

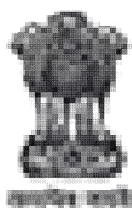
SCIENCE CITY
(A unit of National Council of Science Museums)
J.B.S. Haldane Avenue, E. M. Bypass, Kolkata-700046

E-TENDER DOCUMENT

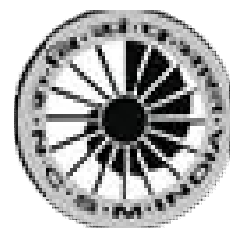
Tender Number: SCCY-18011/17/PUR/2022(50)

Name of Work:

**OPERATION AND COMPREHENSIVE MAINTENANCE OF
MUSICAL FOUNTAIN AND TWO OTHER DOME FOUNTAINS
INSTALLED AT SCIENCE CITY, KOLKATA**



**Ministry of Culture
Government of India**



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

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 enroll 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 Enroll**” on the CPP Portal. Enrolment is free of Charge.
- 2) As part of the enrolment process, the tenderers/bidders will be required to choose a unique username and assign a password for their accounts.
- 3) 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.
- 4) 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.
- 5) Only one valid DSC should be registered by a 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.
- 6) 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

- 1) 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.
- 2) 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.
- 3) 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

- 1) 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 documents that need to be submitted.
- 2) 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.**
- 3) To avoid the time and efforts required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the tenderers/bidders. Tenderers/bidders can use “My Space” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting the bid just by tagging and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Tenderer/bidder should log into the site well in advance for bid submission so that he/she uploads the Bid in time i.e. on or before the bid submission time as per the system. Bidder will be responsible for any delay due to other issues.
- 2) Tenderer/bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Tenderer/bidder has to select the payment option as “offline” to pay the Tender Fee & EMD and enter details of DD/any other accepted instrument.
- 4) Tenderer/bidder should prepare the EMD instrument as per the instructions specified in the tender document. Scanned copy of DD/any other acceptable instrument as mentioned towards EMD should be uploaded while online submission of the tender and the original should be posted/couriered/given in person to the Tender Processing Section latest by the last date and time of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the Scanned copy and the data entered during bid submission time otherwise the Tender will be summarily rejected.
- 5) The Tender Inviting Authority (TIA) will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the tenderers/bidders. The bidder should see that the bid documents submitted should be free from virus and if the documents could not be opened, due to virus, during tender opening, the bid is liable to be rejected
- 6) Tenderers/bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format shall be acceptable. The price bid has been given as a standard **Rate Quote Sheet (Item Rate BoQ Template)** (.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 **Rate Quote Sheet (Percentage BoQ Template)** 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 (Item Rate BoQ Template)** 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. Therefore, the rate quoted by the tenderer/bidder in figures shall be taken as correct. The Comparative Statement shall also be generated automatically by the system. The Comparative Statement and rate quoted by each tenderer/bidder shall be downloaded. **The manual calculation and checking of tenders/bids and Comparative Statement, shall be final. In case, any discrepancy is noticed, the decision of appropriate SCIENCE CITY authority 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

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the **Tender Inviting Authority (TIA), Science City, J.B.S Haldane Avenue, Kolkata, West Bengal 700046 Ph. 033-22854343/1572/2607, Fax- 033-2285 9895 Email at: sccvstore@gmail.com**
- 2) 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
J. B. S. Haldane Avenue
Kolkata-700 046

NOTICE INVITING E-TENDER

e-Tender Notice No: SCCY-18011/17/PUR/2022 (50)

Science City, Kolkata a constituent unit under the National Council of Science Museums, (hereinafter referred to as the Museum/Centre) invites e-Tender in 2 (two) parts – in two covers (**Technical Bid and Financial Bid**) from reputed and experienced agencies for the work of **Operation and Comprehensive Maintenance of Musical fountain and two other dome fountains installed at Science City, Kolkata for a period of three years.**

The Tender Document can be downloaded from the website (<http://eprocure.gov.in/eprocure/app>). This is the only mode of collection of Tender documents. The same website shall be used for disseminating the dates & time related to pre-bid meeting, tender submission, EMD deposit, tender opening, and opening of financial bid of this tender.

