



Ministry of Culture
Government of India



E-TENDER DOCUMENTS

FOR

**Annual Maintenance of HT/LT
Electrical Installation at
National Science Centre,
Near Gate No. 4, Bharata Mandapam,
Bhairon Road, New Delhi-110001**

Tender Inviting Authority

National Science Centre, Delhi

**National Council of Science Museums
(Ministry of Culture, Govt. of India)
33, Block-GN, Sector-V, Bidhan Nagar,
Kolkata – 700 091**

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

This tender document has been published on the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the 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) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>). Enrolment is free of Charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) 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 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 bidder. Please note that the 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 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 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 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 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) 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 content of each of the document 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. Bid documents may be scanned with 100 dpi with black and white option.
- 3) To avoid the time and effort 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 bidders. 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 a bid, 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) Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) 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) Bidder should deposit the TENDER FEE & EMD as per the instructions specified in the tender document. 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
- 5) Scanned copy and the data entered during bid submission time otherwise the Tender will be summarily rejected.
- 6) 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 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.
- 7) 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 BoQ format (BoQ_xxxx.xls) with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the **cyan coloured (unprotected)** cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected. In e-Tendering, intending bidder can quote his rate in figures only. The rate in words, amount of each item and total is generated automatically. Therefore, the rate quoted by the bidder in figures shall be taken as correct. The Comparative Statement is also generated automatically. The Comparative statement and rate quoted by each bidder shall be downloaded. **The manual calculation check of bids and comparative statement shall be final. In case, any discrepancy is noticed, the decision of appropriate NSCD authority shall be final and binding.**
- 8) The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission. The bidders are requested to submit the 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).
- 9) All the documents being submitted by the 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.
- 10) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 11) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 12) The 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 bid opening meetings.

ASSISTANCE TO 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), National Science Centre, Near Gate No. 04, Pragati Maidan, Bhairon Road, New Delhi- 110001 Ph. 011-7428693716-17 Website: www.nscd.gov.in Email: nscd101@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. The contact number for the helpdesk is **1800-3070-2232.**

NOTICE INVITING TENDER (ONLINE)

No: NSCD/18011/E-Tender-28/2025-26

Dated: 27-10-2025

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

2. Online **e-tenders** are hereby invited (for an estimated value of **Rs. 5.00 Lakh**) from reputed and experienced Engineering/Technical contractors capable of carrying out the work of **“ANNUAL MAINTENANCE Contract OF HT/LT ELECTRICAL {750 KVA substation, 350 KVAR capacitor bank 630A VCB (Vacuum Circuit Breaker) type, 1000KVA Change over panel, HT panel and LT panels, installed at National Science Centre, Near Gate No. 4, Bharata Mandapam, Bhairon Road, New Delhi-110001** with excellent finishing quality and having the following eligibility during the last five years: -

(i) **3(three)** similar completed works (at least one of them should be in Central Government / Central Autonomous Bodies/ State PWD/ Central Public Sector Undertakings) each costing not less than 40% of estimated value.

OR

(ii) **2(two)** similar completed works (at least one of them should be in Central Government / Central Autonomous Bodies/ State PWD /Central Public Sector Undertakings) each costing not less than 60% of estimated value.

OR

(iii) **1(one)** similar completed work (in Central Government/ Central Autonomous Bodies/ State PWD/ Central Public Sector Undertakings) of aggregate cost not less than Rs. 80% of estimated value.

And

Agencies having valid GST Registration, PAN card & Aadhaar card if, applicable.

3. The place of work would be at: **National Science Centre, Near Gate No. 4, Bharata Mandapam, Bhairon Road, New Delhi-110001**

4. **Important Information & Dates: -**

Bid Document Publishing Date& Time	27.10.2025 06:00 PM
Bid Document Download Start Date & Time	27.10.2025 06:05 PM
Seek Clarification Start Date & Time	27.10.2025 06:15 PM
Seek Clarification End Date & Time	06.11.2025 12:00 PM
Bid submission Start Date & Time	28.10.2025 03:00 PM
Bid submission End Date & Time	24.11.2025 03:00 PM
Bid Opening (Technical) Date & Time	25.11.2025 03:30 PM
Details of Submission of Hard Copies/Address of Tender Inviting Authority	Director National Science Centre, Bhairon Road, Nr. Gate no. 4, Bharat Mandapam, New Delhi, 110001
Tenure and Validity	Initially 03 months on trial basis. Thereafter 09 months subject to satisfactorily performance of the agency. The contract may be renewed on year-to-year basis based on satisfactory performance for a maximum period of 03 years including the trial period of 03 months at the discretion of the Museum/Centre.

