

**E- TENDER DOCUMENT FOR  
VISITORS' SERVICE BY WAY OF PROVIDING, OPERATION AND  
MAINTENANCE OF ECO-FRIENDLY BATTERY OPERATED  
TRACKLESS TOY TRAIN  
WITHIN THE PREMISES OF SCIENCE CITY, KOLKATA  
ON REVENUE SHARING BASIS WITH SCIENCE CITY, KOLKATA**



Ministry of Culture  
Government of India

**विज्ञान नगरी  
SCIENCE CITY**

(राष्ट्रीय विज्ञान संग्रहालय परिषद)

(National Council of Science Museums)

संस्कृति मंत्रालय, भारत सरकार

Ministry of Culture, Government of India

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

J B S Haldane Avenue, Kolkata 700046



**REF. NO: . SCCY-17011/7/2022/TOY TRAIN**

---

**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 all 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 the bid documents ready 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 save 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 sort of 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 e-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 before 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 e-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 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 e-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:

**Tender Inviting Authority (TIA),**

- (a) **Science City, J.B.S Haldane Avenue, Kolkata- 700046**

**Email: [sciencecity.kol@gmail.com/coa.sccity@gmail.com](mailto:sciencecity.kol@gmail.com/coa.sccity@gmail.com)**

**Website: <http://sciencecitykolkata.org.in>**

- (a) 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.**

**SCIENCE CITY**  
(National Council of Science Museum)  
Ministry of Culture, Govt. of India  
**J.B.S Haldane Avenue, Kolkata – 700 046**

**NOTICE INVITING e-TENDER**

**No. SCCY-17011/7/2022/Toy Train**

**Dated: 25.08.2022**

**Science City, Kolkata** is a constituent unit of the National Council of Science Museums, Kolkata\*, under Ministry of Culture, Government of India (\*hereinafter referred to as the Science City).

**Information and Instructions to the Bidders:-**

1. **Online e-tenders are invited from reputed and experienced agencies for “Visitors’ service by way of Providing, Operation and Maintenance of Eco-friendly Battery Operated Trackless Toy Train within the premises of Science City on revenue sharing basis with Science City, Kolkata. The tenderer should fulfill the following eligibility criteria:-**
  - (i) Should be registered either as a Company under Companies Act 1956/ 2013 or Cooperative Society under the Co.op. Society Act, 1972 or Society under the Society Act, 1960 or as a Partnership (including Limited Liability Partnership) under Partnership Act, 1932 or Proprietorship Firm or Joint Venture/Consortium, as the case may be, and should be in existence as such entity for not less than **five years as on 01.08.2022**.
  - (ii) Should be in possession of (a) Trade License, if applicable (b) PAN Card [in the name of Company/Firm or Proprietor] (c) EPF/PF Registration (d) ESI Registration (e) Professional Tax registration (f) Registration under the Shops & Establishment Act (g) GST Registration.
  - (iii) The proprietor or any of its partners/directors of the partnership firm/company or the Secretary of the Co.op. Society / Society 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 Tenderer/Bidder should have been terminated in the past 3 years on account of violation of laws or deficiency of services or breach of contract. In case of concealment of any facts in this regard, Science City, Kolkata reserves the right to cancel/terminate the contract without giving any notice. Tenderer/Bidder is required to submit the certificate to this effect as per **Annexure-VI**.
  - (iv) Minimum 05 (Five) years experience in executing similar kind of services of Providing, Operation and Maintenance of Toy Train including Eco-friendly battery operated trackless Toy/ Road Train, Small Vehicles for passenger movement in Airports/ Railway Stations/ National Parks/ Zoo etc. in Central Government/ State Govt./ Autonomous Bodies/ Public Sector Undertakings/ Local Bodies/ Municipalities / large Corporate Bodies. Tenderer shall attach – (a) list of such organizations with contact nos. where the Tenderer/Bidder is currently providing/ has earlier provided similar kind of services, (b) copies of work orders and (c) completion certificates/ performance certificate from such organisations in support of their claim must be submitted as per **Annexure-VII**.
  - (v) **Minimum Average Annual turnover of the firm (Lead Partner in case of JV/Consortium)** should be **Rs. 50 lakhs** during the last 3(three) financial years. [Tenderer shall attach relevant documents (audited report Trading, P/L & BS from authorized Chartered Accountant) with the Technical bid as proof]. Also attach the Brief summary of Average Annual Turnover duly certified by authorized CA in the format attached in **Annexure-X**.
2. The place of work shall be Science City, J.B.S Haldane Avenue located at Kolkata-700046.

3. **Important Information & Dates:**

EMD Amount	<b>Rs. 15,000.00</b>
Tenure and validity	Initially 03 months on trial basis, thereafter to be extended for 09 months subject to satisfactory operation services of the Toy Train. The contract may be renewed on year-to-year basis based on the satisfactory performance for a maximum period of <b>05 years</b> (including the trial period) at the discretion of the Science City, Kolkata.
Validity of tender	The validity period of the tender shall be 06 (Six) months from the date of opening of tenders. This period may be extended with mutual consent if the decision regarding issue of Letter of Intent is delayed for any reason.
Bid Document Publishing Date & Time	25.08.2022 at 17.00 HRS.
Bid Document Download Start Date & Time	26.08.2022 at 10.00 HRS.
Pre-Bid Meeting Date	30.08.2022 at 14.00 HRS.
Bid submission Start Date & Time	31.08.2022 at 10.00 HRS.
Bid Document Download End Date & Time	As per system generated.
Bid submission End Date & Time	12.09.2022 at 13.00 HRS.
Bid Opening (Technical) Date & Time	13.09.2022 at 14.00 HRS.

