

No.19 (15)/2013-14/RGRMNH (SMP)

**RAJIV GANDHI REGIONAL MUSEUM OF NATURAL HISTORY**

**(MINISTRY OF ENVIRONMENT AND FOREST)**

**Village Ramsinghpura, Post Sherpur, Ranthambhore Road,  
Sawai Madhopur – 322001, RAJASTHAN**

Dated: 25 February 2014

M/s-----  
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Subject: Regarding arrangement and providing of Pandal, chairs, tables, carpeting, drinking water facility for invitees, High tea for VVIPs, refreshment for invitees, Lighting & flower decoration etc in connection with the inauguration of Rajiv Gandhi Regional Museum of Natural History, Sawai Madhopur, Rajasthan.

Sir,

Sealed Tenders are invited from reputed Tent House regarding arrangement and providing of Pandal, chairs, tables, carpeting, drinking water facility for invitees, High tea for VVIPs, refreshment for invitees, Lighting & flower decoration etc in connection with the inauguration of Rajiv Gandhi Regional Museum of Natural History, Sawai Madhopur, Rajasthan.

1). **Opening of Tenders:** The tenders received will be opened at 16:00 hrs on 27/02/14 in the presence of the authorized representatives, if any, of the bidders in RGRMNH 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.

2). **Qualifying Criteria:** Only firms having experience for undertaking similar work at State Govt. Department, Corporate Sector, Private sector etc. need to apply. While submitting the tender, the intending tenderer shall have to furnish to RGRMNH Sawai Madhopur Rajasthan self attested copies of following certificates/documents:

- i). Copy of PAN.
- ii) Copy of order for making such arrangements, if available.

3). **TERMS AND CONDITION:**

i)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.

ii) **The firm should also furnish Earnest Money Deposit amounting of Rs. 10,000/- (Rupees Ten 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.**

iii) **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.**

iv) The contractor may visit in this office for inspecting the proposed arrangements before quoting of rates between office hours on 26.02.2014 upto 5 PM. If any information related to the above proposed work is required, they may contact, to the **Scientist- C, RGRMNH** Sawai Madhopur, Rajasthan.

v) No advance payment will be made. The approved contractor shall submit their bills (in triplicate) on completion of awarded job and payment will be made within three to four weeks after successfully completion of inauguration function of RGRMNH Sawai Madhopur, Rajasthan.

vi) The Earnest Money of successful bidder will be retained in safe custody as a performance security deposit and will be released only after successfully completion of inauguration function of RGRMNH Rajasthan. No interest will be paid on the security deposit.

vii) 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 fulfil the terms and conditions of the contractor

viii) After expiry of last date, No quotation will be entertained.

ix) The firm's should ensure that all arrangements should be made available at site of RGRMNH before 01.03.2014.

xi) The contractor or his authorized representative could be present at the time of opening of quotations, if they so desire.

Quotations should be in proper sealed cover superscripted as "**Bid**" Regarding arrangement and providing of Pandal, chairs, tables, carpeting, drinking water facility for invitees, High tea for VVIPs, refreshment for invitees, Lighting & flower decoration etc in connection with the inauguration of Rajiv Gandhi Regional Museum of Natural History, Sawai Madhopur, Rajasthan. This cover should contain one separate sealed envelope containing Financial Bid superscribed as "**Financial Bid (As per annexure -I)**" Regarding arrangement and providing of Pandal, chairs, tables, carpeting, drinking water facility for invitees, High tea for VVIPs, refreshment for invitees, Lighting & flower decoration etc in connection with the inauguration of Rajiv Gandhi Regional Museum of Natural History, Sawai Madhopur, Rajasthan. The quotation should be addressed to Scientist- C RGRMNH Sawai Madhopur, Rajasthan, so as to reach him latest by 15:00hrs on **27<sup>th</sup> Feb 2014 by hand. The tender will be opened on the same day at 16:00 hrs.**

Encl: as above

Yours faithfully,

(**Mohammad Yunus**)  
**Scientist-C**

**FINANCIAL BID****Annexure-I**

<b><u>S.No.</u></b>	<b><u>Name of Items</u></b>	<b><u>Rate for items (in figure)</u></b>	<b><u>Rate for items (in words)</u></b>	<b><u>Taxes applicable</u></b>
<b><u>1.</u></b>	Separate Pandal with fully Covered only measuring Size 90'x120' for high Tea Arrangement for VVIPs/Chief Guest with fully carpet plus with seating arrangement like 20 round tables with four chairs (fancy type) and 02 Nos.Sofa Sets (03 Seaters).			
<b><u>2.</u></b>	Separate Pandal with fully Covered only measuring Size 90'x120' for school children fully carpet plus with seating arrangement and one stage measuring 45'x15' for cultural programme.			
<b><u>3.</u></b>	Red/Green Carpeting from foot stairs(main entrance up to auditorium gate)			
<b><u>4.</u></b>	Drinking water facility for general public			
<b><u>5.</u></b>	Catering charges (All crockery should be provided in Bone china for VVIP,s) for 80 persons			
<b><u>6.</u></b>	Providing of Services of professional staff( 06 Boys) with proper Uniform for VVIP,s			
<b><u>7.</u></b>	Power backup providing Silent Diesel Gen. Set 125KVA			
<b><u>8.</u></b>	Sitting arrangement on Dias (Approximately 10 Persons) with full decoration.			
<b><u>9.</u></b>	Providing of 04 Nos. L.C.D.			

<b><u>10</u></b>	Hi-Tea for VVIP's & chief guest(Items as per menu attached & subject to maximum limit of Rs. 300/- per head) for 80 persons			
<b><u>11.</u></b>	Refreshments packets for children (As per menu attached, subject of maximum limit of Rs 50/- per head) for 1000 persons			
<b><u>12</u></b>	Separate water arrangements ( Mineral Water) for VVIPs and VIP,s			
<b><u>13</u></b>	Light & flower decoration in front face & right side of the building(Area approximately 30'x200')			
<b><u>14.</u></b>	Providing photography & videography for the coverage of programme			

**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

### Menu for VVIPs High Tea

S.No.	Detail of the foods/snacks
1.	Sandwich
2.	Pastry(Pineapple)
3.	Salted cashew & almonds
4.	Dhokla
5.	Pakora
6.	Rasmalai
7.	Juice (Real) in 3 flavours
8.	Samosa
9.	Kachori
10.	Khandvi
11.	Mineral Water
12.	Cold drinks
13.	Tea/Coffee

### Menu for Refreshment for children & public

S.No.	Detail of the foods/snacks
1.	Kachori (01 Pcs)
2.	Ladoo (02 Pcs)
3.	Namkeen (50 Grams each)
4.	Wafers (25 Grams)
5.	Toffee (02Nos.)