

TENDER DOCUMENT

For

Engagement of Third Party Agency for cross verification of Actual Work on site and corresponding Bills, pertaining to the project for “Modernization of Galleries and Building of Victoria Memorial Hall (VMH) Kolkata.



**Ministry of Culture
Government of India**

**VICTORIA MEMORIAL HALL
(MINISTRY OF CULTURE, GOVT. OF INDIA)
1, Queens Way, Maidan, Kolkata,
West Bengal 700071**

NOTICE INVITING TENDER

Ref. No. V.M. No. 638/2024

Dated 15.04.2024

1. The tender inviting authority is **Victoria Memorial Hall (VMH), Kolkata** an organisation under the Ministry of Culture, Govt. of India.
2. Tenders are hereby invited from reputed and experienced entities for **“Engagement as Third Party Agency for cross verification of Actual Work on site and corresponding Bills, pertaining to the project for Modernization of Galleries and Building of Victoria Memorial Hall (VMH), Kolkata”**. The signed tender documents along with the bid may be submitted physically to office of the VMH in sealed envelope within the due date as mention in the NIT document.
3. The place of work would be at: **Victoria Memorial Hall, 1, Queens Way, Maidan, Kolkata - 700 071**

Important Information & Dates:

Bid Document Published Date	15.04.2024 at 3.00 PM
Bid Document Download Start Date	15.04.2024 at 3.00 PM
Bid Document Download End Date	06.05.2024 at 3.00 PM
Bid submission Start Date	15.04.2024 at 3.00 PM
Bid submission End Date	06.05.2024 at 3.00 PM
Bid Opening (Technical) Date	07.05.2024 at 3.00 PM
Address of Tender Inviting Authority	Secretary & Curator Victoria Memorial Hall 1, Queens Way, Maidan. Kolkata - 700 071

4. **ELIGIBILITY CRITERIA:**

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

4.1 **Technical Bid:**

- 4.1.1 Registration/Empanelment with other Govt. Departments/Agencies, if any. Please provide proof of registration / empanelment.
- 4.1.2 The agency must have experience of having successfully executed **similar assignment of bill audit pertaining to civil construction work including services like HVAC, Fire, Electrical etc.** with Central / State Govt. Departments, PSUs, Autonomous Bodies, Reputed Private Sector (BSE /NSE listed), **during the last 07 (seven) years** ending previous day of last date of submission of tenders. Necessary supporting document/work experience certificate may be enclosed.
- 4.1.3 Copies of GST registration, PAN Card, Trade license etc. must be submitted.

- 4.1.4 Average Financial Turnover of the applicant should be at least Rs.20.00 Lakh during the immediate last 03 (three) consecutive financial years. Relevant document must be submitted.
- 4.1.5 Audited financial Statements for the last three years, Copies of the Profit and Loss(P/L) statements along with Balance Sheet for the last 03 (three) consecutive financial years must be submitted.
5. The intending bidder must read the terms and conditions of the tender carefully. He should only submit his bid if he considers himself eligible and if he is in possession of all the documents required.
6. Information and Instructions for bidders posted on website shall form part of bid document.
- 7. The Tenders must be submitted in two separate envelopes.**
- The first envelope will be named as Technical Envelope & will contain the NIT document signed by the bidders on all pages along with other documents of the bidder's satisfying the eligibility conditions.**
- The second envelope will be named as Financial Envelope containing Rate Quote Sheet / Financial bid only. The bidder shall submit the sealed TECHNICAL BID ENVELOPE & FINANCIAL BID ENVELOPE together. The technical bids will be evaluated first and thereafter financial bids of eligible bidders only shall be opened on date and time to be notified later.**
8. It may be noted that the Technical Bid Envelope which are not found in order will be rejected.
9. Tenders which do not fulfil any of the above conditions or are incomplete in any respect are liable for summary rejection.
10. The office does not bind itself to accept the lowest tender and reserves to itself the authority to reject or partially accept any or all the tenders, tendered items or schedules received without assigning any reason whatsoever.
11. Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the tenderers who resort to canvassing will be liable for rejection on that ground alone.
12. The Rate quoted by the bidders should be inclusive of all taxes including GST, labour cess, duties etc. Nothing extra shall be payable for the work apart from the quoted rate on successful completion of the work.
13. Before submitting the tender, the tenderer shall examine the detail scope of the work and may visit the site if so desired.
14. The successful tenderer selected for the work shall sign the formal agreement **within 7 days** (on non-judicial stamp paper) from the date of issue of Letter of Intent to them by the office failing which the LOI for award of work is liable to be cancelled.

