

NOTICE INVITING EXPRESSION OF INTEREST FOR EMPANELMENT OF CIVIL CONTRACTORS

No: I-15014/NSCG/

Dated _ / _ /2026

1. **National Science Center Guwahati (NSCG)** a unit of **NCSM, MoC, Govt. of India, National Council of Science Museums (NCSM)**, an autonomous organisation under the Ministry of Culture, Govt. of India, is the apex body of Science Centres in India.
2. **EOI [Expression of Interest/Pre-qualification forms] are hereby invited for the empanelment of civil of contractors for the works costing upto Rs. 10.00 Lakhs** from reputed and experienced Engineering/Technical contractors capable of carrying out the civil and allied works at “**National Science Centre, Guwahati**” with excellent finishing quality. Documents are to be submitted physically to this office (in hard copies) and email to:
3. Above work comprises of RCC Framed Building works (New, repair and maintenance) and similar works pertaining to Science Museums/Centres, Institutions, **Planetarium, Auditorium, Theatre** etc. including Internal and External Electrical works (minor), Sanitary & Plumbing including Infrastructure works of landscaping, Internal Roads & Pathways, external sewerage, compound wall, storm water drains, car parking, STP & WTP etc.
4. The place of work would be at: **National Science Centre, Guwahati
Jawahar Nagar, Khanapara
Guwahati- 781 022**

5. **BRIEF DETAILS OF WOR: -**

Definition of similar work includes:

1. Repair & Maintenance works includes:

A. CIVIL WORKS:

- a. Building repairs i.e (Plastering work/Seepage & Leakage treatment/Painting work etc)
- b. Annual Maintenance Contract for sanitary and plumbing works at offices/residential buildings. Plumbing repairing works /Cleaning works etc
- c. Renovation work i.e Supply and installation of vitrified tiles/antiskid tiles/ceramic tiles/sanitary fittings after removing existing tiles/ external & internal sewerage pipelines.
- d. Supply of items
- e. Any other repairing work involving Civil, Sanitary & Plumbing.

B. INTERIOR & FURNITURE WORK:

- a) Repairing of existing furniture work at Offices and residential buildings.
- b) Minor renovation related to Interior & Furniture works at offices & residential building.
- c) Supply of furniture and furnishing items.

C. MINOR ELECTRICAL WORKS:

- a) Repair & Maintenance of existing electrical installation at Offices and residential buildings.

2. Civil works including Plumbing & Sanitary includes:

- a) Construction work related to office buildings/residential buildings.
- b) Structural Addition and Alteration work of buildings including extension of existing building.
- c) Construction of Currency Chest
- d) Construction related to govt. scheme
- e) Installation of Borewell

3. Interior & Furniture works:

- a) Creation and Installation of workstations /table/running tables/low height storage/full height storage /wall & column paneling /partition works/false ceiling for establishment of new offices/commercial establishment/hospitals/Banks etc Renovation /Modification of existing interior layout.
- b) Renovation /Modification of existing interior layout.
- c) Supply& Installation of modular furniture at offices.

6.0 ELIGIBILITY CRITERIA:

The agency must fulfill the criteria mentioned below and submit the documents in support of the following:

6.1 Financial: -

6.1.1 Average Financial Turn Over during the last 03 (three) years should be at least 40% of the value of the estimated project cost i.e ₹ 10,00,000/-.

7.0 **Technical: -**

7.1 The agency should have experience of having successfully executed **similar works** with Central / State Govt. Departments, PSUs, Autonomous Bodies, Reputed Private Sector (BSE /NSE listed/ others), during the last 07 years since Jan 2019.

7.1.1 **3 (three)** similar completed works (at least one of them should be in Central Government / Central Autonomous Bodies/ State PWD/ Central Public Sector Undertakings/ others as above) each costing not less than 40% of estimated cost (here Rs. 4.00 lakhs or more).

OR

7.1.2 **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 50% of the estimated cost (here Rs. 5.00 lakhs or more).

OR

7.1.3 **1 (one)** similar completed work (in Central Government/ Central Autonomous Bodies/ State PWD/ Central Public Sector Undertakings) of aggregate cost not less than 80% of the estimated cost (here Rs. 8.00 lakhs or more).

8.0 **Documents to be submitted against completed work experience**

8.1.1 Copies of Award Letter / Contract / Work Orders / Purchase Order.

8.1.2 Completion certificate along with performance Certificate, photograph (if available) and payment certificate (true copy) or any other document evidencing completed value of work to be submitted, giving name of work, value of work, completion period etc. **NSCG Authority reserves the right to verify the submitted documents with original at any stage.**

8.1.3 If the submitted experience certificates for satisfactory completion are issued by the private client, then in support of the authentication of the submitted experience certificates, notarized TDS Certificates / or a Chartered Accountants (duly indicating the Membership No. Date and Place of signing) Certificate stating the cost of the completed project issued by the concerned authorities for the subject work shall also be submitted along with the documents.