1. Broad Scope of Work:

- i) Operation of musical fountain from 2 PM to 8 PM on all the days of year (except on Holi, which is a closed holiday for Science City).
- ii) Daily checking of fountains, Routine maintenance of the system
- iii) Comprehensive, Periodical and Break down maintenance of all the fountains.
- iv) While doing the maintenance of the fountains, agency has to keep the necessary spare parts for uninterrupted running of the System.

2. Eligibility Criteria of the bidder:

- (i) Should have experience in the operation and maintenance of **3 (three)** similar installations in Central Government / Central Autonomous Bodies/ State Government/ Central Public Sector Undertakings / Corporate Houses / reputed private Institutions of requisite magnitude / amusement parks / theme parks each costing not less than **Rupees 5 lakhs** during the last seven years.

OR

- (ii) Should have experience in the operation and maintenance of **2 (two)** similar installations in Central Government / Central Autonomous Bodies/ State Government/ Central Public Sector Undertakings / Corporate Houses / reputed private Institutions of requisite magnitude / amusement parks / theme parks each costing not less than **Rupees 6 lakhs** during the last seven years.

OR

- (ii) Should have experience in the operation and maintenance of **1 (one)** similar installations in Central Government / Central Autonomous Bodies/ State Government/ Central Public Sector Undertakings / Corporate Houses / reputed private Institutions of requisite magnitude / amusement parks / theme parks each costing not less than **Rupees 10 lakhs** during the last seven years.

3. Evaluation Criterion

(A) Technical Evaluation:

Selection process of the bidders for opening the financial bids:

1. The documents submitted by Bidders shall be evaluated for their experience in the operation and maintenance of similar installations as desired by Science City.
2. The Bidders shall be shortlisted on the basis of details submitted along with the supporting documents in Annexure A, Annexure B (Details of the bidder), Annexure - C and experience criteria.

(B) Financial Evaluation:

1. The bidders must submit rates for operation and comprehensive maintenance separately. **The financial bids shall be evaluated on composite basis after combining the rates for annual operation and comprehensive maintenance.**

4. Earnest Money Deposit (EMD):

The tenderer/s shall be required to deposit a sum of **Rs. 15,000.00** (Rupees Fifteen thousand only) as Earnest Money Deposit (EMD) along with the Tenders in cover 1 (**Fee cover**). The earnest money shall be deposited by Crossed Demand Draft or Banker's Cheque or pay order in favour of "**Science City, Kolkata**" of any Nationalized or Scheduled bank. EMD of the unsuccessful Tenderer(s) shall be refunded without interest on written request after the date of **acceptance** of the Final Work Order by the successful tenderer on completion of the tender process or within sixty days from the date of opening of the tenders. EMD of the successful Bidder, who is formally awarded the Work Order, shall be forfeited if the tenderer refuses to implement whole or part of the work after receiving the Work Order.

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-C** of the tender document.

5. Security Deposit (SD):

The successful bidder shall deposit **3%** of total contract value as **Security Deposit in the form of Demand Draft**. The EMD submitted by the successful bidder may be converted into initial security deposit after receiving the balance amount or 3% value of the bills raised by the bidder shall be retained as SD. The security deposit so deducted will be retained till 3 months after expiry of one year and all contractual obligations against quality of performance and workmanship of material and work done from the date of starting the operation of the system.

6. Tenure of the Work:

The successful bidder shall be awarded work on year to year basis upon the satisfactory performance of the agency. Initially, the successful bidder shall be awarded the work for 3 months as trial period. After satisfactory performance of the agency, the work will be awarded for 9 months. After completion of satisfactory performance for one year, the contract may be renewed for further two years on year to year basis upon successful completion of the work at the rates quoted agency at same terms & conditions.

7. Pre-Bid Meeting:

A Pre-Bid Meeting will be held at Science City, Kolkata on date and time as mentioned against under Important Dates at Clause 8 below, to clarify queries, if any, of the Tenderers before submission of their Tenders. Intending bidders must submit their queries either through email / hard copy (at the address for communication) at least two days before the date of pre-bid meeting. The minutes of the Pre-Bid Meeting will be integral part of this Tender Document and will be communicated as per clause mentioned under "Provision for Amendments in the tender document.

