



Ministry of Culture
Government of India



Clarification in Public Interest

National Council of Science Museum's (NCSM's) : Tender Process

It has been brought to our attention that certain unscrupulous elements are sending out false SMS/WhatsApp purporting to be from "NCSM"/"Executive Administrator, NCSM". The SMS/WhatsApp ask to deposit a certain amount as Mandatory Bid Fees/ charges etc. towards Procurement of various materials/services for different project of NCSM/CRTL. The SMS/WhatsApp are falsely stated to be from "NCSM"/" Executive Administrator, NCSM".

NCSM has not sent out any such SMS/WhatsApp. Please note that NCSM, as a policy, does not ask for any money other than Bid security deposit (EMD). The application fees to be deposited through payment gateway while submitting the tender online or through Demand Draft while submitting Tender fees on offline mode.

These communications carry the tender ID or domain name of NCSM. National Council of Science Museums (NCSM) to make it look authentic. NCSM is taking appropriate steps to tackle the issue.

As a vigilant supplier/ tenderer/ firm, please look out for the following pointers to identify the fraudulent SMS/WhatsApp:

- NCSM does not ask for any money from the Supplier /tenderer/ firm at any stage of the procurement process other than applicable Bid Security Deposit (EMD) to be paid through NCSM's payment gateway online or through Demand Draft while submitting the bid security on offline mode.
- A fraudulent SMS/WhatsApp may mention the Bank account number of an individual. The account details would be given upon calling up on the number mentioned in the fraudulent SMS/WhatsApp. In any case the Bank account would not be in the name of "NCSM".

We advise Seller /tenderer/ firm not to respond to any fraudulent SMS/WhatsApp /telephone calls and not to make any payments to any person.

In case of any doubt, please contact on NCSM's Tel. No.033-2357-9347.

Any correspondence with reference to this bid, bidder will only take cognizance to communication/information made in official e-mail/ CPPP portal/NCSM website. **No**

repeat No cognizance may be taken to other means of communication/ SMS messages from any other sources.

जनहित में स्पष्टीकरण

राष्ट्रीय विज्ञान संग्रहालय परिषद (एन.सी.एस.एम. की) : निविदा प्रक्रिया

यह हमारे ध्यान में लाया गया है कि कुछ अनैतिक (बेईमान) तत्व “एनसीएसएम” / “कार्यकारी प्रशासक, एनसीएसएम” के होने का दावा करते हुए झूठे एसएमएस/व्हाट्सएप भेज रहे हैं। एसएमएस/व्हाट्सएप पर एनएससीएम/सीआरटीएल की विभिन्न परियोजनाओं के लिए विभिन्न सामग्रियों/सेवाओं की खरीद के लिए अनिवार्य बोली शुल्क/प्रभार आदि के रूप में एक निश्चित राशि जमा करने के लिए कहा जाता है। एसएमएस/व्हाट्सएप को गलत तरीके से “एनसीएसएम”/“कार्यकारी प्रशासक, एनसीएसएम” का बताया जाता है।

एनसीएसएम ने ऐसा कोई एसएमएस/व्हाट्सएप नहीं भेजा है। कृपया ध्यान दें कि एनसीएसएम, अपनी नीति के अनुसार, बोली सुरक्षा जमा (ईएमडी) के अलावा कोई अन्य धनराशि नहीं मांगता है। ऑनलाइन निविदा जमा करते समय आवेदन शुल्क भुगतान गेटवे के माध्यम से या ऑफलाइन मोड पर निविदा शुल्क जमा करते समय डिमांड ड्राफ्ट के माध्यम से जमा किया जाना चाहिए।

इन संचारों में एनसीएसएम का निविदा आईडी या डोमेन नाम होता है। राष्ट्रीय विज्ञान संग्रहालय परिषद (एनसीएसएम) को प्रामाणिक बनाने के लिए एनसीएसएम इस मुद्दे से निपटने के लिए उचित कदम उठा रहा है।

एक जागरूक आपूर्तिकर्ता/निविदादाता/फर्म के रूप में, कृपया धोखाधड़ी वाले एसएमएस/व्हाट्सएप की पहचान करने के लिए निम्नलिखित बिंदुओं पर ध्यान दें :

- एनसीएसएम खरीद प्रक्रिया के किसी भी चरण में आपूर्तिकर्ता/निविदादाता/फर्म से लागू बोली सुरक्षा जमा (ईएमडी) के अलावा कोई धनराशि नहीं मांगता है, जिसका भुगतान एनसीएसएम के भुगतान गेटवे के माध्यम से ऑनलाइन या ऑफलाइन मोड पर बोली सुरक्षा जमा करते समय डिमांड ड्राफ्ट के माध्यम से किया जाना है।

