, New Delhi.

Contract Agreement No..... dated.....
An agreement **Regarding awarding of urgent work of painting with materials in the galleries and other area of 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 **Regarding awarding of urgent work of painting with materials in the galleries and other area of National Museum of Natural History** of at National Museum of Natural History (Ministry of Environment & Forests) FICCI Museum Building, Tansen Marg, 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 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 of2012.....upto..... of2013 and will observe, carryout the work in accordance with the terms and conditions of contract with effect from day of2012uptoof..... 2013 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 and specification of the work, 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.