5. The intending tenderers/bidders must read the terms and conditions of NSCD carefully. They should only submit their bid if they consider themselves eligible and if they are in possession of all the documents required.
6. Information and Instructions for tenderers/bidders posted on website shall form a part of the bid document.
7. The bid document consisting of various types of items to be executed and the set of Terms and Conditions of the contract to be complied with and other necessary documents can be seen and downloaded from <https://eprocure.gov.in/eprocure/appfree> of cost.
8. Out of the online bid documents submitted by intending tenderers/bidders, the technical bids of only those tenderers/bidders shall be opened, who have deposited Earnest Money Deposit as specified, duly scanned, uploaded and found in order. And the financial bids of only those tenderers/bidders shall be opened when the uploaded documents are found to be in order. The financial bid of only those tenderer/bidders whose technical bids are found in order and accepted shall be opened by the Tender Evaluation Committee (TEC) authorised for the purpose.
9. Those contractors not registered on the website mentioned above, are required to get themselves registered beforehand.
10. The intending tenderer/bidder must have valid Class II or Class III Certificates with signing key usage (DSC) to submit the bid.
11. The e-Tenders are invited under two envelopes system. The first electronic envelope will be named as **Technical Envelope** & will contain documents of tenderer's/bidder's satisfying the eligibility conditions, scanned copy of EMD, EMD exemption document, NIT etc. and the second electronic envelope will be named as **Financial Envelope** containing Rate Quote Sheet. The bidder shall submit **TECHNICAL BID ENVELOPE** and **FINANCIAL BID ENVELOPE** simultaneously. The technical bids will be evaluated first and thereafter financial bids of only the eligible tenderers/bidders shall be opened. These envelopes shall contain one set of the following documents: -

a) **TECHNICAL BID ENVELOPE** shall contain the following documents:

- i) Scanned copy of Demand Draft / Pay order or Banker's Cheque of any Nationalised / Scheduled Bank /Insurance Surety Bonds/Fixed Deposit Receipt/ Bank Guarantee from any of the Commercial Bank/ Online payment transfer receipt towards Earnest Money Deposit (EMD) (Rupees. 7500/-) in pdf format in favour of National Science Centre payable at New Delhi. Details of Bank account is as under: -

Name of the Account Holder	NATIONALSCIENCE CENTRE, DELHI
Account No.	2417101004100
Bank Name	CANARA BANK
Bank Address	6, Bhagwan Das Road, New Delhi
IFSC Code	CNRB0002417
MICR Code	110015045
Type of Account	Saving Account
Branch Code	2417

- ii) Scanned copy of Enlistment Order/Registration certificate with appropriate Authority and necessary licence as required under the contract labour (Regulation and Abolition) Act 1970 or any other act as applicable in pdf format.
- iii) Scanned copies of specific WORK EXPERIENCE CERTIFICATES/ WORK COMPLETION CERTIFICATE along with Work Order/Letter of intent issued by Govt.

/Semi-Govt. /Autonomous/PSUs and/or Reputed Institution of requisite magnitude with appropriate Authority as per the NIT in .pdf format.

- iv) Scanned copy of UNDERTAKING & DECLARATION (as per Annexure – “A”) duly signed with company seal in .pdf format which also includes the undertaking that "The physical EMD shall be deposited by me/us with the office of NSCD calling the bid before the bid opening date otherwise the department may reject the tender/bid and also take action to withdraw my/our enlistment/debar me/us from further tendering in NCSM or any of its constituent units."
- v) Scanned copy of PAN Card and GST Certificate, IT return for last 3 years and Trade Licence (Electrical Class-I Licence) in PDF format.

