



**E-TENDER DOCUMENT FOR UPKEEP AND IMPROVEMENT OF THE LIFE
SCIENCE EXHIBITS, BUTTERFLY ENCLAVE, POLY HOUSE AND
MAINTENANCE OF AQUARIUM & WATER BODY AT SCIENCE CITY,
J.B.S. HALDANE AVENUE, KOLKATA-700046**

विज्ञान नगरी

(राष्ट्रीय विज्ञान संग्रहालय परिषद)

संस्कृति मंत्रालय, भारत सरकार

जे. बी.एस. हलडेन एवेन्यु, कोलकाता - 700046

Science City

(National Council of Science Museums)

Ministry of Culture, Government of India

J B S Haldane Avenue, Kolkata 700046

E-ENDER NO: SCCY-13023/30/ LIFE SCIENCE/2018

**INSTRUCTIONS TO THE TENDERERS/BIDDERS FOR E-SUBMISSION OF BIDS
ONLINE THROUGH E-PROCUREMENT SITE <https://eprocure.gov.in/eprocure/app>**

This tender document has been published on the Central Public Procurement (CPP) Portal (URL: <https://eprocure.gov.in/eprocure/app>). The tenderers /bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates (DSC). The instructions given below are meant to assist the tenderers/bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>

REGISTRATION:-

- 1) Tenderers/bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link **“Click here to Enrol”** on the CPP Portal. Enrolment is free of Charge.

As part of the enrolment process, the tenderers/bidders will be required to choose a unique username and assign a password for their accounts.

Tenderers/bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.

Upon enrolment, the tenderers/bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify/ TCS/nCode / eMudhra etc.), with their profile.

Only one valid DSC should be registered by tenderers/bidders. Please note that the tenderers/bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.

Bidder then logs in to the site through the secured log-in by entering their user ID & password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS:-

- (a) There are various search options built in the CPP Portal, to facilitate tenderers/bidders to search active tenders by several parameters. These parameters could include organization name, location, date, value, etc. There is also an option of **‘Advanced Search’** for tenders, wherein the tenderers/bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
- (b) Once the tenderers/bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective “My Tenders” folder. This would enable the CPP Portal to intimate the tenderers/bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- (c) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS:-

- (a) Tenderer/bidder should take into account any corrigendum published on the tender document before submitting their bids. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and contents of each of the document that need to be submitted.
- (b) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally they can be in PDF / XLS / RAR / DWF formats as mentioned. **Bid documents may be scanned with 100 dpi with black and white option.**
- (c) To avoid the time and efforts required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the tenderers/bidders. Tenderers/bidders can use “My Space” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting the bid just by tagging and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS:-

- 1) Tenderer/bidder should log into the site well in advance for bid submission so that he/she uploads the Bid in time i.e. on or before the bid submission time as per the system. Bidder will be responsible for any delay due to other issues.
- 2) Tenderer/bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Tenderer/bidder has to select the payment option as “offline” to pay the Tender Fee & EMD and enter details of DD/any other accepted instrument.
- 4) Tenderer/bidder should prepare the TENDER FEE & EMD instrument as per the instructions specified in the tender document. Scanned copy of DD/any other acceptable instrument as mentioned towards EMD & Tender Fee should be uploaded while online submission of the tender and the original should be posted/couriered/given in person to the Tender Processing Section latest by the last date and time of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the Scanned copy and the data entered during bid submission time otherwise the Tender will be summarily rejected.
- 5) The Tender Inviting Authority (TIA) will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the tenderers/bidders. The bidder should see that the bid documents submitted should be free from virus and if the documents could not be opened, due to virus, during tender opening, the bid is liable to be rejected.
- 6) Tenderers/bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. The price bid has been given as a standard **Offer Sheet** in .xls format with the tender document, which is to be downloaded and to be filled by all the tenderers/bidders.

Tenderers/bidders are required to download the **Offer Sheet** file, open it and complete the **green coloured (unprotected)** cells with their respective financial quotes and other details (such as name of the Tenderer/bidder). No other cells should be changed. Once the details have been completed, the tenderer/bidder should save it and submit it online, without changing the filename. If the **Rate Quote Sheet** file is found to be modified by the tenderer/bidder, the bid will be rejected. In e-Tendering, intending tenderer/bidder can quote their rate in figures only. The total amount is generated automatically. Therefore, the rate quoted by the tenderer/bidder in figures shall be taken as correct. The Comparative Statement is also generated automatically by the system. The Comparative Statement and rate quoted by each tenderer/bidder shall be downloaded.

The manual calculation check of tenders/bids and Comparative Statement, shall be final. In case, any discrepancy is noticed, the decision of appropriate authority of museum/centre shall be final and binding.

- 7) The server time (which is displayed on the tender's/bidder's dashboard) will be considered as the standard time for referring the deadlines for submission of the bids by the tenderers/bidders, opening of bids etc. The tenderers/bidders should follow this time during bid submission. The tenderers/bidders are requested to submit the tenders/bids through online e-tendering system to the **Tender Inviting Authority (TIA)** well before the bid submission end date & time (as per Server System Clock).
- 8) All the documents being submitted by the tenderers/bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.
- 9) The uploaded tender documents become readable only after the tender opening by the authorized tender/bid openers.
- 10) Upon the successful and timely submission of tenders/bids, the portal will give a successful tender/bid submission message & a tender/bid summary will be displayed with the NIT/tender/bid no. or Name of Work and the date & time of submission of the tender/bid with all other relevant details.
- 11) The tender/bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any tender/bid opening meetings.

ASSISTANCE TO TENDERERS/BIDDERS:-

- (a) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the
**Tender Inviting Authority (TIA),
Science City, J.B.S Haldane Avenue, Kolkata-
700046, Fax No.033-22859895,
Website: www.sciencecitykolkata.org,
Email: sctycal@cal.vsnl.net.in, sctyncsm1@gmail.com)**
- (b) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk Ph. **1800-3070-2232.**

NOTICE INVITING e-TENDER (e-NIT)

No. SCCY-13023/LIFE SCIENCE/2018

Dated 16.10.2018

Science City, Kolkata is a constituent unit of the National Council of Science Museums, Kolkata* (*hereinafter referred to as the Science City).

General terms & Conditions:-

1. Online e-tenders are hereby invited from reputed and experienced agencies for **“Upkeep and improvement of the Life Science Exhibits, Butterfly Enclave, Poly House and Maintenance of Aquarium Section in Dynamotion Ramp and Water Body (adjacent to Director’s Office) at Science City, J.B.S. Haldane Avenue, Kolkata-700046.”** on contract basis on payment of **lump sum monthly composite charges for the number of personnel to be deployed as per the departmental estimate as per Govt. of India prescribed rates separately indicating (a) GST component as applicable (b) Charges towards Administrative Expenditure and profit of the agency and (c) Charges towards consumable materials and cost of food grains required under services of Upkeep and improvement of the Life Science exhibits etc. *The tenderer should fulfil the following eligibility criteria:-***
 - (i) Should be either registered as a Company under Companies Act 1956/2013 or as a Partnership (including Limited Liability Partnership) under Partnership Act, 1932 as the case may be and should be in existence as such entity for not less than five years as on **30.09.2018**. Should be in possession of (a) Trade License (b) PAN Card [in the name of firm/agency or proprietor]; (c) EPF/ PF Registration (d) ESI Registration (e) P-Tax registration (f) Registration under the Shops & Establishment Act (g) GST Registration. The Registered Office or one of the Branch Offices of the tenderer should be located in and around Kolkata. The agency or any of its Partners/Directors etc should not have been black listed/ debarred by any of the government agencies or department or should not have been found guilty of commission of acts of moral turpitude or convicted for any economic offence or for violation of any labour laws etc. by any court or any authority appointed to enforce any labour laws or regulations including PF/ESI authorities. Further no past contract of such agency should have been terminated in the past 3 years on account of violation of laws or deficiency of services or breach of contract **(To be submitted in bidder’s/tenderer’s letterhead as per annexure VII)**.
 - (ii) Minimum 05 (Five) years experience in executing similar kind of Upkeeping related jobs in Central Government/ Central Autonomous Bodies/ State Govt/ Central Public Sector Undertakings. Tenderer shall attach list of such organizations with contract nos. where the Agency is currently providing/ has earlier provided this kind of service and copies of work order/completion certificate shall be submitted in support of their claim **(To be submitted in bidder’s/tenderer’s letterhead as per annexure VIII)**.
 - (iii) **Minimum annual turnover of Rs. 50.00 Lakh (Rupees fifty lakh) per year during the last 3 (three) financial years. [Tenderer shall attach relevant documents (audited report trading, P/L & BS from authorised Chartered Accountant) as proof with the Technical bid].**

