



1, क्वीन्स वे, कोलकाता - 700 071  
1, Queen's Way, Kolkata - 700 071

# विक्टोरिया मेमोरियल हाल VICTORIA MEMORIAL HALL

(भारत सरकार के संस्कृति मन्त्रालय के प्रशासनिक नियन्त्रण  
के तहत एक स्वायत्त संगठन)  
(An autonomous organisation under the administrative  
control of the Ministry of Culture, Govt. of India)

V.M. NO. 1864 /XV-143/2016

22<sup>nd</sup> October 2016

## NOTICE INVITING TENDER

Sealed tenders under two bid systems are invited from bonafide experienced agencies for the work of "Cleaning of (1) water bodies/ponds (2) Open saucer drains (3) litter and garbage from garden pathways etc. located within the campus of Victoria Memorial Hall". Quotations should reach this office on or before 1 p.m. on 02.11.2016 & it will be opened on the same day at 3 p.m. The tenderers or their authorised representative may remain present during opening of tender documents.

1. The tenders must be submitted as under:
  - ✓ Envelope – 1 (EMD of Rs. 2000/- and PQ documents)  
EMD and Technical bid along with PQ documents in a sealed envelope marked as Envelope-1 and superscribed "PQ Documents for Cleaning of (1) water bodies/ponds (2) Open saucer drains (3) litter and garbage from garden, pathways etc. located within the campus of Victoria Memorial Hall".  
The PQ documents will include copy of documents showing the experience of the firm in similar nature of works, Pan Card, IT, ST, P.Tax etc. registration/ clearance certificates, Registration certificate of labour department, audited accounts of last 3 years etc.
  - ✓ Envelope – 2 (Financial Offer)  
The Financial offer of tender documents shall be in sealed envelope marked as Envelope -2 and superscribed Financial Offer for "Cleaning of (1) water bodies/ponds (2) Open saucer drains (3) litter and garbage from garden pathways etc. located within the campus of Victoria Memorial Hall".
  - ✓ Envelope – 3  
Both the envelopes should be kept in the envelope-3 addressed to the Administrative Officer, Victoria Memorial Hall and superscribed with name of work and tender no.
2. Unsealed quotations are liable to be rejected and If any agency fails to deposit EMD in prescribed manner or do not submit PQ documents, its financial offer will not be considered.
3. Tenderer should quote the rate all inclusive, including service tax, VAT and other charges, if any **on monthly basis**.
4. Eligibility criteria:  
The agency should have at least 5 years' experience in maintaining gardens of Municipal Corporations /Municipality/ Notified area/Govt offices. Documentary evidences shall be required to confirm this experience. Preference will be given to applicants who are engaged in same or similar works and have experience in the field. The agency should have annual turnover of at least Rs.20,00,000.00(Rupees twenty lac).



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## 5. The scope of work will include:

- a) Cleaning of litters, plastic bottles, empty packets and other type of garbage from the garden, sweeping of the roads and pathways and staff quarter all the time on all days so the garden looks neat and tidy. It will also involve regular clearing of garbage bins. Garbage bins will require to be cleared at least every three hours and also immediately after closure of garden. The garden generally opens at 5.30 am in the morning and closes at 6.30 p.m.
  - b) Removal of undesirable vegetation, litter, debris, gravels lying in the water bodies and embankments, overall maintenance of all the tanks from growth of moss, litters, water fats at least once a week and annual netting for cleaning of sediments & deposits etc. The work should be done in a manner that water bodies and the embankments looks neat and tidy.
  - c) Cleaning of open saucer drains providing the outlet for drainage of excess water. The drains should be neat and tidy all the time. Cleaning of Sewerage system as and when required.
  - d) Daily cleaning of garden benches, instruction boards, signage with soap water.
  - e) Cleaning of Drinking water platforms twice daily.
  - f) Cleaning of roofs of staff quarters, Canteen, new offices etc.
  - g) Cleaning of water tanks/reservoirs
  - h) Cleaning of queue managers
  - i) Supply of drinking water to the units as and when required
  - j) Cleaning of Ticket counters
  - k) Cleaning of gravel roads and chequered tile pathways.
  - l) To assist the Carpenter, VM as and when required
  - m) To assist Mechanic for maintenance of Angel
  - n) Plumbing works if necessary
  - o) Removal of broken branches/uprooted trees to clear pathways.
  - p) Cleaning of Balustrade(Kalash) Boundary wall of VM
  - q) Any other works assigned by the Caretaker
6. Quality of Service – The agency shall clean, maintain, attend the garden and carry out all other associated tasks to the satisfaction of the Caretaker.
  7. Hand carts for removing garbage from garden and garbage bins to dumping vat will be provided by the agency.
  8. The agency shall assess the required number of skilled and unskilled labourers for satisfactory cleaning. Any labour of any nature if required, any time shall be deployed by the agency at its own cost.
  9. Labourers so deployed should have sufficient, experience and shall qualified/trained for such type of jobs to complete the work within specific time. Any unjustified delay in carrying out these services shall be treated as breach of contract and suitable penalty shall be imposed and recovered from the monthly bill.
  10. For any damage to any of the equipment/ installation during handing by their staff, shall be responsibility of the agency and shall be made good by them of their cost.



