

**INDIAN MUSEUM  
(MINISTRY OF CULTURE, GOVT. OF INDIA)  
27, JAWAHARLAL NEHRU ROAD  
KOLKATA-700016**

**Tender Notice**

**Tender No. IM/Tender/938**

**Dated: 15.12.2018**

Director Indian Museum invites online sealed tender from approved and eligible bidders for deployment of Conservancy Staff in the Indian Museum. The last date and time for submission of bid is 12.01.2019 till 4.00 p.m. Details can be viewed on our website <https://indianmuseumkolkata.org>

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**Sub: Tender document for selecting agency for conservancy services at  
Indian Museum, Kolkata**

Sealed tenders are invited from reputed and established agencies for providing conservancy services at Indian Museum, Kolkata. Tenure of the license shall be for maximum period of three years renewable on year-to-year basis based on the performance and requirement of the museum.

1. The tenders are to be submitted in two sealed envelopes contained in a single sealed envelope superscribed "**TENDER FOR CONSERVANCY SERVICES**". Indian Museum does not bind itself to accept the highest offer and reserves the right to reject or partially accept any or all the offers without assigning any reason. The tenders in double sealed cover are to be submitted upto 3 p.m. on **12.01.2018** along with **Earnest Money of Rs.50,000/-** (Rupees Fifty Thousand only) in the form of demand draft from a nationalized bank in favour of "Indian Museum Trust Account". The quotations will be opened on the same day at 4.00 p.m. The first sealed envelope will be marked as "Technical Bid" and should contain details as mentioned in Annexure – I. The second sealed envelope should be marked as "Financial Bid" and should contain the offer to be considered (Annexure- III). It is only on completion of the requirements as mentioned in Technical Bid, the Financial Bid will be considered. The Earnest Money of the successful Tenderer will be adjusted against the Security Deposit.
2. Before quoting their rate the Tenderer must assess the quantum and requirement / nature of jobs in different sections of the museum. After physical inspection of the work premises and further queries/clarifications regarding quantum of services and nature of jobs to be rendered shall not be entertained.
3. As a token of acceptance of all the terms & conditions mentioned in this NIT the Tenderer shall submit a copy of this NIT along with the tender after signing on all the pages and quoting the rates in the format given at the end of this tender paper.
4. Tenders, which do not fulfil all or any of these conditions or are incomplete in any respect, are liable to summarily rejection without assigning any reason.
5. A detailed plan showing how the Tenderer propose to render services under this License must be approved by the authorities of Indian Museum, Kolkata.
6. Quotations incorporating additional conditions are liable to be rejected.
7. Canvassing in connection with the tender is strictly prohibited and the tenders submitted by the agencies who resort to canvassing will be liable to rejection on this ground alone.

## **General terms and conditions**

1. Issue of tender form does not necessarily mean that the tenderer is an eligible party.
2. The tenderer, and/ or party/ service provider as used in the tender document, shall mean the one who has signed the tender form and format in response to our tender.
3. The individual/ individuals signing the tender and other documents in connection with other tender must certify his/ her/ their signature/signatures as
  - (a) Sole proprietor of the firm or constituted attorney of such sole proprietor,
  - (b) Constituted attorney of the firm, if it is a company,
  - (c) Authorised signatory of the firm.
4. Any tenderer giving tender in different names will be disqualified and his/her tender will be rejected.
5. The tender form submitted by the tenderer shall contain all requisite information along with supporting documents and including Balance sheet of the company of last three financial years.
6. The tenderer should be an established agency/firm dealing with the categories of work published in the Tender Notice or having infrastructural facilities including manpower in case of Service Provider.
7. The tenderer shall have to submit a declaration stating that he/ she is not a relative of any serving employee of Indian Museum, being a partner in the tendered company.
8. The tenderer shall give the official mailing address, phone, fax numbers, e-mail ID to which all correspondence shall be made by the Indian Museum. Also, if address is changed in due time, the same shall have to be immediately intimated to the museum authority.
9. The incomplete or conditional tenders would not be accepted and are liable to be rejected.
10. Bids received by Indian Museum after the specified date and time, will not be considered.
11. Tender without the EMD will not be accepted and is liable to be rejected summarily.
12. Tenders not conforming to the requirements mentioned in the Tender form will be rejected and no correspondence shall be entertained in this regard.
13. The tender form should be clearly filled in ink or typed. The tenderer should quote the number, rates and amount tendered by him/ them in figures as well as in words. Alterations, if any in the Tender form should be attested properly by the tenderer, failing which the tender is liable to be rejected. Attested copies of the Registration number for the firms along with PAN allotted by the concerned authorities, Service Tax No. allotted by the concerned authorities and a copy of the last Income Tax clearance certificate, Satisfactory Performance certificate issued by the concerned agency(s)/ organizations where such type of works/ jobs have been performed by the tenderer earlier shall also be enclosed.

