

TENDER DOCUMENT

***SUPPLY OF MANPOWER FOR
HOUSEKEEPING/CLEANING AND SUPPLY OF
UNSKILLED, SEMI – SKILLED & SKILLED
MANPOWER***

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.)
supply of manpower for the Up-keeping/cleaning work and supply of unskilled, semi-skilled and skilled manpower i/c office attendant and Computer operator in the National Museum, New Delhi	Two Years	7th September, 2016 (except Monday)	8th September, 2016(up to 1400 Hrs)	8th September, 2016(up to 1500 Hrs)	5,00,000/- (Rs. Five Lakhs 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. 1500/- (Rs. One Thousand Five Hundred 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. 5,00,000/- (Rs. Five Lakhs 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 September, 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 reserve 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: Engagement of private agency/firm/contractor supply of manpower for the Up-keeping/cleaning work and supply of unskilled, semi-skilled and skilled manpower i/c office attendant and Computer operator.

GENERAL TERMS & CONDITIONS

1. Issue of tender form does not necessary means that the Bidder is an eligible party.
2. 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.
3. 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.
4. Each Bidder shall submit one proposal. Any Bidder giving tender in different names will be disqualified and his tenders will be rejected.
5. The tender forms submitted by the Bidder shall contain all requisite information along with supporting documents.
6. 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.
7. 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.
8. 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.
9. The incomplete or conditional tenders would not be accepted and are liable to be rejected.

10. Bids received by the National Museum after the given date and time, will not be considered.
11. Tender without Tender Fee and Earnest Money Deposit will not be accepted and is liable to be rejected summarily.
12. Tenders not confirming to the requirements mentioned in the Tender Form will be rejected and no correspondence shall be entertained in this regard.
13. False information/ documents provided for consideration would result in disqualification of the bidder.
14. The Bidder / Agency / Firms shall not sublet the work to other Bidder / Agency/ Firm after the award of the work.
15. 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.
16. The Agency staff shall carry out duties as are entrusted to them by the National Museum from time to time.
17. Good quality consumable materials relating to day to day cleaning works in the National Museum will be provided by the National Museum from time to time. The quality assurance of the maintenance works will be monitored weekly on the basis of the periodical reports furnished by the Contractor.
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 Contractor/Agency/ Firm will provide on monthly basis 24 persons for maintenance of cleaning work, 42 Office Attendant (Unskilled) workers One Semi skilled, 15 DEOs and 01 Supervisor for the day-to-day works in the National Museum.
21. **The number of Skilled, Un- Skilled & Semi-Skilled manpower will be purely need based. Therefore, the Number of Contractor's worker may increase or decrease as per requirement.**

22. The Bidder / Agency / Firm will get verified day to day attendance B.A.S and from the concerned authorities / Sectional Heads of National Museum to whom the staff is attached.
23. 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.
24. That contractor's authorized representative (Owner/Director/Partner/Manager) shall at least once a month contact NM and get a feedback on the services rendered by the contractor vis-a-vis corrective action required to make the services more efficient.
25. The Bidder/Agency/Firm will extend full co-operation to the Administration of maintenance or any representative of the National Museum in their routine check of cleanliness and maintenance work.
26. 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.
27. The Office observes six days working. The deployed persons have to perform a duty of eight hours (08.45 a.m to 5.15p.m) on all the working days including Sunday and holidays except the days being observed by the Museum as closed days (DEOs to adhere to normal office hours on all the working days in the office). According, the Agency has to deploy the personnel by making suitable arrangements for providing weekly off to the personnel.
28. 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.
29. 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.
30. 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.

31. 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.

32. 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 Registration Number 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 type 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 50 persons at the site in field of supply of manpower for the Up- keeping/cleaning work and supply of unskilled, semi-skilled and skilled manpower i/c office attendant and Computer operator.**

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. 5 crore .
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. 5,00,000/- (Rs. Five lakhs 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 **27 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 for the up keeping/cleaning work including supply of office attendant and Computer operator 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. 16,00,000/- (Rs. Sixteen lakhs 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 **27 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 Two 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.
33. 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 B.A.S and from the concerned authorities / 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 – 110011.**

