

TENDER DOCUMENT

ENGAGEMENT OF MANPOWER SOLUTION AGENCIES FOR PROVIDING ROUND THE CLOCK SECURITY GUARDS AT DR. ZAKIR HUSSAIN MEMORIAL MUSEUM, OKHLA, NEW DELHI.

LAST DATE & TIME FOR SALE OF TENDER DOCUMENTS : 7th September, 2016 (except Monday)
Timing – 1100 to 1600 Hrs)

LAST DATE & TIME FOR SUBMISSION OF TENDER : 8th September, 2016 (up to 1400 Hrs)

DATE & TIME OF OPENING OF TENDER : 8th September, 2016 (1500 Hrs)



***NATIONAL MUSEUM
JANPATH, NEW DELHI – 110011***

NATIONAL MUSEUM, MINISTRY OF CULTURE, GOVT. OF INDIA
JANPATH, NEW DELHI

TENDER NOTICE

The Administrator/D.G. National Museum, Ministry of Culture, Janpath, New Delhi for and on behalf of the President of India invites sealed tender on the basis of two bids systems i.e., technical bids and financial bids separately for following work from experienced and capable Bidder /firm/agency

| Name of Work | Time Period of Tender | LAST DATE & TIME FOR SALE OF TENDER DOCUMENTS | LAST DATE & TIME FOR SUBMISSION OF TENDER | DATE & TIME OF OPENING OF TENDER | EMD Amount (Rs.) |
|--|-----------------------|---|---|---|------------------------------------|
| Engagement of manpower solution agencies for providing round the clock security guards at dr. Zakir hussain memorial museum, okhla, new delhi. | One Years | 7 th September, 2016 (except Monday) | 8 th September, 2016(up to 1400 Hrs) | 8 th September, 2016(up to 1500 Hrs) | 50,000/- (Rs. Fifty Thousand only) |

2. Tender forms with terms & conditions can be collected from the Reception Counter of the National Museum, Janpath, New Delhi on payment of Rs. 1000/- (Rs. One Thousand only) (non-refundable tender fee) through Demand Draft, drawn in favour of Drawing & Disbursing Officer, National Museum and payable at New Delhi between 1100 Hrs. to 1600 Hrs. on all working days except Monday/ National Holidays up to 7th September, 2016 (1400 Hrs.). The tender fee should also be deposited through Demand Draft if the tender document is downloaded from our website by the tenderer as mentioned above. **Application for issue of tender documents by post/ fax will not be entertained.**

3. Interested parties are requested to send their tender forms complete in all respects, along with all relevant documents and EMD of Rs. 50,000/- (Rs. Fifty Thousand only), separately for each category, super scribing the tender enquiry No. and the name of the work on the envelope, to the Director General, National Museum, Janpath, New Delhi – 110011 either by Registered / AD **(to be reach on or before 8th , 2016 upto 14:00 Hrs)** or tenders may also be dropped in the Tender Box kept at the Administration Area (First Floor) of the National Museum.

4. Technical Bids shall be opened first and The Financial Bids will be considered only if the firms/agency qualify in Technical Bid as per the terms and conditions laid down in this Request for Proposal (RFP).

5. Detailed instruction regarding terms and conditions of RFP are available in website of National Museum.

6. The parties who wish to be present at the time of opening of the tender may represent themselves or authorize their representative with an authority letter. The DG, National Museum reserves the right to accept or reject any or all tenders without assigning any reason.

DIRECTOR GENERAL

Website: nationalmuseumindia.gov.in

ANNEXTURE-I

NATIONAL MUSEUM, MINISTRY OF CULTURE
GOVERNMENT OF INDIA, JANPATH, NEW DELHI - 110011

Sub: Notice inviting sealed bid documents for engagement of manpower solution agencies for providing round the clock security guards at Dr. Zakir Hussain Memorial Museum.