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11. Behaviour and discipline of Contractor's staff:  
Deployed personnel shall be polite, courteous, well behaved and shall be dressed properly at all times while in the premises. The agency shall arrange for providing them with uniform which they will have to wear during their working hours.  
No Personnel suffering from a chronic or communicable disease shall be deployed.
12. Wages:  
The agency shall pay the salary to his labourers not less than the minimum wages as declared from time to time by the statutory authorities.  
The prices quoted by the agency shall deem to inclusive of all the agency's liabilities as per labour laws such as minimum wages, V.D.A., Bonus, P.F. E.S.I., Uniforms, Tools, Conveyance, leave/Holiday, workmen compensation etc. and nothing extra over the quoted rates shall be payable during currency of the contract.  
  
The Prices shall be firm during currency of the contract and nothing extra on any account shall be payable.  
  
After award of work, the agency shall submit an undertaking to Victoria Memorial Hall that the staff deployed by them for the work shall have no claim for any kind of employment in Victoria memorial Hall and the agency shall be responsible for any dispute of any wages or any other service conditions. The agency shall be fully responsible for any compensation or any claim of the labour deployed by him for the work.
13. Period of contract:  
The initial contract shall be valid for a period of 12 months and is extendable for subsequent period on mutually agreeable terms and conditions.
14. The agency shall supply all the materials, including consumables such Phenyle (Bengal Chemical), Bleaching Powder (Bengal Chemical) Lizol, Carbolic acid, Broom sticks, Cotton Dusters, Mops, Net, Bags, Coir Brush, Kodal, Belcha, Jhuri, Bida, Katari, Saw machine for wood cutting/broken branches (Petrol), Lime, medicine for water bodies etc.
15. Payments  
Payment shall be made on monthly basis within 15 days after submission of the bills in succeeding months. Bill shall be submitted by the agency in the printed letter headed with serial number.
16. The selected agency has to submit Rs.10,000.00 (Rupees ten thousand) in the form of Bank Draft as performance security before work order is issued.
17. The agency shall have to deposit EMD of Rs.2000.00 by way of DD in favour of **Trustees of the Victoria Memorial Hall, payable at Kolkata** in a separate sealed cover envelope.



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18. Dispute, if arises must be settled in Courts within the jurisdiction of Kolkata.
19. VMH reserves the right to accept or reject any tender without assigning any reason.
20. Liquidated Damages/Forfeiture of EMD/Money:  
The EMD/Security money will stand forfeited in case of violations of any of the terms and conditions. In case the agency fails to execute the work against order, the work will be executed from other agencies at his cost and risk, the excess money, if any incurred, will be recovered from any dues/EMD. For failure in completion of the work on daily basis, liquidated damages at 1% per week or part of a week subject to maximum limit of 10% of the total order value will be recovered from the agency. In case of continued delay, Victoria Memorial Hall may cancel the order and forfeit the EMD/Security Deposit.

The total area of Victoria Memorial Hall garden including building and water bodies is around 57 acres.

Administrative Officer