



MAULANA ABUL KALAM AZAD INSTITUTE OF ASIAN STUDIES

(An Autonomous Body under the Ministry of Culture, Govt. of India)

AZAD BHAVAN IB 166 SALT LAKE, KOLKATA 700 106

5, ASHRAF MISTRI LANE, (LOVELOCK STREET – OPP. BALLYGUNGE MILITARY CAMP)

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MAULANA AZAD MUSEUM

5, Ashraf Mistri Lane, Kolkata – 700019

Limited Tender No: MAKAIAS MUSEUM/ LT/1

Dated: 11.09.13

Restoration of Antique Items of Azad Museum

Director, Maulana Azad Museum, under the aegis of Maulana Abul Kalam Azad Institute of Asian Studies(An Autonomous Body under Ministry of Culture), Kolkata invites sealed quotations from experienced firms on Limited Tender basis for the work for ” **Restoration of Antique Items of Azad Museum**” as described below with the following terms and conditions.

1. **Brief description of work:** To undertake restoration of 25 items of wooden furniture belonging to the first half of the 20th century and restoring them back to their original state in a historically accurate manner. The items include desks, chairs, bookcases, display cabinets, almirahs, dressing tables, occasional and side tables etc.
2. **Experience:** Firms having undertaken work of restoration of antique wooden furniture for any cultural, educational, consulate or government body in India during last five years should quote .The firm must submit their credentials in course of submission of quotations. Quotations submitted without requisite credentials will not be accepted.
3. **Pre – proposal Site visit to see the condition of the items on as is where basis by the willing tenderer:** By prior appointment in the office working hours.
4. **Inspection of items after restoration:** By the Director or her authorised representative.
5. **Rate:** Item wise rate for restoration work should be quoted both in words and figure on the firm’s own letter head.
6. **Payment Terms:** Payment will be made in two instalments.

- (i) 100% of 1st instalment will be made within 30 days of completion of restoration work for 13 items with the satisfaction of the Director or her authorised representative.
 - (ii) 100% of 2nd instalment will be made within 30 days of completion of restoration work for 12 items with the satisfaction of the Director or her authorised representative.
- 7. **Completion period:** Works should be completed in eight months from the date of receipt of work order. However, firm may quote the reasonable time required for restoration of items after site visit.
- 8. **Place of Work:** The restoration work should be undertaken within the premises of Azad Museum. No item or any part of the item should be taken out of the Museum.
- 9. **Working Hours:** Working hours should be from 10.00AM to 5PM (Monday -Friday).
- 10. **Security Deposit:** Security Deposit amounting Rs.10,000.00 (Ten thousand) in cash or in the form of BG with validity for six month from the date of issue of work order should be deposited by the successful firm with the Director, Maulana Azad Museum against any loss or damage occurred during restoration by the Executing Firm due to rough handling or for any other reason. In the event of such happening the work order will be cancelled and cost of damage/loss will be adjusted against pending bill and security deposit. The value of such antic item will be decided by the Maulana Azad Museum authority.
- 11. **Refund of Security Deposit:** The security deposit will be refunded within one month after successful completion and restoration of items and deduction of loss amount, if any.
- 12. **Date of Submission of offer:** From 03.10.13 to 10.10.13 , on all working days of the Institute from 11AM to 4PM.
- 13. **Place for submission of offer:** The sealed envelope bearing quotation super-scribed “Restoration of Antique Items of Maulana Azad Museum” addressed to The Director, Azad Bhavan , IB -166 Salt Lake , Sector –III Kolkata -700106, should be submitted in the office of the Director, IB -166 Salt Lake , Sector –III, Kolkata -700106
- 14. **Last Date of submission of offer:** 10.10.2013 within 4PM.
- 15. **Tender will be opened on 15.10.13 at 1PM** in the office of the Director, Azad Bhavan , IB - 166 Salt Lake , Sector –III Kolkata -700106.
- 16. **The Director shall have right to reject any offer or cancel the whole process without showing any reason.**

(Director)