



GOVERNMENT OF INDIA
MINISTRY OF ENVIRONMENT & FORESTS AND CLIMATE CHANGE
CENTRAL NATIONAL HERBARIUM
BOTANICAL SURVEY OF INDIA, P.O. BOTANIC GARDEN, HOWRAH 711 103



CNH/2010/Admn./631

6th June, 2017
 07/06/2017

NOTICE INVITING QUOTATIONS

Sealed quotations in prescribed format (given in Annexure II and Annexure III) are invited under two-bid system (Part I - Technical Bid and Part II - Financial Bid) from registered and established service providers/agencies/firms having valid license and proven experience in undertaking at least three contracts of similar nature during the last three financial years for:

- Providing THREE numbers of herbarium maintenance personnel, one each under skilled, semi- skilled and unskilled category for maintenance of herbarium which includes drying, sorting, poisoning, mounting, stitching and identification of plants; during the office hours at the office of the Scientist 'F' Central National Herbarium, BSI, Howrah purely on Contract Basis for a period of one year on the terms and conditions as given in Annexure I.

The tenders should be submitted in two sealed covers as given below:

The first sealed cover should be superscribed as 'Technical Bid' and should contain

- i. The proforma at Annexure II, duly filled in.
- ii. Agency profile including previous experience of manpower supply to Government agencies.
- iii. Token acceptance of terms and conditions there under.
 Cash/DD of 1000/- in favour of Accounts Officer, PAO (BSI/ZSI) towards the cost of Tender Document.
- iv. Other documents required as per proforma

The second sealed cover should be superscribed as 'Financial Bid' and should contain

- i) The proforma at Annexure III duly filled in with rates which are to be quoted
- ii) Other documents required as per proforma, if any.

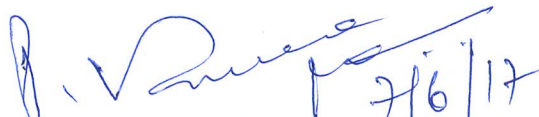
Both the sealed covers should be placed in the main sealed envelope superscribed "TENDER DOCUMENT FOR OUTSOURCING OF THREE HERBARIUM MAINTENANCE PERSONNEL, in "CNH, BSI, Howrah" and addressed to The Scientist 'F' & Head of Office, Central National Herbarium, Botanical Survey of India, Howrah – 711 103. Sealed Quotations must reach this office on or before **22.06.2017. LATEST BY 5 PM.**

The Competent Authority reserves the right to accept or reject any or all the quotations without assigning any reason and also for making changes in the scope of work. Moreover, the competent authority, may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the tender documents by amendments. The competent authority, at its discretion, may extend the deadline for the submission of bids. Prospective bidders, before last date of submitting bid, with prior intimation, may also visit the place of work between 12 noon to 4 pm on working days to ascertain the nature and quantum of work.

Tender Schedule:

1. Date of Advertisement of Tender Notice: ...07/06/2017.....
2. Pre-bid meeting: ...14/06/2017..... (15.00 Hrs.), Venue: Committee Room, CNH,BSI – HOWRAH-711 103
3. Last Date of submission of duly filled up tender documents: 22.06.2017 (17.00 Hrs.)
4. Opening of Technical Bid: ...23/06/2017... (11.00 Hrs.), Venue: Committee Room, CNH,BSI – HOWRAH-711 103
5. Opening of Financial Bid: ...23/06/2017.. (12.00 Hrs.), Venue: Committee Room, CNH,BSI – HOWRAH-711 103
6. Official contact person for further clarification: Scientist 'F' & Head of Office, CNH,BSI – HOWRAH-711 103, Phone: (033) 26683235.

Sd/-



SCIENTIST 'F' & HEAD OF OFFICE
CENTRAL NATIONAL HERBARIUM
BOTANICAL SURVEY OF INDIA

P.O. BOTANIC GARDEN, HOWRAH – 711 103
Fax: (033)-2668 6226; Email: calherbarium@yahoo.co.in