



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

# विक्टोरिया मेमोरियल हॉल VICTORIA MEMORIAL HALL

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

V.M. No. 879 /XV-143/2022

Date: 17<sup>th</sup> June, 2022

## Notice inviting tender

Sealed tenders are invited from ISO certified, bona fide, experienced agencies for the work 'Cleaning of (i) Water Bodies/ Ponds (ii) Open Saucer Drain (iii) Garbage from Garden Pathway in the Victoria Memorial'. The tender must be sent to the Secretary & Curator, Victoria Memorial Hall on or before 1 p.m. of 4<sup>th</sup> July, 2022 and will be opened on the same day at 3.00 p.m. in the Conference hall.

1. The tender should be submitted in sealed envelope addressed to the 'Secretary & Curator', Victoria Memorial Hall". The envelope should be super scribed with the words 'Tender for Cleaning of (i) Water Bodies/ Ponds (ii) Open Saucer Drain (iii) Garbage from Garden Pathway in the Victoria Memorial'. Tenders not properly super scribed will not be accepted. The tender should be dropped in the tender box provided for the purpose in the Administrative Office, Victoria Memorial Hall with all documents properly indexed and numbered serially as mentioned in Annexure – I. The index should be in the format given as Annexure – II. The Tenders not in proper format shall be liable to be rejected.
2. The tender should be accompanied by a earnest money deposit of Rs.5,000.00 (Rupees five thousand) only in the form of a Bank draft drawn 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. However, the tenderers, who are exempted from furnishing EMD as per G.O.I orders need not furnish EMD, subject to submission of necessary supporting papers.
3. 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 certificate, valid licence from labour commissioner and audited accounts of last 3 years.
4. Tenderer should quote total labour rate on monthly basis excluding GST and material charges on monthly basis and rate for the labourers and supervisor on daily basis separately.
5. **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. 1,00,00,000.00 (Rupees one crore only).
6. The agency shall supply ten (17) numbers of trained labourers including one supervisor for satisfactory cleaning of 1) water bodies/ponds 2) Open saucer drain 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. Extra labour of any nature if required for the job shall have to be deployed by the agency at its own cost.





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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 penalty @ 1% of the bid amount per week, shall be imposed and recovered from the monthly bill.
10. For any damage to any of the equipment/installation during handling by their staff, shall be held responsible and he shall made good the loss out of his charge.

**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 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.

**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 Govt of India.

The rate quoted by the bidder shall deem to be inclusive of all the contractor's liabilities as per labour laws such as minimum wages of Govt of India, V.D.A., PF, ESI, bonus, 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 him for the work 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. Materials:**

The agency shall supply & use all best quality dusting, sweeping, cleaning, sanitizing materials (Govt approved) i.e. Cotton Dusters, Swab Dusters, Jute swab, Feather Dusters, Colin, Phooljharu, Broom sticks, hand gloves, masks, P.P.E., hand wash, sodium hypo chloride, phenols, room fresheners, Bleaching powder (Bengal chemical), Lizol, carbolic acid, Jhuri, Bida, Katari, saw machine for wood cutting/broken branches (Petrol), Net, coir brush, Kodai, Belcha, etc., lime, medicine for water bodies.

**14. Equipments:**

The agency shall use dry & wet Mops (EZEE brand), Vacuum cleaner, Cleaning/scrubber machine, Fogging sanitizing machines, vacuum cleaner, Water pressure jet cleaning machine etc on regular basis





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## 15. Period of contract:

The initial contract shall be valid for a period of Three (03) months and is extendable for subsequent period on mutually agreeable terms and conditions.

## 16. Payments:

Payment shall be made on monthly basis within 15 days after submission of the bills along with all the supporting documents i.e. (i) Attendance Sheet (ii) ECR chalan in respect of E.P.F & E.S.I (iii) Pay Slips (iv) Bank statement in support of payment disbursement (v) GSTR-1 & GSTR-3B in succeeding months. Any other relevant documents in this regard, as may deemed necessary for this purpose may be asked for submission by the Competent Authority as and when required.