14. The tenderer shall have to produce documentary proof i.e. Telephone Bill/ Electricity Bill/ Adhar Card of the Proprietor, Pan Card and Bank Account No./Income Tax Act, in support of proof of address of the firm.
15. The tenderer should take care that the amount should be written in such a way that interpolation is not possible. No column should be left blank which would otherwise make the Tender liable for rejection.
16. The tenderer shall ensure compliance of all Acts, Rules and Statutory Orders currently in force with regard to engagement of their staff in the premises of the Indian Museum for the purpose of this License and shall keep the Indian Museum indemnified against any liabilities arising out of compliance of any of the Acts, Rules or Orders on their part.
17. The tenderer must issue proper identity cards for personnel engaged/deployed by them and a list with address of such personnel employed is to be given to Indian Museum in order to facilitate verification of their identity by the Indian Museum.
18. The tenderer shall be liable to comply with the directions of the Indian Museum to remove, within 24 hours of receipt of such direction, any member of their staff engaged for the purpose of fulfilment of this License who is found in unacceptable conduct and shall make immediate alternative arrangements to render proper and adequate services.
19. All personnel deployed by the Licensee for rendering visitor services in the Indian Museum must remain in proper uniforms. The Licensee shall supply at their cost uniforms and other items required for carrying out the work.
20. The tenderer shall be responsible for observance and compliance of different industrial laws as in force and they shall ensure that no demonstration/agitation of any kind takes place inside or near the campus of Indian Museum by persons engaged by the Licensee.
21. The personnel deployed by the tenderer in the Indian Museum shall deal with the visitors and the Indian Museum officials in polite and courteous manner. The Licensee shall withdraw the staff in case of any misconduct reported by the Indian Museum. The decision of Indian Museum shall be binding on the licensee.
22. The short listing of the agencies will be done on the information furnished in the Technical Bid of this contract. Preference will be provided to the agencies which are in this business.
23. The successful tenderer shall have to execute an Agreement/Deed of license within three days from the date of order giving acceptance of his tender and pay to the licensor 1/4th of the offered annual license fee with admissible service tax within three days in advance from the date of such order and the balance amount in equal instalments on last day before the commencement of subsequent quarter.
24. Successful tenderer have to deposit 25 lakhs as security money to Indian Museum Trust account.
25. Should also submit copy of the last three year's EPF deposit of the employers engaged by the firm in any Govt. Organisation or Autonomous body.

26. **Scope of work**

This will include the following:

- a) Providing manpower for regular housekeeping (cleaning and sweeping of the Museum Building floors, galleries with the application of modern equipments, show cases externally on daily basis). This is mandatory on the part of the vendor.
  - b) Cleaning and sweeping of all the wash room/ toilets and other facilities on day to day basis.
  - c) Lifting, shifting, transporting, helping Units of Photography, Publication, Digitization, Exhibitions, etc.
  - d) **The firm should use scrubbing machine and Wet/Dry vacuum machines to clean the floor as well as roof area. No firm/company will be entertained without these machines.** These equipment should be provided by the firm, without these equipment the application of the firm will not be entertained.
27. Indian Museum will deduct Income Tax at source under section 194-C of the Income Tax, 1961 as applicable from the tenderer.
28. The successful tenderer shall provide a non-judicial stamp paper of Rs 50/- for the Rate Contract Agreement within 15 days from the date of written confirmation of allotting the job in full or part, issued to the tenderer, sign the contract consisting of Notice Inviting Tender , all documents including specification and additional conditions, if any , acceptance and related correspondence will form part of the contract including other essential requirements mutually agreeable to both the parties. Any change in the contract will be applicable only if the amendment is made in writing by both the parties.
29. No advance payment will be made in any circumstances. Any extra expenditure incurred for getting the work done from open market due to failure of the tenderer to complete the job within the scheduled time as mentioned in the order will be recovered from the tenderer along with administrative charges.
30. Indian Museum reserves the right to deduct any amount from the bill as may be considered reasonable for unsatisfactory execution of the work. The decision of the Director, Indian Museum will be final in this regard.
31. The agency should have its own establishment with sufficient work force comprising of all categories of workers as defined in the scheduled of labour. Agency should furnish the details of such workforce and the qualifying certificates/ performance certificates from recognized institutions, whether government bodies or other bonafide institutions.
32. The tenderer should have minimum 5 years of experience in providing of above such services in a reputed organisation, and should have an annual turnover of at least Rs 3.00 crore or above for the last three years. A copy of the Balance Sheet shall be submitted.
33. The Financial bids should be submitted in separate sealed envelopes which may be put together in a larger envelope super scribing “Financial Bid for engaging an agency for Conservancy services”. The Bids in sealed cover along with EMD may be submitted by registered post or by hand in the office of the Director Indian Museum against receipt/ acknowledgements on any day except holidays between 10.30 am. and 5.00 pm.

34. The Financial bids of only those firms who qualify in the technical bids will be considered and will be opened on the same day after technical bid.
35. The Agency, which has qualified and offers the lowest rates, will be awarded the above mentioned services in their entirety or part of services relating to Conservancy services. The Director, Indian Museum reserves the right to accept/reject the whole or any part of the tender without assigning any reasons whatsoever and the tenderer shall be bound to accept the same at the rate quoted.
36. The tender paper does not bind the Tenderer/ Bidder in any way to accept and maintain the statutory obligation as laid by the Government from time to time.

