

**REGIONAL MUSEUM OF NATURAL HISTORY**  
(A regional centre of National Museum of Natural History, New Delhi)  
Ministry of Environment, Forest and Climate Change, Govt. of India  
Paryavaran Parisar, E-5, Arera Colony, Bhopal - 462016  
Email: [rmnhbpl@gmail.com](mailto:rmnhbpl@gmail.com)

No. 4-1/2007/RMNH/BPL/D

Dated: 4<sup>th</sup> August, 2017

To,

M/S \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTICE INVITING TENDER**

Sealed Tenders are invited from Registered / Reputed Agencies for providing Contractual Professional Services (Administrative / Educational Posts) on contractual basis in the Regional Museum of Natural History (RMNH), Bhopal. Interested Agencies may collect the tender documents -

- (a) Personally from the office of the Regional Museum of Natural History, Paryavaran Parisar, E-5, Arera Colony, Bhopal-462016 between 11.00 AM to 4.00 PM on all working days w.e.f **07.08.2017**.

OR

- (b) By downloading from website of Ministry of Environment, Forest and Climate Change ([www.moef.nic.in](http://www.moef.nic.in)),

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

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

(Manoj Kumar Sharma)  
Scientist-B &HO

Free of Cost

# **TENDER DOCUMENT**

**For**

**PROVIDING PROFESSIONAL SERVICES ON  
CONTRACT BASIS  
(ADMINISTRATIVE / EDUCATIONAL POSTS)**

**At**

**REGIONAL MUSEUM OF NATURAL HISTORY  
BHOPAL**

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

Ministry of Environment, Forest and Climate Change, Govt. of India

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

Email: [rmnhbpl@gmail.com](mailto:rmnhbpl@gmail.com)

Website: [www.moef.nic.in](http://www.moef.nic.in)

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 (A regional centre of National Museum of Natural History, New Delhi)  
 Ministry of Environment, Forest and Climate Change, Govt. of India  
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 Email: [rmnhbpl@gmail.com](mailto:rmnhbpl@gmail.com)

**Sub: - Notice Inviting Tender for providing professional services of Administrative / Educational posts on contractual basis at Regional Museum of Natural History (RMNH), Bhopal.**

**(Closing date: 1500 hrs. on 06.09.2017)**

Sealed tenders are invited by the Scientist B & Head of Office, Regional Museum of Natural History, Bhopal from registered and reputed agencies for providing the following contractual professionals to Administrative / Educational posts on contract basis, against the vacant posts, for the Regional Museum of Natural History (RMNH), Bhopal, Madhya Pradesh for a period of one year. The details of posts, emoluments, qualification, age etc. are given below:

S. No.	Name of Post / Designation	Emoluments	Education qualification	Age
1.	Office Superintendent	(Pay level - 06+ DA @ 4%) 35,400 + 1,416 Total emoluments <b>Rs. 36,816/-</b>	Degree from a recognized university <b>Desirable:</b> - Experience in supervision of work and maintenance of accounts. In case of retired person from Govt. (Central / State / PSU) the age limit is relaxable.	Not exceeding 59 years.
2.	Museum Interpreter	(Pay level - 05+ DA @ 4%) 29,200 + 1,168 Total emoluments <b>Rs. 30,368/-</b>	<b>A. Essential Qualifications:-</b> 1) B.Sc. (Biology) 2) B. Ed or 02 years' teaching experience. <b>B. Desirable Qualifications:</b> - Experience of conducting educational activities in a Museum or a similar Institution. OR Diploma or Degree in Museology or equivalent.	Not exceeding 59 years.
3.	Driver	(Pay level - 02+ DA @ 4%) 19,900 + 796 Total emoluments <b>Rs. 20,696/-</b>	<b>Essential Qualifications:</b> 10 <sup>th</sup> class passed Applicant should have valid license for light and heavy vehicles. <b>Desirable qualifications:</b> - Experience of driving heavy motor vehicle for at least three years, and knowledge of motor mechanism. Applicant should know reading, writing and speaking the Hindi Language and reading, writing English Language.	Not exceeding 59 years.
4.	Laboratory Attendant	(Pay level - 01+ DA @ 4%) 18,000 + 720  Total emoluments <b>Rs. 18,720/-</b>	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.	Not exceeding 59 years.