(iv) The Tenderer should meet **any one of the three criteria** as under:

a. Currently providing / earlier provided successfully **ONE** Upkeeping, related services having annual value not less than **₹11.00** Lakh in any Departments/ Autonomous Institutions /Public Sector Undertakings of the Government of India/other State Government or Public Sector Banks or Local Bodies/Municipalities during last three financial years.

OR

b. Currently providing / earlier provided successfully **TWO** Upkeeping, related services having annual value not less than **₹7.5** Lakh in any Departments/ Autonomous Institutions/Public Sector Undertakings of the Government of India/other State Government or Public Sector Banks or Local Bodies/Municipalities during last three financial years.

OR

c. Currently providing / earlier provided successfully **THREE** Upkeeping, related services having annual value not less than **₹5.00** Lakh in any Departments/ Autonomous Institutions/ Public Sector Undertakings of the Government of India/other State Government or Public Sector Banks or Local Bodies/Municipalities during last three financial years.

2. The place of work shall be Science City, J.B.S Haldane Avenue located at Kolkata-700046.

3. Important information & dates

EMD Amount	₹ 10,000/-
Cost of tender document	₹ 200/-
Tenure and validity	Initially 03 months on trial basis, there after 09 months subject to satisfactory performance of the Agency. The contract may be renewed on year-to-year basis based on the satisfactory performance for a maximum period of 03 years at the discretion of the Science City, Kolkata.
Bid Document Publishing Date & Time	16.10.2018 at 5.00 P.M.
Bid Document Download Start Date & Time	17.10.2018 at 9.00 A.M.
Bid Document Download End Date & Time	As per system generated
Pre-bid meeting Date & Time	26.10.2018 at 03.00 P.M.
Bid submission Start Date & Time	27.10.2018 at 11.00 A.M.
Bid submission End Date & Time	02.11.2018 at 01.00 P.M.
Bid Opening (Technical) Date & Time	05.11.2018 at 02.00 P.M.

4. The intending tenderers/bidders must read the terms and conditions of the contract carefully. They should submit their bid only if they consider themselves eligible as per the laid down criteria and if they are in possession of all the documents/registrations required.
5. Information and Instructions for tenderers/bidders posted on website shall form a part of the bid document.
6. The bid document consisting of guidelines for Upkeep and improvement of the Life Science Exhibits etc., job requirement to be fulfilled and the set of Terms and Conditions of the contract to be complied with and other necessary documents can be seen and downloaded free of cost from <https://eprocure.gov.in/eprocure/app>.
7. Out of the online bid documents submitted by intending tenderers/bidders, the technical bids of only those tenderers/bidders shall be opened, who have deposited e- tender document fee & Earnest Money Deposit as specified above duly scanned, uploaded and found in order. The financial bids of only those tenderers/bidders whose Technical Bids found to be in order and accepted shall be opened by the Tender Evaluation Committee (TEC) authorised for the purpose.
8. Those agencies not registered on the website mentioned above, are required to get themselves registered beforehand.
9. The intending tenderer/bidder must have valid Class II or Class III Certificates with signing key usage (DSC) to submit the bid.
10. The e-Tenders are invited under two envelopes system. The first electronic envelope will be named as Technical Bid Envelope & will contain documents of tenderer's/bidder's satisfying the eligibility conditions, scanned copies tender document fees and EMD, NIT, work plan for execution of Upkeep and improvement of the Life Science Exhibits etc. related services etc. and the second electronic envelope will be named as Financial Bid Envelope containing Rate Quote Sheet with detailed break up of composite monthly service charges. The bidder shall submit **TECHNICAL BID ENVELOPE** and **FINANCIAL BID ENVELOPE** simultaneously. The technical bids will be evaluated first and there after financial bids of only the eligible tenderers/bidders shall be opened. These envelopes shall contain one set of the following documents:-
 - a) **TECHNICAL BID ENVELOPE** shall contain the following documents:
 - (i) Scanned copy of Demand Draft/Pay order or Banker's Cheque of any Nationalised/ Scheduled Bank towards **Tender Document Fee** in pdf format in favour of **Science City** payable at **Kolkata**.
 - (ii) Scanned copy of Demand Draft/Pay order or Banker's Cheque of any Nationalised/ Scheduled Bank towards **Earnest Money Deposit (EMD)** in pdf format in favour of **Science City** payable at **Kolkata**.

(Physical Demand Draft at Sl. (i) and (ii) may be submitted to Science City and hard copy of complete Notice Inviting E-Tender endorsing signature and rubber seal of the agency on all the pages on or before 01.11.2018)

- (iii) Scanned copy of Enlistment Order/Registration certificate with appropriate Authority/necessary license as required under the contract labour (Regulation & abolition) Act 1970 or any other act as applicable in pdf format.
- (iv) Scanned copies for the proof of eligibility as per Clause No.1(I, ii, iii & iv) and Annexure-VI of “**Upkeep and improvement of the Life Science Exhibits, Butterfly Enclave, Poly House and Maintenance of Aquarium Section in Dynamotion Ramp and Water Body (adjacent to Director’s Office) at Science City, J.B.S. Haldane Avenue, Kolkata-700046.**” EXPERIENCE CERTIFICATES/ CONTRACT EXECUTION CERTIFICATE along with **Work Order/Letter of Intent** issued by Govt./ Semi-Govt./ Autonomous/ PSUs and/ with appropriate Authority as per the NIT in PDF format.
- (v) Scanned copy of undertaking (as per Annexure-“I”) duly signed with agency seal in PDF format.
- (vi) **Work plan in PDF format digitally signed showing the deployment pattern of personnel and how the agency proposes to judiciously render Upkeep and improvement of the Life Science Exhibits, Butterfly Enclave, Poly House and Maintenance of Aquarium Section in Dynamotion Ramp and Water Body (adjacent to Director’s Office) services under this contract.**
- (vii) **Scanned copies of PAN Card, GSTIN Certificate, Income Tax Returns for last three years and Trade License in PDF format.**

b) FINANCIAL BID ENVELOPE shall contain:

- i. Rate Quote Sheet in .XLS format.