➤ धोखाधड़ी वाले एसएमएस/व्हाट्सएप में किसी व्यक्ति का बैंक खाता नंबर का उल्लेख हो सकता है। धोखाधड़ी वाले एसएमएस/व्हाट्सएप में दिए गए नंबर पर कॉल करने पर खाते का विवरण दिया जाएगा। किसी भी स्थिति में बैंक खाता "एनसीएसएम" के नाम पर नहीं होगा।

➤ हम विक्रेता/निविदादाता /फर्म को सलाह देते हैं कि वे किसी भी धोखाधड़ी वाले एसएमएस/व्हाट्सएप/टेलीफोन कॉल का जवाब न दें और किसी भी व्यक्ति को कोई भुगतान न करें।

किसी भी संदेह की स्थिति में कृपया एनसीएसएम के दूरभाष सं. 033-2357-9347 पर संपर्क करें।

इस बोली के संदर्भ में कोई भी पत्राचार, बोलीदाता केवल आधिकारिक ई-मेल / सीपीपीपी पोर्टल/ एनसीएसएम वेबसाइट पर किए गए संचार / सूचना का ही संज्ञान लेगा। किसी अन्य स्रोत से प्राप्त संचार के अन्य साधनों/एसएमएस संदेशों पर कोई पुनरावृत्ति नहीं, कोई संज्ञान नहीं लिया जाएगा।

**NATIONAL COUNCIL OF SCIENCE MUSEUMS
SECTOR - V, 33, BLOCK - GN, BIDHANNAGAR,
KOLKATA - 700 091**

Notice Inviting e-Tender

TENDER NO. I-18014/5/26(04)

On-line digitally signed e-tenders (open) are invited for covering of various sizes of Exhibits / Artifacts / Materials suitably within appropriate envelopes made of Wooden Planks / Ply Boards on Annual Rate Contract Basis. Detailed Tender papers may be downloaded from the Central Public Procurement Portal (CPPP): <http://eprocure.gov.in/eprocure/app> or from Council's Website www.ncsm.gov.in as per the following schedule:-

Published Date	09 April 2026 (as per portal time)
Bid Documents Download Start Date	09 April 2026 (as per portal time)
Bid Documents Download End Date	29 April 2026 (as per portal time)
Bid Submission Start Date	10 April 2026 (as per portal time)
Bid Submission End Date & Time	29 April 2026 (as per portal time)
Technical Bid Opening Date & Time	30 April 2026 (as per portal time)
Financial Bid Opening Date & Time	To be notified later.
Earnest Money	Rs. 20,000/- (Rupees Twenty Thousand only)
Security Deposit	1,00,000.00 (Rupees One lakh only)

The online bid both Technical (Techno-Commercial) Bid and Financial bid duly furnished in Cover-I and Cover-II respectively should be uploaded by the due date and time as per the above schedule. The responsibility to ensure this lies with the Bidder. Off-line tenders shall not be accepted and no request in this regard will be entertained whatsoever. Online Technical (Techno-Commercial) Bid will be opened at the first instance in this office **at 03.00 pm on 30th April 2026** for technical evaluation as well as selection of techno-commercially acceptable offers and at the second stage, the Financial Bids of only the selected and techno-commercially acceptable equipment/offers will be opened **at a date to be notified later**. Decision of the Council regarding selection of eligible and qualified vendors/firms and or equipment in particular for opening the Financial Bid shall be final and binding on the bidders. Bidders may be present during opening of tenders.

National Council of Science Museums (NCSM) reserves the right to accept or reject any or all tenders in full or part without assigning any reason whatsoever. NCSM shall also not be bound to accept merely the lowest tender but the infrastructure of the firm and expertise & capability in carrying out such works shall be of prime consideration for selection of the Vendor.

