

V.M. NO. 120 /XV-143/2020

22.01.2020

### **NOTICE INVITING TENDER**

Sealed tenders are invited from ISO certified, bonafide, experienced agencies for the work of “Cleaning of (1) water bodies/ponds (2) Open saucer drains (3) litter and garbage from garden pathways (4) Office rooms etc. located within the campus of Victoria Memorial Hall”. The tender in sealed cover superscribed with the words “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” must be sent to the Administrative Officer, Victoria Memorial Hall latest within 1 p.m. of 11 February, 2020 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.10,000.00 (Rupees ten thousand) only in the form of a Bank draft drawn from any commercial bank in the favour of **“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 certificates, valid licence from labour commissioner, audited accounts of last 3 years etc.
3. Tenderer should quote **rate for the labourers and supervisor** on daily basis excluding GST and **materials charges on monthly basis** separately

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 be required to confirm this experience. The agency should have annual turnover of at least Rs.50,00,000.00(Rupees fifty lac).

5. The agency shall supply **Seventeen (17) numbers of trained labourers including one supervisor** for satisfactory Cleaning of (1) water bodies/ponds (2) Open saucer drains (3) litter and garbage from garden pathways (4) Office rooms etc. located within the campus of Victoria Memorial Hall etc. regularly. A team should always be kept ready during office time for any emergency cleaning and other works.

**6. 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 (365 days)** so that 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 two 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. and upto 8.00 p.m. on Saturdays and Sundays. So, cleaning work should also start according to garden time.
- b. Removal of undesirable vegetation, debris, gravels lying in the water bodies and embankments, overall maintenance of all the tanks from growth of moss, litters, water fats daily and weekly 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. daily
- g. Cleaning of water tanks.
- h. Cleaning of queue managers
- i. Supply of drinking water to the units.
- j. Cleaning of Ticket counters, cloak rooms daily.
- k. Cleaning of gravel roads and chequered tile pathways all the time.
- l. To assist the Tractor Driver for removing of garbage from VM garden.
- m. To assist Carpenter
- n. Plumbing works if necessary
- o. Cleaning of library building & decoration of conference room
- p. Gardening works in the VM lawns and nursery
- q. Removal of broken branches/uprooted trees to clear pathways.
- r. Cleaning of Balustrade(Kalash) Boundary wall of VM daily
- s. Daily operation & maintenance of composting machine.
- t. Any other works assigned by the Caretaker

7. Quality of Service – The agency shall clean, maintain, attend the garden and carry out all other associated tasks to the satisfaction of the Caretaker.
8. Paddle driven covered cycle Van and Hand carts for removing garbage from garden and garbage bins to dumping vat will be provided by the agency.
9. 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 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 at their cost.
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 by the Govt of India.

The rate quoted by the agency shall deemed to be inclusive of all the agency's liabilities as per labour laws such as minimum wages of the Govt of India, V.D.A., 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 except the increases made by Govt of India.

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, swab dusters, feather 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. 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 head with serial number.
16. The selected agency has to submit Rs.25,000.00 (Rupees twenty five thousand) in the form of A/c payee Bank Draft drawn from any commercial Bank in favour of “ Victoria Memorial Hall,” payable at Kolkata as performance security before work order is issued. Performance security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the contractor.
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 and the excess money, if any incurred, will be recovered from any dues of the tender. 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