



Ministry of Culture
Government of India



**National Council of Science Museums
(Ministry of Culture, Govt. of India)**

**E-TENDER DOCUMENT FOR PROVIDING
SERVICES FOR ORGANIZING
MOBILE SCIENCE EXHIBITION**

**REGIONAL SCIENCE CENTRE
Jawahar Nagar, Khanapara
Guwahati – 781022**

**REGIONAL SCIENCE CENTRE
(National Council of Science Museums)**

Jawahar Nagar, Khanapara
Guwahati – 781022
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Tender No. I-11012/3/GH/5(6)-

**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 EMD and enter details of DD/any other accepted instrument.
- 4) Tenderer/bidder should prepare the EMD instrument as per the instructions specified in the tender document. Scanned copy of DD/any other acceptable instrument as mentioned towards should be uploaded while online submission of the tender and the original should be

posted/couriered/given in person to **National Council of Science Museums, 33, Block GN, Sector V, Bidhan Nagar, Kolkata – 700091** 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 **colored (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)**
- (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.**

REGIONAL SCIENCE CENTRE
(National Council of Science Museums)
Jawahar Nagar, Khanapara
Guwahati – 781022

Tender No. I-11012/3/GH/5(6)-

The **Regional Science Centre, Guwahati** is a constituent unit of the National Council of Science Museums, Kolkata* (*hereinafter referred to as the Museum/Centre).

General terms & Conditions:-

1. Online e-tenders are hereby invited from reputed and experienced agencies for providing Man power as 'Science Communicator/ Mechanic/ MSE Driver, strictly as per the requirement of the Council, to Regional Science Centre, Jawahar Nagar, Khanapara, Guwahati – 781022, on contract basis on payment of **monthly lump sum composite charges for number of personnel to be deployed as per the departmental estimate as per Govt. of India prescribed minimum wage rates separately and the quoted rates must indicate (a) GST component as applicable and (b) Service Charges of the agency. 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 28.02.2023 (date). Should be in possession of (a) Trade License (b) valid PAN Card [in the name of firm/agency or proprietor] (c) EPF/ PF Registration (d) ESI Registration (e) Professional-Tax registration (f) GST Registration and any such other license that may be legally necessary to carry out the work under the scope of work mentioned in this tender. The Registered Office or one of the Branch Offices of the tenderer should be located in and around the place where the museum/centre is located. 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 any criminal proceeding that are going on currently in any court of law in India at the time of submitting the tender 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.

(ii) Minimum 05 (Five) years' experience in executing similar kind of jobs in Central Government/ Central Autonomous Bodies/ State Govt./ Central Public Sector Undertakings. Tenderer shall attach list of such organizations with contact nos. where the Agency is currently providing/ has earlier provided (in last 3 years) this kind of service and a certificate of credential in support of their claim.

(iii) Should have a minimum Annual turnover of Rs. 50 lakh per year (This amount to be reconsidered depending on the number of persons proposed to be engaged in each centre) during the last 3 (three) financial years. [Tenderer shall attach relevant documents (audited report i.e. Trading, all P/L & all BS from authorized Chartered Accountant) as proofs with the Technical bid]

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

- a. Currently providing / earlier provided successfully ONE similar service having annual value equal to Rs. 50 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 similar service having annual value equal to ₹30 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 similar manpower related services having annual value equal to (₹20 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. Each unit of MSE bus shall have a team of 3 members, comprising one each of Science Communicator, Mechanic and MSE Driver. Therefore, the minimum The place of work shall be the place where School/ college/site is located or within the state or nearby states where the museum/centre is located. The deployed personnel are required to undertake extensive travel to the rural SC/ST dominated districts, NE states etc. to augment science awareness with Mobile Science Exhibition (MSE) buses.
3. The personnel to be deployed as Science Communicators must be a Bachelor Degree holder with good communication skills in English and Local languages and preference will be given to Bachelor's degree in Science with Physics and combination of any two subject viz., Chemistry, Mathematics, Electronics, Computer Science, Astronomy, Geology and Statistics or Bachelor's degree in Science with Chemistry and combination of any two subjects viz., Zoology, Botany, Microbiology, Environmental Science, Bio-Technology and Molecular Biology from a duly recognized University.
4. The personnel to be deployed as Mechanics must have SSC or Matriculation with certificate from ITI or equivalent in the discipline of fitting/electronics/electrical. They are required to undertake repair, handling of materials, installation, dismantling, packing, and maintenance of exhibit/ equipment/ instruments/ installation work.
5. The personnel to be deployed as Drivers for the MSE must have passed class VIII with a valid license for heavy vehicle with 3 years' experience after obtaining the license for heavy vehicles. They shall be responsible for careful driving of Mobile Science Exhibition bus abiding by all traffic rules and regulations, attending to minor repairs of the MSE buses, ensuring cleanliness of vehicle and timely servicing of the MSE buses.