**NATIONAL COUNCIL OF SCIENCE MUSEUMS
SECTOR-V, BLOCK-GN, BIDHANNAGAR,
KOLKATA – 700 091.**

TENDER NO. I-18014/5/26(04)

General Information and Instructions

1. The instruction given herein will be strictly binding on the tenderers and deviation, if any will make the tender or tenders liable to be considered invalid. Tenders incorporating additional conditions by the tenderer are liable for rejection.
2. Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>
Manual bids shall not be accepted.
3. The instruction given in “**Annexure-A**” for “**Instruction for Online Bid Submission**” should be strictly followed during submission of the Bid.
4. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
5. Bid should be submitted along with the **Earnest Money of Rs. 20,000/-** (Rupees Twenty thousand only) by way of crossed Demand Draft/Pay Order on any nationalized bank of India payable in favour of “**NATIONAL COUNCIL OF SCIENCE MUSEUMS, KOLKATA**”.

The EMD can also be submitted by ONLINE TRANSFER to the Bank Account of National Council of Science Museums (NCSM) as per details below (Bank charges shall be borne by the Bidder) :

Bank Details of NCSM

Name of Bank	:	Indian Overseas Bank
Branch Address	:	GN-34/2, Sector V, Salt Lake, Kolkata – 700091.
SB A/c No.	:	164201000000491
IFSC Code:	:	IOBA0001642

After fund transfer, the details such as UTR Number, date etc. shall be typed in the letter head of the Bidder and uploaded separately in Cover-I.

Earnest Money deposit in the form of Bank Guarantee bond or any other bond shall not be accepted and shall be rejected straightway. Earnest Money deposits in respect of such offers which are not accepted, **will be returned to the bidders within 30 working days from the date on which the final decision is taken about the source from which the items under tender are to be procured or within 2 (two) months from the date of the opening of the financial bids, whichever is earlier. No interest will be paid on the Earnest Money deposited with NCSM.** Earnest Money deposit in respect of the successful bidder/s will be retained with NCSM until entire execution of the order as per terms of the tender including defect liability period and one years. If the successful bidder fails to

execute the order strictly as per the Council's Scope of Work, Bill of Quantities, Technical Specifications and Terms & Conditions in full within the stipulated completion time of the order, the Earnest Money Deposit retained with the Council shall be forfeited forthwith after cancellation of the concerned order.

6. EMD exemption is allowed as per the Govt. rules.

Earnest Money deposits in respect of such offers which are not accepted will be returned to the Bidders within 30 working days from the date of finalization of the tender or within 2 (two) months from the date of the opening of the financial bids, whichever is earlier. Earnest Money deposit in respect of the successful bidder(s) will be retained with the Council till the period of ARC and/or till they submit the Security Deposit. The EMD of the successful bidder will be returned after they submit the Security Deposit as detailed in GTC clause No.03. Or, if the successful bidder desires, the EMD can be converted to SD and the balance amount of SD can be submitted to the Council (please refer Sl.No. 3 of General Terms & Conditions for the SD amount). However, if the successful bidder fails to accept the order after finalization within the date stipulated in the order, the Earnest Money deposit retained with the Council shall be forfeited forthwith after cancellation of the concerned order. Also, if the successful bidder fails to execute the job, after acceptance, strictly as per the Council's drawing & specification in full or part within the stipulated delivery period of the order, the SD will be forfeited. No interest will be paid on the Earnest Money deposited with the Council by the bidders.

7. Document required for availing exemption of EMD for MSME's registered with NSIC:

The following procedure is adopted for the bidders of MSME's registered with NSIC: The MSMEs who intend to claim benefits under MSME act, shall fulfil the following, otherwise they run the risk of their bid being passed over as "INELIGIBLE" for the benefits applicable to MSME's and their bid will not be considered for evaluation.

7.1 MSMEs which are specified by the Ministry of Micro, Small and Medium Enterprises under MSME Act 2006 and Public Procurement Policy, 2012 as **Manufacturing/ Service Enterprises should have registered with NSIC under its Single Point Registration Scheme (SPRS). MSME should be registered in the relevant NIC Code for the said work.**

7.2 NSIC certificate with monetary limit indicated should be valid on the scheduled date/ extended date of submission of tender. Certificates without monetary limit will not be considered.

7.3 The items of Product/ Services mentioned under NSIC certificate should be the same or similar to the tendered items

7.4 The EMD amount shall not bear any interest payable by the NCSM to the successful bidder/un-successful bidder.

7.5 EMD of successful bidder shall be retained by the NCSM which will get converted into Retention Money/ Security Deposit is submitted by the successful Bidder. Whereas, EMD of the unsuccessful bidders will be returned after expiry of the final proposal/bid validity and latest on or before the 30th day after the award of the contract.

7.6 EMD shall be forfeited and proposal of bidder shall be cancelled in the following cases:

if any information or document furnished by the bidder turns out to be misleading or untrue in any material respect.