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

- (i) Rate Quote Sheet (BoQ Template) in .XLS format
 - (ii) Agency should furnish scanned copy of **complete Breakup (ANNEXURE - E)** of their rate showing how they will comply with Minimum Wages and other statutory Regulation including Basic VDA,ESI, EPF, Bonus, paid National Holiday etc. and the lump sum composite charges for number of Maintenance personnel to be deployed as per the rate prescribed by Govt. of India from time to time separately indicating a)GST component as applicable and b)Service Charges of the agency in PDF format with signature & seal .In the absence of this break up, their tender shall liable to be rejected.
12. E-tenders which do not fulfil any of the above conditions or are incomplete in any respect are liable for summary rejection.
 13. 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.
 14. Canvassing in connection with e-tenders/bids is strictly prohibited and the e-tenders/bids submitted by the e-tenderers/bidders who resort to canvassing will be liable for rejection on that ground alone.
 15. E-tenders incorporating additional conditions are liable to be rejected.
 16. The E-tenderer(s) must declare in writing that neither he nor any of them is in anyway related to any officer in the National Science Centre, New Delhi or any of its constituent units as per the format given in **Annexure – “A”**.
 17. Apart from GST as specified above any other tax in respect of this contract will be reimbursed as per the applicable rates prescribed by the Government of India from time to time.
 18. Before submitting the e-tender, the tenderer shall assess the quantum of subject service involved after going through the scope of job requirement of Electrical maintenance and conditions of contract and inspect the site, if necessary. No claims for additional payments would be entertained arising out of contractor’s ignorance of site conditions.
 19. For the purpose of opening of the e-tenders/bids as described in Clause 11 of the Notice Inviting e-tender it is clarified that only on receiving the **EMD, physically in** National Science Centre, New Delhi **together with signed and sealed/stamped copy of the e-tender document** before the bid opening date, the **Technical Bid Envelope** will be opened. However, exemption of EMD may be given to MSME/NSIC registered agencies for submission of EMD. After the authority is satisfied that the documents in the **Technical Bid Envelope** are in order, the **FINANCIAL BID ENVELOPE** shall be opened, subsequently by the duly constituted Tender Evaluation committee (TEC) of the museum/centre. The date, time and venue of opening of Financial Bids shall be published on the CPP Portal later.
 20. **It may be noted that the Technical Bid Envelope which are not found in order as per requirement of National Science Centre, New Delhi shall be summarily rejected and the decision of NSCD shall be final and binding.**

21. 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.
22. The selected tenderer will be awarded the work of AMC of HT/LT Electrical Installation by the Museum/Centre and given stipulated time which shall be counted from the date of issue of the Letter of Intent. During this intervening period, the successful tenderer shall check the work plan/job requirement .The successful tenderer shall also mobilise all resources including Technician, consumable gadgets and stationary items etc. and sign an Agreement with museum/centre in approved format on a non-judicial stamp paper of appropriate value.
23. The validity period of the e-tender shall be at least 03 (THREE) months 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.

-X-X-X-

SUMMARY OF CONDITIONS OF CONTRACT

- 1. Tenure of the Contract** : **Initially 03 months on trial basis thereafter 09(Nine) months subject to satisfactory performance of the agency. The contract may be renewed on year-to-year basis for a maximum period of 03 years including trial period of three months at the discretion of the authorities of museum/ Centre.**
- 2. Earnest money Deposit (EMD) to be deposited with tender (2.5% of estimated value to nearest hundred)** **Rs. 12500/-**
- 2. SECURITY DEPOSIT** : **10% of the annual Value of Contract**
- Process of submitting the GST compliant bill supported with relevant challans etc. by the successful tenderer : **Monthly basis duly certified by authorized representative of museum /centre.**

GENERAL CONDITIONS OF CONTRACT

1. The Agency must note that *there will be no revision in the service charges of the agency during the entire period of contract.* However, *in case of revision of minimum wages or any other statutory charges made by the Government of India, the lump-sum composite service charges shall be revised to the extent of the liabilities arising on that account only.*
2. The Agency must have a local office with a regular telephone and other means of communication like fax/e-mail etc., both in the office as well as in the residence(s), of Partners/Directors.

RESPONSIBILITIES OF THE AGENCY:-

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

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

4. The Agency shall quote their rates based on the rates of minimum wage applicable as per Govt. of India only. The Agency shall submit the proof of having deposited the amount of contributions *claimed by them on account of ESI and EPF towards the persons deployed at the museum/centre in their respective names each month while submitting their GST compliant bills for the subsequent month. In case the Agency fails to do so, their bills will be withheld till submission of required documents. Copies of the quarterly, half-yearly & annual returns of GST, ESI, EPF and Professional Taxes shall be submitted after its submission to the concerned authorities.*
5. The Agency shall pay wages to the personnel deployed by them through the respective Bank Accounts latest by the 7th of every month and shall produce copy of acquaintance roll wages sheet showing monthly wages paid to its personnel, and bank remittance statement every month along with their bill. In case the salary is paid by cheque, the agency has to produce Account No. and Universal Account No. (UAN) of each personnel, separately.
6. **A security deposit of 10% of the annual value of contract** in the form of demand draft/pay order drawn in favour of 'museum/ centre', is to be deposited by the Agency to cover the risk or any loss *caused to the museum/centre due to fraud, theft, pilferage etc.* 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 at the discretion of the competent authority of museum/centre.
7. During the period of this contract, the Agency shall provide proper and adequate service and perform their duties diligently, honestly and to the entire satisfaction of the museum/centre. The Agency shall constantly keep in touch with the museum/centre regarding their Annual maintenance Services and abide by all instructions and directives issued by the authority of the museum/centre in this regard.