6. Important Information & Dates:

EMD Amount	Rs.1 lakh
Tenure of contract	Maximum period of the contract is 3 years. Contract will be initially offered for 03 months on trial basis, thereafter for 09 months, subject to satisfactory performance of the contract by agency. The contract may be renewed on year-to-year basis based on the satisfactory performance at the discretion of the Centre.
Bid Document Publishing Date & Time	13 th June, 2023 (At 18.00 Hrs.)
Bid Document Download Start Date & Time	13 th June, 2023 (At 18.00 Hrs.)
Bid Document Download End Date & Time	3 rd July, 2023(Upto 12.00 Noon)
Clarification Start Date & Time	14 th June, 2023 (From 11.00 AM)
Clarification End Date & Time	19 th June, 2023 (Upto 12.00 Noon)
Bid submission Start Date & Time	23 rd June, 2023(From 11.00 AM)
Bid submission End Date & Time	3 rd July, 2023(Upto 12.00 Noon)
Bid Opening(Technical) Date & Time	4 th July, 2023(At 12.00 Noon)
Validity of Tender offer	3 months from the date of opening of tender.
Pre Bid meeting	21 st June, 2023(At 11.00 AM) (Online through video conferencing)-Link mentioned below
<p>Details of Pre-Bid meeting-</p> <p>Topic: Pre-bid meeting - Providing Services for organizing Mobile Science Exhibition</p> <p>Time: Jun 21, 2023 11:00 AM India</p> <p>Join Zoom Meeting</p> <p>https://us06web.zoom.us/j/86200472368?pwd=VHpkRnkyQzhYY2ZFWEVkWTFmbjJ1UT09</p> <p>Meeting ID: 862 0047 2368</p> <p>Passcode: 371541</p> <p>Bidders are requested to join the Pre-Bid meeting with the link through video conferencing for any clarifications, queries etc related to the tender.</p>	

7. The intending tenderers/bidders must read the terms and conditions of tender 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.
8. Information and Instructions for tenderers/bidders posted on website shall form a part of the bid document.
9. The bid document consisting of guidelines for providing man power as 'Science Communicator / Mechanic / MSE Driver strictly as per the requirement of the Council, at Regional Science Centre, Jawahar Nagar, Khanapara, Guwahati - 781022, work 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 from <https://eprocure.gov.in/eprocure/app> free of cost.
10. 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 Earnest Money Deposit (EMD) as specified above duly scanned, uploaded and if found in order. The financial bids of only those tenderers/bidders shall be opened whose uploaded documents are found to be in order.
11. Those agencies not registered on the website mentioned above, are required to get themselves registered beforehand.
12. The intending tenderer/bidder must have valid Class II or Class III Certificates with signing key usage (DSC) to submit the bid.
13. The e-Tenders are invited under two envelopes system. The first electronic envelope will be named as Technical Envelope & will contain documents of tenderer's/bidder's satisfying the eligibility conditions, scanned copies of EMD, NIT, etc. and the second electronic envelope will be named as Financial Envelope containing Rate Quote Sheet with detailed break up of rate. The bidder shall submit **TECHNICAL BID ENVELOPE** and **FINANCIAL BID ENVELOPE** simultaneously. The technical bids will be evaluated first and thereafter 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 Bank towards **Earnest Money Deposit (EMD)** in pdf format in favour of 'National Council of Science Museums' payable at Kolkata.
- ii) 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.
- iii) Scanned copies for the proof of eligibility as per Clause No.1 (i, ii, iii & iv) of GTC for MANPOWER SERVICES, EXPERIENCE CERTIFICATES/ CONTRACT EXECUTION

CERTIFICATE along with **Work Order/Letter of Intent** issued by Govt./Semi-Govt./Autonomous/PSUs and/or Reputed Institution with appropriate Authority as per the NIT in PDF format.