8. Important Dates:

Sl. No.	Description	Date	Time
1.	Date of uploading of “Notice Inviting Tender” (N.I.T) & associated Tender documents (online)	24.08.2022	2.00 PM
2.	Starting of Documents download (online)	25.08.2022	10.00 AM
3.	Date of Pre Bid Meeting at Science City, Kolkata	30.08.2022	12.30 PM
4.	Bid Submission starting (online)	31.08.2022	10.00 AM
5.	Last date of Documents download and submission of bid (on line)	12.09.2022	6.55 PM
6.	Submission of original demand draft in favour of “SCIENCE CITY, Kolkata”. Submission hard copy of the NIT other than financial bid	13.09.2022	11.00 AM
7.	Date of Technical Bid opening	13.09.2022	12.30 PM

9. The intending tenderers/bidders must read the terms and conditions of NCSM/Science City carefully. They should only submit their bid if they consider themselves eligible and if they are in possession of all the documents required.
10. Information and Instructions for tenderers/bidders posted on website shall form a part of the bid document.
11. The bid document consisting of technical specifications of the system, schedule of quantities of various types of items to be executed, the set of Terms and Conditions of the contract to be complied with, scope of work for operation, scope of work for comprehensive annual maintenance, annexures and other necessary documents can be seen and downloaded from <https://eprocure.gov.in/eprocure/app> free of cost.
12. Out of the online bid documents submitted by intending tenderers/bidders, the technical bids of only of those tenderers/bidders shall be opened, who have deposited e-Tender with Earnest Money Deposit as specified duly scanned, uploaded and found in order. And the financial bids of only those tenderers/bidders shall be opened when technical bids are inconformity with the eligibility criteria, experience, specifications & uploaded necessary documents.
13. Those contractors not registered on the website mentioned above, are required to get themselves registered beforehand.
14. The intending tenderer/bidder must have valid Class II or Class III Certificates with signing key usage (DSC) to submit the bid.
15. The agency should assess the volume of work and submit a **detailed work plan** as a part of the (Technical Bid) PART-1 of the tender document.
16. The e-Tenders are invited under two envelopes system. The first electronic envelope named as **Technical Bid Envelope (Cover 1)** shall contain the EMD/Bid Security Declaration, details of tenderer’s/bidder’s satisfying the eligibility conditions, NIT, etc. and the second electronic envelope named as **Financial Bid Envelope (Cover 2)** containing Rate Quote Sheet. The bidder shall submit the **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 (Cover 1) shall contain the documents.**
 - i) Scanned copy of Demand Draft/Pay order or Banker’s Cheque of any Nationalised/ Scheduled Bank towards Earnest Money Deposit (EMD) in .pdf format in favour of Science City, 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-C** of the tender document.

- ii) Scanned copy of Enlistment Order/Registration certificate with appropriate Authority as applicable in .pdf format, scanned copy of PAN card, scanned copy of GSTIN, Scanned copy of trade mlicense
- iii) Scanned copies of specific WORK COMPLETION CERTIFICATES along with Work Order/Letter of intent issued by Govt. / Semi-Govt. / Autonomous/ PSUs and/or reputed private Institutions of requisite magnitude with appropriate Authority as per the NIT in .pdf format.
- iv) Scanned copy of Income tax returns for last 3 years in .pdf format.
- v) Declaration 1 & 2 and Undertaking as per Annexure – “A”, Details of Bidder participating in tender’ in .pdf format as per Annexure – “B”
- vi) Detailed Work Plan in pdf
- vii) Tender Document in .pdf format (TENDERXXXXX.pdf file) digitally signed, Addenda/corrigenda, if any, issued to the technical bid documents.

b) FINANCIAL BID ENVELOPE (Cover 2) shall contain:

