

No. 01(05)/2017-18/NMNH/Admn
Government of India
National Museum of Natural History
(Ministry of Environment, Forest and Climate Change)

Dated: April, 2018

NOTICE INVITING TENDER

Subject: Digital printing on vinyl/paper/canvas/custom made etc. on annual basis in connection with the exhibition work of NMNH, New Delhi.

Date of submission of Tender: 24th May, 2018 by 3.00 PM
Date of opening of tender: 24th May, 2018 at 3.30 PM

Sealed Tenders are invited from reputed firms/agencies for digital printing on vinyl/paper/canvas/custom made etc. as per the details mentioned in Form 'A' (Financial Bid). The contract shall be initially for a period of one year which can be extended further on the same terms and condition subject to satisfactory performance.

2. The bid shall consist of two parts – (i) Technical Bid; and (ii) Financial Bid. Both bids are to be placed in two separate sealed envelopes (clearly super scribing Technical Bid or Financial Bid) which in turn are to be placed in another sealed cover duly super scribing 'quotation for digital printing on vinyl/paper/canvas/custom made'. All the information sought under the general terms and conditions and any other information are to be given in Technical Bids while prices quoted for the same will have to be mentioned only in the Financial Bid. The Financial Bids of eligible firms / agencies will be opened who qualify the Technical Bids while the Financial Bids of the disqualified bidders shall be ignored.

3. Sealed tender documents shall be submitted in the office of the Director, National Museum of Natural History Room No. 414, 4th Floor, Block No. 3, CGO Complex, Lodhi Road, New Delhi – 110003 by the date and time of submission of tender i.e. 24th May, 2018 by 3.00 PM.

3.1 The Tender documents sent through courier or post should reach the above address well within the date and time of submission of tender and National Museum of Natural History (NMNH) shall in no case be responsible for any delay.

3.2 The tender documents submitted in any other form like Telex/Fax/Tele Fax/Telephones/E-mail will not be considered.

3.3 The tender documents submitted or received by post after the specified date and time shall not be accepted and shall not be eligible for consideration.

3.4 Incomplete tender (s) submitted with qualifying conditions or with condition at variance with the special as well as General Terms and conditions of tender are liable to be rejected.

3.5 In the event of office remained closed on the date of submission / opening of the tender for any unforeseen reason, the tender shall be received and opened on the next working date.

3.6 Tenderers should sign on all the pages of tender document.

3.7 The Technical and Financial Bids shall be opened in Room No. 414, 4th Floor, Block No. 3, CGO Complex, Lodhi Road, New Delhi - 110003 at 3.30 PM on 24th May, 2018 in the presence of one representative of each of the bidders who

wish to be present. The financial bid shall be opened after evaluation of Technical bid.

QUALIFYING CRITERIA:

4. The firms fulfilling qualifying criteria should submit following documents in Technical Bid:

- i) Name of the firm with full address and telephone number:
- ii) PAN/TIN (VAT) No.
- iii) The firm should have minimum of two years experience in the field of Digital printing on vinyl/paper/canvas/custom made etc. in Government Departments / Public Sector Undertakings (proof to be attached).
- iv) Earnest money of Rs. 5,000/- (Rupees five thousand only) in the form of Demand Draft/Pay order of any nationalized bank drawn in favour of the "Pay and Accounts Officer, Ministry of Environment, Forest and Climate Change", payable at New Delhi. No tender will be accepted without requisite Earnest Money Deposit.
- v) The firm should not be black listed by any Government Department and no criminal case should have been registered against the agency/firm or its owner/proprietor/partner anywhere in India. An undertaking to this effect on Rs. 100/- stamp paper, duly notarized (name of notary must clearly be visible), must be submitted along with tender documents.
- vi) The firm should have a turnover Rs.10.00 lakh during each of the last two financial years i.e. 2016-17 and 2017-18 (proof of balance sheet duly certified by Chartered Account should be attached).
- vii) The firm must have valid Service Registration Certificate issued by the appropriate authority.
- viii) Income Tax returns for the last three Financial Years.