- iv) Scanned copy of undertaking (as per Annexure- "I") duly signed with agency seal in PDF format which also includes the undertaking that "The physical EMD shall be deposited by us with the office of (name of the museum/centre) payable at (Name of place) calling the bid before the bid opening otherwise the tender/bid shall be rejected and also debar us from further tendering in NCSM or any of its constituent units.

b) **FINANCIAL BID ENVELOPE** shall contain:

- (i) Rate Quote Sheet in .XLS format.
- (ii) Agency shall, furnish, scanned copy of complete break up of their rates showing how they will comply with the minimum wages and other statutory regulations like Basic, VDA, ESI, EPF, Bonus, paid National Holiday, etc. and the lump sum composite charges for number of MSE personnel to be deployed as per the rate prescribed by Govt. of India from time to time separately indicating (a) GST component as applicable and (b) Service Charges of the agency in PDF format with signature & seal. **In the absence of this break up, their tender shall be liable to be rejected.**

14. E-tenders which do not fulfil any of the above conditions or are incomplete in any respect are liable for **summarily rejection**.
15. The museum/centre 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/bid; received without assigning any reason whatsoever.
16. Canvassing in connection with e-tenders/bids is strictly prohibited and the e-tenders/bids submitted by the tenderers/bidders who resort to canvassing will be liable for rejection on that ground alone.
17. E-tenders incorporating **additional conditions** are liable to be **rejected**.
18. The tenderer(s) **must declare** in writing that neither he/she 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**.
19. Apart from GST, as specified above, any other tax in respect of this contract will be reimbursed as per the applicable rates prescribed by the Government of India from time to time.
20. Before submitting the e-tender, the tenderer shall assess the quantum of work /responsibility requirements on part of the agency after going through the scope of work

requirement for operation of Mobile Science Exhibition, conditions of contract and after inspection of a few Mobile Science Exhibition sites, if necessary.

21. 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 **EMD, physically in the museum/centre together with signed copy of the e-tender document** before the bid opening date, the **Technical Bid Envelope** will be opened. After the authority of museum/centre is satisfied that the documents in the Technical Bid Envelope are in order and when the agency is found fulfilling the mandatory requirements, the **FINANCIAL BID ENVELOPE** shall be opened, subsequently by the duly constituted committee of the museum/centre.
22. It may be noted that the Technical Bid Envelope which are not found in order as per the requirement of museum/centre shall be summarily rejected.
23. Earnest Money is liable to be forfeited if the successful e-tenderer/bidder selected for the Mobile Science Exhibition Services fails to take up the work and sign the formal agreement within 07 days from the date of issue of Letter of Intent to them.
24. The successful tenderer will be awarded the services for conducting Mobile Science Exhibitions by the museum/centre 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 requirement. The successful tenderer shall also mobilise all its resources and sign an Agreement with museum/centre in approved format on a non-judicial stamp paper of appropriate value.
25. The validity period of the e-tender shall be **03 (THREE)** months from the date of opening of e-tenders. This period may be extended suitably if the decision regarding issue of Letter of Intent is delayed for any reason.

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 museum/ centre.
Earnest Money to be deposited with the e-tender	:	₹1 lakh
2. SECURITY DEPOSIT/ RETENTION MONEY	:	Minimum $\frac{1}{10}$ of the annual Value of Contract subject to a maximum of ₹10 lakh
Process of submitting the GST compliant bill supported with relevant challans etc. by the successful tenderer	:	Monthly basis duly certified by authorized representative of museum/centre.

