

**TENDER DOCUMENT**

**FOR**

**RECEPTIONIST**

**REGIONAL MUSEUM OF NATURAL  
HISTORY, BHOPAL**

**Government of India**  
**Regional Museum of Natural History**  
(Ministry of Environment forests & Climate Change)  
E-5, Arera Colony, Bhopal-462016 Fax: 0755-2467551

**Rules for providing the services of Receptionist**

1. The Scientist-B, Regional Museum of Natural History, Bhopal (RMNH) invites list of candidates from reputed, Registered , Recognized and experienced Manpower agencies, placement service agencies contract / firm for providing the service of **Receptionist** for the Regional Museum of Natural History, E-5, Arera Colony, Bhopal on contract basis.
2. The tenders are advised to read the tender rules and agreement carefully
3. Only sealed tenders will be accepted
4. The Tenders submitted without Bid Security will not be entertained and summarily rejected
- 5. Tenders will have to include service charge. Without service charge tender will not be entertained and summarily rejected**
6. Tenders incorporating additional conditions by the Agency will not be entertained and will be summarily rejected.
7. The term “Employer” or “Museum” wherever mentioned in this document shall mean the Regional Museum of Natural History (Bhopal). The term “Agency” or “Party” or contractor wherever mentioned in this document shall mean the firm selected for acceptance of award of the contract by the competent authority. The term contract means the formal agreement between the “Employer” and “Agency,” which would be signed at the time of award of work by the” Employer” to the “Agency”.
8. The contractor /Agency / Firm shall be responsible for the Suitability, Medical Fitness and police verification of the Character and antecedents of the manpower engaged for deployment at RMNH Bhopal and for satisfactory implementation of the service.
9. The qualification requirements of the Receptionist are as follow:
  - A) Essential Qualification:-
    - I) 10 + 2 ( Biology) or equivalent
  - B) Age: - 18 to 35 years. ( as on date of receipt of tenders)
10. The manpower so deployed by the Contractor / agency / Firm shall remain under the control and supervision of the Scientist-B, RMNH, Bhopal and the Agency shall be liable for payment for their wages, EPF, ESI, Bonus etc. and all other dues payable under various labour Regulation and other statutory provisions.

11. Without photocopy of attendance register, Salary receipt, ESI and EPF deposit slip of the deployed manpower, bills would not be entertained. Bills should be certified by the authorized representative of the “Agency” ( in prescribed format)
12. That the contractor / Agency / Firm shall be responsible for fulfilling all its obligation under various laws and acts, namely Minimum wages Act, EPF Act, ESI Act, Bonus Act, etc. and under any other statutory requirement as applicable to the Govt. of Madhya Pradesh. And the rules regulation as amended from time to time, in respect of the manpower deployment, and also to present the documents as and when required or asked for by the Scientist-B, RMNH, Bhopal
13. The contractor / Agency / firm shall be solely for any violation of provision of the said Acts or any other Act.
14. In case the persons deployed by the contractor / Agency / firm does not come up- to the mark in terms of general discipline does not perform his duty properly or indulges in any un – lawful activity including riots or disorderly conduct, the agency on the order of the Scientist- B, RMNH, Bhopal shall immediately withdraw such person from the premises of RMNH Bhopal.
15. On award of the contract, the successful Contractor / agency / firm will be required to execute an arrangement and to deposit an amount equivalent to Rs.----- of a/c payee DD/Banker’s cheque in favour of “ Pay & Accounts Officer , Ministry of Environment Forest and Climate Change, New Delhi” as performance Security against loss / damage to the property of the RMNH, Bhopal. No interest will be payable on the performance security by RMNH, Bhopal. The performance security will be refundable after the expiry of the contract period. Any loss / damage sustained to the RMNH during the period of the agreement would be adjusted / recovered from the amount of performance security. This performance security amount will be release by the“ Pay & Accounts Officer , Ministry of Environment Forest and Climate Change, New Delhi” after three months of the expiry of the contract.
16. The RMNH agrees to pay a maximum total amount of Rs.----- Only) for the selected Receptionist, per month, subject to condition to change of any as per Government Rules & regulations. During the period of Agreement the RMNH shall not be bound to pay any amount more than this. This is subjected to the amendments.
17. Income tax and surcharge ie TDS as per rules shall be deducted from the bills and as amended from time to time by Govt. of India.
18. Scientist-B, Regional Museum of Natural History, (Ministry of Environment Forests & Climate Change Govt. of India), Bhopal is the competent authority and reserves all right in this behalf including the right to reject or partially accept any or all of the tenders and to modify any or all the terms & conditions stipulated without assigning any reason.
19. In the case of unsatisfactory services the scientist-B, RMNH, Bhopal reserves the right to terminate the contract / Agreement immediately without assigning any reason.