Summarized List of Documents

9.0 Procedures for Submission of Pre-qualification/Empanelment form

9.1 Applicants shall submit the mandatory documents in hard copies to this office and email the same to civilsectionnscg@gmail.com.

9.2 Agency should submit undertaking/declaration as given in **Annexure – “A”, and “B”**

9.3

Sl. No.	Description	Documents for email submission/hard copies
1	Financial Criteria	
	i) Average Annual Turnover	ITR of 03 years with Scanned copy of Affidavit /Certificate of Financial Turnover of last 03 consecutive Years
2	Statutory Documents	
	Statutory documents & Affidavits etc.	As indicated in the (EOI) document -company Details, GST and PAN ,
3	Technical Criteria	
i	Similar completed works	Scanned copy of Certificate for completed works, LOI, photographs, etc. related to similar work during last 07 years as per Annexure – C
ii.	Similar ongoing works	Scanned copy of Certificate to similar works for completed works (in case of final bill, summarised copy of bill may be given) as per Annexure – D

General:

10. The Museum/Centre does not bind itself to accept the any Pre-qualification application forms/EOIs and the right to reject or accept any or all the pre- qualification application forms/EOIs received without assigning any reason whatsoever
11. Pre-qualification application forms/EOIs incorporating additional conditions are liable to be rejected.
12. Clarifications, if any required will be sought from this office.
13. **It may be noted that the Pre-qualification application forms / EOIs Envelope which are not found in order as per the requirements of National Science Centre, Guwahati (NSCG) will be summarily rejected.**

(To be submitted on Agency’s Letter Head)

Ref:

Date:

DECLARATION

We, M/s., hereby solemnly declare as follows :-

- (a) That, our firm is not involved in any **Litigation or Arbitration** with NCSM or any of its constituent units during the last 07 (seven) years.

- (b) We declare that our Individual / Firm / Companies is **not blacklisted** by any State / Central Govt. Deptt. or any PSUs.

Yours faithfully,

(Signature of the Applicant & date)
with company seal/rubber stamp

(Format for Declarations & Undertaking to be typed on bidder agency's letterhead)

DECLARATION - 1

This is to certify that neither I/we/any of us is in anyway related to any employee in the National Council of Science Museums, Kolkata, or any of its constituent units.

(Signature of the Applicant & date)
with company seal/rubber stamp

Date:
Place:

DECLARATION -2

I/We hereby declare that I/we have not quoted any extra terms & condition along with the Pre-qualification application forms/EOIs documents.

(Signature of the Applicant & date)
with company seal/rubber stamp

Date:
Place:

**DETAILS TO BE FURNISHED FOR COMPLETED WORKS DURING LAST
SEVEN YEARS SINCE JAN 2019**

Sl. No.:	Details	Work -1	Work -2
1.	Project name & Location:			
2.	Owner or client: (Name and Address, contact Number (Ph. No.) Email:			
3.	Project description: 1. Nature/Type of work (Bldg./others): 2. Built Up Area (in sq. mts): 3. Number of Floors: 4. Type of Structure Load bearing/RCC/Steel: 5. Information to illustrate the attention to detail construction quality (close up photographs, if any): 6. Any other relevant details:			
4.	Whether For Government/Semi Government/ Government undertaking/ Government autonomous bodies/Otherwise: Please Mention			
5.	Tendered Project Cost:			
6.	Actual Project Cost:			
7.	Utilities /ancillary works with actual Cost of such as HVAC, Electrical, Fire Protection, wooden partition, aluminium, water proofing, conference room, auditoriums etc. (Excluding civil & Structural Works)			
8.	Project duration (as per contract): (in months)			
9.	Start date (dd/mm/yy):			
10.	Actual date of Completion (dd/mm/yy):			
11.	Actual duration (Months):			
12.	Reasons for delay (if any):			
13.	Any penalty/ Bonus:			
14.	Any litigation/Arbitration/claim/Dispute pending (with details of claim and award if any):			

I/We certify that above information furnished by me/us is true and correct to the best of my information and knowledge.

(Signature of the Applicant & date)
with company seal/rubber stamp

Note: Use separate sheets if, reqd.

INFORMATION ABOUT ALL ONGOING WORKS:

Sl. No.:	Details	Work -1	Work -2
1	Project name & Location			
2	Owner or client: (Name and Address, contact Number of Officer to whom reference can be made):			
3	Project details in brief:			
4	Stipulated start date			
5	Actual Start date			
6	Time period			
7	Stipulated completion date			
8	Present Status of work in Percentage completion:			
9	Work Order Value (in lakhs)			
10	Work done value (RA bill) of work (in lakhs):			
11	Type/nature of works details			

I/We certify that above information furnished by me/us is true and correct to the best of my information and knowledge.

(Signature of the Applicant & date)
with company seal/rubber stamp

Note: Use separate sheets if, reqd.