GENERAL TERMS & CONDITIONS

1. National Museum invites bids from PSARA Regd.Firms/Company/Agency in the prescribed form two bids systems i.e., technical bids and financial bids separately for the posting of Security Guards (Unarmed) from interested Eligible Bidders for Engagement of Manpower Solution Agencies for providing round the clock six (6) security guards at Dr. Zakir Hussain Memorial Museum, Okhla, New Delhi.
2. Issue of tender form does not necessary means that the Bidder is an eligible party.
3. The "Bidder" and / or Firm and/or Agency as used in the Tender documents, shall mean the one who has signed the Tender Form and format for Pre-qualifications bid submitted in response to our Tender Notice.
4. The individual signing the tender or other documents in connection with the tender must certify his / her signature as (A) sole proprietor of the firm or constituted attorney of such sole proprietor, (b) constituted attorney of the firm, if it is a company, (c) authorized signatory of the firm.
5. Each Bidder shall submit one proposal. Any Bidder giving tender in different names will be disqualified and his tenders will be rejected.
6. The tender forms submitted by the Bidder shall contain all requisite information along with supporting documents.
7. The Bidder should be a established Agency / Firm dealing with the categories of works published in the Tender Notice or having infrastructural facilities including manpower in case of Service Provider. The agency must have a local office at Delhi with a regular telephone at office and residence.
8. The Bidder shall give the official mailing address, phone and fax numbers to which all correspondences shall be made by the National Museum. Also, if address is changed, the same shall have to be immediately intimated to the National Museum.

9. The Bidder shall have to submit a declaration stating that he/ she is not a relative of any serving employee of the National Museum, being a partner in the tendered company.
10. The incomplete or conditional tenders would not be accepted and are liable to be rejected.
11. Bids received by the National Museum after the given date and time, will not be considered.
12. Tender without Tender Fee and Earnest Money Deposit will not be accepted and is liable to be rejected summarily.
13. Tenders not confirming to the requirements mentioned in the Tender Form will be rejected and no correspondence shall be entertained in this regard.
14. False information/ documents provided for consideration would result in disqualification of the bidder.
15. The Bidder / Agency / Firms shall not sublet the work to other Bidder / Agency/ Firm after the award of the work.
16. The National Museum shall have the right to ask for removal / replacement of any person of Agency, who is not found to be suitable and orderly in the discharging of his duty.
17. The Agency staff shall carry out duties as are entrusted to them by the National Museum from time to time.
18. Arbitration: The Courts at Delhi shall alone have jurisdiction to decide any dispute arising out of or in respect of this agreement.
19. The persons deployed by the Bidder/firm/agency shall be on rolls of Bidder/firm/agency and shall have **NO RIGHT**, whatsoever, to raise or put up any claim on the National Museum, Govt. of India. The Bidder /firm/agency shall remain responsible for all claims, if any, of the persons engaged now or at any time during and after their deployment at this office.
20. The Bidder / Agency / Firm will get verified day to day attendance from the concerned Sectional Heads of National Museum to whom the staff is attached.
21. That the contractor shall deploy his persons in such a way that get weekly rest. The working hour / leave, for which the work is taken from them, do not violate relevant provisions of Delhi Shops and Establishment Act. The contractor shall in all dealings with the persons in his employment have due regard to all recognized festivals, days of rest and

religious or other customs. The contractor shall not commit a default or breach of any of the provisions of the Labour Laws including the provisions of Contract Labour.

22. That contractor's authorized representative (Owner/Director/Partner/Manager) shall at least once a month contact National Museum and get a feedback on the services rendered by the contractor vis-a-vis corrective action required to make the services more efficient.
23. The Bidder / Agency/ Firm shall submit the list of person engaged for the work in the National Museum along with the authentic documents of each of the persons who should obtain temporary pass for entry in the Campus and building duly signed by the Security-in-charge, National Museum.
24. The contractor should get the verification of character and antecedents of each individual done through the local police, prior to his/her deployment in the National Museum. Proof of the police verification report must be submitted the Museum authority.
25. The deployed persons should be in the prescribed uniform with name plate or badge which is to be provided by the Agency free of charge and at their own cost. The uniform will be approved by the Museum Administration.
26. Any damage to the National Museum property caused due to the carelessness of the workers shall be borne by the Bidder /Agency/ Firm and such loss should be brought to the notice of the Administrative Officer.
27. During the period of this contract, the agency shall provide uninterrupted service and perform their duties diligently to the entire satisfaction of the National Museum. The agency shall constantly keep in touch with the National Museum regarding the service arrangement provided to the Museum and abide by the instructions and directives issued by the National Museum in this regard from time to time.
28. The Bidder shall not incorporate any condition in the bids to participate as conditional bidders and bids which are not submitted strictly in accordance with the Bid terms are liable to be rejected.