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 the extent of the liabilities arising on that account only.***
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.
3. The Agency shall take the responsibility of providing services for conducting Mobile Science Exhibition in rural areas & 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 museum/centre.

Bonus shall be paid once in a year against submission of reimbursement claim supported 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 or local government, whichever is higher. 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 museum/centre under the scope of this contract 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.*** The Agency is required to provide manpower services as 'Science Communicator, Mechanic & MSE Driver strictly as per the requirement of the Council, as and when required, at Regional Science Centre, Khanapara, Guwahati - 781022 , on contract basis.

For compliance of above requirement for providing services, the agency shall deploy only those personnel who meet the below mentioned qualification and experience and are able to perform the entrusted work.

Services required	Minimum qualification and experience of personnel to be deployed	Duty to be performed
Science Communicator	Bachelor Degree holder with good communication skills in English and Local languages and preference will be given to Bachelor's degree in Science with Physics and combination of any two subject viz., Chemistry, Mathematics, Electronics, Astronomy, Geology or Bachelor's degree in Science with Chemistry and combination of any two subjects viz., Zoology, Botany, Environmental Science, Bio-Technology and Molecular Biology from a duly recognized University	Conducting educational programmes including demonstration and lectures for enhancing scientific awareness in rural areas during MSE programme.
Mechanic	SSC or Matriculation with certificate from ITI or equivalent in fitting/ electronics/electrical.	Repairing, handling, packing, installation and maintenance of exhibit/ equipment/ instruments/ installation work and any other work assigned by the Science Communicator for smooth conducting of Mobile Science Exhibition.
MSE Driver	Class VIII Passed with a valid driving license for heavy vehicle having 3 years' experience after obtaining the license for heavy vehicles.	He shall be responsible for driving of Mobile Science Exhibition bus, cleaning of the vehicle attending to minor repairs of the MSE bus and ensure timely servicing/ repairing of the MSE bus and assist other members of MSE team in movement of materials for setting up/ dismantling the exhibition for smoothly conducting programmes and any other work assigned by the Science Communicator for smooth conducting of Mobile Science Exhibition.

5. The Agency shall pay wages to the personnel deployed by them through online bank transfer from their bank account to the bank accounts of the personnel deployed by them latest by the 7th of every month and shall produce copy of acquaintance roll and bank remittance statement every month along with their bill.
6. The agency shall maintain good liaison with local Police Station, Traffic Guard and Fire Service Department concerned for any law and order or unforeseen situation related assistance from them.

7. In case of any theft, loss of assets and/or disturbance adversely affecting the Mobile Science Exhibition bus, the entire responsibility for recovery and legal actions starting with lodging of F.I.R. with local police in consultation with the authorities of the museum/centre, upto the final recovery stage etc. will lie with the Agency.
8. **A security deposit of minimum $\frac{1}{10}$ of the annual value of contract, subject to a maximum of ₹10 lakh payable** in the form of a demand draft/pay order, drawn in favour of 'National Council of Science Museums' Kolkata, is to be deposited by the Agency.
9. The museum/ centre shall take a comprehensive insurance policy to cover the risk or any loss ***caused to the mobile science exhibition bus and/or the equipment mounted/connected/ installed inside/outside the bus due to accident, theft, etc., the responsibilities for which are not attributable to the agency.***
10. In the event of any breach of terms & conditions of the contract due to negligence, inefficiency or inaction of the agency or the personnel deployed by them, the amount of compensation, as assessed by the museum/centre shall be recovered either from the bill for monthly service charges payable to the Agency or from their security deposit at the discretion of the competent authority of museum/centre.
11. 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 museum/centre. The Agency shall constantly keep in touch with the authorities of museum/centre regarding their services and abide by all instructions and directives issued by the authority of the museum/centre in this regard.
The museum/ centre shall give or provide all necessary superintendence during the execution of the mobile science exhibition related assignment for proper fulfilment of their obligations under the contract.
12. **The Agency shall maintain all relevant registers, documents in the Science Centre, which may have to be presented for inspection of the concerned Labour Authorities. The agency shall also put up a notice in the centre and inside the bus in the driver's cabin displaying the minimum wages prescribed by the Government of India from time to time.**
13. The Agency shall ensure compliance of all Acts, Rules and statutory orders in force with regard to deployment of their staff for the purpose of this contract and shall keep the museum/centre indemnified against any liabilities arising out of non-compliance of any of the Acts, Rules or Orders on their part.
14. The Agency shall not deploy any personnel above 40 years of age for performing duties.
15. The Agency shall ***make periodical Police verification of the particulars of their personnel deployed and*** issue proper identity cards to ***those*** personnel ***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 museum/centre. They shall always wear the identity card while inside the premises of the museum/centre or outside at the site where the MSE is conducted.
16. The Agency shall be liable to comply with the directions of the museum/centre, to remove within 24 hours of receipt of such direction, any personnel deployed for the purpose of this contract and shall make immediate necessary alternative arrangements to ensure proper and adequate services.