TERMS & CONDITIONS:

5. The amount of the Earnest Money Deposit (EMD) will be released to unsuccessful firms after the finalization of the contract. No interest is payable on EMD. DD/Pay Order should be valid for a period of 45 days beyond the final bid validity period and should be further renewable, if required. The EMD will be refunded to the successful tenderer after receiving of performance guarantee.

6. The successful tenderer will be required to submit a sum of Rs. 15,000/- (Rupees fifteen thousand only) as a Performance Security in the form of Demand Draft / Pay Order / Fixed Deposit Receipt / Bank Guarantee in favour of 'Pay and Accounts Officer, Ministry of Environment, Forest & Climate Change, New Delhi'. The Demand Draft / Pay order / Fixed Deposit Receipt / Bank Guarantee should be valid for 90 days beyond the contract period and shall be submitted within seven days from the issue of letter of Award.

7. During the entire period of contract, no request for any increase in the rate on any account would be entertained.

8. Director, NMNH reserves the right to reject any or all the tenders without assigning any reason.

9. If the firm fails to provide satisfactory performance, NMNH shall be at liberty to terminate the contract and withhold the Performance Security Deposit at any time by giving a notice.
10. TDS as applicable under the rules will be deducted at source from each bill of the firm.
11. The firm will be required to execute Annual Contract Agreement on a non-judicial paper of Rs. 100/- on acceptance of award of contract.
12. In case any dispute relating to this contract which may arise during or after the execution of the contract shall be referred to the arbitrator appointed by the Director, NMNH whose decision shall be final and binding on both parties i.e. NMNH and firm. The proceedings of the arbitration shall be carried out in New Delhi.
13. The rate should be quoted in per sq. Feet and per sq. inch and taxes/charges whatever is applicable may be clearly mentioned in the tender. If these taxes/charges are not mentioned separately, it will be presumed that the price quoted are inclusive of all taxes/charges. No claim for taxes/charges will be entertained at a later stage.
14. The tenderer may remain present himself or his authorized representative at the time of opening of tender.
15. In case the firm fails to supply of order within stipulated delivery period. The items will be procured from the open market and the difference of cost, if any, will be recovered from the security money and pending bills of the defaulting firm, without giving any notice.
16. The payment will be made only after satisfactory completion of assigned job. No advance payment will be made under any circumstances and no sub-standard material will be accepted.
17. A copy of terms and conditions duly signed by the tenderer, as a token of acceptance of the same should be attached along with the tender.
18. In case of violation of any clause, the explanation of the firm can be called by issuing show cause notice. If the reply submitted by the firm is not found satisfactory, action as per law and rules will be taken against the firm.
19. All disputes are subject to the Jurisdiction on the Courts in the N.C.T. of Delhi.
20. All the firms participating in the tender must submit a list of their owners/partners etc. and a certificate to the effect that the firm is neither blacklisted by any Government Department nor any criminal case is registered against the firm of its owner or partners anywhere in India.
21. The tender will be rejected straight way without assigning any reasons if the firm involves in any criminal cases, declared black listed by any Government / Semi-Government Department / Agencies etc.
22. Details of taxes chargeable should be clearly indicated in each item.

