

**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 (16)/12-13/NMNH/Amn.

Dated: 9<sup>th</sup> July 2012.

To,

M/s-----.

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Subject: Subject: **Regarding awarding of urgent work of repair of plaster below stair case both side in Museum Building of this office.**

Sir,

Sealed Tenders are invited from reputed firms regarding **urgent work of repair of plaster below stair case both side in Museum Building of this office.** The specification of the work as per CPWD norms are as under:

**3. Opening of Tenders:** The tenders received will be opened at 1500 hrs on 20/07/12 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 firms.

**4. Qualifying Criteria:** Only firms having experience of at least two years for undertaking similar 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 executive civil work worth Rs. 10 lacs (Rupees ten lacs) each job for the last two years, i.e. years 2010-2011 & 2011-2012.
- 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.
- vi) Service tax registration under Asstt. Commissioner, Service tax.
- v) Supporting documents for getting ISO certified co. if any.

**TERMS AND CONDITION**

1) 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.

2) **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.**

3) **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.**

4) 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, wants to get 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.

5) 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.

- 6) 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.
- 7) The successful bidder will be required to furnish security deposit amount 10% 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.
- 8) 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
- 9) After expiry of last date, No quotation will be entertained.
- 10) 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.
- 11)The contractor or his authorized representative could be present at the times of opening of quotation, if they so desire.
- 12) The measurement sheet of the work is enclosed for quoting of rates.
- 13) **In case any incident occurs with the deployed labour of the contractor/agency while working, will be the responsibility of the contractor/agency. This office will not responsible and liable for any claiming. In this regard, an undertaking should be submitted by the firm whom the contract will be awarded.**
- 14) A 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 urgent work of repair of plaster below stair case both side in Museum Building of this office”**. This cover should contain one separate sealed envelopes contain Financial Bid superscripted as **“Financial Bid Regarding urgent work of repair of plaster below stair case both side in Museum Building of this office”**. The quotation should be addressed to **Shri Vinod Kumar, Administrative Officer, NMNH, Ministry of Environment and Forests, FICCI Museum Building, Tansen Marg, New Delhi** so as to reach her latest by 1400hrs on **20<sup>st</sup> July 2012 by post/by hand. The tender will be opened on the same day at 1500 hrs**

Yours faithfully,

(Vinod Kumar)  
Administrative Officer

**FINANCIAL BID**

<b><u>S.No.</u></b>	<b><u>Particulars of work</u></b>	<b><u>Rate should be quoted</u></b>  <b><u>In lump-sum</u></b>  <b><u>In figure</u></b>  <b><u>As well</u></b>  <b><u>As in words</u></b>	<b><u>Service Tax/VAT Charges etc to be quoted in</u></b>  <b><u>Figure as well as</u></b>  <b><u>words</u></b>
<b><u>1.</u></b>	<p>“dismantling old plaster and cleaning the surface for repair work along with repair of plaster thickness 12mm to 20mm in patches including cutting the patch in proper shape raking out joints and preparing and plastering the surface of the wall complete including disposal of the rubbish to the dumping ground within 50mtr along with whitewash and including all type of centring, shuttering as per requirement. With cement mortar 1:4(1cemant:4finesand)”- Both side of stair case from 1<sup>st</sup> floor to sixth floor”.</p> <p>: One Job</p>		

**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

**Agreement**

AGREEMENT FOR ACTING AS CONTRACTOR FOR **urgent work of repair of plaster below stair case both side in Museum Building** at National Museum of Natural History (Ministry of Environment & Forests), FICCI Museum Building, Barakhamba Road, New Delhi.

Contract Agreement No..... dated..... An agreement for cleaning work at National Museum of Natural History (Ministry of Environment & Forests)(hereinafter called the contract) is made this .....Day of ..... Between M/s .....having it's office situated at .....New 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 **of urgent work of repair of plaster below stair case both side in Museum Building** 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 of .....2012.....upto..... of .....2012 and will observe, carryout the work in accordance with the terms and conditions of contract with effect from day of .....2012upto .....of..... 2012 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

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