Project Details:

The expenditure towards executed work amounts to Rs.56.25 crores (approx.) inclusive of contingency, GST and agency charges. The sub-head of executed work (excluding contingency, GST and agency charges) are as follows:

- i) Restoration work of Building for Rs.33.16 crores
- ii) Electrical installation inside the building for Rs.0.80 Crore
- iii) Light fittings and fixtures Rs.1.87 Crore
- iv) Outside illumination for Rs.5.68 Crore
- v) HVAC System for Rs. 0.0405 crore
- vi) Gallery display for Rs.1.32 crore
- vii) Fire detection & alarm for Rs.0.21 crore
- viii) Firefighting and prevention for Rs.0.35 crore;
- ix) Security, surveillance & BMS for Rs.3.66 crore
- x) Signage for Rs.0.063 Crore
- xi) Shifting of office & modular type furniture for Rs.1.64 crore
- xii) HVAC system installed in the office cum library for Rs.2.46 crore

Scope of Work:

The synopsis of the scope of work is detailed as under:

- 1) Based on the tender document issued by NBCC, list out major deviations, in the items of executed work.
- 2) To Cross-verify actual work done through onsite inspection and measurement (in consultation with representatives of executing agency, M/s NBCC and VMH) w.r.t. the details of measurement of executed work to be provided by M/s NBCC.
- 3) To provide statement of admissible expenditure against each item of executed work, along with necessary justifications/remarks.
- 4) To provide preliminary inspection report based on serial no.1, 2 & 3 above, for observation and acceptance of VMH authorities.
- 5) To provide final inspection report after due consideration of all the observations/representation of VMH/NBCC as applicable.

Timeline of deliverables:

1. Period of completion of work and submission of preliminary report: **21 days from date of order** in both hard copy (02 sets) and soft copy format
2. Submission of final report: **7 days from acceptance of preliminary report by VMH authorities** in both hard copy (02 sets) and soft copy format.

Payment Terms:

- i) 75% on acceptance of preliminary report by VMH
- ii) Balance payment on acceptance of final report by VMH.

FORMAT FOR ARTICLES OF AGREEMENT

(Articles of Agreement have to be typed on non-judicial stamp paper. The value of the stamp paper varies from state to state and is to be known from the particular place. The stamp paper will be purchased by the successful tenderer and the agreement may be typed by the office according to the format.)

ARTICLES OF AGREEMENT made at

..... (Place)

this..... day of

..... (Date) (Month & Year)

between the

..... (Name of the office inviting tender)

hereinafter referred to as the office which expression shall include its successors and assigns on the one part and.....

..... (name of the successful tenderer)

trading in the name and style of

.....

.....

..... (Name and complete address of the successful tenderer)

hereinafter referred to as the successful tenderer which expression shall include his/their respective heirs, executors, administrators and assigns on the other part.

WHEREAS the office is desirous of getting the work of

..... done and has prepared Notice Inviting tender (Including appendix), schedule of quantities and specifications describing the work and conditions of contract.

AND WHEREAS the said NIT (including appendix) as per list attached, specifications and the priced schedule of quantities and conditions of contract have been signed by or on behalf of the parties hereto

NOW IT IS HEREBY AGREED AND DECLARED BY AND BETWEEN THE PARTIES HERETO AS FOLLOWS:

1. The office shall pay to the successful tenderer such sum as shall become payable hereunder at the time and in the manner specified in the said conditions.
2. All disputes and differences of any kind whatever arising out of or in connection with the contract on the carrying out of works (Whether during the progress of the work or after their completion and whether before or after the determination, abandonment or breach of the contract) shall be referred to arbitration as decided by the office inviting tender

The provisions of the Arbitration & Reconciliation Act 1996 or any Statutory modification or re-enactment thereof and of the rules made there under for the time being in force shall apply to arbitration proceedings under this clause.

In witness whereof the parties have set their respective hands the day and the year and the place hereinabove written.

Signed by for and on behalf of the office

.....

In the presence of

1.

2.

Seal

Signed by the said Successful tenderer

In the presence of

(1)

Seal

(2)