4. The bid shall be signed by a person legally authorized to enter into commitment on behalf of the Tenderer/Bidder. The Tenderer/Bidder shall submit Power of Attorney in favor of the person who is authorized to enter into commitments on behalf of the Tenderer/Bidder.
5. Science City, Kolkata will not be bound by any Power of Attorney granted by the Tenderer/Bidder or changes in the constitution of the firm made subsequent to submission of the bid or after the award of the contract. Science City, Kolkata may, however, recognize such Power of Attorney and changes after obtaining legal advice, the cost of which will be borne by the Tenderer/Bidder.
6. The cancellation of any documents such as Power of Attorney, Partnership Deed etc. should be communicated by the Tenderer/Bidder to the Science City, Kolkata in writing well in time, failing which Science City, Kolkata shall have no responsibility or liability for any action taken by it on the strength of the said documents.
7. (a) Memorandum of Understanding must be uploaded in case the Tenderer/Bidder comprises of Joint venture/ Consortium/ Partnership.  
(b) Nomination of one of the members of the partnership, consortium or joint venture to be in charge and this authorization shall be covered in the power of attorney signed by the legally authorized signatories of all members of consortium/ joint/partnership firm.
8. The Tenderer/Bidder shall upload full details of his/her ownership and control and the certificate of Incorporation along with its Memorandum of Articles of Association, if it is a Company.
9. Tenderer/Bidder or members of a partnership, joint venture or consortium shall upload a copy of PAN Card No. under the Income Tax Act.
10. Each Tenderer/Bidder (each member in case of partnership firm/ joint venture/ consortium) or any associate is required to confirm and declare with his/her bid that no agent, middleman or any intermediary has been, or will be, engaged to provide any services, or any other item or work related to the award and performance of this contract. They will have to further confirm and declare that no agency commission or any payment which may be construed as an agency commission has

been or will be paid and that the tender price will not include any such amount. If the Science City, Kolkata subsequently finds to the contrary, the Science City, Kolkata reserves the right to declare the Tenderer/Bidder as non-compliant and declare rejection of his/her bid and treat the contract if already awarded to the Tenderer/Bidder to be null and void. In case the agency is a consortium, they should submit the registration document and mention clearly the details of the lead partner and the authorized signatory.

11. There should be no legal case pending with the police / Court of Law/any Law Enforcement Agency against the Tenderer/Bidder. Certificate to this effect to be submitted by the Tenderer as per **Annexure-VI**.
12. **All the pages of the e-tender should be signed and stamped by the proprietor of the firm or authorized signatory** of the Company/Partnership Firm/Joint Venture/Consortium. In case the tenders are signed by the authorized signatory, a copy of the power of attorney/authorization may be enclosed along with the tender.
13. **A copy of the terms and conditions sheet(s) shall be signed & stamped on each page** and uploaded with the technical bid **as token of acceptance of terms and conditions, which shall also form an integral part of the agreement** to be executed after award of contract.
14. As per requirement of Science City, Kolkata, Tenderer/Bidder must be capable and ready to provide adequate number of female personnel.
15. The personnel deployed by the Tenderer/Bidder should be able to speak, read and write in, Regional Language & Hindi/English.
16. Each Tenderer/ Bidder shall submit only one tender either by himself/herself or as a partner in joint venture or as a member of consortium. If a Tenderer/ Bidder or if any of the partners in a joint venture or any one of the members of the consortium participates in more than one bid, **such bids shall be rejected/cancelled**.
17. The Tenderer/Bidder shall bear all costs associated with the preparation and submission of his/her bid and Science City, Kolkata will, in no case, be responsible or liable for those costs, regardless of the conduct or outcome of the tender process.
18. 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.
19. Information and Instructions for tenderers/bidders, posted on website, shall also form a part of the bid document and agreement.
20. The bid document consisting of guidelines for providing, operation and maintenance of Eco-friendly Battery Operated Trackless Toy Train within the premises of Science City on revenue sharing basis with Science City, Kolkata, 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>.
21. Out of the online bid documents submitted by intending tenderers/bidders, the technical bids of all respondents will be opened and scrutinized for fulfilment of mandatory eligibility conditions. **The financial bids of only those tenderers/bidders shall be opened who have deposited Earnest Money as specified above duly scanned and uploaded; and whose uploaded documents are found to be in order by the Technical Evaluation Committee (TEC) and the Tenderer/Bidder is considered eligible considering all eligibility criteria by TEC.**
22. Those agencies not registered on the website mentioned above, are required to get themselves registered beforehand.
23. The intending tenderer/bidder must have valid Class II or Class III Certificates with signing key usage (DSC) to submit the bid.

24. **No exemption will be allowed for submission of Security Deposit/Retention Money to NSIC/MSME certified firms. However, concession for submission of EMD shall be applicable to the Tenderers/Bidders registered with NSIC/MSME as per prevailing Govt. guidelines. The Tenderers/Bidders should upload document of the firm for claiming such exemption.** Tenderer/Bidder must upload signed **Annexure–XI**, if the bidder is registered under NSIC/MSME.
25. The e-tender are invited under **two electronic envelopes system**. The first envelope will be named as **Technical Envelope &** will contain documents of tenderer’s/bidder’s fulfilling the eligibility conditions, copies of documents towards proof of payment of EMD, experience details, declarations, signed & stamped TENDER DOCUMENT, etc. and the second envelope will be named as **Financial Envelope** containing Rate Quote Sheet. The bidder shall submit **TECHNICAL BID ENVELOPE (Part – I)** and **FINANCIAL BID ENVELOPE (Part – II)** 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 Nationalized/ Scheduled Bank towards **Earnest Money Deposit (EMD)** in favour of **Science City, Calcutta** payable at **Kolkata**.
- OR**
- Scanned copy of valid and updated certificates issued by NSIC under Single Point Registration Scheme (SPRS) and MSME Registration certificate should be uploaded for considering the waiver of EMD submission. In addition, the bidders registered under Department of Micro, Small and Medium Enterprises (MSME) and/or eligible for exemption from submitting Bid Security / Earnest Money Deposit for similar services shall be required to submit Bid Security Declaration as per **Annexure-V** of the tender document.
- ii) Scanned copy of Enlistment Order/Registration certificate with appropriate Authority.
- iii) Digitally signed e-Tender document (along with addenda/ corrigendum, if any issued to the technical bid document) should be submitted in .pdf format.
- Hard copy of e-NIT endorsing signature and rubber seal of the bidder/tenderer on all pages and original DD/Pay Order towards EMD should be submitted to the Science City, Kolkata on or before the due date of submitting the tender.**
- iv) Scanned copies of documents of EXPERIENCE CERTIFICATES/ CONTRACT EXECUTION CERTIFICATE along with **Work Order/Letter of Intent** issued by Govt./Semi-Govt./Autonomous/PSUs/Municipal Bodies/Corporate Bodies and/or Corporate firms of repute as per the tender document.
- v) **Declarations and Undertaking (as per Annexure-IV)** duly signed with and affixing Tenderer’s/Bidder’s seal.
- vi) **Scanned copies of** Trade License (wherever applicable), Registration certificate under Shops and Establishment Act, PAN Card, GSTIN Certificate, EPF registration certificate, ESI registration certificate, Professional Tax Registration certificate, Income Tax Returns (for last three years) and audited Balance Sheet and Profit & Loss accounts for last three years.
- vii) Details of the Agency as per **Annexure –VIII**.
- viii) Detailed specification of Eco-friendly trackless Toy train as per **Annexure - III**.
- b) **FINANCIAL BID ENVELOPE** shall contain:
- (i) Rate Quote Sheet in .XLS format.