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ANNEXTURE-II

TECHNICAL CONDITIONS

1. Tender is called on the basis of two bids systems i.e., technical bids and financial bids sealed separately. The Bidder/Firm/Agency should put these two sealed envelopes in a bigger envelop duly sealed and submit the same to the Department by the specified date and time.
2. Forwarding letter should clearly indicate the list of enclosures. Every paper of the tender should be signed by the Tender with seal of Agency / firm.
3. The Bidder/Firm/Agency should Deposit Earnest Money with Technical Bid. Technical Bid without Tender Fee and Earnest Money Deposit will not be accepted and is liable to be rejected summarily.
4. The Bidder/Firm/Agency should enclosed a notarized affidavit on a stamp paper of appropriate value to this effect that the company has not been blacklisted or their business dealings with the Government/Ministries/Department have not been banned
5. The tender form should be clearly filled in ink legibly or typed. The Bidder/Firm/Agency should quote the number, rates and amount tendered by him / them in figures as well as in words. Alternation illegibly attested by the Bidder, shall disqualify the tender. The tender form should be signed by the Bidder himself. The forwarding letter should be signed along with the quotations.
6. Attested copies of the PSARA Registration of the firm, License No. (Under Contract Labour Act), Provident Fund Account No.(allotted by the Provident Fund Commissioner), ESI No., PAN No.(allotted by the Income Tax Department) and Service Tax Number shall be enclosed.
7. Copy of the Income Tax Return Certificates of last Three years, Service Tax Certificate and Satisfactory Performance Certificate issued by the concerned agency (s) organizations where such types of works / jobs have been performed by the contractor earlier shall also be enclosed.
8. The contractor shall have to produce documentary proof i.e. Ration Card/ Telephone Bill / Electricity Bill / Income Tax Certificate/ Aadhar Card in support of his identity.
9. **Bidder/Firm/Agency who intends to participate in the tender should have FIVE YEARS experience of handling upto 15 persons at the site in field of supply of manpower for providing round the clock security guards.**

10. The prospective Bidder should have to have experience to provided services in an organization like a Museum or at a high security zone.
11. Bidder should have at least annual turnover of Rs. 50 Lakhs.
12. Technical Bids shall be opened first and The Financial Bids will be considered only if the firms/agency qualify in Technical Bid as per the terms and conditions laid down in this Request for Proposal (RFP).
13. The Bidder/Firm/Agency should enclosed Undertaking with Technical Bid.
14. That contractor's authorized representative (Owner/Director/Partner/Manager) shall at least once a month contact National Museum and get a feedback on the services rendered by the contractor vis-a-vis corrective action required to make the services more efficient.

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ANNEXTURE-III

FINANCIAL CONDITIONS

1. The Bidder/Firm/Agency should take care that the rate and amount should be written in such a way that interpolation is not possible. No column should be left blank which would otherwise make the tender liable for rejection.
2. All wages and allied benefits like P.F., ESIC etc. are to be paid by the agency. The agency shall remain liable to the authorities concerned for compliance of the provisions in this regard and will be liable for any contravention thereof.
3. **“ESIC, EPF and Service Tax” will be reimbursed to Bidder/Firm/Agency only after providing original deposit receipts. The Bidder/Firm/Agency shall submit every month the proof of having deposited the amount of contribution claimed by him on account of ESI & EPF towards the persons deployed in their respective names before submitting the bill for the subsequent month. In case the contractor fails to do so, the amount claimed towards ESI & EPF contribution shall be withheld till submission of required documents.**
4. Agency shall have to abide by Minimum Wages Act as revised from time to time to the members of staff deployed by them in the campus of the National Museum. In case the minimum wage is raised by the local Govt. / Delhi Administration after submission of the tender, the payment of difference in the minimum wage will be considered by the National Museum.
5. The firms which do not meet minimum wages criteria will not be considered and they will be treated as ineligible.
6. If need arises, the outsource staff shall have to sit late or come early or attend the office even of Second Saturday/ Sunday/ Gazetted Holidays (as per work requirements).
7. The National Museum will deduct Income Tax at source as applicable form the contractor.
8. The Bidder / Agency / Firm shall not sublet the work to other Bidder / Agency / Firm after the award of the work. The engagement of services is purely on contract basis. The manpower deployed by the Bidder / Agency / Firm shall be employees of the Agency for all intents and purposes.
9. Penalties: Lapses due to service provider will be viewed seriously and penalties will be imposed on the service provider.
 - i) In case of failure to commence the service on the stipulated time / date, the EMD shall be forfeited.

