



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. 2149/XV-143/17

20 November 2017

## Notice Inviting Tender

Sealed tenders are invited from ISO certified, bonafide, experienced agencies for the work of "Cleaning, Dusting and Moving of Art objects etc. in the Victoria Memorial Building".

The tender in sealed cover superscribed with the words "Tender for "Cleaning, Dusting and Moving of Art objects etc. in the Victoria Memorial Building" must be sent to the Administrative Officer, Victoria Memorial Hall latest within 1 p.m. of 06 December 2017 and will be opened on the same day at 3.00 p.m. in the office chamber of Administrative Officer. Tenderers/their representatives may remain present at the time of opening of tender if they so desire.

1. The tender should be accompanied by an earnest money deposit of Rs.2000.00 (Rupees two thousand) only in the form of a Bank draft drawn in the favour of **"The Trustees of the Victoria Memorial Hall"** payable at Kolkata, which is returnable to the unsuccessful bidders latest on or before the 30<sup>th</sup> day after the award of the contract. Please note that tender without the earnest money will be rejected outright.
2. The tender will include copies of documents showing the experience of the firm in similar nature of works, Pan Card, IT, GST, P.Tax etc. registration/ clearance certificates, Registration certificate of labour department, audited accounts of last 3 years etc.
3. Tenderer should quote rate including GST and other charges, if any.
4. Eligibility criteria: The agency should have at least 5 years' experience in similar nature of works in the museums/Govt offices etc. Documentary evidences shall



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be required to confirm this experience. The agency should have annual turnover of at least Rupees one crore.

5. The agency shall supply adequate numbers of trained labourers for satisfactory dusting, sweeping, cleaning, and moving of art objects etc. regularly. Any labour of any nature if required, any time shall be deployed by the agency at its own cost.
6. Labourers so deployed should have sufficient experience and shall be 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 penalty @ 1% of the bid amount per week, shall be imposed and recovered from the monthly bill.
7. For any damage to any of the equipment/ installation during handling by their staff, shall be responsibility of the contractor and shall be made good by them out of their charge.

## 8. 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 contractors 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.

## 9. Wages:

The agency shall pay the salary to his labourers not less than the minimum wages as declared from time to time by the Govt of India.

The prices quoted by the bidder shall deem to inclusive of all the contractor's



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liabilities as per labour laws such as minimum wages of Govt of India, 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.

After award of work, the agency shall submit an undertaking to Victoria Memorial Hall that the staff deployed by him 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.

## 10. Materials:

The agency shall use all the best quality dusting, sweeping and cleaning materials and modern equipments for the works. Harsh chemicals will not be used in the marble of the building.

## 11. Timing:

Cleaning to be done in two phases, one morning shift from 5.30 a.m. 9.30 a.m. for sweeping, cleaning, dusting of inside galleries and art objects of museum etc. and in 2<sup>nd</sup> phase a stand by team of 8 (eight) person may be kept ready for any emergency cleaning, moving of art objects till 5.00 p.m. and is changeable.

## 12. 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.



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## 13. Payments:

Payment shall be made on monthly basis within 15 days after submission of the bills in succeeding months.

## 14. The scope of work:- All sorts of Cleaning of the Museum Building and the Office Building at the highest level as we see at Airports etc.

- Cleaning of pigeon/ bird drops litters, plastic bottles, empty packets and other type of garbage from the VM Building, sweeping of the north and south gates etc. on all days (365 days) so that the building/ galleries look neat and tidy. The gallery opens at 10.00 am in the morning and closes at 5.00 p.m. So, cleaning, dusting inside the galleries should be completed before 9.30 a.m. every day.
- Sweeping, cleaning of the Galleries, department/units and stores of Victoria Memorial with good quality soap water, phenyls, dry & wet Mops and vacuum cleaner and cleaning machine, Water pressure jet cleaning machine etc.
- Physical movement of art object, frames, furniture and unserviceable materials etc. of Victoria Memorial Hall
- Cleaning of cobwebs, bird nests etc from cornice, ceiling of Victoria Memorial Hall
- Dusting and cleaning of Doors, windows, furniture etc. of the building.
- Cleaning of Plywood panels of VM galleries.
- Dusting & cleaning of VM art objects all the times.
- Cleaning of the standings statues as installed at the VM building & garden.
- Dusting & cleaning of queue managers of VM building.
- Regular cleaning of the floor, terrace, quadrangles, Marble pillars, of VMH
- Regular cleaning of the staircases for keeping it clean.
- Removal of plants etc. from VM Building.
- Regular cleaning of rain water drain around VMH Building for rain water disposal.





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- To assist Carpenter for mounting and dismantling of exhibitions and other works.
- To assist Mechanic for maintenance of Angel.
- Two persons should be present during programmes even after office hours.
- To assist Restoration, Documentation and Conservation team.
- Regular cleaning of Queen Statue and railing etc. of the garden.
- Any other works as per requirement of the VM Authority.

## 15. Award of Work:

On award of work, a formal agreement on non judicial stamp paper will be signed by both parties within 10 days. The selected agency has to submit Rs.10,000.00 (Rupees ten thousand) in the form of Bank Draft as performance security drawn in favour of "The Trustees of the Victoria Memorial Hall", payable at Kolkata

16. Bill shall be submitted by the agency in the printed letter headed with serial number.

17. Dispute, if arises must be settled in Courts within the jurisdiction of Kolkata.

18. VMH reserves the right to accept or reject any tender without assigning any reason.

## 19. 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



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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 and unsatisfactory works, Victoria Memorial Hall may cancel the work order.

Administrative Officer