- 11. E-tenders which do not fulfil any of the above conditions or are incomplete in any respect are liable for **summary rejection**.
- 12. The Science City does not bind itself to accept the lowest e-tender/bid and has the right to reject or accept any or all the e-tenders/bids; received without assigning any reason whatsoever.
- 13. Canvassing in connection with e-tenders/bids is strictly prohibited and the e-tenders/bids submitted by the tenderers/bidders that resort to canvassing will be liable for rejection on that ground alone.
- 14. E-tenders incorporating **additional conditions or with deviations from the conditions of contract, the bid not meeting any other requirements stipulated in the e-tender are liable to be rejected.**

15. The tenderer(s) **must declare** in writing that neither he nor any of their Directors/Partners are in anyway related to any officer in the National Council of Science Museums, Kolkata, or any of its constituent units as per the format given in **Annexure - I**.
16. Apart from GST as specified above any other tax in respect of this contract will be reimbursed as per the applicable rates that may be prescribed by the Government of India from time to time.
17. Before submitting the e-tender, the tenderer shall assess the quantum of subject services involved after going through the scope of job requirement of Upkeep and improvement of the Life Science Exhibits, Butterfly Enclave, Poly House and Maintenance of Aquarium Section in Dynamotion Ramp and Water Body (adjacent to Director's Office) services and conditions of contract and inspect the site, if necessary. No claims for additional payments would be entertained arising out of contractor's ignorance of site conditions.
18. For the purpose of opening of the e-tenders/bids as described in Clause 10 of the Notice Inviting e-tender, it is clarified that only on receiving the (i) **Tender Document Fee** and (ii) **EMD, physically in Science City, Kolkata together with duly signed and stamped copy of the e-tender document** before the bid opening date, the **Technical Bid Envelope** will be opened. After the authority of Science City is satisfied that the documents in the Technical Bid Envelope are in order, the **FINANCIAL BID ENVELOPE** shall be opened, subsequently by the duly constituted Technical Evaluation committee of the Science City. The date, time and venue of opening of Financial Bids shall be published on the CPP portal later.
19. It may be noted that the Technical Bid Envelope which are not found in order as per the requirement of Science City, Kolkata shall be summarily rejected and the decision of Science City shall be final and binding.
20. Earnest Money is liable to be forfeited if the successful e-tenderer/bidder selected for the Upkeep and improvement of the Life Science Exhibits, Butterfly Enclave, Poly House and Maintenance of Aquarium Section in Dynamotion Ramp and Water Body (adjacent to Director's Office) at Science City, J.B.S. Haldane Avenue, Kolkata-700046 fails to take up the work and sign the formal agreement within 07 days from the date of issue of Letter of Award of License to them by the Science City.
21. The successful tenderer will be awarded the services of Upkeep and improvement of the Life Science Exhibits, Butterfly Enclave, Poly House and Maintenance of Aquarium Section in Dynamotion Ramp and Water Body (adjacent to Director's Office) at Science City, J.B.S. Haldane Avenue, Kolkata-700046 by the Science City and given stipulated time which shall be counted from the date of issue of the LOI. During this intervening period, the successful tenderer shall check the work plan / job requirement, visiting hours, visitors' footfall and occupancy rate of different facilities etc. of Science City. The successful tenderer shall also mobilise all its resources including deployment of upkeep personnel, consumable and stationery items etc. and sign an Agreement with Science City in approved format on a non-judicial stamp paper of appropriate value.
22. The validity period of the e-tender shall be **03 (THREE) months w.e.f. 21.11.2018**. This period may be extended suitably if the decision regarding issue of Award of License is delayed for any reason.

Appendix to NIT

1. SUMMARY OF CONDITIONS OF CONTRACT

Tenure of the Contract : Initially 03 months on trial basis there after 9 months subject to satisfactory performance of the Agency. The contract may be renewed on year-to-year basis for a maximum period of 03 years including trial period at the discretion of the authorities of Science City.

Tender Fee to be deposited with the e-tender : ₹ **200/-**

Earnest Money to be deposited with the e-tender : ₹ **10,000/-**

2. SECURITY DEPOSIT / RETENTION MONEY

: Minimum 1/10 of the annual Value of Contract

Process of submitting the GST compliant bill supported with relevant challans etc. by the successful tenderer : Monthly basis duly certified by authorized representative of Science City.

GENERAL CONDITIONS OF CONTRACT

1. The Agency must note that ***there will be no revision in the service charges of the agency during the entire period of contract.*** However, ***in case of revision of minimum wages or any other statutory charges made by the Government of India, the lump-sum composite service charges shall be revised to that extent of the liabilities arising on that account only and increase @ 10% per year may be allowed on the cost of food grains to be consumed by the life stocks/Life Science Exhibits at Science City, Kolkata.***
2. The Agency must have a local office with a regular telephone and other means of communication like fax/e-mail etc, both in the office as well as in the residence(s), of Partners/Directors.

RESPONSIBILITIES OF THE AGENCY:-

3. The Agency shall ensure that all statutory wages and allied benefits like P.F., Bonus, ESI etc., as are prescribed by the Government of India from time to time, are paid to personnel deployed for the purpose of this contract. The Agency shall remain liable to the authorities concerned for compliance of the respective existing rules and regulations of the Govt. of India for this purpose and shall also remain liable for any contravention thereof. The Agency shall have to abide by the minimum wage legislations and must pay minimum wage as per law to the personnel deployed by them for the purpose at any time in the premises of the Science City.

Bonus shall be paid once in a year against submission of reimbursement claim supporting with muster roll authenticating its disbursement.

4. The Agency shall quote their rates based on the rates of minimum wage applicable as per Govt. of India only. The Agency shall submit the proof of having deposited the amount of contributions ***claimed by them on account of ESI and EPF towards the persons deployed at the Science City in their respective names each month while submitting their GST compliant bills for the subsequent month. In case the Agency fails to do so, their bills will be withheld till submission of required documents. Copies of the quarterly, half-yearly & annual returns of GST, ESI, EPF and Professional Taxes shall be submitted after its submission to the concerned authorities.***
5. The Agency shall pay wages to the personnel deployed by them through the respective Bank Accounts latest by the 7th of every month and shall produce copy of acquaintance roll and bank remittance statement every month along with their bill for the relevant month.
6. **A Security deposit of minimum $\frac{1}{10}$ of the annual value of contract payable** in the form of a demand draft/pay order drawn in favour of 'Science City, Kolkata', is to be deposited by the Agency to cover the risk or any loss ***caused to the Science City due to fraud, theft, pilferage due to the negligence on the part of the agency.*** In the event of any such occurrence and/or breach of contract, the amount of compensation, as assessed by the Science City shall be recovered either from the bill for monthly service charges due to the Agency or from their deposit at the discretion of the competent authority of Science City.

7. During the period of this contract, the Agency shall provide proper and adequate service and perform their duties diligently, honestly and to the entire satisfaction of the Science City. The Agency shall constantly keep in touch with the Science City regarding services and abide by all instructions and directives issued by the authority of the Science City in this regard.