- i) Rate Quote Sheet in .xls format.
 - ii) Addenda/corrigenda, if any, issued to the price bid documents.
17. E-tenders that do not fulfil any of the above conditions or are incomplete in any respect are liable for summary rejection.
 18. The Museum/Centre does not bind itself to accept the lowest e-tender/bid and the right to reject or accept any or all the e-tenders/bids; e-tendered items or schedules received without assigning any reason whatsoever.
 19. Canvassing in connection with e-tenders/bids is strictly prohibited and the e-tenders/bids submitted by the tenderers/bidders that resort to canvassing will be liable for rejection on that ground alone.
 20. E-tenders incorporating additional conditions are liable to be rejected.
 21. The tenderer(s) must declare in writing that neither he nor any of them is in anyway related to any officer in the Science City or National Council of Science Museums, Kolkata, or any of its constituent units as per the format given in **Annexure – “A”**
 22. **Quoted price in the bid shall not include GST, but other charges like freight charges F.O.R. site, transit insurance and related incidentals in respect of this contract and any personal insurance provided to the employees shall be inclusive.**
 23. Before submitting the e-tender, the tenderer shall examine all specifications, drawings, condition of the existing system, conditions of contract and inspect the site.
 24. For the purpose of opening of the e-tenders/bids as described in Notice Inviting e-tender it is clarified that only on receiving the EMD/Bid Security Declaration, the documents submitted as a part of technical bid physically in Science City, Kolkata on or before **13.09.2022**, the Technical Bid Envelope will be opened. After the authority is satisfied

that the documents in the Technical Bid Envelope are in order, the FINANCIAL BID ENVELOPE may be opened, subsequently.

25. **It may be noted that the Technical Bid Envelope that is not found in order as per SCIENCE CITY requirements may be summarily rejected.**
26. Earnest Money is liable to be forfeited if the successful e-tenderer/bidder selected for the work fails to sign the formal agreement within 15 days from the date of issue of Letter of Intent to them by the Museum/Centre.
27. The selected tenderer will be issued a Letter of Intent by the Museum/Centre for the job for one year only and depending on the performance of the agency the order may be renewed further on year to year basis. Agency has to submit the work plan before starting the job. **The date of commencement of work shall be the date of issue of Letter of Intent.**
28. The validity period of the e-tender shall be at least (120 days) from the date of opening of e-tenders. This period may be extended with mutual consent if the decision regarding issue of Letter of Intent is delayed for any reason.

SCIENCE CITY
(National Council of Science Museums)
J B S Haldane Avenue, Kolkata 700046

General Terms and Conditions
Tender No: SCCY-18011/17/PUR/2022 (50)

Name of the work: Operation and Comprehensive Maintenance of the Musical Fountain and other two Dome fountains installed at Science City, Kolkata for a period of three years

1. The term "Museum/Centre" wherever mentioned in the NIT shall mean the authorities of Science City, Kolkata. The term "Agency" wherever mentioned in this NIT shall mean the agency selected for award of the contract.
2. The Museum/Centre does not bind itself to accept the lowest tender and reserves the right to reject or partially accept any or all the tenders received, without assigning any reason.
3. Tenders which do not fulfill all or any of these conditions or are incomplete in any respect, are liable to summary rejection without assigning any reason.
4. Tenders incorporating additional conditions are liable to be rejected.
5. Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the parties who resort to canvassing will be liable to rejection on this ground alone.
6. Before quoting the service charges the Agency must assess the quantum of work involved after going through the specifications of work and physical inspection of the fountains and its allied machinery in the premises.
7. **A detailed work plan showing how the agency proposes to render services for daily operation of the fountains and preventive maintenance must be appended as annexure to Part-I of the tender. The agency must get the plan approved by the authorities of Science City, Kolkata before commencement of the work. The offered rate for rendering service through this contract should be realistic with respect to the quantum of work and manpower deployment as may be required from time to time to meet the requirements. If the Part-I of the tender does not contain the detailed work plan as stated, the Part-II of the tender shall not be opened and the tender shall be treated as incomplete and shall be rejected.**
8. While submitting the tender, the Agency must note that there will be no revision of the tendered rate on any ground whatsoever during the entire tenure of the contract. Therefore, they should include all eventual increases in statutory liabilities while quoting their offers.

Credentials:

9. The Agency should declare in writing that none of their partners is in any way related to any officer of National Council of Science Museums, including the units under its control.
10. The Agency must have a local office with a regular telephone both in the office as well as in the residence(s) of Partners/Directors/Proprietors.
11. The Agency shall furnish Income tax clearance certificate / PAN No. along with their quotation
12. All credentials of the Agency including financial standing, registration with Govt. having support or connection with Govt. Depts./Organizations, Semi-Govt., Non-Govt., autonomous body, public body, local Govt., Civil body and public institutions/organizations / any corporate offices / reputed private organisations etc. together with records of past performance with such institutions, departments, organizations etc., are to be produced for verification whenever demanded by the Museum/Centre.

