



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

विक्टोरिया मेमोरियल हाल 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. 880 /XV-143/2022

Date: 17th June, 2022

Notice inviting tender

Sealed tenders are invited from ISO certified, bona fide, experienced agencies for the work of cleaning, dusting and moving of Art objects etc in the Victoria Memorial Building. The tender must be sent to the Secretary & Curator, Victoria Memorial Hall on or before 1 p.m. of 4th 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, Dusting and moving of Art objects etc. in the Victoria Memorial Building". 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 30th 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).
The agency shall supply ten (10) numbers of trained labourers including one supervisor for satisfactory sweeping, cleaning, sanitizing and moving of art objects etc. regularly. Extra labour of any nature if required for the job shall have to 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



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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 held responsible and he shall made good the loss out of his 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 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, PF,ESI, bonus, leave/holiday, workmen compensation etc. admissible as per revision in rates 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.

10. 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, liquid chemical (NTH certified), phenols, room fresheners etc. for the works. Harsh chemicals will not be used in the marble of the building.

11. Equipments:

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

12. Timing:

Normally from 8 a.m. and is changeable.

13. Period of contract:

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



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14. 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.

15. The scope of works:

- Cleaning of litters, plastic bottles, empty packets etc. from the VM building. Sweeping of the north and south gates on all days so the building looks neat and tidy. The gallery opens at 10.00 am in the morning. Cleaning, dusting and sanitizing works inside the galleries should be completed before 9.30 a.m.
- Sweeping, cleaning and sanitizing of all galleries, department/units and stores of Victoria Memorial.
- Physical movement of art objects, frames, furniture and unserviceable materials etc. of VMH
- Removal of pigeon drops from VM galleries.
- Cleaning of cobwebs, bird nest etc from cornice, ceiling of VMH
- 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 standing statues as installed at the VM & garden
- Cleaning of queue managers of VM building
- Regular cleaning of the floor, roof, terrace, quadrangles, Marble pillars of VMH.
- Regular cleaning of staircases for keeping it clean.
- Removal of plants/weeds etc. from terrace, roof, cornice of VM building.
- Regular cleaning of drain around VMH for rain water disposal.
- 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 for their works.
- Regular cleaning of Queen Statue and railing etc. of the garden.
- Any other works as per requirement of the VM Authority.

16. 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 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.



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17. Bill shall be submitted by the agency in the printed letter head with serial number.
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 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. 880 /XV-143/2022

Date: 17th 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. 880 /XV-143/2022

Date: 17th 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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ई-मेल / E-Mail : Victomem@gmail.com • वेबसाइट / Website: www.victoriameorial-cal.org