ARBITRATION

23. In the event of any question, dispute or differences arise under the agreement or in connection therewith (except as to the matters, the decision to which is specifically provided under this agreement), the same shall be referred to sole arbitration of Director, National Museum of Natural History, Ministry of Environment, Forest and Climate Change, New Delhi or any other person appointed by him. In case his designation is changed or his office is abolished then in such case to the sole arbitration of the officer for the time being entrusted whether in addition to the function of the Director or by whatever designation such officers may be called (is originally referred to vacates for any reason whatsoever, the Director hereinafter to vacate his office on resignation or otherwise or refuses to do work or neglecting his work or being unable to act as Arbitrator for any reasons whatsoever, the Director, National Museum of Natural History, Ministry of Environment, Forest and Climate Change shall appoint another person to act as Arbitrator in place of outgoing Arbitrator and the person so appointed shall be entitled to proceed further with the reference from the stage at which it was left by the predecessor and that the award of the Arbitrator shall be final and binding on both the parties. Contractor will have no objection in any such appointment that arbitrators so appointed is an employee of National Museum of Natural History, Ministry of Environment, Forest and Climate Change or a Government servant or that he has to deal with the matter to which the agreement relates or that in the course of his duties as a NMNH employee, he has expressed his views on all or any matter in dispute. The adjudication of such Arbitrator shall be governed by the provisions of the Arbitrator and conciliation at 1996, or any statutory modification or re-enactment of or any rules made thereof.

24. The near relatives for this purpose are defined as:

Member of Hindu undivided family, they are husband and wife, the one is related to the other in the manner as father, mother, son (s) and son's wife (daughter in law), Daughter (s) and daughter's husband (son in law), brother and brother's wife, sister (s) and sister's husband (brother in law).

25. Contact person: In case the tenderers desire to have any clarification regarding the terms and conditions of the bid document or any interpretation thereof, they are advised to contact Dr. C.R. Magesh, Scientist 'B', NMNH over telephone No. 011-24367992 between 15.00 hrs. and 17.30 hrs. on all working days.

(Dr. Shakti Kumar Singh)
Scientist 'C' & Head of Office

FINANCIAL BID
 NATIONAL MUSEUM OF NATURAL HISTORY
 MINISTRY OF ENVIRONMENT, FOREST AND CLIMATE CHANGE

Sl. No.	Specification of work	Rates quoted in per sq. Feet (in figure)	Rates quoted in per sq. Feet (in words)
1	Providing and supply of Custom made large format digital print (Maximum 4" x 8") in vinyl, paper or canvas with printing, designing and lamination (Matt or Gloss).		
2	Providing and supply of digital print duly nominated and mounted with 4 mm good quality Sun board.		
3	Providing and supply of Flex Banners on Star Flex with designing, fixing of eyelets etc.		
4	Providing and digital printing of multicolor certificates in A4 size and invitation cards.		
5.	Providing and printing of backlit slides with back-side lamination.		
6.	Applicable taxes, if any		

Signature of the tenderer with Seal

Name: _____

Status: _____

Address: _____

Telephone No. (Office): _____

(Residence): _____

Technical Bid
(To be submitted alone in Envelope)
NATIONAL MUSEUM OF NATURAL HISTORY
MINISTRY OF ENVIRONMENT, FOREST AND CLIMATE CHANGE

- i) Name of the firm with full address and telephone number:.....

- ii) PAN/TIN (VAT) No.

- iii) Details of two years' experience in the field of digital printing on vinyl/paper/canvas/custom made etc. in Government Departments / Public Sector Undertakings (proof to be attached):

- iv) Earnest Money of Rs. 5,000/- (Rupees five thousand only) in the form of Demand Draft / Pay order of any nationalized bank drawn in favour of the 'Pay and Accounts Officer, Ministry of Environment, Forest and Climate Change' payable at New Delhi.

- v) Undertaking on Rs. 100/- stamp paper duly notarized that the firm is not black listed by any Government Department and no criminal case has been registered against the agency / firm or its owner / proprietor / partner anywhere in India.

- vi) The firm should have a turnover Rs.10.00 lakh during each of the last two financial years i.e. 2016-17 and 2017-18 (proof of balance sheet duly certified by Chartered Account should be attached).

- vii) The firm must have valid Service Registration Certificate issued by the appropriate authority.

- viii) Income Tax returns for the last three Financial Years 2014-15, 2015-16 & 2016-17

Signature of the tenderer
with Seal Name Status Address Telephone No. Office Residence address