

REGIONAL MUSEUM OF NATURAL HISTORY

(A regional centre of National Museum of Natural History, New Delhi)

Ministry of Environment & Forests, Govt. of India

PO-RRL, Acharya Vihar, Bhubaneswar-751013

Telephone: 0674-2567114, Fax: 0674-2567784

Email: rmnhbhubaneswar@gmail.com

No. 1.1(2)/2002-03/RMNH /BBSR/

4th August, 2017

To,

M/S _____

NOTICE INVITING TENDER

Sealed Tenders are invited from Registered / Reputed Agencies for providing Housekeeping Services on contract basis in the R.M.N.H, Bhubaneswar, Odisha. Interested Agencies may collect the tender documents.

(a) Personally from the office of the Regional Museum of Natural History, Post:-R R L, Acharya Vihar, Bhubaneswar:-751013. between 11.00 AM to 4.00 PM on all working days w.e.f **07.08.2017**.

OR

(b) By downloading from websites of Ministry of Environment, Forest and Climate Change (www.moef.nic.in),

Last date for submitting Tender: 06.09.2017 up to 03:00 PM (Instruction mentioned in tender documents)

Opening date: 04:00 PM on the same day i.e. 06.09.2017.

(Gaurav)
Scientist-B & HO

Free of Cost

TENDER DOCUMENT

**For
PROVIDING HOUSEKEEPING SERVICES**

**To
REGIONAL MUSEUM OF NATURAL HISTORY
BHUBANESWAR**

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TERMS AND CONDITIONS REGARDING TENDER FOR PROVIDING HOUSEKEEPING SERVICES TORMNH, BHUBANESWAR CAMPUS

1. For and on behalf of the President of India, sealed tenders are invited by the Director, National Museum of Natural History, New Delhi from registered and reputed agencies for providing Housekeeping services on contract basis for the Regional Museum of Natural History, Bhubaneswar, Odisha for a period of one year.
2. Tender should be addressed to the Scientist-B & HO, Regional Museum of Natural History, Post:-RRL, Acharya Vihar, Bhubaneswar-751013 clearly super scribing on the top of the sealed envelope "Tender for providing Housekeeping Services". The last date and time for submission of tender are as follows:-
Last Date: 06.09.2017 Time:1500hrs.
3. The tenders will be opened on 06.09.2017 at 1600 hrs. at the museum conference room in the presence of those tenderer who may wish to be present at that time. Unsealed tenders will not be accepted.
4. The term "Employer" wherever mentioned in this NIT shall mean the "Regional Museum of Natural History", Bhubaneswar authorities. The term "Agency" wherever mentioned in this NIT shall mean the party selected for acceptance of award of contract. The term "Contract" means the formal agreement between the "Employer" and the "Agency" which would be signed at the time of award of work.
5. The agency should quote in figures as well as in words the rates and amount quoted by them (per month per head) **Annexure-I**
6. The employer does not bind itself to accept the lowest tender, reserves to itself the authority to reject or partially accept any or all of the tenders received without assigning any reason thereof.
7. Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the parties who resort to canvassing will be liable to rejection on that ground.
8. Tenders which do not fulfill all or any of the conditions or incomplete in any respect are liable to be rejected without assigning any reason thereof.
9. Tenders incorporating additional conditions are liable to be rejected.

10. The Agency shall be required to enter into a formal agreement with the Museum while contract is awarded.

11. The Agency shall declare in writing that none of the partner in any way related to any official(s) of RMNH, Bhubaneswar.

12. The Agency shall have a local office with a regular telephone at his office and residence.

13. The Agency shall furnish an Income Tax Clearance certificate for the last five years along with their quotation.

14. All credentials of the party including financial standing, registration with Government, having support or connection with Government Departments/organizations, Semi Government, Autonomous Bodies, Civil Body and Public Institutions/ Organizations etc, together with records of past performance with such institutions, Departments, Organizations etc. are to be produced for verification (in Original) by the Employer.

15. All wages and allied benefits like EPF, ESIC, Bonus etc. are to be paid by the agency. The Agency shall remain liable to the authorities concerned for compliance of respective existing rules and regulations of the Govt. for this purpose and shall remain liable for any contravention thereof. "Agency" shall have to abide by the minimum wage as per law to the member of staff employed by them in the campus of the Employer. In case the minimum wage is raised by the local Govt. by legislation after submission of the tender, the difference in the minimum wages shall be paid extra by the employer for exact number of staff deployed by the agency provided that such difference is actually paid to the deployed staff by the agency and by providing substantial proof thereof.

16. A security deposit in the form of Bank Guarantee for not less than 1/10th of the annual tender value with the legal binding and recoverable valuables including cash shall be given by the agency to cover any loss to the employer for negligence, failure, inefficiency, fraud or theft, pilferage etc. on the part of the services. In the event of any such occurrence and/or breach of contract, the amount of compensation as assessed by the employer shall be recovered either from the monthly installment due to the agency or from his security deposit.

17. During the period of this contract, the agency shall provide uninterrupted service and the housekeeping staff should 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 arrangement of the premises of the museum and abide by the instructions and directives issued by the employer in this regard.

18. The agency shall maintain an attendance register for all their staff deployed in the campus of the employer. The Attendance register must be got checked and countersigned by the officer deputed by the employer for the purpose, everyday within 10.00 Am positively. A copy of the attendance shall be submitted along with monthly bill.

19. All persons deployed by the agency must remain in proper uniform while on duty, the agency shall supply at its cost uniforms, rain coats, woolen clothing. The nature of uniform shall have to be got approved from the employer.

20. The numerical strength of the housekeeping staff may be increased or decreased as per requirements of the employer from time to time. The agency has to provide required number of persons within three days from the date of demand, failing which employer will engage persons from open market subject to the realization of the payment from the contractor's bill.

21. The employer shall pay to the agency nothing more than the amount as may be due under the contract terms.

22. The agency shall not make any alterations, deviations, additions or omission from the approved staff strength as required by the employer without the prior approval of the employer.

23. The payment would be arranged to the agency through Director, NMNH, New Delhi by e-transfer after submission of the proper bill along with proof of ESI & EPF deposits and a copy of the attendance register for the month duly certified by the authorized representative of the employer. The bill will be cleared for payment after due process at the level of the Pay & Account Officer, Ministry of Environment, Forest & Climate Change, New Delhi. No interest shall be paid or can be claimed by the agency for delayed payment. TDS will be deducted from each bill at the rates prescribed by the Govt. from time to time.

24. In the beginning, the contract would be on a trial basis for three months only and after that it will be renewed for a period of one year during which the service charges quoted by the agency shall remain valid. No increase in charges during the period shall be admissible.

25. 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's property due to agency's failure or persistent failure by the agency in providing satisfactory service to the employer. The decision of the employer in this regard shall be final and binding on the agency.

26. For reason other than mentioned in the clause above, the contract can be terminated by either party by providing clear one month notice in writing.

27. 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 able arbitration of an enquiry committee which shall be appointed by the Director, National Museum of Natural History, New Delhi. The award of the arbitrator decision shall be final. The submission shall be deemed to be submission to arbitration under the meaning of Arbitration Act, 1940 or any statutory modification thereof for the time being in force.

(Gaurav)
Scientist-B & HO
RMNH, Bhubaneswar

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Annexure-I

HOUSEKEEPING SERVICES

Name & Address of the Tenderer	Rate per month per head (inclusive of all taxes, ESI, EPF, Service/Supervision charges and other charges)	Amount in words	Signature of the tenderer or his authorized signatories with office seal

Note:- No additional conditions/information to be furnished in this proforma by the tenderer.