- ii) In case of failure to carry out the service to the satisfaction of National Museum as per the terms and conditions they will be free to get service done by any other agency at the cost and risk of the service provider.
10. **Performance Evaluation:** The performance of the deployment persons will be evaluated by the National Museum Administration on the basis of the reports from the different sections of the National Museum. If the performance is not satisfactory, suitable action will be taken against the agency.
11. In case of non-performance/ inadequate performance, the National Museum reserves the right to get the work done from Other Sources at the risk & cost of the agency.
12. **EARNEST MONEY:** The Bidder will furnish along with the Tender Form, earnest money of Rs. 50,000/- (Rs. Fifty Thousand only) in the form of F.D.R only drawn in favour of Drawing & Disbursing Officer, National Museum with validity for a period not less than **15 months** from date of opening of tender. The earnest money shall be refunded to the unsuccessful Bidder (s) within 30 days of final decision of selection of the bidder without any interest.
13. If successful bidder fails to deploy the manpower i.e. for providing security guards as required by National Museum, and to his satisfaction of the stipulated date of issue of Acceptance letter and/or fails to furnish the Performance Security, the entire Earnest Money will stand forfeited and credited to the Govt. account.
14. **PERFORMANCE SECURITY:** The successful Bidder/Firm/Agency shall deposit a Performance Security of 8% of the total contract value or Rs. 80,000/- (Rs. Eighty Thousand only) whichever is maximum by F.D.R./ Bank Guarantee in prescribed format from a scheduled Nationalized Bank in favour of DDO, National Museum, New Delhi for the due performance of the contract which should have validity for a period of **15 months** from the date of effect of contract. In the event of any breach / violation of any terms and conditions of the bid for the agreement executed herein by the contractor, the said Performance Security shall be forfeited by the office of the DG, National Museum. No interest shall be paid by the National Museum on Earnest Money or Performance Security.
15. **Signing of Agreement:** An agreement will be signed with the successful bidder on the non-judicial stamp paper (value of stamp paper shall be as applicable at the time of agreement) after submission of required Performance Guarantee.
16. **Contract Validity:** The contract shall be initially valid for a period of One Year that may be extended by an advance notice of 07 days at the sole discretion of the National Museum for a further period of one year at the same or modified / revised terms and conditions mutually agreed upon. The validity of contract comes to an end ipso factor by efflux of time unless otherwise renewed / terminated.
17. **Termination Clauses:** The contract can be terminated by giving three months prior notice by the Bidder and one months' notice by the National Museum. Notwithstanding that if

the Bidder neglects or fails to carry out the contracted work due to negligence in the performance of the contract, the National Museum shall have the right to terminate the contract forthwith and forfeit the entire security amount as well as engage another supplier / service provider to carry out the work / service at the cost and risk of agency.

18. Unauthentic/ Unrealistic financial bids will not be accepted.
19. The contractor/ firm should ensure that the monthly based salary/ wages are paid to the worker latest by 7th of every month by ECS only, without any non-permissible deduction of any kind, failing which a penalty @Rs.500/- per day will be charged on the firm for the delayed payment of wages and the same will be deducted from the Bills(s) produced by the agency. The Contractor/ Agency/ Firm will make the payment to the workers whether the payment of the bill submitted by the agency is received or not from the National Museum.
20. Salary slip with all the relevant columns has to be provided to all the workers every month and photo copies of such salary slips will be submitted to the National Museum.
29. The service provider will submit the bill in triplicate in the 1st week of following month for payment. The bills should be for reimbursement of the actual amount to the service rendered by the contractor. The payment will be made on pro-rate basis whatever the amount comes to after necessary deduction in terms of non-permissible absent of the manpower. **The attendance of personals engaged by the Bidder / Agency / Firm will get verified from Sectional Heads of National Museum to whom the staff is attached.** The payment of the Bill will be made in the month in which it is submitted provided the Bill is complete and correct in all respects.
21. The DG, National Museum reserves to right to reject all or any tender without assigning any reason.