17. The Agency on completion of the specified term of contract or on termination of the contract shall peacefully hand over the MSE bus(s) to the museum/centre and remove all their persons and materials from the MSE site/ campus, as the case may be.
18. 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 museum/centre by personnel engaged by the Agency.
19. The museum/centre shall have no responsibility for providing living accommodation to the personnel deployed by the Agency.
20. The museum/centre shall pay to the Agency nothing more than the amount as may be due under the contract terms.

21. **SPECIAL POINTS TO BE CONSIDERED: -**

- ❖ All the persons deployed must be ready to undertake extensive travel to aspirational districts, rural, SC/ST dominated districts, NE States etc. to perform their duties.
- ❖ The contractual personnel to be provided by the agency shall be imparted initial in-house training by the Centre/Council for operation of Mobile Science Exhibition bus at the respective unit of the Council;
- ❖ They will have to stay in the Schools, if accommodation provided by the School otherwise they will have to stay in the Mobile Science Exhibition Bus, wherever overnight stay is required and not provided by the School.
- ❖ Mechanic and MSE driver need to adhere to the instructions of the Science Communicator;
- ❖ The driver shall always remain with the vehicle to safeguard the vehicle and the property.
- ❖ Science Communicator must have fluency of local language, where Mobile Science Exhibitions are held.
- ❖ **Agency shall be responsible for any fine/ action for violation of traffic rules.**
- ❖ **Agency will file FIR or Police Complaint for any accident or untoward incident and shall be responsible for smooth conduct of the Mobile Science Exhibitions.**
- ❖ **Agency shall undertake that it will not share any drawing/ exhibit with any outside persons/ agency, under any circumstances.**
- ❖ If any MSE tour continues beyond 30 days, team members of MSE Bus need to be replaced with intimation to the concerned bid inviting authority;
- ❖ Movements of MSE vehicle need to be shared with local authorities (local police station/ fire authorities etc) well in advance.
- ❖ Agency shall ensure that all certificates, documents like Insurance Policy, Registration Certificate, PUC Certificate form, and approval of MSE Programme are in place before commencement of MSE tour.

- ❖ Agency shall ensure that replacement are sent to MSE sites within 24 hours in case some of their personnel leaves the site for any reason.
- ❖ Special maintenance of the MSE Buses required to be carried out before commencement of any MSE journey.
- ❖ **Diesel consumption of vehicle and generator will be reimbursed by the museum/ centre on maintenance of proper log book and after proper observations of distance/hours of work by a duly constituted committee by the competent bid inviting authority;**
- ❖ Science Communicator must obtain a certificate from School authority regarding satisfactory conduction of programme and the format for the same will be provided by the Science Centre;
- ❖ All residual instructions from the centre/ museum must be adhered to and the Science Communicator of the MSE Bus will be responsible for strict compliance of the same;
- ❖ In case of major breakdown of vehicle, the Science centre should be informed immediately by the agency or by the personnel's deployed by the agency. After inspection by the centre officials, action to be taken by the agency for repair of the vehicle from the nearest bus manufacturer service provider. After repair, the vehicle will once again be inspected by science centre officials for the repair undertaken. The science centre shall reimburse such repair charges on production of vouchers duly certified by science centre officials.