8. RETENTION MONEY/SECURITY DEPOSIT:

- i. The Retention Money / Security Deposit (RM/SD) shall be paid by the successful bidder within 15 days of placement of Order or before the commencement of the work and will be retained with NCSM till completion of entire work order Period.
- ii. The Retention Money or Security Deposit so retained shall not carry any interest thereon.
- iii. 100% of the Retention Money or Security Deposit shall be refundable to the successful bidder after satisfactory completion of the work completion .
- iv. In case of cancellation of the contract, this retention money shall be forfeited and the amount necessary to make up this amount shall be recovered from any money due to the successful bidder under this or any other contract with NCSM.
- v. In case, the successful bidder causes any damage to the property of the Client, the NCSM shall have discretionary rights to execute the repair of damages and recover the amount from the successful bidder or to adjust the equivalent amount from the successful bidder's Security Deposit.
- vi. In case of death of a successful bidder, Security Deposit shall be returned /refunded to the legal heir of the successful bidder after adjustment of dues, if any post the actual completion of the work & upon expiry of the specified guarantee/defects liability period.

9. **Validity of Bids:** The Bids should remain valid for 120 days from the date of bid opening.

10. **Rejection of Bids:** Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection. Conditional tenders will be rejected. Non-compliance of applicable General Information and Instruction will disqualify the Bid.

11. The tenderers should have Digital Signature Certificate (DSC) for filling up the Bids. The Person signing the tender documents should be authorized for submitting the on line e-tender.
12. The Financial Bid (BOQ) shall be filled in and signed by the authorized signatory online as per Proforma “**Annexure-E**” available at Central Public Procurement Portal e-tender system website <http://eprocure.gov.in/eprocure/app>. Off line Financial Bid shall not be accepted.

13. JOINT VENTURES/CONSORTIUM

- i. In the event that the successful bidder is a consortium/joint venture formed, lead partner/prime contractor in whose name the bid was issued, shall be fully and solely responsible for the performance of contract and all works designed and executed under the contract.
- ii. Bids submitted by a consortium or joint venture of maximum two firms including lead partner, all partners shall comply with the following requirements:
- a. The consortium as a whole must be a sound entity technically and the lead partner must be sound entity financially.
 - b. The Consortium as a whole must satisfy the qualification criteria set forth herein. **The turnover of lead partner must satisfy the eligibility criteria of the tender.** The bid shall contain a statement of the members of the consortium and shall provide all information necessary to satisfy Client/Employer that the Consortium fulfils the qualifying criteria.
 - c. The Bids shall contain **original copy of the Memorandum of Understanding (MOU) on Rs.100. Non-Judicial Stamp paper (or as applicable) between the consortium members** clearly identifying the lead partner, scope and responsibility and financial part of each member in the performance of the contract.
 - d. The consortium members will obtain approval of the Client for any change in the shareholding structure and scope of work or any other terms of MOU.
 - e. The lead partner of the consortium shall be nominated as being in-charge to represent the Consortium in all dealings with the Client/Employer and for providing any information or clarification sought from the Consortium.
 - f. The Bid shall be signed by all the consortium firms by their authorized person. The lead partner shall be authorized to incur liabilities and receive instructions for and on behalf of any and all member(s) of the Consortium and all dealings including billing and payments, shall be done exclusively with the leader of the consortium.
 - g. Only firms or joint ventures that have been qualified under this procedure will be eligible to bid for this project.

- h. All members of the Consortium shall be liable for the execution of the project in accordance with the terms of the MOA and Contract agreement.
- i. Any individual bidder or member of a consortium cannot be a member in another consortium and participate in this tender.
- j. All correspondence or communications will be done by the Lead partner (or authorized representative of Lead partner) of the consortium.
- k. Net worth as on the last day of the preceding financial year should be positive during the preceding three consecutive financial years.
- l. Bidders submitting their bid shall not be under liquidation, court receivership or similar proceedings.

Notes:

- 1. Techno-Commercial bids of the agencies that fulfil the above pre-qualification criteria shall be opened.
- 2. The bidder has to upload the compliance letter on its letterhead duly signed by the authorized signature & other supporting documents as asked for in the bid in scanned format. Failing to submit the same or non-compliance/deviation from any bid terms and conditions, eligibility criteria or technical specifications may result in rejection of the bid.