Responsibilities of the Agency:

13. The Agency shall ensure that all wages and allied benefits conforming to statutory norms are complied with as applicable for operation and service contracts. The Agency shall remain liable to the authorities concerned for compliance of the respective existing rules and regulations of the Govt. for this purpose and shall remain liable for any contravention thereof.
14. A **security deposit** of not less than 3% of the annual tender value payable in the form of a demand draft drawn in favour of 'Science City, Calcutta' is to be deposited by the Agency to cover risk or any loss to the Museum/Centre for negligence, failure, inefficiency, fraud or theft, pilferage etc., on the part of the services in the event of any such occurrence and/or breach of contract in any way or form etc, during the contractual period. In the event of any such occurrence and/or breach of contract, the amount of compensation, as assessed by the Museum/Centre shall be recovered either from the bill for monthly service charges due to the Agency or from their security deposit.
15. 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 Museum/Centre for effective performance of the contract and abide by all instructions and directives issued by the Museum/Centre in this regard.
16. The Agency shall ensure compliance of all Acts, Rules and Statutory Orders in force with regard to deployment of their staff in the premises of the Museum/Centre 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.
17. The Agency must issue proper identity cards to the service providers deployed at any time for the purpose of the contract in order to facilitate verification of their identity by the Museum/Centre.
18. The Agency shall be liable to comply with the direction of the Museum/Centre, to remove a staff member employed by the agency within 24 hours of receipt of such direction, and shall make alternative arrangements immediately to ensure proper and adequate services.
19. All employees of the Agency deployed for rendering these services in the Museum/Centre, must remain in proper uniforms. The Agency shall supply at their cost uniforms, raincoats, woollen clothing and other stationery items required for carrying out the work.
20. **Successful bidder must maintain a logbook of the operation and regular maintenance as well as for the preventive maintenance.**
21. **Watch & Ward**
Watch and Ward of their material, machineries and system etc. till end of the contract shall be the sole responsibility of the contractor and pilferage etc. shall be entirely to his account.
22. **Damage Caused To Installation:** In case of any damage caused to the installation due to negligence, carelessness or inefficiency of staff of the firm the contractor shall be responsible to make good the loss.
23. **Payment:**
The payment will be made on quarterly basis by NEFT transfer within 30 days from the date of submission of the proper and pre-receipt bill, duly certified by the authorized representative of Science City.
24. **Penalty:**
Agency should provide the services as per contract. In case of the Agency's failure to provide requisite services on particular day/days and for breakdown maintenance / preventive maintenance, proportionate deduction shall be made from the bill.

Similarly, proportionate deductions shall be made if the agency does not carry out the overhauling work satisfactorily.

25. **Tenure and Validity**

In the beginning the contract would be for a trial period of three months and it shall be extended for a further period of nine months, if the services are found to be satisfactory during the trial period. The contract may be renewed at the discretion of Science City for a further period of two years depending on the performance of the agency on year to year basis.

26. The contract can be terminated by the Museum/Centre at any time without notice in the event of gross security risk or gross damage to Museum/Centre's property due to Agency's failure or persistent failure of the Agency in providing satisfactory service to the Museum/Centre and the decision of the Museum/Centre in this regard shall be final and binding on the Agency.

27. 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.

28. Successful bidder should insure the people that are employed for the operation and maintenance of the system.

29. Successful agency must take necessary precautions to ensure the safety of the visitors while operating the system. Any damage occurred to the visitors or their belongings shall be the responsibility of the agency.

30. **Arbitration:**

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 Reconciliation Act, 1996 or any statutory modifications or re-enactment thereof and of the rules made thereunder for the time being in force.

31. **FORCE MAJEURE**

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.

Special Conditions and Scope of Work

Name of the work: Operation and Comprehensive Maintenance of the Musical Fountain and two other dome fountains at Science City, Kolkata for a period of three years.