## **BID EVALUATION CRITERIA AND SELECTION PROCEDURE:**

A two-stage procedure shall be adopted in evaluation of bids:

### **1. System of selection of Service Provider:**

- a) The tender committee appointed by Science City, Kolkata shall regulate bid evaluation process.
- b) Technical bid envelope (Un-Priced Bid) shall be opened as per schedule indicated in the tender document. The date fixed for opening of technical bid, if subsequently declared as holiday, revised date of schedule shall be notified. However, in absence of such notification, the technical bid shall be opened on next working day at same time.
- c) The financial bid envelope (Price Bid) will be opened as per schedule indicated in the e-procurement portal of only those Tenderers/Bidders, whose technical bids are qualified based on the eligibility criteria stipulated in the tender document.
- d) Bids shall be declared as valid or invalid/rejected by Technical Evaluation Committee (TEC) based on the preliminary scrutiny, i.e. verification of EMD/Bid Security Declaration & required documents to establish the eligibility criteria.
- e) Further, without affecting the sanctity of the above criteria, Science City, Kolkata reserves rights to relax any condition of eligibility criteria qualifying the application(s) based on merit of each case and if the situation so warrants in the interest of Science City, Kolkata.

### **2. Technical Bid Evaluation**

- a) The technical bids shall be evaluated based on the available documents uploaded by the Tenderers/Bidders. To assist in the examination, evaluation, and comparison of the bids, and qualification of the Tenderers/Bidders, Science City, Kolkata may, at its discretion, ask Tenderers/Bidders for a clarification/shortfall of their bid. Any clarification submitted by a Tenderer/Bidder that is not in response to a request by Science City, Kolkata shall not be considered.
- c) The tender committee of Science City, Kolkata reserves the right to cross-check the correctness of data provided by the tenderers/bidders by making necessary enquiries with the concerned departments and/or by site visits as deemed fit.
- d) The technical bid evaluation shall be done based on the fulfillment of the basic eligibility criteria as defined in the tender document.
- e) The technical bid not meeting the essential minimum criteria or any other requirements as per the tender document shall be rejected and corresponding financial bid shall not be opened.

### **3. Financial Bid (Price Bid) Opening & Evaluation Procedure**

- a) The financial bids of all the technically qualified applicants shall be opened on the notified date and time on e-procurement portal.
- b) The percentage share of revenue to Science City quoted by the bidder in **Rate Quote Sheet/BOQ (Financial Bid)** should not be less than minimum fixed revenue share percentage i.e. 20% to Science City, Kolkata as mentioned in clause 35 of General terms and conditions of the tender document.
4. If there is a discrepancy between words and figures, the amount in words shall prevail.
5. In case of a tie for successful bidder, the lottery system will be followed. The Tender Committee may conduct the draw and outcome of the draw shall be final and binding on all the Tenderers/Bidders contesting for successful bidder position.
6. Share of revenue payable to Science City offered by the agency should be quoted **on percentage basis**. It shall remain unchanged throughout the tenure of the contract including its renewal periods.
7. The **successful tenderer** will be awarded the contract by Science City, Kolkata to provide and operate the Eco-friendly battery operated toy train service 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 the Science City, Kolkata. The successful tenderer shall also mobilise all its resources including personnel, consumable, and other items etc. and **sign an Agreement with Science City, Kolkata** on a non-judicial stamp paper of appropriate value.

8. **After award of contract**, if the successful Tenderer/Bidder **refuses or neglects to execute the contract or fails to furnish the required security deposit/retention money within the time frame specified** by the Science City, Kolkata, the award of contract shall stand cancelled and the successful Tenderer/Bidder **shall be blacklisted for participating in Tenders in NCSM and its constituent units in future.**
9. The Director, Science City, Kolkata reserves the right to disallow/reject candidatures of past/current agencies who have/are rendering services and whose past/ongoing performance was/is below par and usually poor (e.g. invoking of penalty clause/notice issues for non-compliance of terms and conditions of agreement and any other irregularities in execution of contract).
10. The Director, Science City, Kolkata reserves the right to verify the credentials submitted by the tenderer/bidder at any stage (before or after the award of contract). If at any stage, any information/documents submitted by the tenderer is found to be incorrect/false or have some discrepancy which disqualifies the Tenderer/Bidder, then the following action will be taken:
  - (a) Forfeit the entire amount of EMD and/or Security Deposit submitted by the tenderer/bidder and also the successful bidder after award of contract.
  - (b) Terminate the contract, if already awarded.
  - (c) The tenderer/bidder shall be liable for debarment from tendering in any units of NCSM, apart from any other appropriate contractual/legal action
11. **Clarification of tender document/Pre-Bid Meeting: -**  
In case the bidder has any doubt about the meaning of anything contained in the e-tender document, he/she shall seek clarification during the PRE-BID MEETING on the designated date and time as mentioned in the Tender document.