PAYMENT:-

22. 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 museum/centre. In case of the Agency's failure to provide requisite services on particular day/days, proportionate deduction shall be made from the bill.
23. The museum/centre shall reimburse the amount of GST paid by the Agency to the authorities on account of services rendered by them to the museum/centre. The reimbursement shall be admissible on production of proof of deposit i.e. copy of challan by the Agency.
24. 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 museum/centre.

PENALTY:-

25. ***In the event of any deficiency in the service rendered by the agency, any time during the currency of the contract, the museum/centre shall impose a suitable penalty which may be recovered from the monthly bill(s) of the agency. The decision of the museum/centre shall be binding on the agency.***

TENURE AND VALIDITY:-

26. 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 museum/centre 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.***

27. The contract can be terminated by the museum/centre at any time without notice in the event of personnel deployed failed to perform their assigned duty to the satisfaction of the authority of the museum/ and the decision of the museum/centre in this regard shall be final and binding on the Agency.
28. 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:-

29. In case of any dispute arising out of this contract between the museum/centre and the Agency, the matter shall be referred to the sole arbitration of a person to be appointed by the Director General, National Council of Science Museums on receipt of an official request with details of the dispute, from either the museum/centre 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.

(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.

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

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.

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

Place:

UNDERTAKING

This is to certify that we have carefully gone through the work 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 after going through all details. We hereby give an undertaking that we shall provide man power services 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 **NATIONAL COUNCIL OF SCIENCE MUSEUMS payable at Kolkata** before the bid opening date. Otherwise the **CENTRE** shall reject the bid and debar me/us from further tendering in NCSM or its constituent units.

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

Place:

Details of required apparatus

A. **Facilities:-**

- (i) Total Buses :- 03 Nos.
- (ii) Details of the Bus:- TATA make 6 wheeler bus – 3 Nos.
Registration No. AS-01DC-6166,
AS-01-LC-5041 and AS-01-LC-5042
- (iii) Details of exhibits:- (1) Each Buses contain 20 exhibits on theme
"Human Biology/Mathematics"
"Machines in Everyday Life" and
"Water and Chemistry in Our life"
And few science kits as below-
- | | | |
|---------------------------------------|-------|-------|
| Science Demonstration Lecture Kit Box | ----- | 1 set |
| Telescope | ----- | 1 set |
| Taramandal | ----- | 1 set |

(The aforesaid details is indicative)

-XXXXXX-

REGIONAL SCIENCE CENTRE
(National Council of Science Museums)
Jawahar Nagar, Khanapara
Guwahati – 781022

Tender No. I-11012/3/GH/5(6)-

DEPARTMENTAL ESTIMATE

Sl. No.	Items	Maximum Charges per month	
		Rate per person (in ₹)	Amount for total no. of persons (in ₹)
(A) Charges for deployment of Personnel:-			
1.	Science Communicator 3 Nos. (Maximum)		
	Minimum rates of wages(including the basic rates and VDA w.e.f 03/04/2023) @ ₹ 897 x 30 days	26910.00	80730.00
	P.F. @13%(subject to ceiling of ₹15000/- as employer's contribution)	1950.00	5850.00
	E.S.I.C.@4.00%	1076.00	3228.00
	Outstation Charges @ ₹200.00 per day for 30 days	6000.00	18000.00
	Total	35936.00	107808.00
2.	Mechanic 3 Nos. (Maximum)		
	Minimum wages (including the basic rates and VDA w.e.f 03/04/2023) @ ₹ 695 x 30 days	20850.00	62550.00
	P.F. @13%(subject to ceiling of ₹15000/- as employer's contribution)	1950.00	5850.00
	E.S.I.C.@4.00%	834.00	2502.00
	Outstation Charges @ ₹200.00 per day for 30 days	6000.00	18000.00
		29634.00	88902.00
3	MSE Bus Driver 3 Nos. (Maximum)		
	Minimum wages (including the basic rates and VDA w.e.f 03/04/2023) @ ₹ 695 x 30 days	20850.00	62550.00
	P.F. @13%(subject to ceiling of ₹15000/- as employer's contribution)	1950.00	5850.00
	E.S.I.C.@4.00%	834.00	2502.00
	Outstation Charges @ ₹200.00 per day for 30 days	6000.00	18000.00
		29634.00	88902.00