1. Service shall be rendered by the agency through highly skilled, technically qualified and experienced persons.
2. The agency should take up preventive maintenance work after office hours.
3. The agency shall be solely responsible for smooth operation and routine maintenance of the fountains as specified.
4. **The agency should assess the volume of work and submit a detailed work plan as a part of the (Technical Bid) of the tender document.**
5. The personnel deployed by the agency for rendering services should be present during the entire operation of the system. If necessary they may have to stay during overnight on any particular day.
6. All tools and tackles, measuring instruments required to attend the maintenance work should be arranged by the agency and have to be kept at site.
7. The agency has to maintain a log book giving all the details about the operation timings, minor and major maintenance taken up, spare parts replaced, preventive maintenance taken up and any other details as required by Science City.
8. Agency should keep spare parts for at site for regular maintenance. Facility can not be stopped for maintenance work. If the facility is disrupted for long duration due to lack of maintenance or spare parts, the agency may be monetarily penalised for the loss occurred to Science City.
9. Agency must submit a service report on monthly basis and get it signed by authorized person of Science City.
10. Agency must provide proper aprons and safety equipment to the technicians employed to provide the services.
11. Agency should provide and maintain a First aid kit with necessary medicines in the service area.
12. All the maintenance works shall be carried out in accordance with the manufacturer's specifications and instructions of the In Charge Officer of Science City.
13. Any repairing of civil structure shall be under the scope of Science City.
14. Making any modifications for better performance of the system as desired by Science City at extra cost. Cost shall be decided on mutually agreed rates as per rules of Science City.
15. If agency is not able to repair to the satisfaction of the Science City within the set time limit, Science City may make arrangements for repairing it through a third party and deduct the amount incurred by it.
16. Successful agency must attend the breakdown calls immediately.

Section A: Scope of work for Operation of the Musical Fountain near the entrance to Science City:

1. Agency has to depute sufficient operators at the site and shall be responsible for the daily operation of the Musical Fountain from 2 PM to 8 PM on all the days (except on Holi, which is a closed holiday for Science City)
2. Operator engaged by the agency shall operate the dome fountain at the entrance to the Science City.
3. Operator engaged by the agency shall check the functioning of all the equipment daily and record it in a logbook.
4. Operator engaged by the agency shall carry out minor repairs of components, adjustment of nozzles etc. prior to the operating hours every day to ensure proper functioning of the Musical Fountain and Dome Fountains.
5. Operator engaged by the agency shall inform or log a complaint with the agency and Science City authorities if any problem is observed in the functioning of the fountains.

Section B: Scope of work for comprehensive maintenance of the Musical Fountain & two Dome Fountains

1. Comprehensive maintenance includes carrying out necessary repairs and replacement of spare parts immediately on receiving call from Science City without any additional payment.
2. Agency shall keep stock of consumables like grease, lubricating oil, materials required for routine maintenance, spares like nozzles, solenoid coils, solenoid valves, switches, lamps and any other materials which are required smooth and proper operation of the musical fountain and the dome fountains.
3. Agency shall carry out periodic preventive maintenance on weekly, fortnightly, monthly and quarterly basis. The agency shall submit a schedule of such preventive maintenance on receiving the LOI from Science City.
4. Agency shall carry out the breakdown maintenance as and when required with minimum down time.
5. Comprehensive maintenance shall include repair/ replacement of computer system, DMX panel, associated software & hardware to run the musical fountain, solenoid coils, solenoid valves, water pipes, swing motors, nozzles, bushes, lamps, holders, laser gun and associated equipment.
6. Comprehensive maintenance shall also include overhauling, repairing and maintenance of pumps and motors and other electrical parts, of all three fountains. (Only rewinding charge of motor(s) shall be borne by Science City if it is established that the motor has not been burnt because of faulty operation).
7. Agency shall maintain and repair all audio systems, DVDs and other equipment installed in the musical fountain.
8. Rectification of main cable, if any, shall be arranged by Science City.
9. Substandard quality of workmanship shall not be accepted. Prior approval from the competent authority of Science City has to be obtained before taking up any job. Spares supplied by the agency have to be approved by the concerned authority before they are installed.
10. Agency shall clean the tanks of the fountains at least once in a month.
11. A logbook of preventive, breakdown maintenance and operation of shows shall be maintained by the agency.