SCOPE OF WORK

Category	Description	Nature of Work
Skilled	<p>1. Computer Operator</p> <p>2. Tailor</p> <p>3. Supervisor</p>	<ul style="list-style-type: none"> • To attend the work like typing of notes. Letters, Communication to other department and all other works assigned by the officials. • Maintain all data properly related to files, communication, files related to collection etc. • Good typing speed and accuracy and Have data entry working experience. • Familiarity with MS office, data Programmers, Microsoft Excel, Photoshop etc. • Provide assistance in maintaining Office Equipments. • Entries in Jatan software at Operator level including maintaining photographs folders for uploading in JATAN, etc. • Trustworthy, keep information confidential as he/she has to work in the collection storage area. • To do all types of work as directed by the officer i/c. • Doing all the tailoring works relating to the Exhibitions or Gallery in the Museum & all types of work as directed by the officer i/c. • Over all supervision to all manpower
Semi – Skilled	Attendant	<ul style="list-style-type: none"> • To perform activities such as receiving and delivering documents or items, i/c correspondence, memorandum, publications, records, files and other similar material within office as per instruction. • To assist with basic office duties such as photocopying, filing and assisting officials upon their demand. • To facilitate all visitors and members of the meeting as and when required. • To maintain cleanliness of offices,

		<p>office equipments and furniture and clean those as and when required like store, galleries etc.</p> <ul style="list-style-type: none"> • To perform other related tasks upon demand to support all office employees and assist them in performance of their official duties • Trustworthy, keep information confidential as he has to work in the Collection storage area. • To do all types of work as directed by the officers.
Un – Skilled	House keeping	<p>Various Cleaning Work</p> <p><u>Daily Service</u></p> <ul style="list-style-type: none"> ➤ Sweeping and cleaning the floor and wet mopping thereof every hour. ➤ Damp wipe dusting of all items of furniture and fixtures in the rotundas. ➤ Cleaning and disinfecting the toilets minimum 4/5 time a day. ➤ Dusting /cleaning of electronic equipments. ➤ Wardrobes, files racks, curtain and carpets, spraying of room fresheners/ mosquitoes and insects repellents in the entire specified area. ➤ Cleaning of wash basin W.C. with Vim/detergent/acid Soap to filled in all soap containers fitted in toilets Cleaning & upkeep of the masonry pedestals and the adjoining areas. <p><u>Weekly services</u></p> <ul style="list-style-type: none"> ➤ Scrubbing of floors with machines, cleaning of window panes. ➤ Cleaning of Venetian blinds in the corridors. ➤ Brass polishing of doors in the rotundas and corridors. ➤ Acid cleaning of sanitary fittings of toilets/ bath rooms. ➤ Cleaning of laminated surfaces of partitions, fixtures etc., with Colin etc., ➤ Cleaning of glass panes of all rotundas. ➤ Thorough cleaning of entire premises around the Museum building except the lawns at least 3 or 4 times. ➤ Naphthalene balls in all toilets to be replaced. ➤ Cleaning of tiles of toilets with vim. ➤ Dustbin built near the AC plant to be made empty and garbage to be taken out from the Museum premises. ➤ Good quality consumable materials relating to day-to-day cleaning works will be provided by the National Museum from time to time. The assurance of the maintenance works will be monitored weekly on the basis of the periodical reports furnished by the Contractor.

ANNEXTURE-V

No.F.46-1/2013-NM (Part-)

PART –A (TECHNICAL BID)
TENDER FORM

Sub: Engagement of Private Agency for upkeeping / cleaning work, and supply of Manpower including Unskilled / skilled / semiskilled manpower.

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. 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-VI

PART-B (FINANCIAL BID)
TENDER FORM

Sub: Engagement of Private Agency for upkeeping / cleaning work, and supply of Manpower including Unskilled / Skilled / Semiskilled manpower.

Sl. No.	Description of Item	Minimum wages per worker per month (Categorywise)			
		Skilled	Semi-skilled	Un-skilled	Computer Operator/ Supervisor
1.	Minimum wages per worker per month				
2.	EPF				
3.	ESI				
4.	Contractor's Service Charges				
5.	SUB TOTAL of (1+2+3+4+5)				
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-VII

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.: _____

ANNEXTURE-VIII

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 our Service for Supply of Manpower for Housekeeping/Cleaning and supply of Unskilled, Semi-Skilled and Skilled Manpower.

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