## 17. The scope of works:

- 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 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 p.m. on Saturdays and Sundays. So cleaning work should also start accordingly to garden time.
- Removal of undesirable vegetation, debris, and gravels lying in the water bodies and embankments, overall maintenance of the ponds from growth of moss, litter water fats daily and weekly netting for cleaning of sediments & deposits etc. The work should be done in manner that water bodies and the embankments looks neat and tidy.
- Cleaning of open saucer drains providing the outlet for drainage of excess water. The drains should be neat and clean all the time. Cleaning of sewerage system as and when required.
- Daily cleaning of garden benches, instruction boards, signage with soap water.
- Clearing of Drinking water platforms, water coolers twice daily.
- Cleaning of roofs of staff quarters, canteen, new offices etc daily.
- Cleaning of water tanks cleaning of queue managers
- Supply of drinking water to the units.
- Cleaning of gravel roads and chequered tiled pathways all the time.
- To assist Carpenter
- Plumbing works if necessary
- Cleaning of library building & decoration of conference room
- Gardening works in the VM lawn and nursery

☎ : 2223-1890 / 1891/0953/5142 • फैक्स / Fax : +91-33-2223-5142

ई-मेल / E-Mail : Victomem@gmail.com • वेबसाइट / Website: www.victoriamemorial-cal.org





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- Removal of broken branches/uprooted trees to clear pathways
- Cleaning of Balustrade(Kalash) boundary wall of VM daily
- Daily operation and maintenance of composting machine.
- Cleaning of Cloak rooms
- Arrangement for Light & Sound Show regularly
- Any other works as per requirement of the VM Authority.

## 18. Award of work:

On award, work should be commence within 03 (Three) days after a formal agreement on non judicial stamp paper will be signed by both parties. The selected agency has to submit 3% of the quoted amount in the form of Bank Draft as performance security drawn in favour of "Victoria Memorial Hall", payable at Kolkata which should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the agency.

19. Bill shall be submitted by the agency in the printed letter head with serial number.
20. Dispute, if arises must be settled in Courts within the jurisdiction of Kolkata.
21. VMH reserves the right to accept or reject any tender without assigning any reason.
22. 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, liquated 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 and unsatisfactory works, Victoria Memorial Hall may cancel the work order.

  
Secretary & Curator

Copy forwarded for information and necessary action to:

- i) The Accounts Officer, VMH
- ii) The Office Superintendent, VMH
- iii) The Security Officer, VMH
- iv) The Caretaker, VMH
- v) ShriDipankarSamanta to upload the matter on VM website.

  
Secretary & Curator



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## Annexure – I

Enclosure to V.M. No. 879 /XV-143/2022

Date: 17<sup>th</sup> June, 2022

### LIST OF DOCUMENTS TO BE ENCLOSED WITH TENDER

1. Profile of the firm (\*Maximum two pages) with ownership / partnership status, name, address, phone no. E-mail ID, experience of the top executive etc.
2. Trade License.
3. Copy of Income Tax PAN Card.
4. Income Tax return for last three years.
5. Professional Tax Registration Certificate.
6. GST Registration Certificate
7. ESI Registration Certificate.
8. EPF Registration Certificate/
9. Labour License.
10. List of organizations / institutions to whom security and surveillance service is being / was provided by the agency during last 5 years along with documents in support.

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## Annexure – II

Enclosure to V.M. No. 879 /XV-143/2022

Date: 17<sup>th</sup> June, 2022

### FORMAT OF INDEX

Sl. No	Documents	Details	Pages No.
1	Quotation on the letter head of the agency		
2	EMD	i) No. and date ii) Amount iii) Drawn on	
3	Profile of the agency	Maximum two pages	
4	Trade License	i) No. and date ii) Valid upto iii) Issuing authority	
5	PAN Card	No.	
6	Income Tax Return	i) AY 2017-2018 ii) AY 2018-2019 iii) AY 2019-2020	
7	Professional Tax Return Certificate	i) No. and date ii) Valid upto iii) Issuing authority	
8	GST	i) No. and date ii) Valid upto iii) Issuing authority	
9	ESI	i) No. and date ii) Valid upto iii) Issuing authority	
10	EPF	i) No. and date ii) Valid upto iii) Issuing authority	
11	Labour License	i) No. and date ii) Valid upto iii) Issuing authority	
12	List of organizations/ institutions is to whom similar service is being/ was provided by the agency during last five year		
13	Documents in support of Sl. No. 12	i) Certificate from ..... a) b) ii) Work order of ..... a) b)	

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