1. ELIGIBILITY CRITERIA:

- i. The bidder could be an Individual, Limited Company/Corporation, Proprietary Firm, Partnership etc. Consortium or Joint Venture are allowed to bid for the Works.
- ii. The bidders should have a minimum experience of **3 years** since their establishment. For establishing the same, the bidder should submit copies of **work orders** issued on them as well as copies of **work completion certificates** of the same work.
- iii. The Average Annual Turnover of the Bidder (of the lead partner in case of consortium) for the last three financial years (2024-25, 2023- 24, and 2022-23)) should be minimum **INR 15 Lakhs**.
- iv. The Bidder should have the requisite work experience of **completing similar** projects during the last 3 years ending last day of month previous to the date of issuing of tender as per the details given below:

One similar work of value not less than **Rs. 15 Lakhs** of the estimated cost of work.

Or

Two similar works each of value not less than **Rs. 7.5 Lakhs** of estimated cost of work.

Or

Three similar works each of value not less than **Rs. 5 Lakhs** of estimated cost of work.

14. Tender must be uploaded in two separate covers marked Cover-1 and Cover-2. The contents of Cover-1 and Cover-2 will be as follows:-

Cover-1

- i) Scanned copy of General Terms & Conditions as detailed in **Annexure-B** alongwith General Information and instruction duly signed by the authorised signatory with official stamp as a token of acceptance of the Terms & Conditions.
- ii) Copy of the current and valid Trade License duly signed by the authorised signatory with official stamp.
- iii) Scanned Copy of the current and valid GST Registration Certificate and PAN card duly signed by the authorized signatory with official stamp.
- iv) The scanned copy of EMD paid details for Rs.20,000/- (Rupees twenty thousands only)
- v) The ‘Declaration’ of the bidder(as detailed in **Annexure-D**) duly signed by the authorized signatory with official stamp.
- vi) Technical(Techno-Commerical) bid as per “**Annexure-C**” format duly filled in and signed by the authorized signatory with official stamp.
- vii) Scanned copies of the Council’s ‘Technical Specification’ (as detailed in **Annexure-F**) duly signed by the authorized signatory with official stamp as a token of acceptance for supply of materials in accordance to the same.
- viii) Scanned copies of the Council’s ‘Drawings’ duly signed by the authorized signatory with official stamp as a token of acceptance for supply of materials in accordance to the same.

Cover-2

1. The Financial Bid (as per **Annexure-E** format) i.e. Schedule of Price Bid in the form of attached BOQ Proforma shall be duly filled in, digitally signed and uploaded online by the bidder.

The Cover-1, i.e. Technical (Techno-Commercial) Bid shall be opened by the Council at the first instance and evaluated by the competent authority of the Council. At the second stage, the Cover-2 containing Financial Bid of only techno-commercially acceptable offers shall be opened for further evaluation and ranking before awarding the contract.

13. The authorities of National Council of Science Museums, who does not bind themselves to accept the lowest tender, reserves the right to reject or accept any or all tenders wholly or partially without assigning and reason whatsoever.

i. FORCEMAJEURE

Neither the successful bidder nor NCSM shall be considered in default in performance of its obligations under the terms of this NIT, if such performance is prevented or delayed

for any causes beyond the reasonable control of the party affected such as war, hostilities, revolution, riots, civil commotions, strikes, lockouts, epidemic, explosion, flood, earthquake or because of any law and other proclamation, regulations or ordinance of any government or sub-division thereof or because of any act of God or any other cause beyond the control of the concerned party which could not have been foreseen or avoided by the exercise of due diligence and so it becomes impossible to perform, provided notices in writing of any such cases, with necessary evidence that the obligation under this tender thereby affected or prevented or delayed is hereby given within 14 days from the happening of the event in case it is not possible to serve the notice within the said 14 days period, then within the shortest possible period without delay. As soon as the cause of Force Majeure has been removed, the party whose liability to perform its obligation has been affected shall notify the other party the actual delay occurred in such affected activity and resume the performance immediately.

xv. The successful bidder shall not transfer wholly or partially the order of supply, installation, testing and commissioning of the equipment to any other person(s) / firm / company for any reason whatsoever and in which case the order shall automatically stand cancelled.

xvi. Arbitration Clause: All disputes and differences between the successful tenderer and the Council of any kind, except quality of workmanship and materials, whatever arising out of or in connection with the order on the carrying out of the work (whether during the progress of the work or after their completion and whether before or after the determination, abandonment or breach of the terms and conditions of the order) shall be referred to the sole arbitration of a person nominated by the Director General, National Council of Science Museums, whose decision in this regard will be final and binding on both the successful Tenderer and the Council.