The Agency shall provide necessary superintendence during the execution of the Annual Maintenance of HT/LT Installation at National Science Centre, New Delhi campus related assignment for fulfilment of their obligations under the contract

8. ***The Agency shall maintain all relevant registers, documents in the premises of the museum/centre which may have to be presented for inspection of the concerned Labour Authorities. The agency shall also put up a notice board displaying the minimum wages prescribed by the Government of India from time to time.***
9. The Agency shall ensure compliance of all Acts, Rules and statutory orders in force with regard to deployment of their staff in the premises of the 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 or any liability, claims, losses or damages sustained by them for

reasons of any breach of contract, wrongful act or negligence of the agency or any of its personnel engaged for the purpose of this contract.

10. The Agency shall not deploy any unfit person (or person having any contagious disease) or person above 60 years of age for Annual Maintenance of HT/LT Installation in the museum/centre. In this regard, agency shall submit annual return to the museum/centre authority in respect of age/date of birth and medical fitness of their deployed Electrical personnel. The person(s) found medically unfit / physically deteriorated from the specified standard at any point of time will not be allowed to perform duties and the agency will be responsible to replace such person within 24 hours.
11. The Agency shall ***make periodical Police verification of the particulars of their personnel deployed and*** issue proper identity cards to ***those*** employees ***who are*** deployed ***by them*** at any point of time for the purpose of this contract in order to facilitate verification of their identity by the museum/centre. They shall always wear the identity card while on duty inside the premises of the museum/centre.
12. The Agency shall maintain complete official records of disbursement of wages/salary showing specifically details of all deduction such as ESI, EPF, P.Tax etc. (if any)in respect of all the persons deployed in the premises of Museum/Centre. The agency shall maintain a personal file in respect of all its persons, who are engaged for the purpose of this contract. The personal file shall consists of personal details such as name, address, date of birth, residential address and all grievances recorded by the persons viz-a-viz action taken etc.
13. The Agency shall be liable to comply with the directions of the museum/centre, to remove within 24 hours of receipt of such direction, any member of their staff deployed for the purpose of this contract and shall make immediate necessary alternative arrangements to ensure proper and adequate services.
14. All Technicians for ***Annual Maintenance Contract of HT/LT Installation at NSCD*** deployed by the agency in the museum/centre shall be in proper uniform. The agency shall at their cost supply uniform and other accessories required for carrying out the Electrical Maintenance Services.
15. The Agency on completion of the specified term of contract or on termination of the contract shall peacefully vacate the premises of the museum/centre and remove all their persons and materials from the campus after handing over the charge to the new agency.
16. The Agency shall be responsible for observance and compliance of different industrial laws as in force and they shall ensure that no demonstration/agitation of any kind takes place inside or near the premises of the museum/centre by Electrical maintenance Technician engaged by the Agency.
17. The museum/centre shall have no responsibility for providing living accommodation to the personnel deployed by the Agency.
18. The scope of services shall be as per the requirement of the museum/centre from time to time. Any extra Electrical Maintenance of HT/LT Installation related service arising out of special programmes or exigencies and beyond the scope of this agreement shall be negotiated separately by a duly constituted committee. The Agency shall provide the necessary extra manpower corresponding to the requirement of services immediately for which advance intimation would be given by the museum/centre.
19. The museum/centre shall pay to the Agency nothing more than the amount as may be due under the contract terms.
20. A The agency shall not sub-contract or sub-let, transfer or assigns the contract or any other part thereof to any person/agency.
B Joint Venture/ Consortium for the work will not to be considered.

PAYMENT:-

21. The payment shall be made through e-payment on ~~Monthly~~/quarterly basis within 30 days from the date of submission of the proper and pre-receipted GST compliant bill, duly certified by the authorized representative of museum/centre. In case of the Agency's failure to provide requisite services on particular day/days, proportionate deduction shall be made from the bill.
22. The museum/centre shall reimburse the amount of GST paid by the Agency to the authorities on account of services rendered by them to the museum/centre. The reimbursement shall be admissible on production of proof of deposit i.e. copy of challan by the Agency.

23. Income Tax will be deducted at the prescribed rate from the monthly bill of the Agency and the same would be deposited with the Income Tax Authority by the museum/centre.