## GENERAL TERMS AND CONDITIONS OF THE CONTRACT

### RESPONSIBILITIES OF THE AGENCY

01. The agency shall arrange to provide, operate and maintain the eco-friendly battery operated trackless toy train with their investment and financing at their risk and cost and operate the said toy train by mobilizing their resources, manpower etc. as per scope of the services and specifications of the said toy train as annexed at **Annexure – I**.
02. The eco-friendly battery operated trackless toy train shall always remain property of the agency but not the road & the space for office/maintenance/battery charging and storage space provided by the Science City, Kolkata.
03. The agency shall arrange to operate the said trackless people mover toy train in proper and professional manner by satisfying all statutory obligations and obtaining all permission and licenses from concerned authorities that are required from time to time. The agency shall be liable for any damage, injury, loss of property or life either to the visitors or to any staff member of Science City or their own arising out of the operation of the said toy train and the agency shall be liable for taking all kinds of insurance coverage for this purpose and the agency shall keep the Science City indemnified for all expenditure of all their Acts & omissions.
04. The agency shall be liable for any injury of employees or any other persons deployed or engaged by the agency within the Science City premises for the purpose of this contract.
05. The agency shall be fully responsible and liable to pay minimum wages and other statutory payments in respect of its employees including ESI, Provident fund, bonus, gratuity, leave salary, payment under workmen compensation Act or any other law for the time being in force and shall keep the Science City indemnified against any such claims at any point of time.
06. The personnel deployed by the agency for carrying out the work under the contract shall not claim, in any way, that they are the employees of Science City, Kolkata.
07. The Agency shall not deploy any unfit person (or person having any contagious disease) or persons below the age of 18 years and above 60 years of age in Science City, Kolkata. In this regard, agency shall submit annual return to Science City, Kolkata authority in respect of age/date of birth and medical fitness of their deployed personnel. The person(s) found medically unfit / physically deteriorated at any point of time will not be allowed to perform duties and the agency will be responsible to replace such person(s) within 24 hours.
08. The Agency shall deploy only those personnel who have cleared police verification at the time of their deployment. In case any deployment is made in very short notice due to exigency, their police verification must be submitted within 30 days. The agency shall also make periodical police verification of the particulars of their personnel deployed at their own cost. The agency shall issue proper identity cards to those employees who are deployed by them at any point of time for the purpose of operation of toy train in order to facilitate verification of their identity by Science City, Kolkata. They shall always wear the identity card while inside the premises of Science City, Kolkata on duty. They shall also abide all the protocols/instructions issued by the Centre for safe, healthy and proper behaviour at the work place.
09. The agency upon getting contract for operation and maintenance of the said toy train, shall introduce eco-friendly battery operated trackless toy train on trial basis for three months for the visitors of Science City and upon its successful trial run will operate and run it on continuous basis. All necessary manpower and related requirements will be arranged by the agency for operating the toy train.
10. The agency shall run, operate and maintain the eco-friendly battery operated trackless toy train on revenue sharing basis for 364 days in a year as per the specified opening hours as decided by the Science City.

11. The agency shall deploy adequate manpower for operation and maintenance of eco-friendly battery operated trackless toy train. In addition, they shall also engage a Driver(s) holding valid driving license for heavy vehicle and possessing experience for at least five years to run such public vehicle.
12. Science City, Kolkata shall have no responsibility for providing living accommodation to the personnel deployed by the agency.
13. All the workers and staff of the agency during the operation and maintenance of eco-friendly battery operated trackless toy train shall be issued with proper uniform and identity card by the agency. In case of adverse remark found against conduct of any staff or worker employed/engaged or deployed by the agency the Science City shall be at liberty to insist or withdrawal/replacement of such staff or worker by giving reasons thereof and the agency shall replace the said staff/worker forthwith.
14. The agency will not use the said site for any purpose other than the purpose aforesaid and that, if it ceases to be do so he will immediately remove all his belonging and clear the site within 24 hours of expiry/termination of the contract.
15. The agency shall take all possible care, safety and precaution during the operation of eco-friendly battery operated trackless toy train rides.
16. The agency shall be responsible for regular and periodic repair and maintenance including preventive maintenance of the eco-friendly battery operated trackless toy train.
17. The agency shall be fully responsible for any accident/untoward incident/breakdown caused by the negligence of the agency or by the persons deployed by them for the purpose of this contract.
18. The agency shall not sublet this contract either in part or in whole by any means whatsoever at any person/agency/company.
19. After the award of contract, a security deposit of **Rs. 50,000/-** is to be deposited by the Agency either in the form of electronic transfer mode i.e. NEFT/RTGS or through demand draft/pay order drawn in favour of Science City payable at Kolkata to cover the risk or any loss caused to the Science City, Kolkata due to fraud, theft, pilferage etc., the responsibilities for which are attributable, directly or otherwise, due to the negligence or inefficiency on the part of the agency or personnel deployed by them for the purpose of the contract, or any breach of contract of whatsoever nature or 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 Science City, Kolkata shall be final and binding on the bidder/tenderer and the same shall be recovered either from the revenue share due to the Agency or from their security deposit at the discretion of the competent authority of Science City, Kolkata.
20. The Security Deposit will be refunded to the successful contractor (without any interest) within two months of the expiry of the contract only on the satisfactory performance of the contract.
21. Science City, Kolkata shall accept no liability explicit or implicit for, nor any financial or other consequences arising on account of damage by storm or any other natural calamity.
22. The personnel deployed by the agency in Science City, Kolkata will work in close co-operation and co-ordination with other agencies working at Science City, Kolkata.
23. All personnel engaged have to be extremely courteous with very pleasant mannerism in dealing with the staff/visitors and should project an image of utmost discipline. Science City, Kolkata shall have right to have any person replaced in case of staffs'/visitors' complaints or as decided by authorized representative of Science City, Kolkata if the person is not performing the job satisfactory or otherwise. The Agency shall have to arrange the suitable replacement in all such cases within 24 hours of such incidents.
24. If at any later date, it is found that the documents and certificates submitted by the agency are forged or have been manipulated, the work order issued to the agency shall be cancelled and Security money deposited with Science City, Kolkata shall be forfeited without any claim whatsoever on Science City,

Kolkata and the agency is liable for action as appropriate under the extant laws. Moreover, the agency shall be blacklisted from participating in tenders of NCSM and its units.