The provisions of the Arbitration and Reconciliation Act 1996 or any statutory modification of the rules made there for the time being in force shall apply to arbitration's proceedings under this Clause.

**NATIONAL COUNCIL OF SCIENCE MUSEUMS
SECTOR-V, BLOCK-GN, BIDHANNAGAR,
KOLKATA – 700 091.**

TENDER NO. I-18014/5/26(04)

Instructions for Online Bid Submission

1. 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.
2. More information useful for submitting online bids on the CPP Portal may be obtained at <https://eprocure.gov.in/eprocure/app>

A. REGISTRATION

1. Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Online Bidders Enrolment**” on the CPP Portal which 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 / 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. Bidders may then log-in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

B. 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 Tender ID, 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 bidders 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.

C. PREPARATION OF BIDS

1. Bidders should take into account the original e-NIT/TENDER and any subsequent corrigendum published on the tender document before submitting their bids.
2. 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 documents that need to be submitted. Any deviations from these may lead to rejection of the bid.
3. Bidders, 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/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
4. 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" or "Other Important Documents" 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 the bid submission process.

D. SUBMISSION OF BIDS

1. Bidders should log-into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidders will be responsible for any delay due to other issues.
2. The bidders have to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. A standard Price Schedule format (BOQ) has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format 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 blue coloured (unprotected) cells with their respective financial

quotes and other details (such as name of the bidders). No other cells should be changed. **In case no rate value is required to be quoted in any particular cell, that cell may be kept blank, figure '0' (zero) shall not be entered in such cell(s).** Once the details have been completed, the bidders should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidders, the bid will be rejected.

In addition to the above the **Cost Break-up** shall be submitted in tabular format duly digitally signed with official stamp.

The total cost mentioned in the BoQ with GST and the total cost mentioned in cost break-up sheet shall tally otherwise the bids will not be considered for comparison.

4. 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.
5. 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. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
6. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
7. Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message and a bid summary will be displayed with the bid number and the date & time of submission of the bid with all other relevant details.
8. 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.
9. Bidders should submit the EMD as per the instructions specified in the tender document . The original EMD instrument / UTR Number in case on online transfer of EMD amount should be posted/couriered/given in person to NCSM, latest by the last date of bid submission. The detail 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 uploaded bid will be rejected.

E. ASSISTANCE TO BIDDERS

1. Any enquiries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority.

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 233 7315.

NATIONAL COUNCIL OF SCIENCE MUSEUMS
SECTOR - V, BLOCK - GN,
BIDHANNAGAR,
KOLKATA 700 091.

TENDER NO. I-18014/5/26(04)

GENERAL TERMS AND CONDITIONS

- 01 The Bidders must quote the prices in the BoQ rate quote sheet for all the items mentioned from Sl. No. 1.01 to 1.11. If any bidder fails to quote their rate for all the items, their bid shall not be considered and their bid shall be rejected during evaluation. All works will be considered as a hole, and hence cannot be split at any circumstances.
- 02 The ARC will be initially for a period of one year but renewable for a further period of two more years (total three years) on year to year basis at the same rate and terms and conditions as stipulated in the Tender subject to satisfactory performance of the contractor provided prevalent market rates have no downward trend. The rate shall be quoted accordingly. The quoted rate shall be valid initially for one year but if the ARC is extended as above, the rate shall be valid for the extended period of ARC also.
- 03 Successful tenderer shall pay to the council, within 15 days from the date of receipt of the Annual Rate Contract, an amount of Rs.1,00,000/- (Rupees One lakh only) as Security Deposit for due performance and observance of various terms and conditions of the contract. The said Security Deposit is liable to be forfeited in case of any breach of terms of the contract. No interest shall be paid on the referred Security Deposit amount retained by the Council. The security deposit shall be returned after satisfactory completion of the contract.
- 04 The wooden planks and packing materials used by the contractor shall conform to the description and/or specification given by the Council. Sub-standard quality of materials / castor wheels / other fittings will not be accepted. The sample must be got approved well in advance from the competent authority of the Council by the contractor prior to take up every job.
- 05 The job shall be carried out according to the instruction given by the authorized professional technical representative of the contractor and the work shall be considered completed only when the competent authority of the Council shall be satisfied about the quality of Work done. It is also the responsibility of the contractors to suggest about appropriate packing of the materials by sharing their professional experience.
- 06 Separate Work Order shall be issued in every occasion against the Annual Rate Contract mentioning definite time schedule according to the nature of job. Successful contractor shall be responsible to adhere the said specified time schedule strictly. In the event of non-completion of the entrusted job or failure to adhere specific time schedule, the Council shall cancel the related work order as well as the Annual Rate Contract and the Security Deposit retained with the Council shall be forfeited forthwith. The decision of the Council in this regard shall be final and binding on the contractor
- 07 Proper dispatch indication shall be made on the packing boxes using good quality ink and stencils.
- 08 Bad workmanship will not be accepted and if carried out is liable to be rejected and shall be rectified by the contractor at his/their own cost as per specification/direction given by the authorized representative of the Council. The decision of the Director, Central Research & Training Laboratory, as to the items of Bad-Workmanship and proper replacement / rectification shall be final binding on the contractor

