BY SPEED POST

GOVERNMENT OF INDIA
National Museum of Natural History
(Ministry of Environment & Forests)

FICCI Museum Building,
Barakhamba Road
New Delhi-110001

No.10 (02)/11-12/NMNH/Amn. Dated: 4th August '2011.

To,

M/s----------.

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Sir

Subject: **Regarding awarding of sanitation work in order to maintenance and complete renovation of toilets of FICCI Museum Building of this office.**

This office is interested to award to maintenance/complete renovation of toilets of FICCI Museum Building hired by National Museum of Natural History for Museum in the public interest. The specification of sanitation work as under:

S.No.	Name of Items
1.	Replacement of GI Pipe (includes with Albow,Reducel socket, plain socket, ½" elbow, Tea, Hax Nipple, union etc)
2.	Replacement of CI Pipe (includes with Albow, Reducel socket, plain socket, 1/2" elbow, Tea, Hax Nipple, union etc)
3.	Supply and fixing of Stone (ISI mark)
4.	Supply and fixing Tiles
5.	Supply and installation of Indian WC
6.	Supply and installation of Western WC
7.	Supply and installation of Wash basin
8.	Supply and installation of Mirror
9.	Supply and installation of Beb cock
10.	Supply and installation of Angle walve
11.	Supply and installation of Piller cock
12.	Supply and installation of Mikture

13.	Supply and installation of Main Hole
14.	Supply and installation of Gate wall
15.	Supply and installation of PVC connection (washbasin, urinal pot etc)
16.	Supply and installation of Urinal Pot.
17.	Supply and installation of Flash Wall Tanki
18.	Supply and installation of Cancal
19.	Supply and installation of Jali
20.	Supply and installation of Wall cock
21.	Supply and installation of Liquid soap container
22.	Supply and installation of Towel stand
23	Supply and installation of Urinal Pot tooti
24	Supply and installation of Washbasin tooti
22.	Carpentry work with materials
23.	Electrical works with materials
24.	Painting
25.	Dismantling of existing toilet
26.	Disposal of Garbage
27.	Labour rate for opening of any kind of blockage

Note: **The rates in each sanitary item and other work mentioned above will be valid for a period of one year (which may be extended for a further period of one year with the consent of approved contractor if their works are found satisfactory during the year). The rate should be quoted including labour charges of the above sanitation item/work and no extra claim for labour charges will be entertained.**

TERMS AND CONDITION

1). The tender with filled up technical information in the Annexure-I and financial information in Annexure-II shall consist of rates inclusive all charges/Service Tax etc.

1a).The quotation should be given on firm's letter head giving address, telephone number, Pen Number etc.

2) 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.

3) The contractor may visit in this office for inspecting the toilets 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.

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 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.

6) The firm should also furnish earnest money deposit amounting of Rs. 6,000/- (Rupees Six 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.

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, 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.

9) 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.

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) Before replacing of any sanitation item as per the order, should be shown to the officer/official to the Director, NMNH will be nominated.

16) Any sanitation item will be found damage should be replaced by the contractor/agency immediately.

17) In case any incident occurs with the deployed labour of the contractor/agency while working, will the responsibility of the contractor/agency. This office will not liable for any claiming.

Quotations should be in proper sealed cover superscripted as **"Bid for awarding of sanitation work in order to maintenance and complete renovation of toilets of FICCI Museum Building 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" for awarding of sanitation work in order to maintenance and complete renovation of toilets of FICCI Museum Building of National Museum of Natural History.".". ".**while the other sealed envelope should contain Financial Bid superscribed as "**Financial Bid for awarding of sanitation work in order to maintenance and complete renovation of toilets of FICCI Museum Building 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 2.00 P.M. on ***3rd September 2011*** by post/by hand. The tender will be opened on the same day at 4.00 PM.

Yours faithfully,

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

Annxure-I

TECHNICHAL BID

S.No.	Particulars	Self attested copy
1.	Proof of Income Tax Assessment.	Yes/No
2.	Self attested copy of PAN Number.	Yes/No
3.	Orders/Satisfactory completion certificate for undertaking of plumbing/sanitation work in Govt. Office /Govt. Undertaking Office /Private Office etc.	Yes /No

Signature of Authorized Signatory
NAME OF THE AGENCY WITH SEAL

Annexure-II

FINANCIAL BID

S.No.	Name of Items	RATE FOR EACH SANITATION ITEM/WORK (IN FIGURE)	RATE FOR EACH SANITATION ITEM/WORK (IN WORD)	Service charges/Service Tax/VAT charges etc If any
1.	Replacement of GI Pipe (includes with Albow,Reducel socket, plain socket, ½" elbow, Tea, Hax Nipple, union etc)			
2.	Replacement of CI Pipe (includes with Albow, Reducel socket, plain socket, 1/2" elbow, Tea, Hax Nipple, union etc)			
3.	Supply and fixing of Stone (ISI mark)			
4.	Supply and fixing Tiles			
5.	Supply and installation of Indian WC			
6.	Supply and installation of Western WC			
7.	Supply and installation of Wash basin			
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9.	Supply and installation of Beb cock			
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23.	Electrical works with materials			
24.	Painting			

25.	Dismantling of existing toilet			
26.	Disposal of Garbage			
27.	Labour rate for opening of any kind of blockage			

Note: **The rates in each sanitary item and other work mentioned above will be valid for a period of one year (which may be extended for a further period of one year with the consent of approved contractor if their works are found satisfactory during the year). The rate should be quoted including labour charges of the above sanitation item/work and no extra claim for labour charges will be entertained**

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

GOVERNMENT OF INDIA
National Museum of Natural History
(Ministry of Environment & Forests

FICCI Museum Building,
Barakhamba Road
New Delhi-110001

No.10 (02)/11-12/NMNH/Amn

Dated: 02nd August '2011.

To,

M/s----------.

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Subject: **Regarding awarding of work for sanitation work of this office**

Sir,

This office is interested to award the following work on urgent basis:

1. To make proper drainage system by using of concrete, cement, bazari, water proofing material etc over roof.
2. To stop the leakage from overhead tank by replacement wall cock etc.
3. Replacement of broken tooti.
4. Replacement of wash basin at 4th floor toilet.
4. Replacement of urinal pot at 4th floor toilet.

If you are interested to undertake the sanitation work, you may visit in this office during hours from 10 AM to 5 PM on 05/08/11 to 19/08/2011 for inspection of the site where sanitation work will be done.

After inspection of the site, you may be interested to undertake the sanitation work then your estimate should be submitted in proper sealed cover upto 1500 hrs PM on 20.08.2011. After due date and time, no quotation will be entertained. The quotation should be opened on the same date at 1600 hrs. The contractor or his authorized representative could be present at the times of opening of quotation, if they so desire.

It should be ensured that due to urgency, it should be completed within 2 days. If it is completed within the specific time then firm should liable to bear a penalty whatever decided by the competent authority under his discretion power.

Thanking you,

Yours faithfully,

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