			<b>Desirable qualification:</b> Experience of operating Photocopy machine	
5.	Peon	(Pay level - 01+ DA @ 4%) 18,000 + 720 Total emoluments <b>Rs. 18,720/-</b>	<b>Educational qualification</b> Passed in Matriculation Examination. He must be in good eye sight and better hearing	Not exceeding 59 years.
6.	Gallery Attendant	(Pay level - 01+ DA @ 4%) 18,000 + 720 Total emoluments <b>Rs. 18,720/-</b>	<b>Essential qualifications</b> must be middle ( 8 <sup>th</sup> ) class pass	Not exceeding 59 years.
7.	Receptionist	<b>Rs. 10,290/-</b> based on Minimum wages approved by GOI, Office of the Deputy Chief Commissioner (Central), Jabalpur	<b>Essential Qualification:</b> (10 + 2) or equivalent	Not exceeding 59 years.

**Note:** The maximum payable amount in respect of each position is stated above and will remain valid for the entire period of contract. However, for the post of Receptionist who has been given the minimum wages shall be eligible for enhancement of wages subsequent to increase in minimum wages rates by the office of Deputy Chief Commissioner (Central), Jabalpur, Government of India. The intended agencies are required to quote their service charges as per the **Annexure-III** in both in figure as well as in words. Service charges and service tax will be paid extra.

1. If a firm quotes "Nil" charge / consideration, the bid shall be treated as unresponsive and will not be considered.

2. **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.

3. **Security consideration:** The persons supplied by the agency should not have any police records/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 supplied:** within 10 days of award of contract.

5. **Terms & Conditions:** As at **Annexure-I**

6. The technical bid should contain the document/information as per **Annexure-II** and financial bid should be in the format as given in **Annexure-III**. The agencies should quote only the supervision/service charges. Supervision/service charges and service tax will be paid extra. The emoluments are based on minimum Government pay scales attached to the post along with existing DA. These posts in different designation may be filled up on outsourcing basis for day to day official work at RMNH, Bhopal. **Technical and financial bid should be sealed in separate covers and both the sealed covers are to be placed in one envelop sealed and super scribed "Quotation for providing**

**professional service (Administrative / Educational posts) on contract basis in RMNH, Bhopal”.**

The firm should furnish Earnest Money Deposit (EMD) amounting to **Rs. 25,000.00 (Rupees twenty five thousand only)** in the form of DD/Pay Order in favour of the **Scientist-In-charge, Regional Museum of Natural History, Bhopal** along with quotation. Tender documents may also be downloaded from website of Ministry of Environment, Forest and Climate Change ([www.moef.nic.in](http://www.moef.nic.in)).

Quotations without EMD will not be entertained. The amount of the EMD will be released to unsuccessful firms after the finalization of the contract. The successful tenderer should deposit performance security/bank guarantee @ 10% of the annual contract amount while entering into contract. Performance security amount will be payable through Bank draft / bank guarantee / fixed deposit receipts drawn in favour of **PAO, MoEF&CC, New Delhi**. The validity of the Bank Draft etc. shall be up to 90 days after the period of contract. The Performance Security equivalent to 10% of the amount payable per month which will be forfeited in case the supply of manpower is delayed beyond the stipulated period indicated at Para 4 above or frequent absence from duty/misconduct on the part of manpower supplied by the agency.