25. The agency shall be responsible to maintain adequate hygiene & cleanliness while providing services and shall strictly adhere to the Standard Operating Procedures (SOPs) & Guidelines issued by the Government from time to time for preventing spread of contagious diseases/epidemic/pandemic such as wearing of masks, hand gloves etc. and the cost of which shall be borne by the agency.
26. Successful Tenderer/Bidder shall bear the expenses for applicable stamp duty for execution of the agreement as per annexed format, both the original and the duplicate copy.
27. Successful Tenderer/Bidder shall bear the electricity charges for charging the batteries of the Toy train.

#### **RESPONSIBILITIES OF SCIENCE CITY:**

28. Science City shall arrange to provide required metalled road for movement of battery operated trackless toy train for the purpose of contract within the premises of Science City.
29. Science City shall arrange to provide power supply at required points for charging batteries for operation of toy train. The electricity charges for charging the batteries of the vehicle shall be borne by the agency.
30. Necessary space for maintenance / battery storage & charging as shall be essential for operation and maintenance of eco-friendly battery operated trackless toy train shall be arranged by the Science City.
31. Science City shall be responsible for civil work relating to road & maintenance of ticket booth.
32. The operation of ticket counter for issuing ticket to the visitors for Toy train facility shall be taken care by the Science City.
33. Science City shall keep the movement of eco-friendly battery operated trackless toy train free from any obstacle, as far as possible.
34. Science City reserves the right to determine the rate of the tickets for the ride in the eco-friendly battery operated trackless toy train. For the time being the charges per person per trip shall be Rs.25/-.

#### **REVENUE SHARING**

35. **The minimum fixed revenue sharing percentage of Science City, Kolkata on net annual revenue up to Rs. 10 lakhs received from the Toy Train facility shall be 20%.** The percentage share of revenue to Science City to be quoted by the bidders in their financial bid should not be less than minimum fixed revenue sharing percentage as indicated above i.e. 20%.
36. The requisite revenue share shall be payable by the Agency to Science City on yearly basis as per their offered percentage of revenue share (not less than 20%) on the net revenue earned up to Rs. 10.00 lakhs. **In case, the net annual revenue exceeds Rs. 10 lakhs in a contract year, the revenue share percentage of Science City shall be increased further by 5% on offered percentage of agency for such exceeded amount of net annual revenue.**
37. **The minimum amount of revenue share in respect of Science City shall be subject to a minimum of Rs. 3,50,000/- only per year irrespective of number of visitors / operational days of Toy Train facility.**
38. The net revenue for the purpose of above calculation will be Gross revenue minus statutory levy, taxes, duties imposed by the Government, if any.
39. Since the tickets for the eco-friendly battery operated trackless toy train shall be issued by the Science City through their Ticket counter, Science City shall arrange reimbursement of revenue share amount each month (as per the percentage slab offered by the agency) to the agency as per clause 36 (a) or (b) as the case may be on submission of revenue share advice by the agency. The sale proceeds on account of eco-friendly battery operated trackless toy train shall be kept in the Bank account with the bankers of

the Science City. Final reconciliation of revenue share payable by the agency to Science City shall be made after completion of each year from the date of commencement of operation of eco-friendly battery operated trackless toy train at Science City and any payment due either to the agency or to Science City shall be adjusted during release of next installment payment by the Science City.

40. The agency shall be responsible for payment of Income Tax or any kind of taxes if any, on his share of revenue, out of operation of said eco-friendly battery operated trackless toy train and shall indemnify Science City from and against all actions, proceedings against claim and demands by the concerned authorities for non-payment of Income Tax/any other liability, specifically arising out of operation of said toy train.
41. Science City, Kolkata shall pay to the Agency nothing more than the amount as may be due under the contract terms.

#### **TENURE AND VALIDITY:-**

42. In the beginning, the successful bidder shall successfully commission and operate the eco-friendly battery operated trackless toy train on trial basis for three months for the visitors of Science City and upon successful trial run, will operate and run the same on continuous basis for a maximum period of **5 years** (including trial period) on year-to-year renewal basis subject to satisfactory operation and maintenance of the toy train service and at the discretion of Science City, Kolkata. All necessary manpower and related requirements will be arranged and provided by the agency for operating the vehicle in Science City premises.
43. 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.
44. 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.

#### **TRANSFER OF LIABILITIES:**

44. In the event of exigencies arising due to the death, infirmity, insolvency of the Proprietor/Directors/Partners/Secretary of the of the firm/agency/ or the lead partner of JV/Consortium for any other reasons or circumstances; liabilities of the contract shall be borne by the following on such terms and conditions, as the Director, Science City, Kolkata may think proper in public interest: (a) Legal heirs in case of sole proprietor, (b) The next directors/partners/ secretary in the case of Company / Partnership firms/Co.op. Society or Society, (c) Legal heir/authorised new representative in case of JV/Consortium, otherwise shall reserve the right to settle the matter according to the circumstances of the case as he/she may think proper.

#### **ARBITRATION:-**

45. In case of any dispute arising out of this contract between Science City, Kolkata 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 Science City, Kolkata 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.