PENALTY:-

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

TENURE AND VALIDITY:-

25. In the beginning, the contract shall be on a trial basis for three months only, and thereafter, it would be extended for a further period of nine months, if the services are found to be satisfactory during the trial period of the Agency. The contract may be renewed at the discretion of the museum/centre on year to year basis for a maximum period of three years, including the trial period. ***However, in the event of such renewal of the contract each year, the service charges of the agency shall not be revised. But the liability due to revision of minimum wages and statutory duties & taxes by Govt. of India from time to time, shall only be considered for revision.***
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 property due to Agency's failure or the Agency goes bankrupt or becomes insolvent or in case of breach of any of terms and conditions of contract by the Agency 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.

ARBITRATION:-

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

No: NSCD/18011/E-Tender-28/2025-26

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

DECLARATION -1

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

Date:

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

Place:

DECLARATION -2

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

Date:

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

Place:

UNDERTAKING

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

Date:

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

Place:

NATIONAL SCIENCE CENTRE,
NEW DELHI

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

1. Name of the Agency :
2. Full Postal Address :
3. Telephone Number :
4. Fax No./E-mail Address :
5. Whether proprietorship or partnership :

6. Names and professional qualifications of the proprietor or of partners :

7. Description of similar type of works carried out in last **5 years in Govt. / Semi-Govt./ Autonomous Organizations /PSUs and/or Reputed Institutions. (Attach copy of the Work Order & Completion Certificate of similar nature of work of requisite magnitude issued by appropriate Authority in pdf. format)** :

- a) Client :

- b) Name of the work :

- c) Cost of work :
- d) Period of completion :
- e) Staff employed :

8. Present assignments if any (Attach supporting documents in pdf format) :

9. List of mechanical/Electrical equipment owned by the firm :

10. Bank Solvency certificate from a Nationalized/Scheduled Bank suitable for taking up this work (Voluntary) :

11. Annual turnover of the firm :

(Attach Audit Balance sheet for last 3 years)

12. PAN card No. :
(Attach Copy in pdf format)

13. GST No

14. Electrical Licence for H.T work

Certified that the information furnished above are true to the best of my/our knowledge. It is hereby declared that I/we will abide by the decision of National Science Centre, regarding selection of eligible firms for opening of Financial Bid.

Place :

Date :

Signature of the Tenderer with date & Seal

Note: Enclosures may be attached (in pdf format) if the space is found inadequate/ wherever required

National Science Centre, New Delhi**Sub: Annual Maintenance Contract of HT/LT Electrical Installation at NSCD.****SCOPE OF WORK**

The following works shall have to be carried out by the Agency.

Routine Maintenance

1. Electrical Maintenance works in HT/LT transformer, HT/LT panel, VCBs/ Breaker DBs, Internal & External Electrical installations such as Lights, Fans, Power points and circuit wiring, cables etc. covering the Main Office building, Museum Building, Residence, and entire campus of this Museum and ensure serviceability of all electrical Installations.
2. Cleaning, Dusting of all Electrical Installations and physical inspection of all internal and external controls & Operation of the Ventilation Exhaust Fans and other Electrical Fittings/Accessories installed in the Sub Station and Control Rooms.
3. Regular checking of Over Heat/Abnormalities of grips, Connectors, Terminal, Connections, Cables of all motors, Pumps & Panel and Capacitors etc. Regular checking for Overheating/sparking and other abnormalities of the various Circuit Breakers, Relays, starters and panels. Resistance type starters and speed regulators used in Motors/Fans etc. (Fortnightly intervals)
4. Regularly cleaning of boundary lights, road side/pathways lights and posts and upkeep of lights in the campus. A register/Log book should be maintained by the Agency and should be checked by the Campus Supervisor on weekly basis.
5. All defective lights, power sockets, fans and all other electrical defects shall be replaced as and when required.
6. Maintaining the lawn/yard around the electric sub-station for clean and orderly look and restricted entry in and around the sub-station.

Quarterly maintenance

Operate checking of HT switches, Transformer and OCB Earth resistance checking and continuity testing. Operational checking of Power Factor Panel, AMF Panel, and Main LT Panel Distribution Panel OBS etc. to maintain and ensure serviceability of Electrical Installations, Preventive / periodical maintenance shall be carried out and report should be submitted periodically.

Yearly maintenance

- Periodical maintenance work in HT switches, AMF Panel, transformer and OCB such as filtration, dehydration, checking and cleaning of winding, Bushes, replacement of gas etc. as per norms.
- Providing Test Report of Earthpit's Resistance.

ADDITIONAL TERMS& CONDITIONS OF THE CONTRACT:

1. The agency has to deploy one semi-skilled personnel for daily maintenance work. Additional manpower, which is competent to carry out the major maintenance works, shall be provided as and when required at no extra cost.
2. The Agency shall maintain a muster-roll register as a record of attendance and remuneration/wages to workers engaged by the Agency, which shall be liable to be checked periodically by the Centre. They should have registered with the labour department.