Note: If the published days happened to be holidays the tenders will be sold/ received and opened on the next working day at the same time.

ADMINISTRATIVE OFFICER
NATIONAL MUSEUM, MINISTRY OF CULTURE
JANPATH, NEW DELHI.

SCOPE OF WORK

The Security Personal/Guards of the successful bidder must fulfill the following responsibilities:

1. Prevention of damage/theft to Museum and its part thereof and regulation of entry/exit or visitors etc.
2. To perform watch and ward duties at such museum and time as may fixed and allocated.
3. Exercising strict vigilance for protecting the museum and other establishments of National Museum from damage, defacement and destruction.
4. To report loss or damage to the Museum property immediately to his superior officer as per instructions.
5. To safeguard the antiquities on display in the galleries and those lying in the reserve collection as per charge entrusted to the guard.
6. Protecting the assts within the Museum from theft and pilferage.
7. Ensuring proper and orderly flow of visitor.
8. Round the clock patrolling of the schedule area in Museum.

OTHER DUTIES

1. Ensure serviceability of all Fire Fighting Equipments and Security Lights.
2. Ensure communications system (telephone, wireless system etc) and other security gadgets to be operational and functional all the time.
3. Ensure availability of First-Aid materials all the time at the designated places.
4. Security guards to know the action to be taken under various security and fire contingencies.
5. Security guards to list out important telephone numbers of concerned departments and officials to be contacted in the event of any need/crisis.
6. Security guard will collect and intimate important telephone number and address of nearest Police Station, Fire, Office, District Magistrate/Deputy commissioner to the Security Cell, Office to the Director General, National Museum, Janpath, New Delhi 110011.
7. Security guard of security agency will perform duty under the administrative control of the respective site in-charge, through their Security Supervisor.
8. Site in-charge shall chart-out the duty places, shifts timing and nature of security duty for all the outsourced security guards and shall monitor their duties, No Sunday duty shall be given to these guards other than bona-fide security duties.
9. The security supervisor of security agency shall frequently visit the deployment places under his jurisdiction and interact with the National Museum Site in-charge on a regular basis. He would ensure availability of trained security personnel, their turnout proper and other related matters, including that of duty performances as satisfactory.
10. Security Supervisor shall attend to the complaints, if any, to ensure they are recorded and complied with accordingly.
11. Security Supervisor shall ensure timely submission of routine reports and attendance records as being recorded for in his office to confirm satisfactory functioning of the security guards at their respective places of duty spots/areas.
12. Security Supervisor shall ensure patrolling teams maintain desired vigil, following designated and situation warranted routes.
13. Security Supervisor as and when called for shall co-ordinate for meeting with unscheduled changes in duties, as per fresh directives of the superior through the Site in-charge.

OTHER TERMS

1. The successful Bidder shall ensure that all its personnel deployed in are trained, physically fit and mentally alert. The minimum age security guards shall not be less than 18 years while maximum age shall not be more than 45 years in order to ensure agility and alertness of the personnel/guard.
2. The successful Bidder shall ensure that all its personnel are properly trained to carry out their duties to the satisfaction Museum. The bidder shall deploy manpower only for National Museum assignment.
3. The successful Bidder shall provide a complete list of personnel to be deployed by it and also certify that all the personnel deployed bear good moral character and have no criminal record. Police verification of each of the successful Bidder's personnel engaged at National Museum to be submitted before deployment and regular rotation of such personnel should be resorted to.
4. In case of negligence, dereliction of duty, disorderly behavior, other misconduct etc. by personnel of the bidder, the bidder will take proper disciplinary action against such personnel shall be removed from the premises of Museum forthwith without any cost/liability. Museum shall also be at liberty to keep itself indemnified in accordance with law due to such negligence on the part of security guards/personal of the bidder.
5. The Bidder shall perform and carry out their obligations under the contract with all due diligence, efficiency, and economy in accordance with generally accepted professional practices.
6. In the event of vandalism, encroachment or law and order problems, the agency will be full responsible for controlling or handling occurrence or such incidents. It will be obligatory for the manpower services agency to have sufficient means of communications like telephone or wireless etc. and bear the deployment of additional manpower during the period of suclcrises as the situation warrants.
7. The successful Bidder shall carry out, at all times, services assigned or entrusted to him/them by the Director General or officer acting on his behalf and shall adhere by all instruction issued to him/them from time to time by the said officer. They shall render the services to the satisfaction of the Director General or any officer acting on his behalf together with ancillary and incidental duties, services and operations as may be directed by the said officer(s) and which are not inconsistent with the terms & conditions of the contract. The Bidder shall always be bound to act with responsibility, diligence and in a businesslike/professional manner and to use such skill as expected of trained personnel and with prudence in the conduct of their activities.

