Free of Cost

TENDER DOCUMENT

For

PROVIDING PROFESSIONAL SERVICES ON CONTRACT BASIS (ADMINISTRATIVE POSTS)

At

REGIONAL MUSEUM OF NATURAL HISTORY BHUBANESWAR

REGIONAL MUSEUM OF NATURAL HISTORY
(A regional centre of National Museum of Natural History, New Delhi)
Ministry of Environment & Forests, Govt. of India
PO-RRL, Acharya Vihar, Bhubaneswar-751013
Telephone: 0674-2567114, Fax: 0674-2567784
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Website: www.nmnh.nic.in

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Sub: - Notice Inviting Tender for providing professional services of administrative posts on contractual basis at Regional Museum of Natural History (RMNH), Bhubaneswar

(Closing date: 1500 hrs. of 15 / 07 / 2013)

The undersigned is directed to state that this office is interested in having a contractual arrangement against the following administrative posts on outsourcing basis for day to day official work at RMNH, Bhubaneswar. The details of such as name of post, emoluments, qualification etc. are given below:

Sl. No	Name of post / Designation	Emoluments	Educational qualifications	Age
01.	Jr. Accountant-cum - Office Superintendent	(Basic Pay+ GP+ 80% DA) 9300/- + 4200/- + 10800/- = **24,300/-**	**Essential:** Degree form a recognized university **Desirable:** Experience in supervision of works and maintenance of accounts.	a) **Other than retired personnel of Govt./PSU/Semi-Govt./ Autonomous Organization:** Age: Not exceeding 59 years as on date of Tender. b) **Retired personnel:** Age: Below 65 years As on Date of tender.
02.	Driver	(Basic Pay+ GP+ 80% DA) 5830/- + 1900/- + 6184/- = **13,914/-**	**Essential:** **Possession of a valid driving license for heavy vehicles, knowledge of motor mechanics, experience of driving a motor car and heavy vehicle for at least five years.**	a) **Other than retired personnel of Govt./ PSU/Semi-Govt./ Autonomous Organization:** Age: Not exceeding 59 years as on date of Tender. b) **Retired personnel:** Age: Below 65 years As on Date of tender.

03.	Heavy vehicle Driver	(Basic Pay+ GP+ 80% DA) 5830/- + 1900/- + 6184/- = **13,914/-**	**Essential:** Possession of a valid driving license for heavy vehicles, knowledge of motor mechanics, experience of driving a motor car and heavy vehicle for at least five years.	a) **Other than retired personnel of Govt./ PSU/Semi-Govt./ Autonomous Organization:** Age: Not exceeding 59 years as on date of Tender. b) **Retired personnel:** Age: Below 65 years As on Date of tender.
04.	Caretaker-cum-store-keeper	(Basic Pay+ GP+ 80% DA) 7510/- + 2400/- + 7928/- = **17,838/-**	**Essential:** Higher Secondary or equivalent examination, knowledge in maintenance of accounts of stores and equipments. **Desirable:** A degree from recognized university.	a) **Other than retired personnel of Govt./ PSU/Semi-Govt./ Autonomous Organization:** Age: Not exceeding 59 years as on date of Tender. b) **Retired personnel:** Age: Below 65 years As on Date of tender.
05.	Peon	(Basic Pay+ GP+ 80% DA) 5200/- + 1800/- + 5600/- = **12,600/-**	**Essential:** 1. Pass 8th class **Desirable:** 1. Knowledge of cycling 2. 3 yrs. service as home guard/civil defense, volunteers and 3. Training in at least basic and refresher courses in home guards and civil defense.	a) **Other than retired personnel of Govt./ PSU/Semi-Govt./ Autonomous Organization:** Age: Not exceeding 59 years as on date of Tender. b) **Retired personnel:** Age: Below 65 years As on Date of tender.
06.	Receptionist	(Basic Pay+ GP+ 80% DA) 5830/- + 1900/- + 6184/- = **13,914/-**	**Essential:** 1. Matriculation or equivalent 2. At least two yrs experience in a museum or a similar organization on a post involving works related public relation. **Desirable:** Degree from a recognized university.	a) **Other than retired personnel of Govt./ PSU/Semi-Govt./ Autonomous Organization:** Age: Not exceeding 59 years as on date of Tender. b) **Retired personnel:** Age: Below 65 years As on Date of tender.

Note: The maximum payable amount stated above is inclusive of Basic pay, Grade Pay + DA. The intended agencies are required to quote their supervision / service charges as per the **Annexure-III** in both in figure as well as in words.