#### **COURT JURISDICTION :**

46. All disputes arising out of the tender and this contract shall be subjected to exclusive jurisdiction of the Courts at Kolkata and the writ jurisdiction of Hon'ble High Court of Kolkata.

## **FORCE MAJEURE**

47. In the event of either party being rendered unable by Force Majeure to perform any obligation required to be performed by them under the contract, the relative obligation of the party affected by such Force Majeure shall be suspended for the period during which such cause lasts. The term "Force Majeure" as employed herein shall mean acts of God, War, Civil Riots, Fire, Flood, pandemic, epidemic, quarantine restriction, natural calamities directly affecting the performance of the Contract, and Acts & Regulations. Upon the occurrence of such cause and upon its termination, the party alleging that it has been rendered unable as aforesaid thereby, shall notify the other party in writing, the beginning of the cause amounting to Force Majeure as also the ending of the said cause by giving notice to the other party within 72 hours of the ending of the cause respectively. Time for performance of the relative obligation suspended by Force Majeure shall then stand extended by the period for which such cause lasts. If deliveries/services are suspended by Force Majeure conditions lasting for more than 2 (two) months, Science City, Kolkata shall have the option of cancelling this contract in whole or part at their discretion without any liability at their part.

**SPECIFICATIONS OF ECO-FRIENDLY BATTERY OPERATED TRACKLESS TOY TRAIN AND  
SCOPE OF THE SERVICES**

- a) Science City is open for visitors for 364 days in a year and receives approximately 15 lakh visitors in a year. **(detailed in Annexure - II)** Operation of Eco-friendly battery operated toy train shall be required during the opening hours of Science City, Kolkata.
- b) The total circular distance (tar-road) to be covered by the Eco-friendly battery operated Road train is approximately 1500 meters per trip.
- c) The rate of ticket per head for each trip is **Rs.25/-** only at present. However, Science City may revise the rate of ticket for Toy Train facility anytime at its discretion.
- d) During the trip of the eco-friendly battery operated trackless toy-train; the visitors shall have the liberty to disembark at Earth Exploration Hall and/or Space Odyssey-Dynamotion junction.
- e) There is scope of advertisement/sponsorship on the body of the toy train and its coaches by outside branded agencies with due consideration of revenue sharing with Science City and subject to approval of Science City.
- f) The battery operated trackless toy train should be capable to carry at least 24 persons in a single trip.
- g) Variable speed of the toy train should be up to a maximum of 15 kmph.
- h) Battery bank of the toy train should be concealed and not visible, preferably to be kept in the engine bogie. No extra carriage is allowed to carry the battery bank.
- i) Width of the carriage of the toy train should not exceed 1.6 mts.
- j) Carriages of the toy train should have a suspension system Macpherson strut type or equivalent.
- k) DC motors of reputed make should be considered as the drive motor.
- l) Braking system of the toy train must be efficient and accurate. Hydraulic braking with disc brakes for the front wheels and drum brakes for the rear wheels is preferable.
- m) Tyres of the toy train should be of reputed make (preferably tubeless) and readily available in the market.
- n) The Toy Train must take-off smoothly without any jerk from the standing position.
- o) There can be a single drive motor installed in the engine bogie or multiple motors installed in the carriages with a microprocessor to control & integrate the drives for achieving a smooth ride.
- p) The battery operated trackless toy train should be capable to run continuously for at least 8-10 hours in single charge. Spare battery bank should be provided to ensure continuous running of the eco-friendly battery operated trackless toy train.



**SCIENCE CITY**  
(National Council of Science Museums)  
Ministry of Culture, Government of India  
J B S Haldane Avenue, Kolkata 700046

**PROVIDING, OPERATION AND MAINTENANCE OF ECO-FRIENDLY BATTERY OPERATED TRACKLESS TOY TRAIN WITHIN THE PREMISES OF SCIENCE CITY ON REVENUE SHARING BASIS WITH SCIENCE CITY, KOLKATA**

**TENDER NO. SCCY-17011/7/2021/TOY TRAIN**

**INFORMATION SHEET OF VISITORS FIGURE FOR MAKING THE OFFER**

1. No. of operating days in a year : **364 days ( Except Holi/Dol)**
2. Details of visitors foot fall to Science City, Kolkata during last 5 years :

<b><u>Year</u></b>	<b><u>Total Visitors</u></b>	<b><u>Working Days</u></b>
<b>2016-2017</b>	<b>16,35,301</b>	<b>364</b>
<b>2017-2018</b>	<b>15,55,701</b>	<b>364</b>
<b>2018-2019</b>	<b>14,83,934</b>	<b>364</b>
<b>2019- 2020</b>	<b>13,67,020</b>	<b>365</b>
<b>2020 – 2021</b>	<b>4,21,192</b>	<b>141*</b>
<b>2021-2022</b>	<b>5,74,217</b>	<b>212*</b>

**\*(Closed on other days due to COVID-19 pandemic)**

3. The rate of ticket per person per trip at present is Rs. 25/-

**Technical details of the Eco-friendly battery operated trackless toy train**  
(to be filled by the Bidders)

**A: Details of Carriage and Engine Bogie**

Sl. No.	Description of the Item	Length	Width	Height	No. of rows of seats	Persons per row	Persons per carriage	No. of carriage	Tyre Specs	Suspension Type	Material of the body	Material of the Chassis
1	2	3	4	5	6	7	8	9	10	11	12	12
1	Details of the carriage											
2	Details of the Engine Bogie											

Weight of carriage	Steering Mechanism	Differential (Yes/No)	Brake details	Speed Range	Maximum Speed	Ground Clearance	Turning radius	Remarks
13	14	15	16	17	18	19	20	21

**B: Details of Drive Motor**

Sl. No.	Description of the Item	Type of motor	Power (KW)	Voltage	No. of Motors	Motor manufacturer	Driving mechanism	Driving Controls	Remarks
1	Details of Drive Motor								