20. No regular employees of RMNH, Bhopal shall be employed by the Contractor / Agency / Firm either part – time or full time
21. In case any lapse in the work is noticed, it will result in a penal deduction from bills / performance security of the contractor / Agency / Firm. The penalty shall be decided by the Scientist- B, RMNH, Bhopal.
22. The scientist-B, RMNH, Bhopal also reserve the right to levy any penalty for breach of any of the condition / contract of the Contractor / Agency / Firm including forfeiture of the performance security , deduction from the monthly bills of the contractor / Agency / firm the decision of the Scientist- B, RMNH, Bhopal will be final and binding on the contractor / Agency / Firm.
23. The “Agency” which will be finally awarded the contract by the competent authority shall be required to undertake the following before actually commencement of the work:
  - a) Submit a consent letter for undertaking the contract with respect to all the condition stated above, after receipt of work order.
  - b) Sign an Agreement with the Museum in bond worth Rs.100/- ( the amount to be borne by the agency) the details of which are enclosed and should be certified by the Notary.
  - c) Submit the original certificates for verification as per clause (5) above. Certificates will be returned in respect of finally selected candidate.
  - d) The agency is required to submit performance security of an amount equivalent to Rs.----- in the form of a/c payee DD/ Bankers Cheque drawn in favour of “ Pay & Account Officer, Ministry of Environment Forests & Climate Change, New Delhi.
24. The “Agency” must have a local office in Bhopal with a regular telephone at office and residence.
25. During the period of this contract the “Agency” shall provide uninterrupted service and perform their duties diligently, honestly and to the entire satisfaction of the “Employer” the “agency” shall constantly keep in touch with the “Employer” regarding the service arrangements provided to the Museum and abide by the instruction and directives issued by the “Employer” in this regard from time to time.
26. All claims which may arise due to the negligence of the person deployed (including all types of charges / incidental charges / legal charges etc) shall be born by the agency.
27. The “Agency” shall maintain an Attendance Register for the Receptionist deployed in the museum and such registers must be made available to the museum for checking daily.
28. At the end of every month, the agency shall submit to the museum, proper pre-receipted & stamped bills in triplicate along with a copy of the attendance register for the month duly certified by the authorized representative of the “Employer” and a certificate (in prescribed format) duly signed by the Agency to this office that the wages had paid to the personnel deployed at RMNH, Bhopal for the previous month based on the monthly rate fixed for the service. The same will be forwarded to the Director, National Museum of Natural History, New Delhi. The payment will be arranged from the **Ministry of Environment Forests and Climate Change Govt. of India**

through Director, National Museum of Natural History, New Delhi. By ECS. Normally the payment would be received from NMNH, New Delhi after three months from the date of submission of the bills by the agency. However the RMNH will not be responsible for any inadvertent delay in such payment.

29. In case the Agency is unable to render service of requisite specification and quality necessary deduction or otherwise would be made from bill as per recommendations of the Scientist-B. This shall be binding on the Agency.
30. The contract can be terminated by the “Employer” at any time without notice in the event of gross security risk or gross damage to “Employer” property due to the agency’s failure or persistent failure by the agency in providing satisfactory service to the “Employer” or because of any lapse on the part of the Receptionist. The decision of the “Employer” in this regard shall be final and binding on the “Agency”
31. Both the museum and the Agency agree that either party can terminate this Contract without assigning any reason by providing one month’s notice in writing to the other.
32. In case of any dispute arising out of this contract / award of work between the “Employer” and the “Agency” the matter shall be sent to the sole arbitration i.e. the Director, National Museum Of Natural History, New Delhi or any other officer appointed by the Director shall be final, conclusive and binding on all parties to the contract. The submission shall be deemed to be submission to arbitration under the meaning of Arbitration Act 1940 or any statutory modification thereof from time to time.
33. The Firm / agency / Contractor should submit all documents as per the details given in the Form ‘A’
34. The agency is required to enter in to agreement separately for each post.
35. The Contractor / Agency /Firm not sublet the work to the other Contractor /Agency / Firm after the award of the work.
36. The Contractor / Agency /Firm shall ensure proper insurance coverage to its employee by taking adequate workman compensation policy.
37. A bid security of Rs.3900/- should be paid with the Tender in the form of Account Payee Demand Draft / Bankers Cheque drawn in favour of the “\_SCIENTIST-IN-CHARGE, RMNH,BHOPAL.  
**The tenders submitted without Earnest Money will not be entertained**

