

GOVERNMENT OF ASSAM
DIRECTORATE OF MUSEUMS: GUWAHATI-1

No. DMA.6P/2019/26-OC/13

Dated, Guwahati, the 21st September, 2019.

SHORT TENDER NOTICE

Sealed tenders affixing non refundable court fee of Rs 8.25 (Rupees Eight and Paise Twenty five) only , are invited from firms undertaking events in museums for the work “ Workshop on Care of Museum objects, at the Assam State Museum, Guwahati” by the office of the undersigned within 1400 hrs , 28-09-2019.

A. Name of the work : Workshop on Care of Museum objects, at the Assam State Museum, Guwahati”.

B. Scope of work : Arrangements for the workshop as shown below:

SI No	Particulars	Specifications
1.	Air Tickets	4 persons Lucknow-Guwahati-Lucknow
2.	Fooding and lodging of Resource person	4 persons, Breakfast , dinner at place of stay
3.	Fooding and lodging of Participants	15,persons Breakfast , dinner at place of stay
4.	Arrangements for inaugural and closing function	Gamosa, PA system, hall decoration , tea arrangement
5.	Tea arrangement	For all days X 2 times for 25 people
6.	Working Lunch	Veg/ non veg for 25 people for all days
7.	Conservation material	List in annexure I
8.	Stationary	Writing pad, pen, folder, white board, marker pen (multi colour)
9.	Table and chair,	8 tables and 30 chairs
10.	Projector	1 projector, screen and laptop
11	Aprons , mask, surgical gloves, towels	Aprons 20, face musk-200, gloves 4 packets ,
12	Labour	4 labourers for two days
13	Banners and certificate printing	3 banners (6X4,6X4 8X4, 20 certificate printing.
14.	Miscellaneous	

C. Value of work : Rs.6.50 lakh (Rupees Six lakhs and fifty thousand) only inclusive of all applicable Taxes.

D. Duration of work : 3rd to 9th November 2019

E. Documents to be submitted :

1. Check list
2. Forwarding in letter head with non-refundable court fee
3. Copy of valid Trade license
4. Copy of GST registration.
5. Copy of PAN card.

6. Financial Bid against the items indicated in (A). Scope of work. Quotations be made in an additional column.
7. Signed tender document as acceptance of the terms and conditions .

F. Terms and conditions :

1. The undersigned reserves the right to accept or reject any proposal without assigning any reason thereof .
2. Work order and subsequent payment on completion of work is subject to the Financial sanction and release of funds by higher authority as per Govt rules and procedures.
3. All disputes are subject to the jurisdiction in Kamrup (Metro) Assam.

Sd/-

Director of Museums, Assam
Guwahati-1