The Agency shall provide necessary superintendence during the execution of the “Upkeep and improvement of the Life Science Exhibits, Butterfly Enclave, Poly House and Maintenance of Aquarium Section in Dynamotion Ramp and Water Body (adjacent to Director’s Office) services at Science City, J.B.S. Haldane Avenue, Kolkata-700046.” related assignment for proper fulfilment of their obligations under the contract

8. ***The agency shall maintain all relevant registers/documents in the premises of the Science City which may have to be presented for inspection by the concerned Labour Authorities. The agency shall also put up a notice board displaying the minimum wages prescribed by the Government of India from time to time.***
9. The Agency shall ensure compliance of all Acts, Rules and statutory orders in force with regard to deployment of their staff in the premises of the Science City for the purpose of this contract and shall keep the Science City indemnified against any liabilities arising out of non-compliance of any of the Acts, Rules or Orders on their part or any liability, claims, losses or damages sustained by them for reasons of any breach of contract, wrongful act or negligence of the agency or any of its personnel engaged for the purpose of this contract.
10. The Agency shall not deploy any unfit persons (or person having any contagious disease) or person above 60 years of age for “Upkeep and improvement of the Life Science Exhibits, Butterfly Enclave, Poly House and Maintenance of Aquarium Section in Dynamotion Ramp and Water Body (adjacent to Director’s Office) at Science City, J.B.S. Haldane Avenue, Kolkata-700046.” services in the Science City. In this regard, agency shall submit annual return to the Science City authority in respect of age/date of birth and medical fitness of their personnel deployed for “Upkeep and improvement of the Life Science Exhibits, Butterfly Enclave, Poly House and Maintenance of Aquarium Section in Dynamotion Ramp and Water Body (adjacent to Director’s Office) services at Science City, J.B.S. Haldane Avenue, Kolkata-700046.”. The person(s) found medically unfit /physically deteriorated from the specified standard at any point of time will not be allowed to perform duties and the agency will be responsible to replace such person within 24 hours.
11. The Agency shall ***make periodical Police verification of the particulars of their personnel deployed and*** issue proper identity cards to ***those employees who are*** deployed ***by them*** at any point of time for the purpose of this contract in order to facilitate verification of their identity by the Science City. They shall always wear the identity card while inside the premises of the Science City.
12. The agency shall maintain complete official records of disbursement of wages/ salary showing specifically details of all deduction such as ESI, EPF, P.Tax etc. in respect of all the persons deployed in the premises of Science City. The agency shall maintain a personal file in respect of all its persons, who are engaged for the purpose of this contract. The personal file shall consist of personal details such as name, address, date of birth, residential address and all grievances recorded by the persons viz-a-viz action taken etc.
13. The Agency shall be liable to comply with the directions of the Science City, to remove within 24 hours of receipt of such direction, any member of their staff deployed for the purpose of this contract and shall make immediate necessary alternative arrangements to ensure proper and adequate services.

14. All personnel deployed by the agency for the “Upkeep and improvement of the Life Science Exhibits, Butterfly Enclave, Poly House and Maintenance of Aquarium Section in Dynamotion Ramp and Water Body (adjacent to Director’s Office) services at Science City, J.B.S. Haldane Avenue, Kolkata-700046.” shall be in proper uniform. The agency shall at their cost supply uniform and other accessories required for carrying out the “Upkeep and improvement of the Life Science Exhibits, Butterfly Enclave, Poly House and Maintenance of Aquarium Section in Dynamotion Ramp and Water Body (adjacent to Director’s Office) services at Science City, J.B.S. Haldane Avenue, Kolkata-700046.”.
15. The Agency on completion of the specified term of contract or on termination of the contract shall peacefully vacate the premises of the Science City and remove all their persons and materials from the campus after handing over the charge to the new agency.
16. The Agency shall be responsible for observance and compliance of different industrial laws as in force and they shall ensure that no demonstration/agitation of any kind takes place inside or near the premises of the Science City by Upkeep and improvement of the Life Science Exhibits, Butterfly Enclave, Poly House and Maintenance of Aquarium Section in Dynamotion Ramp and Water Body (adjacent to Director’s Office) personnel engaged by the Agency.
17. The Science City shall have no responsibility for providing living accommodation to the personnel deployed by the Agency.
18. The Science City shall pay to the Agency nothing more than the amount as may be due under the contract terms.
20. ***The agency shall not sub-contract or sub-let, transfer or assign the contract or any other part thereof to any person / agency.***

PAYMENT:-

21. The payment shall be made through e-payment on monthly basis within 30 days from the date of submission of the proper and pre-receipted GST compliant bill, duly certified by the authorized representative of Science City. In case of the Agency’s failure to provide requisite services on particular day/days, proportionate deduction shall be made from the bill.
22. The Science City shall reimburse the amount of GST paid by the Agency to the authorities on account of services rendered by them to the Science City. The reimbursement shall be admissible on production of proof of deposit i.e. copy of challan by the Agency.
23. Income Tax will be deducted at the prescribed rate from the monthly bill of the Agency and the same would be deposited with the Income Tax Authority by the Science City.

PENALTY:-

24. ***In the event of any deficiency in Upkeep and improvement of the Life Science Exhibits, Butterfly Enclave, Poly House and Maintenance of Aquarium Section in Dynamotion Ramp and Water Body (adjacent to Director’s Office) services rendered by the agency, any time during the currency of the contract, the Science City shall impose a suitable penalty which may be recovered from the monthly bill(s) of the agency. The decision of the Science City shall be binding on the agency.***

TENURE AND VALIDITY:-

11. In the beginning, the contract shall be on a trial basis for three months only, and thereafter, it would be extended for a further period of nine months, if the services are found to be satisfactory during the trial period of the agency. The contract may be renewed at the discretion of the Science City on year to year basis for a maximum period of three years, including the trial period. ***However, in the event of such renewal of the contract each year, the service charges of the agency shall not be revised. But the liability due to revision of minimum wages and statutory duties & taxes from time to time, shall only be considered for revision. and increase @ 10% per year may be allowed on the cost of food grains to be consumed by the life stocks/Life Science Exhibits at Science City, Kolkata.***
25. The contract can be terminated by the Science City at any time without notice in the event of gross risk or gross damage to Science City property due to Agency's failure or persistent failures of the Agency in providing satisfactory service to the Science City and the decision of the Science City in this regard shall be final and binding on the Agency.
26. For reasons other than mentioned in the clause above, the contract can be terminated by either party by providing clear three months notice in writing.

ARBITRATION:-

27. In case of any dispute arising out of this contract between the Science City and the Agency, the matter shall be resolved through joint discussion of the authorised representatives of the concerned parties. However, if the disputes are not resolved by the discussion as aforesaid within a reasonable period then the matter shall be referred for adjudication to the sole arbitration of a person to be appointed by the Director General of NCSM on receipt of an official request with details of the dispute, from either the Science City or the Agency. The award of the arbitrator so appointed shall be final, conclusive and binding on all parties to the contract. The submission shall be deemed to be submission to arbitration under the Arbitration and Conciliation Act, 1996 or any statutory modifications amendments and future enactment thereto and of the rules made there under for the time being in force.

(Format for Declarations & Undertaking to be typed on bidder agency's letterhead and to be submitted in Part -I (TECHNICAL ENVELOPE) of the e-tender document)

DECLARATION -1

This is to certify that neither we/any of us/ are/is in anyway related to any employee in the National Council of Science Museums, Kolkata, or any of its constituent units.

**(Signature of the tenderer
with agency seal/rubber stamp)**

Date:
Place:

DECLARATION -2

We hereby declare that we have not quoted any extra condition along with the Part-II (FINANCIAL ENVELOPE) of the e-tender.

**(Signature of the tenderer
with agency seal/rubber stamp)**

Date:
Place:

UNDERTAKING

This is to certify that we have carefully gone through the job requirement, terms and conditions given in the e-tender document & have clearly understood the terms & conditions of the tender and have accordingly quoted our balanced rates in conformity to minimum wages and statutory payments, after going through all the details as per Annexure – V of E-NIT.

Further, we hereby declare that we have thoroughly inspected the premises of Science City, Kolkata and also studied the departmental estimate for providing the Upkeep and improvement of the Life Science Exhibits, Butterfly Enclave, Poly House and Maintenance of Aquarium Section in Dynamotion Ramp and Water Body (adjacent to Director's Office) services including the list of materials required for providing the services as enumerated in the E-NIT and submitting our rate quote sheet (Offer) considering these elements of the E-NIT.

