



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. **312** /XXXVI-5/2015

Date: **15/6/23**

Notice inviting tender

Sealed tenders are invited from ISO certified, bona fide, experienced agencies for **“Providing 03 nos. of Skilled Electricians having experience in maintenance of electrical setup and multiple nature of electrical tasks in the Victoria Memorial Hall”**. The tender must be sent to the Secretary & Curator, Victoria Memorial Hall on or before **1 P.M. of 05/07/2023** and will be opened on the same day at **2:30 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 Providing 03 nos. Electricians 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 after 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, photocopies of Pan Card, GST, P. Tax etc. registration certificate, valid licence from labour commissioner , Income Tax Return, Audited Accounts of last 3 years and Trade Licence.
4. Tenderer should quote total labour rate on monthly basis (365 Days- 28/29/30/31 days in a month whichever is applicable for a month during the year) excluding GST. Rate of Applicable GST should be mentioned.

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

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5. Rate for the Electrician/s on daily basis (with detailed breakup) should also be quoted separately for verification of compliance of minimum wages rate of Ministry of Labour & Employment, Govt. of India, by the tender accepting authority. (However, this has no connection for evaluation of bid documents.)
6. Rate quoted by the Tenderer should be valid for 1 year except the rates of Skilled Electrician which will be in accordance with minimum wages rate as notified by Ministry of Labour & Employment, Govt. of India, from time to time.
7. # Deployment of Skilled Electricians should be in accordance with Section 13 in the Minimum Wages Act, 1948 (Central Government Act).
8. Tender submitted with 'NIL' Service Charge (Consideration) will not be considered for evaluation of the tender.
9. Eligibility criteria
The agency should have at least 3 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).
10. The agency shall supply **03 nos. of Skilled Electricians** for satisfactory maintenance of electrical setup and multiple nature of electrical tasks within the campus of Victoria Memorial Hall etc. regularly (**365 days**).
Biometric Attendance System should be arranged by the agency at their own cost along with Manual Attendance Register and daily duty chart. These should be produced to VMH authority as and when required.
- 10.a) In case of any exigencies of work, additional Electrician(s) for the job shall have to be deployed by the agency as and when required and the payment for the same will be made on Pro-rata basis.
11. All the Electricians so deployed should have sufficient experience and should be 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.

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12. For any damage to any of the equipment/installation during handling by their staff, Agency shall be held responsible and shall make good the loss out of his charge.

13. 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 (should be provided by the Agency at Agency's own cost) which they will have to wear during their working hours.

No personnel suffering from a chronic or communicable disease shall be deployed.

14. Wages

The agency shall pay the salary to its Electricians not less than the minimum wages as declared from time to time by the Govt of India within 7th day of following month.

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., EPF, ESI, Bonus (Bonus will be reimbursed after payment of the same), 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 VMH that the staff deployed by it for the work shall have no claim for any kind of employment in VMH and the agency shall be responsible for any dispute about wages on any other service conditions. The agency shall be fully responsible for any compensation or any claim of the staff deployed by it for the work.

15. Materials:

The agency shall supply all tools required for electrical job by the Electrician.

16. Tenure and validity:

In the beginning, the contract shall be on a trial basis for three months only, and thereafter, it would be extended for a further period of nine months, if the services are found to be satisfactory during the trial period of the Agency. The contract may be renewed at the discretion of the museum/centre on year to year basis for a maximum period of three years, including the trial period. *However, in the event of such renewal of the contract each year, the service charges of the agency shall not be revised. But the liability due to revision of minimum wages and statutory duties & taxes by Govt. of India from time to time, shall only*

be considered for revision. • 2223-1890/1891/0953/5142 • फैक्स/Fax : +91-33-2223-5142

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The contract can be terminated by the museum/centre at any time without notice in the event of gross security risk or gross damage to museum/centre property due to Agency's failure or the Agency goes bankrupt or becomes insolvent or in case of breach of any of terms and conditions of contract by the Agency and the decision of the museum/centre in this regard shall be final and binding on the Agency.

For reasons other than mentioned in the clause above, the contract can be terminated by either party by providing clear three months' notice in writing.

17. 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.

18. The scope of works:

- Operation & maintenance of 6.0 KV Sub-station and switch gears.
- Operation & maintenance of pump motor sets .
- Regular electrical maintenance of electrical line wiring, cables , fault repairing etc.
- Operation of Air Conditioners VRF and Hi wall type etc.
- Operation , repairing and replacement of defective fixtures of VM garden lights
- Operation , repairing and replacement of defective fixtures of VMH building facade lighting.
- Electrical Maintenance works in HT/LT transformer, HT/LT panel, VCBs, DBs, Internal & External Electrical installations such as Lights, Fans, Power points and circuit wining, cables etc. covering the entire VMH campus and ensure serviceability of all electrical Installations.

Cleaning, Dusting of all Electrical Installations. Operation other Electrical fittings/Accessories installed in the Sub Station and Control Rooms.

Regular checking of Over Heat/Abnormalities of grips, Connectors, Terminal, Connections, Cables of all motors, Pumps & Panel and Capacitors etc.

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Regular checking for Overheating/sparking and other abnormalities of the various
Circuit Breakers, Relays, starters and panels.

All defective lights, power sockets and all other electrical defects shall be repaired &
replaced as and when required.

Maintaining the lawn/yard around the electric sub-station for clean and orderly look
and restricted entry in and around the sub-station.

- Any other electrical work as per instruction of Electrician, VM

19. Award of work:

On award, work should be commenced after a formal agreement on non judicial stamp paper
is signed by both parties, the selected agency has to submit 5% 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. The work order shall be issued after
receipt of Performance Security and signing of the formal agreement.

20. Bill shall be submitted by the agency in the printed letter head with serial number.

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

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

23. Liquidated Damages/Forfeiture of EMD/ Security 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. Any deviation/ violation from N.I.T conditions will attract
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 deviation/ violation/
unsatisfactory works, Victoria Memorial Hall may cancel the work order.

Secretary & Curator

Victoria Memorial Hall

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Annexure – I

Enclosure to V.M. No. /XXXVI-5/2015 Dated:

LIST OF DOCUMENTS (PHOTOCOPIES) 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. 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 such service/s is/are being /was provided by the agency during last 3 years along with documents in support.

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Annexure – II

Enclosure to V.M. No.

/XXXVI-5/2015

Date:

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 years		
13	Documents in support of Sl. No. 12	i) Certificate from a) b) ii) Work order of a) b)	