3. The service shall be available during all working hours (09:30 am to 06:00 pm) on all weekdays, excluding Sundays. The staff deployed shall be well trained and experienced and shall have good conduct apart from being physically fit for the job.
4. The Agency shall provide uniforms to each of its personnel and ensure that they are properly attired including dress; shoes etc., and also carry identity cards all the time.
5. All required Electrical materials like main switches, lamps, ballast, MCBS, Fuses etc. shall be provided by the department (Centre). On non-availability of the same, the items shall be procured by the agency and actual cost will be reimbursed on submission of bill. However **Sundry items such as CRC, Jelly, PVC tape, petrol, cloth, emery paper, rust removal/ cleaner etc. is under Agency's scope.**
6. The Agency undertake to obtain any license permit consent; sanction etc. as may be required or called from/by local or any other authorities for doing each such work. The Agency shall comply with all applicable law, rules and regulations in force. The Agency undertakes to produce the license permission etc., so obtained and furnish copies thereof as and when required. The Agency also undertakes to keep and get renewed such license permission etc., from time to time. The Agency shall be responsible for any contravention of the local Municipality/ Labour Enforcement Department, other laws/rules/regulations.
7. Tools to be provided by the Agency:
 - i) *Cable fault locator (HT/LT)*
(This equipment may not be the property of the Agency, but it would be the duty of the Agency to ensure that the equipment is made available for attending breakdown job.)
 - ii) *Hydraulic crimping tools for connecting cable, Megger (1000 volts), Megger (500 volts). A voltmeter, Tongue tester(s) should be adequate to handle currents of up to 100 amperes and should be able to grip wires/cables of up to 300 sq. mm. dia.*
 - iii) *Chain pulling block with tripod stand, wire rope, wrench set, pliers and screw driver sets etc.*
 - iv) *Test energy METER 3 phase, test energy METER single phase, multi-meters, voltmeter/ammeter and low power factor wattmeter.*
 - v) *Necessary safety measures must be taken care of during work to avoid accident.*
 - vi) *The agency shall have to keep necessary tools and tackles and testing equipment for their job.*
8. The Agency agree and undertakes to bear all taxes, rates/charges, levies or claim, whatsoever as may be imposed by the State /Central Government or any local bodies or authorities. The Agency agrees to furnish receipts of such payment relating to the obligations including registration certificate, clearance certificate etc., as may be required by the Centre from time to time.
9. The Agency shall keep Centre indemnified against all the claims and liabilities, if any, as mentioned in Clause No. 6 and as aforesaid.
10. The Agency shall devote his full attention to all the work of general maintenance and shall discharge his obligation under this agreement most diligently and honestly.
11. The Agency shall ensure that his personnel attend to their assigned duties and do not roam about and create disturbance to the Centre.
12. The Agency and all his personnel shall at all times during the continuance of this Agreement shall obey and observe all the directions and instructions which may be given by the Centre concerning any aspect. If the Agency does not render any services as contemplated in the schedule, the Centre shall be entitled to deduct such amount as deemed appropriate, from the bill amount, as payable to the other Agency.
13. In case the Agency or any office personnel fails to fulfil his obligations or any day/ no. of days to the satisfaction of the Centre or any reason whatsoever, it shall pay liquidation damage as decided by the Centre.
14. The Agency shall maintain regular and proper books of account supported by the vouchers so that the same may be available for inspection by any person authorized by the coordinator of the Centre.

15. The Agency is not permitted to assign or sub-contract this contract. In case the Agency assigns or sub-contracts this without written approval of the Centre or attempt to do so or decreases the performance of the Agency, if found unsatisfactory, or in case of contravention by the Agency of any of the terms and conditions contained herein, the Centre shall have the right to terminate the agreement without any notice to the Agency.
16. The Director of the Centre shall be the sole authority to judge the quality of service rendered by the Agency.
17. All questions relating to the performance of the obligations under this agreement and to the quality of the materials used and all the disputes and differences which shall arise either during or after agreement period or other matters arising out of or relating to this agreement of payments to be made in pursuance thereof shall be decided by the Director of the Centre. The Agency hereby agrees to be bound by his decisions.
18. The Agency shall bear all the cost and expenses in respect of all charges, stamp duties etc. relating to this agreement.
19. The Agency shall pay a security deposit as under, prior to commencement of services under this agreement. The Centre shall be entitled to adjust or appropriate the said security deposit towards loss or damage or breakage in the items entrusted or caused to other assets of Centre by the Agency or its personnel or any other liability of the Agency.
20. Nothing contained in this agreement is intended to be nor shall be construed to be assignment of premises or any part thereof by the Centre to the Agency and it shall vacate the same on termination of the agreement period either by efflux of time or otherwise.
21. The Centre shall have right to withhold a sum from the amount payable to the Agency under this contract or the security deposit, if the Agency commits breach of any of the terms and conditions of this agreement or fails to produce sufficient evidences to the satisfaction of the Centre as to payment of all statutory and other dues and compliance with other obligations.
 - a) The agreement shall be terminated without notice on gross violation or by efflux of time. It may be terminated on account of unsatisfactory services by two months' notice at the option of the Centre. The Agency shall also have the option to terminate the agreement after giving two months' notice to the Centre.
 - b) On termination of contract by the Centre for any reason whatsoever, the Centre shall be entitled to engage the services of any other person, Agency to meet the requirement without prejudice to its rights including claim for damages against the Agency.
22. The Agency shall maintain highest standard and quality in the services. The Centre shall also have the right to insist on getting any service of maintenance which has already been performed, if the same was not carried out to the satisfactory of the Centre.