We hereby give an undertaking that we shall provide the "Upkeep and improvement of the Life Science Exhibits, Butterfly Enclave, Poly House and Maintenance of Aquarium Section in Dynamotion Ramp and Water Body (adjacent to Director's Office) at Science City strictly as per the given job requirement during the period of contract.

We also undertake that the physical **EMD** instrument shall be deposited by us with the office of **Science City, payable at Kolkata** before the bid opening date. Otherwise the **Science City** shall reject the bid and debar us from further tendering in NCSM or its constituent units.

**(Signature of the tenderer
with agency seal/rubber stamp)**

Date:
Place:

Scope of work:

Annexure - II

A: BUTERFLY GARDEN

Details of the butterfly garden and butterfly nursery

1. Near Fruit Garden - 1 No
2. Butterfly breeding/larva rearing facility (Inside Dynamotion Hall)
(Approx. 2700 cft.) - 1 No.
3. Butterfly Exhibition Hall (Walk through Butterfly Garden)
(Inside Dynamotion Hall - Approx. 19000 cft.) - 1 No.

Details of services required:

- a. Monitoring the Host Plants of the butterfly garden, watering them regularly, manuring these plants as and when necessary.
- b. Applying insecticides when ever required as per the instruction of the Science City authorities.
- c. Collecting host plant seeds (unconventional host plants/host plants not available in the nurseries for purchase) and showing them, taking proper care of seedling, transferring them to earthen pots when they grew sufficiently.
- d. Collecting seasonal host plants and putting them in the pots during different seasons in order to keep the host plants ready for breeding in large number so that seasonal butterflies can be reared to keep the butterfly exhibition hall full.
- e. Spreading different butterfly pairs and releasing them in the breeding counter inside the Dynamotion hall in order to get sufficient eggs. Managing number of caterpillars to be reared. This will depend on number of host plants we have in our host plant nursery.
- f. Regular check-up of host plants with eggs/caterpillars to stop excess egg laying on the particular plant / on the host plant which is already having caterpillar on it.
- g. Replacing defoliated host plants with fresh host plants to that caterpillar got continuous food supply and they will not die because of want of host plant leaves.
- h. Monitoring fungi and other infections to caterpillars and pupae so that infected caterpillars and pupae can separated from that group in oree4r to stop infections to all
- i. Weekly cleaning of caterpillar rearing boxes and pupae boxes and disinfecting them properly as per advise of the competent authority
- j. Maintaining climatic conditions inside the breeding house, butterfly house, butterfly, butterfly exhibition hall and caterpillar rearing house (near Fruit Garden) with the help of climate equipment/manual methods suggested by the Science City authorities.
- k. Regular replacement of host plants as per instruction of the Science City authorities.
- l. Protecting eggs, caterpillars, pupae and butterflies from pests, predators etc.
- m. Cleaning of butterfly feeders twice daily and providing food syrup as advised by the Science City authorities in the butterfly exhibition hall and breeding/travel rearing facility.
- n. Transferring caterpillar as and when required to other host plants by grading them into different categories so that similar size caterpillars feed on host plants and all of them become pupae more or less similar time. This will enable smaller caterpillar have sufficient food.
- o. Many times it may require changing host plants twice daily depending on the size and number of caterpillars. In that case, somebody from the agency should be there to attend this aspect, so that in the evening defoliated host plants can be replaced with fresh host plants and caterpillars can feed on them during night.
- p. Regular washing of butterfly house monitoring air flow systems, temperature and humidity inside all the enclosures, etc.
- q. Collecting deed specimens from inside the breeding hall and exhibition hall.
- r. Cleaning glasses of breeding hall and exhibition halls with cleaning materials and keeping them free from spots etc.

- s. Keeping data regularly regarding number of hatching, death species wise, whether conditions inside these hall etc.
- t. Keeping breeding hall and exhibition hall free from predators like gekos, ants, rats etc.
- u. At any given time the number of butterflies should not be less than 700-800.
- v. A minimum of 8,000 host plants has to be maintained by the agency to provide ample food for caterpillar and getting butterfly eggs.

B: AVIARIES

DETAILS OF AVIARIES

- 1) Big Aviaries (50 ft. diameter) - 3 Nos.
- 2) Small aviaries - 9 Nos.

DETAILS OF SERVICE REQUIRED

- a) Cleaning of the cages Daily
- b) Providing fresh drinking water in the bird cage twice daily and removing previous day left outs.
- c) Feeding the birds, guinea pigs, rabbits and ducks, guinea fowls Daily.
- d) Cleaning of the water body inside the aviary, pruning plants and protecting animals with shade if necessary by providing shade cloth etc.
- e) Separating sick animals/birds/ducks/geese, nursing them properly and keep apart from the healthier ones
- f) If necessary these animals need to be medicated in consultation with the Veterinary Doctor
- g) Taking proper care of new born animals / birds

PRESENT STATUS

BUTTERFLIES 400

BIRDS:

a) Fantail Pigeon 03
 b) Swan 14
 c) Pigeons 32

MAMMALS

a. Rabbits 24
 b. Guinea pigs 45

Minimum number to be kept at your own cost, risk and responsibility

C: POLYHOUSE

Detail of Service required

Hydroponics system of plant culture has to be maintained in this poly house. Nutrient circulation system, water circulation system has to be monitored regularly. Also existing bonsai & orchid plants need to be maintained as per the instruction of the competent authority of Science City.

D: AQUARIUM SECTION IN DYNAMOTION RAMP - 26 NOS. & WATER BODY ADJACENT TO DIRECTOR'S OFFICE.

- a) At the time of commencement of service contract the stock of fish in each aquarium shall be physically counted and recorded in the stock Register duly signed by the authorised representative of Science City and the representative of the agency. The agency shall maintain the quantity of existing stock and replenish without any additional cost in case of death or loss during the tenure of the contract.

- b) Aquarium are to be cleaned from 8.30 a.m. every day, cleaning of aquariums included cleaning of glasses, cleaning of aquarium beds after draining out of water and refilling the tank with treated water. All the cleaning materials like scotch brites, brushes, cloth duster etc. are to be supplied by the agency as and when required. The aquariums at time, may be required to be cleaned on urgent basis without prior notice.
- c) The health of the fish(s) in the aquarium should be regularly monitored by experts. The health of the aqua system including the fish(s) is to be always kept in good conditions by proper medication from time to time. All the required medicines are to be supplied by the agency.
- d) The fish(s) to be fed daily/ regularly with suitable food like Tubifex worms – 4 kgs. thrice a week/ dry food –1 kg. – 4 times a week/ bone less chicken –1 kg. once in a week, suitable for different species are to be arranged ton regular basis by the Agency.
- e) The aquarium heater, air-pumps etc. are to be arranged by the agency and operated daily as per requirement. The hygiene and aesthetics of the aquariums should be maintained at the highest level throughout the tenure of the contract/ service.
- f) Providing of live tubifex works (4 kgs. Excluding water) thrice in a week to the existing fish stock in the water body adjacent to Director's office. Existing number of fishes are 150 approximately. Agency has to provide 1 kg. Dry food per day for the remaining 4 days in a week. Cleaning of water body regularly (minimum once in a week) shall also be within the scope of work.
- g) For any additional requirement of fish(s) i the aquarium the Agency shall arrange to supply one on the basis of written order of Science City at the cost quoted by the agency during submission of the bids

PRESENT STATUS OF FISHES OF THE AQUARIUM SECTION IN DYNAMOTION RAMP

Sl. No	Name of the Fish	Existing Quantity
1	Mono Angle	15Nos.
2	Gold Fish& Vail tail Gold Fish	24 Nos.
3	Firemouth	12 Nos.
4	Argus	20 Nos.
5	Discuss	05 Nos.
6	Featherback Chitala	19 Nos.
7	Angel	23 Nos.
8	Oscar	10 Nos.
9	Asiatica	06 Nos.
10	ALBINO SHARK	12 Nos.
11	Bristol Shubankin	17 Nos.
12	Plecostomas	18 Nos.
13	Silver Dollar	21 Nos.
14	Tiger Shark	22 Nos.
15	Kissing Gorami	27 Nos.
16	Dark Banded Piranha	02 Nos.
17	Spotted Piranha	02 Nos.
18	Koicarp	22 Nos.
19	Barb	35 Nos.
20	Silver Shark red fish	16 Nos.
21	Severam	14 Nos.
22	Red Piranha	09 Nos.
23	Gorami	18 Nos.
24	Parrot Fish	12 Nos.
25	Tetra	50 Nos.
26	Koicarp	21 Nos.