- 09 All the debris arising out of the works shall be removed and working area shall be cleaned properly by the contractor as soon as the job is completed. If the contractor fails to remove the debris as stated, penalty as deemed fit by the Council will be imposed which will be binding on the contractor.
- 10 Measurement of all the packing boxes shall be done jointly with the representative of the Council and measurement sheet shall be submitted duly certified by the competent authority along with the invoice / bill.
- 11 The Council may decide to enter into the Annual Contract by distributing the entire job to more than one tenderer depending on overall volume of the job.
- 12 In case the successful tenderer refuse to accept the offer after finalisation or does not comply with Clause No.03 within 15 days from the date of placement of the contract as per the finalised and accepted Terms & Conditions, the contract shall be cancelled forthwith without any further reference to the contractor.
- 13 No advance payment shall be made by the Council on any circumstances. Digital Payment (e-payment) shall be made through RTGS/NEFT/Electronic Bank transfer within 30 days from the date of receipt of Invoice duly supported by challan/measurement sheets as detailed in clause 10 subject to satisfactory completion of the job. Submission of bank details and GST number with every invoice is mandatory to remit the dues. Deductions such as TDS etc. as per government rules will be made from each Invoice.
- 14 The representative of the contractor shall visit NCSM at least twice in every week. Besides this, necessary intimation would be sent as and when required and the job shall be completed from time to time according to the instructions given by the competent authority of the Council.
- 15 National Council of Science Museums, Kolkata shall not be liable for injury of any employee(s) who is deployed by the Contractor within/outside the premises of the Council during execution of the order /contract.
- 16 Damages done to any of the Council's property by the contractor or his representatives deployed by him / them will have to be made good by the contractor at his own cost as directed by the authorised representative of the Council failing which the cost of the exhibit / artifacts / materials in question shall be deducted from the invoice (s) of the contractor. Decision of the Council in this regard shall be final and binding on the contractor.
- 17 The contractor shall obtain necessary trade and other licenses as may be required to carry out the business of packing of materials and shall be responsible for compliance to all rules and regulations and the statutory obligations which may be in force from time to time by the appropriate authority and will keep the Council indemnified for and in respect of all his/their act and/ or omissions.
- 18 The contractor shall not under any circumstances whatsoever transfer wholly or partially this contract to any other person, firm/ company or assign the contract or benefits of the contract to any other party for any reason whatsoever. Otherwise the contract will automatically stand terminated and the Security Deposit retained with the Council shall be forfeited without any further reference to the contractor
- 19 The Contractor shall furnish a copy of the license that they obtained from the competent authority for carrying out the contract work. The Contractor shall also required to obtain license (s) etc., from the competent authority under the Contract Labour (Regulation & Abolition) Act for deployment of contract labour for the work, if necessary, and a copy of the same should be sent to NCSM. In case the Contractor feel that such a license is not necessary, the Contractor shall, before taking up the work, intimate to this office the reasons thereof quoting relevant provisions of the Act under which they are exempted.