8. The personnel of the successful Bidder shall always wear proper uniform including winter rainy season kit and carry proper I-Card at all times.
9. The successful Bidder shall inform the Director General and officers authorized to act on his behalf, the name of one or more responsible representatives(s) authorized to act on their behalf for located in day to day working and it shall be duty of each of the representatives to generally remain in touch or communication with Dr. Zakir Hussain Memorial Museum, Okhla, New Delhi the progress and generally to take instruction in all matters.
10. The successful Bidder shall ensure regular rotation of personnel deployed under the contract.
11. The personnel of the successful bidder shall not carry any arms or ammunitions in the museum unless otherwise directed by the bidder along with written permission from museum.
12. The personnel shall not reside within the premises of museum.
15. The personnel shall not sleep/museum/abandon the museum while on duty.
16. The Bidder will have to adhere by the provisions of all applicable statutes including labour, taxation and other laws applicable to its establishment during the period of its engagement and/or the currency of the works contract and shall be solely responsible and accountable for breach or violation of any of the provisions of any applicable Act, Rules, Regulation, Notification, Circulars issued from time to time by the Government of India or respective State Government as the case may be.
17. False information/ documents provided for consideration would result in disqualification of the bidder.
18. The contractor shall provide a non- judicial stamp paper of Rs. 10/- for preparing a Memorandum of Agreement.

No.F.64-1/2014-NM (Security)

PART –A (TECHNICAL BID)
TENDER FORM

Sub: **Engagement of manpower solution agencies for providing round the clock security guards at Dr. Zakir Hussain Memorial Museum, Okhla, New Delhi.**

1. Cost of tender _____
 a) Bank Draft / Pay Order No/C.R. No. _____
 b) Date of issue of BD / PO /C.R. _____
 c) Name of the issuing authority _____

*2 Name, complete address of the Firm / Agency and Telephone No., Fax No.,
 with Agency Profile if any

*2 (a) Permanent address with valid proof (Ration Card, Telephone bill, etc.)

 _____ New Delhi

*3. PSARA Registration number of the Firm / Agency under Labour Act. _____
 (attested copy of relevant document /certificate to be attached)

*4. Name, Designation, Address and Telephone Number of authorized person of
 Firm / Agency to deal with

*5 Please specify as to whether a. _____ b. _____
 tender is a sole Proprietor /
 partnership firm Name, address
 and Telephone No. of Director/
 partner should be specified _____

*6 Service Tax No.: _____
 (attested copy of relevant document/certificate to be attached)

*7 Balance sheet with profit & loss for preceding three year i.e.

| | Profit | Loss |
|-----------|---------------|-------------|
| 2013-2014 | _____ | _____ |
| 2014-2015 | _____ | _____ |
| 2015-2016 | _____ | _____ |

*8 PAN of Income Tax Department and clearance certificate _____
(attested copy of relevant document/certificate to be attached)

*9. EPF Regn. No. and authority with whom
Registered _____
(attested copy of relevant document/certificate to be attached)

*10. ESI Regn. No. _____
(attested copy of relevant document/certificate to be attached)

*11. Experience in Maintenance / Sanitation contract executed in Govt. organization during
last Five years along with a certificate of satisfactory performance from the concerned
department, if available.

*12. Please specify the details of your manpower/housekeeping employees working at present
in various organizations:

| Sl. No. | Organization's Name | No. of people currently deployed | Cost of the tender |
|---------|---------------------|----------------------------------|--------------------|
| (a) | | | |
| (b) | | | |
| (c) | | | |
| (d) | | | |

Note: Employees deployed in the security department not to be included

13. A notarized affidavit on a stamp paper of appropriate value to this effect that the
company has not been blacklisted or their business dealings with the Government/
Ministries/Department have not been banned.