Classification of skilled Category:

a. Semi-skilled – Semi-skilled employee is one who has sufficient knowledge of the particular trade or above to do respective work and simple job with the help of simple tools and machines.

c. Highly –skilled-A highly skilled worker is one who is capable of working efficiently and supervises efficiently the work of skilled employees. He must have HT License to work efficiently in HT system.

No: NSCD/18011/E-Tender-28/2025-26

FORMAT FOR COVERING LETTER FOR SUBMISSION OF E- TENDER

(On Agency's letterhead)

To,

The Director
National Science Centre

Sir,

We have read, understood and accepted all the terms and conditions as stipulated in the Notice Inviting Tender for Annual Maintenance Services for internal and external installations at NSCD.

We hereby agree to undertake the contract for Annual Maintenance Services for internal and external installations at National Science Centre as per your requirement indicated in “Annexure-V” of the Notice Inviting Tender.

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

National Science Centre DEPARTMENTAL ESTIMATE FOR PROVIDING AMC OF ELECTRICAL SERVICES at New Delhi		
Sl. No.	Items	Rate per person
(A) Charges for deployment of Electrical Personnel: at NSCD		
1	Electrician (Semi skilled) – 1 No.	
	Minimum wages (Inclusive of VDA) @(576+314) =893 x 26 days	23218.00
	P.F. @13% (subject to ceiling of `15000/- as employer's contribution)	1950.00
	E.S.I.C.@3.25% (Max Limit Rs. 21000/-)	0
	Overtime charges for 3 national holidays	223.25
	Bonus @8.33% on Rs. 23218/-	0
	Total per Month	25391.25
	Total per Year 28007.81 x 12	304695.00
	Say 'A1' =	304695.00
2	Electrician (Highly Skilled) - 01 No. per Quarter (For HT work only)	
	Minimum wages (Inclusive of VDA) @(693+372)=1065 *1	1065.00
	Total per Year	4260.00
	Say 'A2' =	4260.00
ABSTRACT		
1	Total of A1 + A2 =	308955.00
2	One-time lumpsum charge for annual preventive maintenance of substation equipment.	<i>To be filled by the agency.</i>
3	Agency's Administrative charges	<i>To be filled by the agency.</i>
4	Grand Total per Year	

Please Note:

1. The above rates should be based on the latest rates in force for the Minimum Wages for Scheduled Employments in the Central sphere published on the Website of Ministry of Labour, Government of India
2. The offer should be inclusive of all statutory taxes
3. Deduction towards TDS etc. shall be made from the bills as per the prevailing rules.
4. No offer should be accepted that will be found below MINIMUM WAGES COSTS.
5. Agency's Service charge should not be quoted on item Basis.
6. Annual Preventive Maintenance of Sub-Station equipment is Optional and payment will be made based on actual requirement only.
7. Copies of GST & PAN No. should be furnished.
8. **The office of successful tenderer should be within Delhi-NCR.**

OFFER FORM

**RATE QUOTE SHEET FOR ANNUAL MAINTENANCE OF HT/LT ELECTRICAL
INSTALLATION AT
National Science Centre,
Nr. Gate No. 4, Bharat Mandapam,
Bhairon Road,
New Delhi-110001**

Sl.	DESCRIPTION OF SERVICES	AMOUNT PER YEAR (in Rs.)
A	<p>Annual Maintenance of HT/LT Electrical Installation at the above-mentioned museum/centre as per detailed specifications mentioned in NIT including service charges & profit of the agency.</p> <p>750 KVA substation, 350 KVAR capacitor bank 630A VCB (Vacuum Circuit Breaker) type, 1000KVA Change over panel, HT panel and LT panels Etc.</p>	
B	Plus GST (as applicable)	
C	TOTAL	

We have thoroughly inspected the premises of the museum/centre and nature of work for Annual Maintenance of HT/LT Electrical Installation before submitting our offer as above.