- 20 The Contractor shall be liable to pay minimum wages etc., as prescribed by the competent authority for the personnel to be deployed by them for the work, and shall keep proper records of all such payments so that the same can be produced for inspection any time on demand by any officer duly authorized by the Council. The Contractor shall also pay PF, ESIC, Bonus etc. to the personnel deployed by them. If at any time it is found that minimum wages are not paid to the workers deployed by the Contractor, they will be directed by NCSM to pay the lawful wages and such directions shall be binding on the contractor.
- 22 The Contractor shall ensure compliance to all the provisions of the Contract Labour (Regulation & Abolition) Act and such other Acts or Rules or statutory orders in force while executing the work and they shall solely be responsible for any violations thereof, and cost of any loss/damages caused to NCSM on account of such violations, shall be recovered from the amount payable to the Contractor.
- 23 The Council reserves the right to terminate the contract by giving 15 days clear written notice for breach of the above Terms & Conditions or failure to adhere to the specific time schedule for completion of the job or if the job is found not satisfactory or for any other reason whatsoever. In the event of such cancellation/termination of the contract, the Security Deposit retained with the Council shall be forfeited forthwith.
- 24 Income Tax and all other applicable taxes shall be deducted, from every invoice as per G.O.I. Rules.
- 25 All disputes and differences of any kind except quality of workmanship and materials used in work whatever arising out of or in connection with the contract on the carrying out of works (whether during the progress of the work or after their completion and whether before or after the determination, abandonment or breach of the contract) shall be referred to the sole arbitration of a person nominated by the Director General, National Council of Science Museums, whose decision in this regard shall be final and binding on both the contractor and the Council. The provision of the Arbitration Act 1996 or any statutory modification or re-enactment thereof and of the rules made thereunder for the time being in force shall apply to arbitration proceedings under this clause.

**NATIONAL COUNCIL OF SCIENCE MUSEUMS
SECTOR-V, BLOCK-GN, BIDHANNAGAR,
KOLKATA – 700 091.**

TENDER NO. I-18014/5/26(04)

TECHNICAL & COMMERCIAL BID DOCUMENT

Notes: ALL PARTICULARS / INFORMATIONS SHOULD BE GIVEN IN THE FOLLOWING FORMAT WITH COMPLETE DETAILS.

01. Name & Address of the firm :

02. Telephone Number Office :
Godown / Workshop :
Name, Mobile number and E-mail id
of contact person :
03. Back ground details of the firm including :
minimum level of experience, working facilities etc.
04. Details of Man Power set up of the firm (please
Furnish details) (use separate sheet if necessary) :
05. Equipments / Machineries available with the firm :
06. Past experience in such business for last 10 years :
giving details of established clients. Submit
satisfactory certificate issued by such clients.
07. Submit the documentary evidence regarding :
execution of latest contract of similar nature
and magnitude of minimum single order value
of Rs. 15 Lakh.
Or
Submit the documentary evidence regarding :
execution of latest contract of similar nature
and magnitude of minimum Two order value
of Rs. 7.5 Lakh.
Or
Submit the documentary evidence regarding :
execution of latest contract of similar nature
and magnitude of minimum Three order value
of Rs. 5 Lakh.

08. Proof of The Average Annual Turnover of the Bidder :
for the last three financial years (2024-25,
2023- 24, and 2022-23) should be minimum
INR 15 Lakh.
09. Proof of financial status of the company/ audited :
Balance Sheet for last 3 years
(Submit documentary evidence).
10. i) Whether agreed to carry out the Packing job as per :
Council's Drawing & Technical Specification
(Annexure-F) (Please mention Yes or No)
- ii) If the answer above is No, the detailed deviation :
may please be provided.
11. Whether agreed to accept 30 days credit Payment :
Terms. (Please mention 'YES' or 'NO').
12. Mention GST Registration Number / PAN number
and attach copies of current valid GST Registration
Certificate / PAN Card
13. Whether quoted the rate for all the items in the BoQ :
from Sl.No.1.01 to 1.11
(Please mention YES or NO)

I/We hereby declare that the above statements are true. I/We also declare that the decision of National Council of Science Museums regarding selection of eligible firms for opening of Financial Bid (Part-II) shall be final and binding on me/us.

Dated

Official Seal

Signature_of the tenderer/Constituted Attorney

**NATIONAL COUNCIL OF SCIENCE MUSEUMS
SECTOR-V, BLOCK-GN, BIDHANNAGAR,
KOLKATA – 700 091.**

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DECLARATION

We do hereby accept the “General Terms & Conditions” as provided by the National Council of Science Museums along with the Tender documents for Packing of Exhibits / Artifacts / Materials including fabrication and supply of suitable crate / box as per Council’s Drawing & Specification (Annexure – F) on Annual Rate Contract Basis and also under take to supply the said materials strictly as per the drawings and specifications of National Council of Science Museums as provided along with the tender documents, in the event of placement of any order on us. The Council shall be at liberty to cancel the order in full or in part and also forfeit the earnest money deposit or security deposit in the event of failure of any of the above declaration made by us.

Signature of the Bidder / Constituted Attorney.

Price Bid – BOQ

(Rate should be quoted on separate excel sheet only)