**NUMBER OF PERSONNEL TO BE DEPLOYED FOR UPKEEP AND
IMPROVEMENT OF LIFE SCIENCE EXHIBITS, BUTTERFLY
ENCLAVE, POLY HOUSE AND MAINTENANCE OF AQUARIUM
SECTION IN DYNAMOTION RAMP AND WATER BODY (ADJACENT TO
DIRECTOR'S OFFICE) SERVICES AT SCIENCE CITY,
J.B.S. HALDANE AVENUE, KOLKATA**

Sl. No	Upkeeping personnel (Un-skilled)
1.	5

DETAILS OF CONSUMABLE MATERIALS REQUIRED PER MONTH FOR UPKEEP AND IMPROVEMENT OF LIFE SCIENCE EXHIBITS, BUTTERFLY ENCLAVE, POLY HOUSE AND MAINTENANCE OF AQUARIUM SECTION IN DYNAMOTION RAMP AND WATER BODY (ADJACENT TO DIRECTOR'S OFFICE) SERVICES AT SCIENCE CITY, J.B.S. HALDANE AVENUE, KOLKATA

A: LIST OF FOOD GRAINS REQUIRED FOR LIFE STOCKS OF LIFE SCIENCE EXHIBITS PER MONTH

1	Kuro	- 90 kgs	6	Sugar	- 4 kgs
2	Mesh	- 15kgs	7	Green Vegetable	- 8 kgs.
3	Paddy	- 45 kgs	8	Lime	- 10 kgs.
4	Gram (chola)	- 15 kgs	9	Salt	- 2 kgs.
5	Wheat	- 30 kg.			

B: FISH FOOD REQUIRED FOR AQUARIUM SECTION IN DYNAMOTION RAMP AND WATER BODY ADJACENT TP DORECTPR'S OFFICE PER MONTH

1	Tubifex Worms	- 100 kgs
2	Dry Food	- 35 kgs
3	Bone less chicken	- 4 kgs

C: REQUIREMENT OF INSECTICIDE PER MONTH

1.	Phenyl (1 Lit.)	- 05 Bottles
2.	Gamaxine/Pholidol powder (1/2kg. pack)	- 10 Pkts.
3.	Glass Cleaner (Colin) 500ml.	- 02 nos

D: LIST OF COMMON MEDICINE TO BE PROVIDED AS AND WHEN REQUIRED

1	Moxclare (156.25mg)	7	Suvramycine -500
2	Laclobion pouch	8	Teramicine -500
3	Befilac pouch	9	Betadyne Ointment
4	Ascorbiol	10	Osto Calcium Syp.
5	Workedine	11	Potassium Permanganate
6	Ivermeefol	12	Zinconvitsyp.

E: LIST OF OTHER MATERIALS REQUIRED AT THE TIME OF UNDERTAKING THE CONTRACT

1	Plastic Bucket	- 4 Nos.	8	Cutter	- 2 nos.
2	Plastic Garden Pipe ¾" Dia	- 100 ft.	9	Sord	- 2 nos.
3	Plastic Garden Pipe 1" Dia	- 100 ft.	10	Kodal	- 2 nos.
4	Earthen Pot - 8" Dia	-100 nos.	11	Kaste	- 2 nos.
5	Coir Brash	- 2 Nos.	12	Khurpi	- 4Nos.
6	Plastic Bowl	-100 Nos.	13	Gumboot	- 2 Pairs
7	Plant Watering Can	- 2 Nos.			

Estimated departmental value of consumable materials is Rs.19,200/- per month

SCIENCE CITY
(National Council of Science Museums)
J.B.S. Haldane Avenue,
Kolkata – 700 046

Annexure - V

Sl. No.	Particulars	Upkeep personnel Unskilled
A	Basic Wages (@ Rs. 523/-	523.00
	VDA @Rs.35/-	35.00
	MINIMUM WAGE	558.00
	EPF @ 13% on Basic wage subject to Ceiling of Rs.15,000/- per month i.e. (15000X12/365X13%) or (Rs.523 /- X 30 X 12/365 X 13%)	64.10
	ESI @ 4.75% on minimum wages Rs. 558/- X 4.75%) for upkeep personnel respectively	26.50
	Bonus ceiling @ Rs.7,000/- (7,000/- / 365)	19.17
	National Holidays (for 3 days) (558 X 3/365) for upkeep personnel respectively	4.59
	Rate of wages per man day following minimum wages and other statutory payments)	672.36
	Rate as per minimum wage and other statutory payments for 26 days	17,481.36
	Reliever charges (@ 1/6th) for Weekly Off	2,913.56
	Total per month as per minimum wage and other statutory payments	20,394.92
	Present personnel considered for deployment as per Annexure -III	5
	Rate per month for upkeep personnel (5 nos.)	1,01,974.60
	Total financial implication for 365 days in a year (12 months)	12,23,695.20
	Add applicable GST @ 18% (CGST @ 9% + SGST @ 9%) at present.	2,20,265.12
Net Financial implication for one year following Minimum wage and applicable GST (@ 18% at present)(CGST @ 9% + SGST @ 9%) at present.	14,43,960.32	
B	Charges towards supply of Supply of food grain/ medicine/vaccines etc. for the life stock/life science exhibits and fish food and medicine for the Aquarium Section in Dynamotion Ramp and water body adjacent to Director's Office taking into account the Scope of Work detailed in Annexure -II and list of materials detailed in Annexure-IV of the e-NIT.(Inclusive of GST)	
C	Administrative Expenditure and profit of the agency for due performance of the services/Contract inclusive of GST @ 18% (CGST@9%+SGST@9% at present	
A+B+C	Gross Financial implication for due performance of the services following minimum wages and other statutory payments, Administrative Expenditure and profit of the agency and GST as applicable (at present @ 18%) and charges towards use of machinery equipment and supply of consumable materials for due performance of the contract as per the specification stipulated in the E-tender inclusive of GST = Total A + Total B +Total C.	