**Scientist-B,  
Regional Museum of Natural History,  
E-5, Paryavaran Parisar, Arera Colony  
Bhopal-462016**

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## AGREEMENT

This agreement is made at Bhopal on this day, the 00/00/2016 between the Regional Museum of Natural History , Bhopal , here after called RMNH, on the one part and M/s. ----- Bhopal (here after called the party) the term which includes successor legal heir on the other part.

1. In consideration of the amount payable by the RMNH to the party the party undertake to provide the services of Receptionist work in the Museum and its campus and at any other place as directed by the Scientist –in – Charge, (Scientist-B) RMNH, Bhopal.
2. The party shall carry out services as mentioned below satisfactorily on all working days except weekly off during the period of contract without break.
3. The party shall engage one number of personnel for Receptionist.
4. The RMNH shall have power to disallow Receptionist if found unsuitable to it for whatsoever reason. The party shall have to replace such person within 24 hours from the approved panel. The party shall provide replacement so as to ensure full staff compliant at all times.
5. In case the persons deployed by the contractor / Agency / firm does not come up- to the mark in terms of general discipline or does not perform his duty properly or indulges in any un – lawful activity including riots or disorderly conduct, the agency on the order of the Scientist-B RMNH, Bhopal shall immediately withdraw such person from the premises of RMNH Bhopal.
6. Initially the contract will be for a period of one year from the date of award of contract, which may be extended for further periods on the same / revised terms and conditions at the discretion of the Scientist-B, RMNH, Bhopal.
7. The contract may be terminated at any time without assigning any reason by either of the parties by one month's notice in writing.
8. The RMNH agrees to pay the party a maximum total monthly amount of RS. -----/- (Rupees ----- only) for the selected Receptionist, per month, subject to the change of any as Government rules & regulations. During the period of agreement the RMNH shall not be bound to pay any amount more than this. This is subjected to amendment.
9. Without photocopy of attendance register, Salary receipt, ESI and EPF deposit slip of the deployed manpower, service charge bills would not be entertained. Bill should be certified by the authorized representative of the “Agency” ( in prescribed format)
10. The payment would be arranged from the Ministry of Environment & Forests, Govt. of India at New Delhi through the Director, National Museum of Natural History ( NMNH ) New Delhi (the Head quarter), by ECS after submission of the proper pre receipted bill in triplicate. In case of the failure of the party or in case of absence from duty, proportionate deduction shall be made, the bill. Normally payment will be received from NMNH after about one to three months from the date of submission of the bill. The RMNH will not be responsible for any inadvertent delay in such payment.

11. In case the party is unable to render service of requisite specification and quality, necessary deduction or otherwise will be made from the bill as per recommendation of the Scientist-B of the RMNH .This shall be binding on the party.
12. The party shall arrange for maintenance of Registers and other accessories as are found necessary for efficient performance of the work undertaken herein. A duty register should be made available by the party for RMNH at all times.
13. The Receptionist of the party employed with the RMNH will have to perform eight hours duty for all working days. The Receptionist is entitled for one day weekly off. If he / she performs the duty on weekly off, he / she will be entitled for CH on that day.
14. The contractor / Agency / Firm shall be responsible for fulfilling all its obligation under various laws and Acts, namely minimum wages Act, EPF Act, ESI Act, Bonus Act, etc and under any other statutory requirement as applicable to the Govt. of Madhya Pradesh, and the rules regulation as amended from time to time in respect of manpower deployment, and also to present the documents as and when required or asked for by the Scientist –B, RMNH, Bhopal.
15. The contractor / Agency / firm shall be solely responsible for any violation of provision of the said Acts or any other Act.
16. The party undertakes to comply with and discharge all obligations and liabilities under the various labour laws in respect of persons engaged at the museum.
17. The party shall agree to provide indemnity to the RMNH from any future liability that may arise out of any statutory obligation during currency or termination of the agreement.
18. Authenticity of the documents including police verification of the Receptionist shall have to be submitted by the party to the RMNH before putting them on duty in the prescribed format given by the competent authority of RMNH Bhopal.
19. The manpower deployed by the Contractor/ Agency/Firm / party shall be the employees of the agency for all intents and purposes and incase, there shall be a relationship of employer and employee between Regional Museum of Natural History (RMNH) Bhopal and the said manpower shall accrue implicitly or explicitly.
20. The manpower so deployed by the contractor / Agency / Firm shall remain under the control and Supervision of the Scientist-in –charge, RMNH, Bhopal.
21. The Agency shall be liable for payment for their wages, EPF, ESI, Bonus etc. and all other dues payable under various labour Regulations and other Statutory provision.
22. Income Tax and surcharge as per rules shall be deducted from the bills and amended from time to time by Govt. of India
23. Any theft, or missing of article, materials, files etc. the agency would be held responsible for the act while the said thing happened on the service jurisdiction of the posted person.
24. No regular employees of RMNH, Bhopal shall be employed by the contracted /Agency/Firm / party either part-time or full time.