7. You are therefore, requested to quote your rates in the proforma as per **Annexure-III** to this letter and quoted rate should be in figure as well as in words. **The quotation must reach in a proper sealed cover to Scientist-B & H.O., Regional Museum of Natural History, Paryavaran Parisar, E-5, Arera Colony, Bhopal - 462016 latest by 1500 hrs. on 06.09.2017 positively.** The technical bids will be opened on the same day at **1600 hrs.** in the conference room of this office in the presence of the representative of the firms who may desire to participate in the tender process. The agencies qualifying in the technical bids will be intimated after scrutiny of the technical bids. Financial bids of the tenderers qualified in technical bids will also be opened on the same in the presence of the tenderers if so may desire to be present. Tenders received after due date & time will not be accepted.

8. The bidders shall not be at liberty to offer his/her terms and conditions with regard to the tendered work that means the bidder cannot deviate from the terms and conditions given herein. Otherwise, the tenderers are liable to be summarily rejected.

9. The decision of the Scientist B & Head of Office, RMNH, Bhopal to reject / accept any technical/financial bid shall be final and no grievance will be entertained in this regard.

(Manoj Kumar Sharma)  
Scientist-B & HO

Encl.:- As above.

**Terms and Conditions:**

01. The RMNH may require the service provider to dismiss or remove from the site of work any person, employed by the service provider, who may be incompetent or having improper conduct and service provider shall forthwith comply with such requirement.
02. The service provider has to provide the Photo Identity cards to the person employed by him/her for carrying out the work. These cards are to be constantly displayed and loss reported immediately.
03. All services shall be performed by persons qualified and skilled in performing such services.
04. The service provider shall replace immediately if its personnel (if they are unacceptable to the officer because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct) upon receiving written notice from office.
05. Office shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel of the service provider
06. The service provider's personnel working should be polite, cordial, positive and efficient while handling the assigned work and their actions shall promote good will and enhance the image of this office. The service provider shall be responsible for any act of indiscipline on the part of persons deployed by him.
07. The service provider shall not assign, transfer, pledge or sub contract the performance of services without the prior written consent of this office.
08. The service provider's person shall not claim benefit / compensation / absorption / regularization of service with office under the provision of industrial dispute Acts, 1947 or Contract Labour (Regularization and Abolition) Act, 1970. Undertaking from the person to this effect will be required to be submitted by the service provider to this office.
09. The person deployed shall not claim any master & servant relationship against the office.
10. The service provider shall ensure deployment of suitable persons from proper background after investigation by the local police, collecting proofs of identity like driving license, bank account details, previous work experience, proof of residence and recent photographs and withdraw such employees who are not found suitable by the office for any reasons immediately on receipt of such a request.
11. The character and antecedents of each personnel of the service provider will be got verified by the service provider through police/district authorities before their deployment and a certificate to this effect submitted to the office.
12. The service provider shall ensure proper conduct of his persons in office premises and enforce prohibition of alcoholic drinks, paan, smoking, loitering without work.
13. The service provider shall engage necessary persons as required by our office from time to time. The said persons engaged by the service provider shall be the employees of the service provider and it shall be the duty of service provider to pay their salary every month. There is no Master & Servant relationship between the employees of the service provider and the Purchaser (office). Further, the said person of the service provider shall not claim any absorption.