*(Company seal along with
signature & address)*

Date: _____

CHECK LIST ON PREPARATION OF BIDS

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

TECHNICAL BID

3.	Have you attached copy of trade license (Electrical Class-I Licence) certificate from appropriate authority?	
4.	Have you taken prints of all the Sections of Tender, in the prescribed paper size and signed on all the pages of the tender documents?	
5.	Have you attached with tender the proof of having met the required minimum eligibility criteria?	
6.	Legal Valid Entity: Have you attached the attested Certificate issued by the Registrar of firms/Companies with the tender?	
7.	Financial Capacity: Have you attached Audited Balance Sheets with the tender?	
8.	Registration with Government Bodies like ESIC, EPF, GST, PAN, Labour Laws: Have you attached a copy of each of the Registration certificate with the tender?	
9.	Experience: Have you attached the attested experience certificates issued by the Organisations/Government Departments/Corporate Sector for the last five years with the tender?	
10.	Have you attached the copy of work order for Annual Maintenance of HT/LT Electrical Installationservices of last three years?	
11.	Have you attached the proof of authorisation to sign on behalf of the bidder in the Technical Bid?	
12.	Have your Technical Bid been prepared and attached as per the requirements of the Tender?	
13.	Have you enclosed the EMD in the Technical Bid?	

FINANCIAL BID

14.	Have your Financial Bid proposal is duly filled, sealed and signed on all pages?	
15.	Have you studied carefully the departmental estimate?	
16.	Have your Financial Bid been submitted in the prescribed offer form?	

**FORMAT FOR ARTICLES OF AGREEMENT
INSTRUCTIONS (Not to be typed in Agreement)**

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

.....
(Name of Museum/Centre)
(under the National Council of Science Museums, a Society registered under the Societies Registration Act of West Bengal, 1961), hereinafter referred to as the Museum/Centre which expression shall include its successors and assigns on the one part and.....

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

Trading in the name and style of
(Name of contractor's firm with full address)
hereinafter referred to as the successful tenderer which expression shall include his/their respective heirs, executors and administrators and assigns on the other part.

WHEREAS the Museum/Centre is desirous of getting the work of "....."
(Name of the work)

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

AND WHEREAS the said Notice Inviting Tender (including appendix) as per list attached, specifications and the priced schedule of quantities and conditions of contract have been signed by or on behalf of the parties hereto. AND whereas the successful tenderer has deposited through Banker Cheque a sum of ` (Rupees only), (the amount being 2.5% of the estimated value of the tender rounded off to the nearest hundred), within the Centre/ Museum as initial Security for the due performance of this agreement as provided in the said conditions.

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

1. In consideration of the payments to be made to him as hereinafter provided the successful tenderer shall upon and subject to the conditions herein contained shall carry out and execute the maintenance work for a period (as mentioned in the general terms & conditioned) from the date of issue of letter of intent and as per the scope of work and detailed specifications and as may be furnished to him from time to time and described in the said specifications and the said priced schedule of quantities.
2. The Museum/Centre shall pay to the successful tenderer such sum as shall become payable hereunder at the time and in the manner specified in the said conditions.
3. Time is the essence of this agreement and the successful tenderer shall execute the work, throughout the stipulated period of this contract, strictly according to the direction of Engineer-in-charge.
4. This agreement comprises the work above and all subsidiary works connected therewith, even though such works may not be shown in the NIT, or described in the said specifications or the priced schedule of quantities.
5. The Museum/Centre through the Engineer-in-charge reserves to itself the right of adding to or omitting any item of work or of having portions of the same carried out departmentally or otherwise and such alterations or variations shall not vitiate this agreement.
6. All disputes and differences of any kind whatever except as excluded under contract arising out of or in connection with the contract of carrying out of work (whether during the progress of the work or after their completion and whether before or after the determinations, abandonment or breach of the contract) shall be

referred to arbitration as per Clause 47 of the said conditions of contract. In case of any legal dispute, other than the arbitration, the court of jurisdiction shall be at the place written in the first line of this agreement.

The provisions of the Arbitration & Conciliation Act 1996 or any statutory modification or re-enactment thereof and of the rules made there under for the time being in force shall apply to arbitration proceedings under this clause.

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

Signed by for and on behalf of the Museum/Centre.

In presence of

(1)

(2)

Signed by the said successful tenderer

In presence of

(1)

(2)