(A)	Total	95,204.00	2,85,6127.00
(B)	Charges towards supply for minor repair, maintenance, cleaning of the MSE bus and payment of Toll Tax, PUC charges etc.		15,000.00
(C)	Total [A(i.e.1+2+3) + B]		3,00,612.00
(D)	Service charges per month by the agency		
(E)	GST & any other statutory levies as applicable on (A)		
(F)	Grand Total (C) + (D)		

N.B – *the above estimate is made on the basis of minimum rates of wages including the basic rates and Variable Dearness Allowance payable w.e.f. 01.10.2022 Order Ref: F.No. 1 I 16(3) I 2}22-LS-II, Government of India, Ministry of Labour& Employment, Office of the Chief Labour Commissioner(C), New Delhi dated 28.09.2022*

(The daily wage rate taken on the basis of the order dated 03.04.2023)

REGIONAL SCIENCE CENTRE
(National Council of Science Museums)
Jawahar Nagar, Khanapara
Guwahati – 781022, Assam

Tender No. I-11012/3/GH/5(6)-

FORMAT FOR ARTICLES OF AGREEMENT

ARTICLES OF AGREEMENT made at (Place of the Museum/Centre) this day ofbetween

Regional Science Centre, Jawahar Nagar, Khanapara, Guwahati – 781022, Assam, (under the National Council of Science Museums, a Society registered under the Societies Registration Act of West Bengal, 1961), hereinafter referred to as the Museum/Centre which expression shall include its successors and assigns on the one part

and.....
(Name of the Contractor's firm with full address)

Trading in the name and style of
(Name of contractor's firm with full address)

hereinafter referred to as the successful tenderer which expression shall include his/their respective heirs, executors and administrators and assigns on the other part.

WHEREAS the Museum / Centre is desirous of getting the work of **“Providing Mobile Science Exhibition (MSE) Services.”**

for a period of one year the terms of the contract may be renewable for a further period of two years on year to year basis, if performance is found satisfactory and has caused E-Notice Inviting Tender (including appendix), schedule of quantities and specifications describing the work and conditions of contract to be carried out and executed by.....

(Name of contractor's firm with full address)

AND WHEREAS the said Notice Inviting Tender (including appendix) as per list attached, specifications and the priced schedule of quantities and conditions of contract have been signed by or on behalf of the parties hereto. AND whereas the successful tenderer has deposited through Banker Cheque a sum of ₹.10 lakh (Rupees ten lakh only), within the Centre/ Museum as initial Security for the due performance of this agreement as provided in the said conditions.

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

1. In consideration of the payments to be made to him as hereinafter provided the successful tenderer shall upon and subject to the conditions herein contained shall provide required services for running MSE buses for a period of one year from the date of issue of letter of intent and as per the scope of work and detailed specifications and as may be furnished to him from time to time and described in the said specifications and the said priced schedule of quantities.

2. The Museum/Centre shall pay to the successful tenderer such sum as shall become payable hereunder at the time and in the manner specified in the said conditions.
3. Time is the essence of this agreement and the successful tenderer shall execute the work, throughout the stipulated period of this contract, strictly as per the requirement of the museum/centre.
4. This agreement comprises the work above and all subsidiary works connected therewith, even though such works may not be shown in the NIT, or described in the said specifications or the priced schedule of quantities.
5. The authority of Museum/Centre reserves to itself the right of adding to or omitting any item of work or of having portions of the same carried out departmentally or otherwise and such alterations or variations shall not vitiate this agreement.
6. In case of any dispute arising out of this contract between the museum/centre 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 museum/centre 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 Museum/Centre.

In presence of

(1).....

(2).....

Signed by the said successful tenderer

In presence of

(1).....

(2).....