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

DECLARATION -1

This is to certify that neither I/we/any of us 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 company seal/rubber stamp

Place:

DECLARATION -2

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

Date: (Signature of the tenderer)

With company seal/rubber stamp

Place:

UNDERTAKING

This is to certify that I/we have carefully gone through the drawings/specifications, etc. given in the e-tender document & have clearly understood the site working conditions, time schedule given and have accordingly quoted my balanced rates after going through all details.

I/we hereby give an undertaking that I/we shall carryout the work strictly as per the given specifications, and shall adhere to the General conditions, Special conditions and scope of work.

I/We also undertake that the physical EMD instrument/ Bid Security Declaration shall be deposited by me/us with the office of Science City inviting the e-tender before the bid opening date otherwise the Science City inviting the e-tender may reject the bid and also take action to withdraw my/our enlistment or debar me/us from further tendering in NCSM or its constituent units.

Date: (Signature of the tenderer)

Place: with company seal/rubber stamp

ANNEXURE- “B”

(To be submitted on the Letter Head of the Tenderer)

DETAILS OF BIDDER PARTICIPATING IN THE TENDER

Sl. No.	Description	To be filled by bidder
1.	Name of the Agency	
2.	Year of Establishment	
3.	Registered office with full address	
4.	Full Postal Address of communication	
5.	Telephone Number(s) of office	
6.	Contact person Name with Mobile No.	
7.	Fax number	
8.	E-Mail ID	
9.	Website if any	
10.	Nature of Entity - Limited Company, Partnership etc. (attach copy of partnership Deed/ Certification of incorporation as applicable)	
11.	Name of Director / Proprietor / Partners with address and telephone nos.	
12.	Technical Staff employed (Attach a separate sheet of the employees with qualifications)	
13.	Annual turnover for last three financial years	
14.	PAN of Bidder	
15.	GSTIN of Bidder	
16.	Bank Solvency certificate (Attach a letter from the banker)	
17.	Whether any Civil Suit / Litigation arisen in the contracts executed during the last 5 years / being executed. If yes, please furnish the name of the contract, employer, nature of work, contract value, work order and date & details of litigation briefly	

18. Details of the Operation and maintenance of similar installments in the last 5 years

Sl. No.	Client with address	Type of work	Period of contract	Type of contract		Value of the contract in INR	Testimonials submitted (Work order & Completion Certificate)
				AMC	Operation		

I/We hereby solemnly declare that I/we have downloaded all the documents from CPP e-Procurement Portal of NIC and all the uploaded information / statements are true to the best of my/ our knowledge. I/we also declare that my/our firm is not involved in any Litigation or Arbitration with National Council of Science Museums during the last 05 (five) years. I/We further declare that the decision of National Council of Science Museums in this regard shall be final and binding on me/us.

Place:

Date

(Signature with date & seal)

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

Annual Contract for operation and comprehensive maintenance of Musical Fountain and two other dome fountains installed at 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 operation and comprehensive maintenance of Musical Fountain and two other dome fountains installed at 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:

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

Tender Inviting Authority: Director, Science City, Kolkata

Name of Work: Operation and Comprehensive Maintenance of Musical Fountain and two other dome fountains installed at Science City, Kolkata

Contract No: SCCY-18011/17/PUR/2022(50)

Name of the Bidder/ Bidding Firm / Company :						
PRICE SCHEDULE						
(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)						
NUMBER #	TEXT #	NUMBER #	NUMBER	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	BASIC RATE In Figures To be entered by the Bidder in Rs. P	GST in Rs. P	TOTAL AMOUNT Without Taxes in Rs. P	TOTAL AMOUNT With Taxes in Rs. P	TOTAL AMOUNT In Words
1	2	3	4	5	6	7
1	Operation and Comprehensive Maintenance of Musical Fountain and two other dome fountains installed at Science City, Kolkata					
1.01	Annual charges for operation and routine maintenance of Musical Fountain and two other dome fountains installed at Science City, Kolkata		0.00	0.00	0.00	INR Zero Only
1.02	Annual charges for comprehensive maintenance of Musical Fountain and two other dome fountains installed at Science City, Kolkata		0.00	0.00	0.00	INR Zero Only
Total in Figures				0.00	0.00	INR Zero Only
Quoted Rate in Words						