SCIENCE CITY
(National Council of Science Museums)
J.B.S. Haldane Avenue
Kolkata – 700 046

INFORMATION IN RESPECT OF THE BIDDER

(All information should be given in the following format with complete details)

1.	Name of the Agency	:
2.	Registration of Agency	:
3.	Permanent address (full)	:
4.	Telephone/Fax No.	:
	Office	:
	After Office hours	:
	Mobile No	:
	E-Mail ID	:
	Website	:
5.	Date of Establishment:	:
6.	Type of Agency (proprietorship /Partnership/ Ltd. company /other)(relevant documentary evidence to be attached)	:
7.	Business done by the agency in last five years with year-to-year break-up and annual value of single largest contract. (Documentary evidence to be attached)	:
8.	Proof of financial status of the Company indicating total annual Turnover (Audited report may be submitted for last three years)	:
9.	Bank solvency Certificate (Attach Certificate)	:
10.	GST Registration No. (Attach copy)	:
11.	Income Tax PAN No. (Copy of card to be attached)	:
12.	TIN Registration Number (Attach copy)	:
13.	Details of Trade License issued by the competent authority (Attach copy)	:
14.	Please indicate if any Court Case/ Arbitration proceeding is pending against the agency, if so details thereof and the outcome may please be mentioned	:

Certified that the information furnished above are true to the best of my/our knowledge. It is hereby declare that I/we abide by the decision of Museum/Centre for registration and short-listing of agencies for issue of tender paper.

Place: _____
Date : _____

Signature with date & seal of the
Proprietor/Partner/Director/C.E.O.

Certified that the agency or any of its partners/Director have not been blacklisted/debarred by any of the Govt. agencies or department or have not been found guilty of commission of acts of moral turpitude or convicted for any economic offence or violation of any labour laws etc. by any Court or any PF/ESI authorities.

It is further certified that the agency has not been terminated by any of the Govt. department/autonomous institutions/public sector undertaking of the Govt. of India/other State Govt. or Public sector Bank or local bodies/Municipalities during past three years on violation of loss or deficiency of service or breach of contract.

Date:

Place:

(Signature of the tenderer
With agency seal /rubber stamp)

Annexure - VIII

Certified that the agency has undertaken the services of similar Upkeep and improvement services at the following Govt. department/autonomous institutions/public sector undertaking of the Govt. of India/other State Govt. or Public sector Bank or local bodies/Municipalities during last five years:

Sl. No.	Name of the Office	Details of Service	Duration of contract	Contract Value
a)				
b)				
c)				
d)				
e)				

Date:
Place:

(Signature of the tenderer
With agency seal / rubber stamp)

Science City, Kolkata

CHECK LIST ON PREPARATION OF BIDS

Sl.No.	Particulars	Yes/No
1.	Have you filled in and signed the Contact Details Form?	
2.	Have you read and understood various conditions of the Contract and shall abide by them?	

TECHNICAL BID

3.	Have you enclosed the Tender Fee of Rs. 200.00 and EMD of Rs.10,000.00 in the Technical Bid?	
4.	Have you taken prints of all the Sections of Tender, in the prescribed paper size and signed on all the pages of the tender documents?	
5.	Have you attached with tender the proof of having met the required minimum eligibility criteria?	
6.	Legal Valid Entity: Have you attached the attested Certificate issued by the Registrar of firms/Companies with the tender?	
7.	Financial Capacity: Have you attached Audited Balance Sheets with the tender?	
8.	Registration with Government Bodies like ESIC, EPF, Labour Laws : Have you attached a copy of each of the Registration certificate with the tender?	
9.	Experience: Have you attached the attested experience certificates issued by the Organisations/Government Departments/Corporate Sector for the last five years with the tender?	
10.	Have you attached the copy of work order for the similar services of Upkeep and improvement of the Life Science Exhibits, Butterfly Enclave, Poly House and Maintenance of Aquarium Section in Dynamotion Ramp and Water Body (adjacent to Director's Office) services during last three years?	
11.	Have you attached the proof of authorisation to sign on behalf of the bidder in the Technical Bid?	
12.	Have your Technical Bid been prepared and attached as per the requirements of the Tender?	

FINANCIAL BID

13.	Have you studied carefully the departmental estimate?	
14.	Have your Financial Bid proposal is duly filled/ complied and uploaded.	

FORMAT FOR ARTICLES OF AGREEMENT

The Articles of Agreement made at Kolkata this **18th day of** September, 2018 between Science City, J.B.S Haldane Avenue, Kolkata-700046, a unit of National Council of Science Museums (NCSM), a society registered under the Societies' Registration Act of West Bengal, 1961, and functioning as an autonomous scientific organization under Ministry of Culture, Govt. of India having its office at Sector-V, Block-GN, Bidhan Nagar, Kolkata-700091 (hereinafter referred to as Science City, which expression shall unless repugnant to the context, mean and include its successors, executors, administrators and assigns) **ON THE ONE PART.**

And

M/s.....
(hereinafter referred to as the Agency, which expression shall unless repugnant to the context, mean and include their respective heirs, executors, administrators, legal representatives and assigns) **ON THE OTHER PART.**

WHEREAS the Science City, Kolkata is desirous of getting the work of Upkeep and improvement of the Life Science Exhibits, Butterfly Enclave, Poly House and Maintenance of Aquarium Section in Dynamotion Ramp and Water Body (adjacent to Director's Office) in Science City, Kolkata and issued an e-Tender with detailed scope of work describing the services and conditions of contract which shall be an integral part of the contract.

AND WHEREAS the financial bid made by the said agency in response to the said e-NIT has been accepted as the most competitive and accordingly award of contract (which forms a part of this agreement) was issued to the agency vide award of contract No: dated

NOW IT IS HEREBY AGREED AND DECLARED BY AND BETWEEN THE PAERIES HERETO AS FOLLOWS:

1. Science City remains open daily from 9.00 AM to 8.00 PM on all the 364 days in a year (except Holi/Dol) and the agency has to provide required uninterrupted service throughout the year. Hence, it is essential to keep adequate reserve manpower for replacing their personnel during their weekly off/leave etc.
2. The Agency shall ensure that all statutory wages and allied benefits like P.F., Bonus, ESIC etc., as are prescribed by the Government of India from time to time, are paid to personnel deployed for the purpose of this contract. The Agency shall remain liable to the authorities concerned for compliance of the respective existing rules and regulations of the Government of India for this purpose and shall also remain liable for any contravention thereof. The Agency shall have to abide by the minimum wage legislations and must pay minimum wage as per law to the personnel deployed by them in the campus of the Science City for the purpose of this contract at any time in the premises of the Science City.

Bonus shall be paid once in a year by the Agency and subsequently it will be submitted as the reimbursement claim supported with muster roll authenticating its disbursement.