**C: Details of Battery Bank**

Sl. No.	Description of the Item	Type of Battery	Voltage	VA	No. of batteries	Make of the battery	Charger details	Charging Time	Location of the battery bank	Travelling distance per charge	Remarks
1	Battery Bank										

(Format for Declarations & Undertaking **to be typed on bidder's/tenderer's letter head** and to be submitted in Part –I (TECHNICAL ENVELOPE) of the tender document)

**DECLARATION -1**

This is to certify that neither I/we/any of us/ am/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 seal/rubber stamp)  
Place:

**DECLARATION -2**

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

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

**UNDERTAKING**

This is to certify that I/we have carefully gone through the instructions to the bidders, terms & conditions of the contract and job requirement, thoroughly inspected the premises of Science City, Kolkata and thoroughly understood the obligations and have accordingly quoted our rates after going through all details. We hereby give an undertaking that we shall “Providing, operate and maintain the Eco-friendly Battery Operated trackless toy train within the premises of Science City on revenue sharing with Science City, Kolkata” the strictly as per the given job requirement during the period of contract. I/We have neither currently nor on any previous occasion have not been blacklisted/ debarred and no legal cases are pending. I/We have not tampered/modified the tender documents in any manner. In case the same is found tampered/modified, we understand that our offer shall be summarily rejected and I/we are liable to be banned from doing business with NCSM and its units and/or prosecuted as per laws.

I/We also undertake that the physical **EMD** instrument/ Bid Security Declaration shall be deposited by me/us, as stated in the tender document, with the office of SCIENCE CITY, KOLKATA before the bid opening date. Otherwise SCIENCE CITY, KOLKATA shall reject the bid and debar me/us from further tendering in NCSM or its constituent units.

Or

I/We also undertake that the **EMD/Bid Security Declaration** has already been furnished by me/us through electronic fund transfer mode with the office of SCIENCE CITY, KOLKATA **and the transaction details are attached for ready reference.** Otherwise, SCIENCE CITY, KOLKATA shall reject the bid and debar me/us from further tendering in NCSM or its constituent units.

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

**Bid Security (Earnest Money Deposit) Declaration in respect of MSMEs**

**Providing, operation and maintenance of Eco-friendly Battery Operated trackless toy train within the premises of Science City on revenue sharing basis with Science City, Kolkata.**

**(Format for Certificate /Declaration to be typed on the letter head of the bidder with rubber seal and to be submitted in Part –I (TECHNICAL ENVELOPE) of the tender document)**

We hereby declare that we .....  
(name of the bidder) are registered under Micro and Small & Medium Enterprises (MSME) and eligible for exemption for submitting Bid Security (EMD) for participating in the tender for Providing, operation and maintenance of Eco-friendly Battery Operated trackless toy train within the premises of Science City on revenue sharing basis with Science City, Kolkata.

We further declare and accept that if we withdraw or modify our bid during the period of validity, or if we are awarded the contract and we fail to sign the contract, or to submit a Performance Security (Security Deposit) before the deadline defined in the tender document, we will be suspended for a period of 2 years from being eligible to submit bids for contract in Science City, Kolkata.

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

**Date:**

**Annexure – VI**

***(Format for Certificate to be typed on the non-judicial paper with attestation by the notary and to be submitted in Part –I (TECHNICAL ENVELOPE) of the tender document)***

Certified that the Tenderer/Bidder or any of its Owner/partners/Director has/have not been blacklisted/ debarred by any of the Govt. agencies or department or has/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 Tenderer/Bidder 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 laws or deficiency of service or breach of contract.

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

**Date:**

**Place:**

**Annexure - VII**

**(Format for Certificate /Declaration to be typed on the letter head of the tenderer/bidder with rubber seal and to be submitted in Part -I (TECHNICAL ENVELOPE) of the tender document)**

**DETAILS OF PREVIOUS EXPERIENCE OF THE BIDDER**

Certified that the Tenderer/Bidder has undertaken the services of similar jobs of Providing, operation and maintenance of Eco-friendly Battery Operated trackless toy train 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 & Address, phone no and email of the Organization where similar service provided	Duration of the Contract		Specification of Toy train and other relevant information	Type of contract (whether on Leave & License/ Revenue sharing or otherwise)	Annual value of the contract (exclusive of GST)
		From	To			

**Certified that the information furnished above are true to the best of my/our knowledge. It is hereby declared that I/we abide by the decision of Science City, Kolkata for registration and shortlisting of agencies as technically qualified in tender.**

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

**Place :**

**Date :**

***N.B. : Copies of all credentials (work orders/agreements, completion certificate etc.) as mentioned above must be submitted in Technical Bid, failing which, the Technical Bid is liable to be rejected.***

**INFORMATION IN RESPECT OF THE BIDDER**

**DETAILS OF INFORMATION OF THE TENDERER/BIDDER**

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

1.	<b>Name of the Tenderer/Bidder</b>	
2.	<b>Permanent/Registered Office Full Postal Address</b>	
3.	<b>(a) Local Office (in &amp; around of the MUSEUM/CENTRE) Full Postal Address of the Tenderer/Bidder</b>	
	<b>(b) Whether the Local Office is located in and around of the place where the museum/centre is located ? ( YES / NO )</b>	
	<b>(c) If YES, please enclose documentary evidence like recent Telephone Bill, Electricity Bill, Rent agreement (if any)</b>	
4.	<b>Telephone No./Email Office Residence Mobile No.(to be available 24 hours) E-mail ID Website</b>	
5.	<b>State whether Proprietorship/Partnership/Company/Co.op. Society/ Society/ JV/ Consortium</b>	
6.	<b>Name and address of Owner(s)/Partner(s)/Director(s)/ Secretary / Authorised Signatory (in case of JV/ Consortium)</b>	
7.	<b>State whether Registered under various Statutory Acts (if yes, furnish all the registration numbers and also enclose photocopies of valid registered certificates)</b>	
	<b>a) Shops &amp; Establishment Act Regn. No.</b>	
	<b>b) GST Registration No.</b>	
	<b>c) Provident Fund Registration No.</b>	
	<b>d) ESI Registration No.</b>	
	<b>e) Trade License No. with validity</b>	
	<b>f) Permanent Account No. (PAN)</b>	
	<b>g) TIN Registration Number</b>	
	<b>h) Professional Tax Registration No.</b>	
	<b>i) Labour License under the Contract Labour Act, 1970</b>	
8.	<b>Registration under MSME/NSIC</b>	
9.	<b>No. of employees in the Office</b>	
10.	<b>No. of toy trains or similar services being operated presently</b>	

