

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: 4th December 2011.

To,

M/s-----.

-----.

-----;

-----.

Sir

Subject: **Regarding awarding of supply and fixing of signage as per the specification in respect of National Museum of Natural History.**

This office is interested awarding supply and fixing of signage of National Museum of Natural History. The specification of signage::

FOR SIGNAGE WORK

- a). Stainless steel made letter duly powder quoted in size of 24" per letter.
 - b) Two Nos. of symbol of Rhino are made of stainless steel powder quoted sized are 4ft dia meter.
 - c). The letters should be powder coated in either in Brown color in mat finished or will decide after painting of external façade of the building.....
- a). Stainless steel made letter duly powder quoted in size of 24" per letter.
 - b) Two Nos. of symbol of Rhino are made of stainless steel powder quoted sized are 4ft dia meter.
- (Drawing is enclosed)

3. Opening of Tenders: The tenders received will be opened at 1600 hours on 21/12/11 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.

4. Qualifying Criteria: Only firms having experience of at least two years for undertaking above said work 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 similar work worth Rs. 10 lacs (Rupees ten lacs) for the last two years 2009-10 & 2010-11.
- 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

1). The tender with filled up technical information in the Annexure-I and supporting document duly signed by authorize person of the firm.

2) 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-II. 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.

3) The firm should also furnish earnest money deposit amounting of Rs. 4,000/- (Rupees Four 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.

4) 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.

5) The approved rates of the firm will be valid for one year from the date awarding of order. The approved can be extended for further one year with the consent of Contractor/Firm.

- 6) 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.
- 7) 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.
- 8) 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.
- 9) The successful bidder will be required to furnish security deposit an amount of Rs. 20,000/- 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.
- 10) 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
- 11) After expiry of last date , No quotation will be entertained.
- 12) 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.
- 13) The contractor or his authorized representative could be present at the times of opening of quotation, if they so desire.
- 14) The letters of the signage should be shown before hanging at the existing location.

Quotations should be in proper sealed cover superscribed as “**Bid Regarding awarding of supply and fixing of signage as per the specification in respect of National Museum of Natural History.**” This cover should contain two separate sealed envelopes one containing Technical Bid along with relevant documents and superscribed as “**Technical Bid Regarding awarding of supply and fixing of signage as per the specification in respect of National Museum of Natural History.**” while the other sealed envelope should contain Financial Bid superscribed as “**Financial Bid Regarding awarding of supply and fixing of signage as per the specification in respect of National Museum of Natural History..**”. The quotation should be addressed to *Dr.Reena Dey, Scientist C, NMNH, Ministry of Environment and Forests, FICCI Museum Building, Barakhamba Road, New Delhi* so as to reach her latest by 1500hrs on *21st December 2011* by post/by hand. The tender will be opened on the same day at 1600 hrs.

Yours faithfully,

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

TECHNICAL BID

S.No.	Particulars	Self attested copy
1.	Proof of executing of such type work worth Rs. 10 lacs (Rupees ten lacs) for the last two years, i.e. years 2009-10 & 2010-2011	Yes/No
2.	Copies of valid certificates of Income Tax clearance, Service Tax, PAN number and any other tax as applicable for last two years.	Yes/No
3.	Details of the firm/company in case of Partnership Firms.	Yes /No

Signature of Authorized Signatory

NAME OF THE AGENCY WITH SEAL

FINANCIAL BID

<u>S.No.</u>	<u>Particulars of work</u>	<u>Rate should be quoted In Lump-sum in figure As well as words including Labour charges etc</u>	<u>Service Tax/VAT Charges etc to be quoted in Figure as well as words</u>
<u>1.</u>	<u>FOR SIGNAGE WORK</u> a). Stainless steel made letter duly powder quoted in size of 24" per letter. b) Two Nos. of symbol of Rhino are made of stainless steel powder quoted sized are 4ft dia meter. c). The letters should be powder coated in either in Brown color in mat finished or will decide after painting of external façade of the building..... a). Stainless steel made letter duly powder quoted in size of 24" per letter. b) Two Nos. of symbol of Rhino are made of stainless steel powder quoted sized are 4ft dia meter. (Drawing is enclosed) Rate quoted in Lump-sum		

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

NAME OF THE AGENCY WITH SEAL