14. The transportation, food, medical and other stationery requirement in respect of the each personnel of the service provider will be the responsibility of the service provider.
15. Working hours would be normally 08 hours per day including ½ an hour lunch break during working days. The working hours will be decided by the undersigned keeping in view of the visitor's service and smooth functioning of the institution. However, the concerned person may have to work beyond office hours if, there is any urgency. The personnel may also be called on weekly off and other Gazetted holidays, if required. They may be given compensatory holiday in lieu of the one working during days mentioned above. The personnel who are deputed in Public Service may attend the office regularly except national holiday or other holiday observed by the museum.
16. The service provider will submit the bill in triplicate in the 1<sup>st</sup> Week of succeeding month along with copies of attendance; ESI & EPF deposited challans of previous months and ECR copies of ESI & EPF deposit, proof of salary payment of previous month, copy of agreement and mandate form for e-transfer of payment. Thereafter, the payment will be released to the firm through e-transfer from NMNH, New Delhi after due process at the level of the Pay & Accounts Officer, Ministry of Environment, Forest & Climate Change, New Delhi.
17. The service provider will provide the required personnel for a shorter period also, in case of any exigencies as per the requirement of the office.
18. The service provider shall provide a substitute well in advance if there is any probability of the person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be responsibility of the service provider. The service provider shall be responsible for contributions towards Provident Fund, Employees State Insurance and other statutory payment/liabilities etc. wherever applicable.
19. Payments to the service provider would be strictly on certification by the officer with whom the concerned person is attached, that his / her services were satisfactory and attendance as per the bill prepared by the service provider. The agency's workers will work under the overall supervision and directions of the Head of Office.
20. The service provider shall be contactable at all times. All message sent by E-mail/fax/special messenger from the RMNH to the service provider shall be acknowledged immediately on receipt on the same day.
21. The agency should be registered with the concerned Govt. authorities i.e. Labour Commissioner, Provident Fund Authorities, Employee's State Insurance Corporation etc. and a copy of the registration should be submitted.
22. The agency should submit its PAN and Service Tax registration numbers.
23. Escalation clause shall not be accepted on any ground during the period the contract is in force.
24. The award of the contract will be subject to the fulfillment of the conditions laid down in Rule 157, 158 and 160 of GFR, 2005 as the amended from time to time.
25. **The Director, National Museum of Natural History, New Delhi reserves the right to terminate the contract by giving 30 days notice and without assigning any reason thereof.**

26. In case of any dispute arising out of this contract/award of work between the "Government" 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's 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.

**(Manoj Kumar Sharma)**  
**Scientist-B & HO**



**Technical Bid**

Technical bid should indicate the following information in brief along with the self attested photocopies of these documents. The above information / documents should not be more than one page in each case.

1. The Notice Inviting Tender (NIT).
2. EMD of Rs.25,000/- by way of bank draft issued by a nationalized bank in favour of the Scientist-In-charge, Regional Museum of Natural History, Bhopal.
3. Profile of the company
4. Registration with Govt.
5. EPF registration details (proof to be attached)
6. ESI registration details (proof to be attached)
7. Registration with Labour office
8. PAN ((proof to be attached)
9. Service tax registration number
10. Name of the organization / Government institutes where similar service was provided by the agency during last three years (proof to be attached)
11. Proof of executing orders of similar works during each of last three years i.e. years 2014-15, 2015-16 & 2016-17.
12. Any other relevant information (proof to be attached)
13. Details of the firm/company in case of Partnership Firm.
14. Self attested copies of Income Tax return for last two years

On the basis of the information furnished, the agency will be graded. Financial bids of qualified bidders based on grading will only be eligible for opening.

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

**Financial Bid**

To,

The Scientist-B & HO,  
Regional Museum of Natural History,  
Bhopal - 462016

**Sub:-Quotation for award of contract for providing professional service of Administrative / Educational posts on contract basis in RMNH, Bhopal - regarding.**

Sir,

With reference to your tender No.4-1/2007/RMNH/BPL/D, dated 4th August, 2017 on the subject mentioned above, I/we quote the rate for above mentioned work as under

Name & address of the tenderer	Percentage of service charges for providing service			Signature of the tenderer or his authorized signatories with office seal
	% age of service charges on the monthly bill	Amount of service charge on monthly bill in figure	Amount of service charge on monthly bill in words	

**Note:**

1. Any additional information/conditions furnished other than the information required in the prescribed format will lead to disqualification.
2. 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.
3. If a firm quotes "Nil" charge / consideration, the bid shall be treated as unresponsive and will not be considered.

I/we accepted all the terms & conditions of your letter referred to above.

Name and signature of the authorized  
Person of the firm with seal