11.	<b>a) Details of turnover in last three years (enclose copies of audited Balance Sheets for last 3 years)</b>  <b>b) Bank Solvency Certificate (enclose copy of valid Certificate)</b>	
12.	<b>Enclose copies of Income-Tax returns filed for the last 3 years</b>	
13.	<b>Whether your contract has been terminated during the past 3 (Three) years on account of violation of tender terms of any organisation you served?</b>	
14.	<b>Whether you have withdrawn your service voluntarily from any organisation, before completing the tenure? If yes, please specify the reason</b>	
<b>Note : Separate Sheet may be used wherever required with signature &amp; seal</b>		

**Certified that the information furnished above are true to the best of my/our knowledge. It is hereby declared that I/we abide by the decision of Science City, Kolkata for registration and shortlisting of agencies as technically qualified in tender.**

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

**Place :**

**Date :**

**N.B. : Copies of all credentials as above must be submitted in Technical Bid envelope, failing which, the Technical Bid is liable to be rejected.**



## **Annexure -IX**

(Format to be typed on the letter head of the Tenderer/Bidder with rubber seal and duly signed by the authorised signatory)

### **Tender's/Bidder's Authorization Certificate**

To,  
The Director,  
Name & Address of Museum/Centre

I/ We {Name/ Designation} hereby declare/ certify that {Name/ Designation} is hereby authorized to sign relevant documents on behalf of the company/ firm in dealing with NIT reference No. \_\_\_\_\_ dated \_\_\_\_\_. He/ She is also authorized to attend meetings & submit technical & commercial information/ clarifications as may be required by you in the course of processing the Bid. For the purpose of validation, his/ her verified signatures are as under.

Thanking you,

Name of the Bidder: -  
Signature:  
Authorised Signatory: -  
Seal of the Organization: -

Verified

Date:

Place:

**Annexure-X**

(Format to be typed on the letter head of the Tenderer/Bidder with rubber seal and to be submitted in Part -I (TECHNICAL ENVELOPE) of the tender document)

**ANNUAL TURNOVER & NET WORTH AS PER THE AUDITED ACCOUNTS  
TOWARDS THE QUALIFYING EXPERIENCE**

S. No.	Financial Year (Last Three Financial Years)	Turnover in Indian Rupees(INR)
1.		
2.		
3.		

(In case of Consortium, the Turnover of only lead partner needs to be mentioned)

S. No.	Financial Year (Last Financial Year)	Net Worth (INR)
1.		

\_\_\_\_\_  
(Signature of Authorised Signatory)

This is to certify that the above information has been examined by us on the basis of relevant documents; books of accounts & other relevant information and the information submitted above is as per record and as per details annexed.

Signature, Address, Seal & Membership No of Chartered Accountant.

**Declaration on Registration as MSME**

(Following declaration to be provided by the Vendor on the Company letterhead)

This is to certify that our Firm/Company/Society (Name of the Firm/Company/Society  
 .....)  
 ..... located at

(Address) has registered as MSME. The details of registration are provided below:

<b>Sl</b>	<b>Particulars</b>	<b>Details</b>
1	Vendor Code (allotted by BEL)	
2	Name of the Vendor / Company	
3	Date of incorporation	
4	Udyog Aadhaar Number	
5	GST number	
6	PAN number	
7	Type of Enterprise	Micro / Small / Medium
8	Major activity	
9	Type of Organization	Proprietary / Hindu Undivided Family / Partnership / Co-operative / Private Limited Company / Public Limited Company / Self Help Group / Limited Liability Partnership / Society / Co.op Society/Trust / Non-MSME (not a MSME)
13	Have your investment in plant and machinery crossed the prescribed limits of MSME Act	Yes / No Value (for MSME Only) :
14	Copy of Udyog Aadhaar	(for MSME only) : Yes / No

I / we undertake to keep Science City, Kolkata informed if at any point in future, I/we cease to become MSME vendor or change in category as per the extant rules and such disclosures is entirely our responsibility. Until then, the firm/company/society does not hold NCSM as responsible for any issues related to MSME.

Date:

Signature of Authorized Person with Company Seal

[Validate](#)[Print](#)[Help](#)

**Tender Inviting Authority:** Director, Science City, Kolkata

**Name of Work:** Visitors' service by way of providing, operation and maintenance of eco-friendly battery operated trackless toy train within the premises of Science City on revenue sharing basis with Science City, Kolkata

**Contract No:** SCCY-17011/7/2022/Toy Train

<b>PRICE SCHEDULE</b>				
<b>(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 )</b>				
NUMBER #	TEXT #	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Percentage share of revenue In Figures To be entered by the Bidder (not less than 20%)	TOTAL AMOUNT of revenue share of Science City in Rs. P	TOTAL AMOUNT In Words
1	2	3	4	5
1	Visitors' service by way of providing, operation and maintenance of eco-friendly battery operated trackless toy train within the premises of Science City on revenue sharing basis with Science City, Kolkata			
1.01	Percentage of revenue to be offered by the agency on the net annual revenue up to Rs.10 lakhs		0.00	INR Zero Only
<b>Total in Figures</b>			<b>0.00</b>	INR Zero Only
<b>Quoted Rate in Words</b>		<b>INR Zero Only</b>		

**NB:** In case, the net annual revenue exceeds Rs. 10 lakhs in a contract year, the revenue sharing percentage of Science City shall be increased by 5% on such exceeded net revenue.