3. The Agency has quoted their rates based on the rates of Minimum Wage, applicable as per Govt. of India only. The Agency shall submit the proof of having deposited the amount of contributions claimed by them on account of ESI and EPF towards the persons deployed at the Science City in their respective names each month while submitting their GST compliant bills for the subsequent month. In case the Agency fails to do so, their bills will be withheld till submission of required supporting documents. Copies of the quarterly, half yearly and annual returns of GST, ESI, EPF and Professional Tax shall be submitted after its remittance to the concerned authority.
4. The Agency shall pay wages to the personnel deployed by them through their respective Bank Account latest by the 7th of every month and shall produce copy of the Acquaintance Roll and bank statement every month along with their bill.
5. A security deposit of Rs..... (Rupees only) towards Security deposit (being 1/10th of the annual value of the contract rounded to nearest thousand) payable in the form of a demand draft/pay order drawn in favour of Science City is payable at Kolkata is to be deposited by the Agency to cover risk or any loss **caused to the Science City due to fraud, theft, pilferage due to the negligence on the part of the Agency.** In the event of any such occurrence and or breach of contract, the amount of compensation, as assessed by the Science City, shall be recovered either from the bill for monthly service charges due to the Agency or from their security deposit, at the discretion of the competent authority of Science City.
6. During the period of this contract, the Agency shall provide proper and adequate service and perform their duties diligently, honestly and to the entire satisfaction of the Science City. The Agency shall constantly keep in touch with the Science City regarding their Upkeep and improvement of the Life Science Exhibits, Butterfly Enclave, Poly House and Maintenance of Aquarium Section in Dynamotion Ramp and Water Body (adjacent to Director's Office) in Science City, Kolkata and abide by all instructions and directives issued by the authority of the Science City in this regard.
7. The Agency shall maintain all relevant registers in the premises of the Science City which may have to be presented for inspection by the concerned Labour Authorities. The Agency shall also put up a notice board displaying the minimum wages prescribed by the Government of India from time to time.
8. The Agency shall ensure compliance of all Acts, Rules and statutory orders in force with regard to deployment of their staff in the premises of the Science City for the purpose of this contract and shall keep the Science City indemnified against any liabilities arising out of non-compliance of any of the Acts, Rules or Orders on their part.
9. The Agency shall not deploy any unfit persons (or person having any contagious disease) or person above 60 years of age for Upkeeping, Sanitary and Housekeeping services in the Science City. In this regard, agency shall submit annual return to the Science City authority in respect of age/date of birth and medical fitness of their deployed Upkeep and improvement of the Life Science Exhibits, Butterfly Enclave, Poly House and Maintenance of Aquarium Section in Dynamotion Ramp and Water Body (adjacent to Director's Office) personnel. The person(s) found medically unfit / physically deteriorated from the specified standard at any point of time will not be allowed to perform duties and the agency will be responsible to replace such person within 24 hours.
10. The Agency shall make periodical Police verification of the particulars of their employees deployed and issue proper identity cards to those employees who are deployed by them at any point of time for the purpose of this contract in order to facilitate verification of their identity by the Science City. They shall always wear the identity card while inside the premises of the Science City.

11. The Agency shall be liable to comply with directions of the Science City to remove within 24 hours of receipt of such direction; any member of their staff deployed for the purpose of this contract and shall make immediate necessary alternative arrangements to ensure proper and adequate services.
12. Upkeep and improvement of the Life Science Exhibits, Butterfly Enclave, Poly House and Maintenance of Aquarium Section in Dynamotion Ramp and Water Body (adjacent to Director's Office) in Science City, Kolkata personnel deployed by the agency in the Science City, shall be in proper uniform and other accessories required for carrying out the services as per contract.
10. The Agency on completion of the specified term of contract or on termination of the contract shall peacefully vacate the premises of the Science City and remove all their persons and materials from the campus after handing over the charge to the new Agency.
11. The Agency shall be responsible for observance and compliance of different industrial laws as in force and they shall ensure that no demonstration/ agitation of any kind takes place inside or near the premises of the Science City by security personnel engaged by the Agency.
12. The Science City shall have no responsibility for providing living accommodation to the personnel deployed by the Agency.
13. The Science City shall pay to the Agency nothing more than the amount as may be due under the contract terms.
14. The agency shall not sub-contract or sub-let, transfer or assign the contract or any other part thereof to any person/ agency.
15. The payment shall be made through e-payment on monthly basis within 30 days from the date of submission of the proper and pre-receipted GST compliant bill, duly certified by the authorized representative of Science City. In case of Agency's failure to provide requisite services on particular day/days, proportionate deduction shall be made from the bill.
19. The Science City shall reimburse the amount of Goods and Service Tax (GST) as applicable and paid by the Agency to the authorities on account of services rendered by them to the Science City. The reimbursement shall be admissible on production of proof of deposit i.e. copy of challan by the Agency.
20. Income tax will be deducted at the prescribed rate from the monthly bill of the Agency and the same would be deposited with the Income Tax Authority by Science City.
21. In the event of any deficiency in the security service rendered by the Agency, any time during the currency of the contract, the Science City shall impose a suitable penalty which may be recovered from the monthly bill(s) of the Agency. The decision of the Science City shall be binding on the Agency.
22. In the beginning, the contract shall be on a trial basis for a period of three months only, and thereafter, it would be extended for further period of nine months, if the services are found to be satisfactory during the trial period of the Agency. The contract may be renewed at the discretion of Science City on year-to-year basis for a maximum period of three years, including the trial period. However, in the event of such renewal of the Contract each year, the Service charges of the Agency shall not be revised. But the liability due to revision of minimum wages and statutory duties & taxes from time to time, shall only be considered for revision.
23. The contract can be terminated by Science City at any time without notice in the event of gross security risk or gross damage to Science City's property due to agencies' failure or persistent failures of the Agency in providing satisfactory service to the Science City and the decision of Science City in this regard shall be final and binding on the agency.

24. **For reasons other than mentioned in the clause above, the contract can be terminated by either side by providing clear three months' notice in writing.**
25. In case of any dispute arising out of this contract between the Science City and the Agency, the matter shall be referred to the sole arbitration of a person to be appointed by the Director General of NCSM on receipt of an official request with details of the dispute, from either the Science City or the Agency. The award of the arbitrator so appointed shall be final, conclusive and binding on all parties to the contract. The submission shall be deemed to be submission to arbitration under the Arbitration and Conciliation Act, 1996 or any statutory modifications or re-enactment thereof and of the rules made there under for the time being in force.

In witness whereof the parties have set their respective hands the day and the year and the place hereinabove written.

Signed by for and on behalf of the **Science City, Kolkata.**

In presence of _____

1) _____

2) _____

Signed by the said successful tenderer **M/s.**

In presence of _____

1) _____

2) _____

Tender Inviting Authority: Director, Science City, Kolkata

Name of Work: Upkeep and improvement of Life Science Exhibits, Butterfly Enclave, Poly House and Maintenance of Aquarium Section in Dynamotion Ramp and Water Body adjacent to Director's Office in Science City, JBS Haldane Avenue, Kolkata - 700046

Contract No: SCCY-13023/30/Life Science/2018

Name of the Bidder/ Bidding Firm / Company :	
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PRICE SCHEDULE

(DOMESTIC TENDERS - RATES ARE TO GIVEN IN RUPEES (INR) ONLY)

(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)

NUMBER #	TEXT #	NUMBER	NUMBER #	NUMBER	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Estimated Rate in Rs. P	BASIC RATE In Figures To be entered by the Bidder in Rs. P	GST Amount in INR (@ 18%, CGST @ 9% plus SGST @9%) Rs. P	TOTAL AMOUNT Without Taxes col (13) = (4) x (7) in Rs. P	TOTAL AMOUNT With Taxes col (14) = sum (8) to (13) in Rs. P	TOTAL AMOUNT In Words
1	2	6	7	9	13	14	15
1	Upkeep and Improvement of Life Science Exhibits, Butterfly Enclave, Poly House and maintenance of Aquarium Section in Dynamotion Ramp and Water Body adjacent to Director's Office in Science City, JBS Haldane Avenue, Kolkata - 700046 as per scope of work indicated in Annexure-II and number of Upkeep personnel detailed in Annexure-II to e - NIT.						
1.01	Composite Annual Service Charges (for total 5 Upkeep e personnel) following minimum wages and other statutory payments applicable to Central Government Organisations excluding Agency's Administrative Expenditure and Profit and GST as applicable (at present @ 18%) as per Annexure-V to the e-NIT	1443960.32		0.00	0.00	0.00	INR Zero Only
1.02	Charges per Annum (inclusive of GST) towards supply of consumable materials and food grain, fish food, medicine,	230400.00		0.00	0.00	0.00	INR Zero Only
1.03	Agency's charges towards Administrative Expenditure and Profot per annum as per Annexure -V to e-NIT.	0.00		0.00	0.00	0.00	INR Zero Only
Total in Figures					0.00	0.00	INR Zero Only
Quoted Rate in Words	INR Zero Only						