

Free of cost

TENDER DOCUMENT
FOR
PROVIDING CONTRACTUAL STAFF
AGAINST VACANT POSTS OF ADMINISTRATION & EDUCATION IN DIFFERENT
DESIGNATION

AT THE
REGIONAL MUSEUM OF NATURAL HISTORY
BHOPAL

GOVERNMENT OF INDIA
REGIONAL MUSEUM OF NATURAL HISTORY
(MINISTRY OF ENVIRONMENT, FOREST & CLIMATE CHANGE)
PARYAVARAN PARISAR, E-5, ARERA COLONY, BHOPAL

GOVERNMENT OF INDIA
REGIONAL MUSEUM OF NATURAL HISTORY
(MINISTRY OF ENVIRONMENT FORESTS & CLIMATE CHANGE)

Paryavaran Parisar
E-5, Arera Colony,
Bhopal-462016

No.4-7/2008-09/RMNH/BPL/D

Dated: .../...../2017

**(Closing time and Date: 15.00 hours of 27/04/2017
Opening of tenders time and date: 17.00 hours of 27/04/2017)**

SUBJECT: PROVIDING CONTRACTUAL STAFF AGAINST VACANT POSTS OF ADMINISTRATION and EDUCATION IN DIFFERENT DESIGNATION in Regional Museum of Natural History, Bhopal.

The undersigned is directed to state that this office is interested in having a contractual arrangement against vacant posts of administration and education in different designation on outsourcing basis for day –to – day works at RMNH, Bhopal. The details of such as name of post, Emoluments, qualifications etc are given below.

S.No.	Name of Post / Designation	Emoluments	Education qualification	Age
1,	Office Superintendent	((Pay level - 06+ DA as per rate 2%) 35,400 + 708 Total emoluments Rs. 36,108/-	Degree from a recognized university Desirable: - Experience in supervision of works and maintenance of accounts. In case of retired person from Govt. (Central / State / PSU) the age limit is relax able.	21 to 59 years.
2.	Museum Interpreter	((Pay level - 05+ DA as per rate 2%) 29,200 + 584 Total emoluments Rs. 29,784/-	A. Essential Qualification:- 1) B.Sc. (Biology) 2) B. Ed or 02 year teaching experience. B. Desirable Qualification: - Experience of conducting educational activities in a museum or a similar institution. OR Diploma or degree in Museology or equivalent.	21 to 59 years.
3.	Driver	((Pay level - 02+ DA as per rate 2%) 19,900 +398 Total emoluments	Essential Qualification: 10 th class passed Applicant should have valid license for	21 to 59 years.

		Rs. 20,298/-	light and heavy vehicles. Desirable qualification: - experience of driving heavy motor vehicle for at last three years, and knowledge of motor mechanism. Applicant should know read, write and speak the Hindi Language and read write English Language.	
4.	Laboratory Attendant	((Pay level - 01+ DA as per rate 2%) 18,000 + 360 Total emoluments Rs. 18,360/-	Pass in Matriculation Examination At least one year experience in a laboratory or other technical unit like Photographic Studio, Art Studio, Modeling Unit etc. under a government Department or a museum or public or private organization. Desirable qualification: Experience of operating Photocopy machine	18 to 59 years
5.	Peon	((Pay level - 01+ DA as per rate 2%) 18,000 + 360 Total emoluments Rs. 18,360/-	Educational qualification Passed in Matriculation Examination. He must be in good eye sight and better hearing	18 to 59 Years.
6.	Gallery Attendant	((Pay level - 01+ DA as per rate 2%) 18,000 + 360 Total emoluments Rs. 18,360/-	Essential qualification must be middle (8 th) class pass	18 to 59 years.
7.	Receptionist	Rs.6,490 + 649 increase every tender @ 10% per year Rs.7,139/-	Essential Qualification:- (10 + 2) Biology or equivalent	18 to 35 years.

Note: - The entire period of contract the above fixed amount will be payable against each post.

2. Period: - Initially contractual appointment through outsourcing for each post will be for period of one year; it may be extended on mutually agreed terms or till the post are filled up on regular basis whichever is earlier.

3. Security consideration:- The persons provided by the Agency should not have any negative police record / criminal cases against them. The Agency should make adequate enquiries about the character and antecedents of the persons whom they are recommending.

4. Period within which the manpower is to be provided within 10 days of award of the contract.

5. Terms and condition: As at Annexure 1

Note: - The Maximum payable amount stated above is inclusive of Pay level + DA. The intended agencies are required to quote their supervisory / service charges as per Annexure-II in both in figure as well as in words. The enhancement of DA by Government from time to time will be paid on claim by the agency.

Period: - Initially for a period of One year or may be extended on mutually agreed terms or till the posts are filled up on regular basis whichever is earlier.

Tender Cost: - free

Note: the firms/agencies, who have been submitted the tender/s in response to above posts till the previous closing date 20/03/2017 are not need to be resubmitted. The previous tender/s will be considered for tender opening on 27/04/2017.

For further details we may contact: - 0755-2420429

Scientist-B & H.O.
Regional Museum of Natural History,
Paryavaran Parisar E-5, Arera Colony
Bhopal- 462016

Annexure-I

Government of India
Regional Museum of Natural History, Bhopal
(Ministry of Environment, Forest & Climate Change)

TECHNICAL BID

Technical Bid should indicate the following information in brief along with the self attested photocopies of these documents:-

- a) Profile of the Company
- b) Proof of incorporation / inception of the agency (Proof to be attached)
- c) EPF Registration details (Proof to be attached)
- d) ESI Registration details (Proof to be attached)
- e) PAN Number (Proof to be attached)
- f) Service Tax Registration Number
- g) Name of the Organization / Government institute where the manpower was supplied during last three years (Proof to be attached)
- h) Any other relevant information (Proof to be attached)

On the basis of the information furnished by the Agency will be graded. Financial bid of only qualified bidder based on grading will be eligible for opening of financial bid.

The above information / documents should not be more than one page in each case,

Name and signature of the authorized person
of the firm along with the seal

Annexure-II

Financial Bid

To,
Scientist-B / Head of Office
Regional Museum of Natural History
(Ministry of Environment, forest & Climate Change)
Paryavaran Parisar, E-5 Arera Colony, Bhopal- 462016

Subject: - Quotation for award of contract for providing Manpower in different designation against Vacant posts in the RMNH for a period of one year- regarding.

Sir,

With reference to your letter No.----- dated----- 2017.
On the subject mentioned above I /We quote the rate for above mentioned work as under:-

SL.No.	Particulars Service Charges		Service Tax	
	(Rs. In figure)	(Rs. in words)	(Rs. In figure)	(Rs. in words)
1.				

- This column is mandatory failing which financial Bid is liable to be rejected
- **Tenders will have to include service charge. Without service charge tender will not be entertained and similarly rejected.**

Note:- 1. If the financial bids of the two or more agencies are found to be same, the agency will be selected on the basis of the Grading of Technical Bid.
2. The lowest tender (L 1) will be determined on the basis of tender rates submitted by the agency in respect of the majority of the posts.

I / We accepted all the terms and conditions of your letter referred to above.

Name and signature of the authorized person
of the firm along with the seal