14. Undertaking by the bidder (as per copy enclosed)

15. Details of Earnest Money Deposited:
a) Amount: _____
b) Bank Draft / Pay order _____
c) Date of issue of BD/PO _____
d) Name of the issuing authority _____

*** ATTACH COPIES OF SUPPORTING DOCUMENTS**

Place _____ Signature _____

Date _____ Seal Name _____

ANNEXTURE-VII

PART-B (FINANCIAL BID)
TENDER FORM

Sub: Engagement of manpower solution agencies for providing round the clock security guards at Dr. Zakir Hussain Memorial Museum, Okhla, New Delhi.

| Sl. No. | Description of Item | Minimum Wages per worker per month |
|----------------|---|---|
| 1. | Minimum wages per worker per month | |
| 2. | EPF | |
| 3. | ESI | |
| 4. | Contractor's Service Charges | |
| 5. | SUB TOTAL of (1+2+3+4) | |
| 6. | Service Tax on 5 above | |
| 7. | GRAND TOTAL (5+6) Amount (rounded to nearest Rupee)(in figure and words) | |

1 The Bidder should note that all kind of charges/profit required by the Company/Agency for providing the manpower is to be included in the Service charges and that no other hidden charges are to be claimed/recovered on any other count.

2 If "nil" amount is quoted against any of the items mentioned above the Contractor/Bidder will submit the undertaking that the provisions of relevant Rules of Acts in this regard are not applicable to him.

3 Price to be quoted both in figures and in words. In case of discrepancy in the two, price quoted in words will be taken as valid.

4 The Bidder/Firm/Agency should take care that the rate and amount should be written in such a way that interpolation is not possible. No column should be left blank which would otherwise make the tender liable for rejection.

Signature _____

Date _____

Seal

Name _____

ANNEXTURE-VIII

UNDERTAKING BY THE BIDDER

DECLARATION

I _____ son / Daughter / Wife of Shri _____

Signatory of the agency / firm mentioned above is competent to sign this declaration and execute this tender document:

2: I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them:

3: The information / documents furnished along with the above application are true authentic to the best of my knowledge and belief. I / we / am / are well aware of the fact that furnishing of any false information / fabricate document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law:

Signature _____

Name _____

Designation _____

Address: _____

Phone No.: _____

PROPOSAL LETTER FROM BIDDER

FROM:
(Full Name of Bidder) _____
Address _____

Phone No. _____
Fax _____
E-Mail ID _____
Website _____

To

The Director General
National Museum,
Janpath, New Delhi-110011.

Tel. No.....
Fax. No.....
E-mail.....

Dear Sir,

With reference to your Bid No. _____ dated _____ I/we

Submit the hard copy for Engagement of manpower solution agencies for providing round the clock security guards at Dr. Zakir Hussain Memorial Museum, Okhla, New Delhi.

We have thoroughly examined and understood all the terms & conditions as contained in the complete set of Bid documents and agree to adhere by them.

We shall be bound by communication of acceptance of the officer dispatched by Museum within the time, we also agree that if the date up to which the offer would remain open is declared a holiday for Museum, the offer will remain open for acceptance till the next working day.

We also deposit earnest money of Rs.....along with the financial bid. In the event of our bid being accepted, we agree to furnish within _____ working days of acceptance of the Bid Security deposit/performance Security for Rs..... as stipulated in the Bid in the form of Fixed Deposit or Bank Guarantee.

We do hereby declare that the entries made in the Bid document are true and also that we shall be bound by the acts of our duly constituted Attorney.

We do hereby declare that the Bidder has not been blacklisted /debarred by any Govt. Department/Public sector undertaking.

We hereby declare that the Bidder was blacklisted/debarred by _____ - (here give the name of the Department/Agency) for a period of _____ which period has expired on _____ (Full details of the reasons for blacklisting / debarring, and the communication in this regard, should be given (*).

(*) (Strike out whatever is not applicable).

We hereby declare that the contract entered into by the Bidder Firm with any Govt. Department/ Public Sector undertaking has not been terminated before the expiry of the contract period any point of time the last three year for breach of any terms and conditions.

We certify that all information furnished by the Bidder Firm is true & correct and in the event that the information is found to be incorrect/untrue, the museum have the right to disqualify the Firm without giving any notice or reason therefore or summarily terminate the contract, without prejudice to any other rights that the museum may have under the Contract and Law.

Signature of Bidder
Authorized Signatory
Seal