2. **Period:** Initially for a period of one year or may be extendable on mutually agreed terms or till the posts are filled up on regular basis whichever is earlier.

3. **Security consideration:** The persons supplied by the agency should not have any police records/criminal cases against them. The agency should make adequate enquiries about the character and antecedents of the persons whom they are recommending.

4. Period within which the manpower is to be supplied: within 10 days of award of contract.

5. **Terms & Conditions:** As at **Annexure-I**

6. The tender with filled up technical information in the **Annexure-II** and financial information in **Annexure-III** shall consist of rates inclusive of all charges / service tax etc. The emoluments are based on minimum Government pay scales plus Grade Pay attached with the post along with existing DA of 80%. These posts in different designation may be filled up on outsourcing basis for day to day official works at RMNH, Bhubaneswar. **Technical and financial bid should be sealed in separate covers duly super scribed and both the sealed covers are to be placed in an envelop sealed and super scribed "Quotation for providing professional service on contract basis in RMNH, Bhubaneswar"**. The firm should furnish Earnest Money Deposit (EMD) amounting to **Rs. 29,000/- (Rupees twenty nine thousand only**) in form of DD/Pay Order in favour of PAO, MOE&F, New Delhi along with quotation. Tender documents may also be downloaded from websites of NMNH (www.nmnh.nic.in)

Quotations without EMD and tender fee of Rs. 200/- (if tender form downloaded through website) will not be entertained. The amount of the EMD will be released to unsuccessful firms after the finalization of the contract. The successful tenderer should deposit performance security/bank guarantee @ 5% of the annual contract amount while entering into contract. Performance security amount will be payable through Bank draft / bank guarantee / fixed deposit receipts drawn in favour of Scientist-in-Charge, RMNH, Bhubaneswar. The validity of the Bank Draft etc. shall be up to 90 days after the period of contract. The Performance Security equivalent to 5% of the amount payable per month which will be forfeited in case the supply of manpower is delayed beyond the stipulated period indicated at Para 4 above or frequent absence from duty/misconduct on the part of manpower supplied by the agency.

7. You are therefore, requested to quote your rates in the proforma as per **Annexure-III** to this letter and quoted rate should be in figure as well as in words. The quotation must reach in a proper sealed cover to Scientist-C & H.O., Regional Museum of Natural History, PO-RRL, Acharya Vihar, Bhubaneswar-751013 latest by **1500 hrs. on 15/07/2013** positively. The bids will be opened on the same day at **1600 hrs.** in the conference room of this office in the presence of the representative of the firms who may desires to participate in the tender processing.

8. The decision of the undersigned to reject / accept any technical/financial bid shall be final and no grievance will be entertained in this regard.

(G. N. Indresha)
Scientist-C & H.O.

Encl.:- As above.

Annexure-I

Terms and Conditions:

01. The RMNH may require the service provider to dismiss or remove from the site of work any person, employed by the service provider, who may be incompetent or any not conduct him/her properly and service provider shall forthwith comply with such requirement.

02. The service provider has to provide the Photo Identity cards to the person employed by him/her for carrying out the work. These cards are to be constantly displayed and loss reported immediately.

03. All services shall be performed by persons qualified and skilled in performing such services.

04. The service provider shall replace immediately if its personnel (if they are unacceptable to the officer because of security risk, incompetence, conflict of interest and beach of confidentially or improper conduct) upon receiving written notice from office.

05. Office shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel of the service provider

06. The service provider's personnel working should be polite, cordial, positive and efficient while handling the assigned work and their actions shall promote good will and enhance the image of this office. The service provider shall be responsible for any act of indiscipline on the part of persons deployed by him.

07. The service provider shall not assign, transfer, pledge or sub contract the performance of services without the prior written consent of this office.

08. The service provider's person shall not claim benefit / compensation / absorption / regularization of service with office under the provision of industrial dispute Acts, 1947 or Contract Labour (Regularization and Abolition) Act, 1970. Undertaking from the person to this effect will be required to be submitted by the service provider to this office.

09. The person deployed shall not claim any master & servant relationship against the office.

10. The service provider shall ensure deployment of suitable persons from proper background after investigation by the local police, collecting proofs of identity like driving license, bank account details, previous work experience, proof of residence and recent photographs and withdraw such employees who are not found suitable by the office for any reasons immediately on receipt of such a request.

11. The character and antecedents of each personnel of the service provider will be got verified by the service provider through police/district authorities before their deployment and a certificate to this effect submitted to the office.

12. The service provider shall ensure proper conduct of his persons in office premises and enforce prohibition of alcoholic drinks, paan, smoking, loitering without work.