25. In case of any dispute arising out of this contract /award of work between the RMNH and the party, the matters shall be referred to the sole arbitration of an Enquiry committee, which shall be appointed by the Director, National Museum of Natural History, New Delhi. The award of the arbitrator so appointed shall be final, conclusive and binding on all party/RMNH to the contract. The submission shall be deemed to be submission to arbitration under the meaning of Arbitration Act 1940 or any statutory modification there of the time being in force.

IN WITNESS WHERE OF THE Parties to this Agreement have set their hands on this .....day  
of.....2016.



## **DOCUMENTS TO BE SUBMITTED**

The contractor / Agency/Firm submit the following documents (Photo Copies) along with the terms and conditions.

1. The contractor / Agency/ Firm must have registration with following Govt. Authorities as on the date i\of application and furnish proof thereof by enclosing the photocopies of the following documents. The original will be verified before awarding the contract and returned.
  - a) Govt. of M.P. (Deptt. Of Labour) under Shop Establishment Act.1958.
  - b) Provident Fund Commissioner
  - c) ESI Corporation
  - d) Copy of license obtained from Regional Commissioner in the matter of contract Labour ( Regulation and Abolition) Act.1970 ( 37 Of 1970) ( As applicable)
2. The contractor / Agency / Firm should submit the income Tax Clearance Certificate for last two years.
3. Brief profile of the contractor / Agency / Firm and its nature ( Private, PrivateLtd.etc.) its capacity to undertake the work effectively and efficiently on agency basis with full details of address , telephone number, fax of local office and head office etc.
4. Past experience of the Contractor / agency /firm indicating the number of existing and clients with the nature of work undertaken for each client to prove such services have been rendered satisfactorily. Full details with copies of the contract and a letter of satisfaction from such client etc. should also be enclosed.

**TECHNICAL BID**

Technical Bid should indicate the following information in brief along with the self attested photocopies of these documents:-

- a) Profile of the Company
- b) Proof of incorporation / inception of the agency (Proof to be attached)
- c) EPF Registration details (Proof to be attached)
- d) ESI Registration details (Proof to be attached)
- e) PAN Number (Proof to be attached)
- f) Service Tax Registration Number
- g) Name of the Organization / Government institute where the manpower was supplied during last three years (Proof to be attached)
- h) Any other relevant information (Proof to be attached)

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

The above information / documents should not be more than one page in each case,

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

**Annexure-II**  
**Financial Bid**

To,  
Scientist-B / Head of Office  
Regional Museum of Natural History  
(Ministry of Environment forests & Climate Change)  
E-5 Arera Colony, Paryavaran Parisar EPCO Campus  
Bhopal

Subject: - Quotation for award of contract for providing Manpower in different designation against Vacant posts in the RMNH for a period of one year- regarding.

Sir,

With reference to your letter No.----- dated----- 2016  
On the subject mentioned above I /We quote the rate for above mentioned work as under:-

SL.No.	Particulars Service Charges		Service Tax	
	(Rs. In figure)	(Rs. in words)	(Rs. In figure)	(Rs. in words)
1.				

- These columns are mandatory failing which financial Bid is liable to be rejected
- **The tenders will have to include service charge. Without service charge tender will not be entertained and summarily rejected.**

Note:- 1. 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.

2. The lowest tender (L I) 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 and conditions of your letter referred to above.

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

**Pay fixation for the contractual Receptionist**

Basic Pay	Rs.6430/-	
Total	<b>Total Rs.6430/-</b>	As a fix salary for one year
Total		