13. The service provider shall engage the necessary persons as required by our office from time to time. The said persons engaged by the service provider shall be the employees of the service provider and it shall be the duty of service provider to pay their salary every month. There is no Master & Servant relationship between the employees of the service provider and the Purchaser (office). Further, the said person of the service provider shall not claim any absorption.

14. The transportation, food, medical and other stationery requirement in respect of the each personnel of the service provider will be the responsibility of the service provider.

15. Working hours would be normally 08 hours per day between 9:30 AM to 5:30 PM including ½ an hour lunch break during working days. However, the concerned person may have to work beyond office hours if, there is any urgency. The personnel may also be called on Sunday and other gazetted holidays, if required. They may be given compensatory holiday in lieu of the working during days mentioned above. The personnel who are deputed in Public Service may attend the office regularly except national holiday or other holiday observed by the museum.

16. The service provider will submit the bill in triplicate in the 1st Week of succeeding month. Thereafter, the payment will be released to the firm through ECS for which the details of account such as account number, PAN number, Name of the bank and address and RIGS code etc. should be submitted by the firm.

17. The service provider will provide the required personnel for a shorter period also, in case of any exigencies as per the requirement of the office.

18. The service provider shall provide a substitute well in advance if there is any probability of the person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be responsibility of the service provider. The service provider shall be responsible for contributions towards Provide Fund, Employees State Insurance and other statutory payment/liabilities etc. wherever applicable.

19. Payments to the service provider would be strictly on certification by the officer with whom the concerned person is attached, that his / her services were satisfactory and attendance as per the bill prepared by the service provider. The agency's workers will work under the overall supervision and directions of the Head of Office of the Department.

20. The service provider shall be contactable at all times. All message sent by E-mail/fax/special messenger from the RMNH to the service provider shall be acknowledged immediately on receipt on the same day.

21. The agency should be registered with the concerned Govt. authorities i.e. Labour Commissioner, Provident Fund Authorities, Employee's State Insurance Corporation etc. and a copy of the registration should be submitted.

22. The agency should submit its PAN and Service Tax registration numbers.

23. Escalation clause shall not be accepted on any ground during the period the contract is in force.

24. The award of the contract will be subject to the fulfillment of the conditions laid down in Rule 157, 158 and 160 of GFR, 2005 as the amended from time to time.

25. In case of any dispute arising out of this contract/award of work between the "Government" and the "Agency" the matter shall be sent to able arbitration of an enquiry committee which shall be appointed by the Director, National Museum of Natural History, New Delhi. The award of the arbitrator's decision shall be final. The submission shall be deemed to be submission to arbitration under the meaning of Arbitration Act, 1940 or any statutory modification thereof for the time being in force.

(G. N. Indresha)
Scientist-C & H.O.

Annexure-II

Technical Bid

Technical bid should indicate the following information in brief along with the self attested photocopies of these documents.

1. Profile of the company
2. Registration with Govt.
3. EPF registration details (proof to be attached)
4. ESI registration details (proof to be attached)
5. PAN ((proof to be attached)
6. Service tax registration number
7. Name of the organization / Government institutes where the manpower was supplied during last three years (proof to be attached)
8. Any other relevant information (proof to be attached)

On the basis of the information furnished the agency will be graded. Financial bid of only qualified bidder based on grading will be eligible for open of financial bid.

The above information / documents should not be more that one page in each case.

Name and signature of the authorized
person of the firm with seal

Annexure-III

Financial Bid

To,

Shri G. N. Indresha,
Scientist-C & H.O.,
Regional Museum of Natural History,
Bhubaneswar-751013

Sub:- Quotation for award of contract for providing professional service of administrative posts on contract basis in RMNH, Bhubaneswar for a period of one year, regarding.

Sir,

With reference to your tender No._____dated _____ on the subject mentioned above I/we quote the rate for above mentioned work as under

Name & address of the tenderer	Percentage of supervision / service charges for providing service			Signature of the tenderer or his authorized signatories with office seal
	% age of service charge from the monthly bill	Amount in figure	Amount in words	

Note:

1. Any additional information/conditions furnished other than the information required in the prescribed format will lead to disqualification.
2. If the financial bids of the two or more agencies are found to be same, the agency will be selected on the basis of the grading of technical bid
3. The lowest tender (L1) will be determined on the basis of tender rates submitted by the agency in respect of the majority of the posts.

I/we accepted all the terms & conditions of your letter referred to above.

Name and signature of the authorized
Person of the firm with seal