### **37. Earnest Money**

The tenderer will furnish along with the tender form, earnest money of Rs 50,000/- in the form of DD/Pay order only drawn in favour of “**Indian Museum Trust Account**”. The earnest money of successful tenderer will be liable to be forfeited if the tenderer does not abide by the terms and conditions or withdrawal, impairs or derogates from the tender in any respect within the period of validity of the tender.

38. The cost of Tender Paper is Rs 500/- which is non-refundable.
39. The tenderer shall submit supporting documents regarding deposit of EPF contribution of the employees deployed for the work.
40. **Tenure and Validity**
  1. The tenure of the contract/license will be for **maximum three years** from the date of commencement of service which will be renewed on year-to-year basis on the satisfactory performance & services of the licensee and that too at the discretion of the Indian Museum Authority.
  2. The tenderer can be terminated by the Indian Museum at any time without notice in the event of gross security risk or gross damage to Indian Museum's property due to Licensee's faults or persistent failures of the Licensee in providing satisfactory services or unsatisfactory quality of food to the visitors/ employees of Indian Museum or on violation of the contract term(s) and the decision of Indian Museum in this regard shall be final and binding on the Agency.
  3. For reasons other than mentioned in the clause above, the License can be terminated by either party by providing clear three months notice in writing.

### **41. Termination Clause**

The contract can be terminated with three months prior notice by the tenderer and one month's notice by Indian Museum. Notwithstanding the aforesaid point, if the tenderer shall neglect or fail to carry out the contracted work, due to negligence in the performance of the contract, Indian Museum shall have the right to terminate the contract forthwith and engage another supplier/service provider to carry out the work/services.

. 42. **Arbitration**

All disputes shall be settled through mutual consultation between Indian Museum and the tenderer. Only those unresolved disputes, which can not be mutually settled, shall be referred to the sole arbitrator to be appointed by the Director of Indian Museum on receipt of an official request with details of the dispute, from either the Indian Museum or the tenderer . The award of the arbitrator so appointed shall be final, conclusive and binding on all parties to the contract. The submission shall be deemed to be submission to arbitration under the Arbitration and Conciliation Act, 1996 or any statutory modifications or re-enactment thereof and of the rules made there under for the time being in force.

43. The Director, Indian Museum reserves the right to reject all or any tender without assigning any reason.

Director  
Indian Museum

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**TECHNICAL BID**

**(All information should be given in the following format with complete details)**

- 1 Application for registration for  
Providing services in
- 2 Name of the Agency
- 3 Permanent address (full)
4. Telephone/Fax No.
  - a. Office
  - b. After Office hours
  - c. Mobile No
  - d. E-Mail ID
5. Date of Establishment:
6. Type of Agency (proprietorship/  
Partnership/company/other)
7. Description of similar types of work  
carried out in the last 3 years in Govt./  
Semi Govt./ Autonomous/ Pvt.  
Companies of repute. ( attach copies of  
the work orders and completion  
certificates, etc.)
8. Details of manpower
9. PAN No.  
(Copy of card to be attached) (attach  
copy)



10. VAT/Sales Tax Regn. No./ JST No(attach copy)
11. Trade License (attach copy)
12. Service Tax Regn. No. (attach copy)
13. Experience in detail  
(Separate sheet may be enclosed)
14. Annual turnover in this business

Certified that the information furnished above are true to the best of my/our knowledge. It is hereby declare that I/we abide by the decision of Indian Museum, Kolkata for registration and short listing of agencies for issue of tender paper.

Signature with date & seal of the  
Proprietor/Partner/Director/C.E.O.

Place :

Date :

1. Enclosure may be used if the space is found inadequate
2. Last date for submission of the Tender Form :

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**FORMAT FOR SUBMISSION OF OFFERS BY THE TENDERERS**

(To be submitted on Agency's Letterhead)

To  
The Director  
Indian Museum  
27 Jawaharlal Nehru Road  
Kolkata-700 016

Sub : Rendering Conservancy services to be performed at the Indian Museum

Sir,

We have read, understood and accepted all the terms and conditions as stipulated in the Notice Inviting Tender for rendering conservancy' services of Indian Museum on 'Leave and License' basis.

We hereby agree to undertake the contract on leave and license basis for the aforementioned services .

A Demand Draft No. \_\_\_\_\_ dated \_\_\_\_\_ for  
Rs.50,000/- drawn on \_\_\_\_\_  
(Name of the Bank and Branch) in favour of Indian Museum Trust Account, Kolkata,  
towards the payment of Earnest Money, enclosed.

Encl : As stated

Signature:

Name and Address with Seal:

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**FINANCIAL BID**

**FORMAT FOR FINANCIAL BID FOR ENGAGEMENT OF AGENCY FOR  
CONSERVANCY SERVICES AT THE PERIPHERY OF INDIAN MUSEUM**

SL.No.	Description of job	Quotation rates
1.	Administrative charges towards providing Conservancy Services. (The rates for the services in unskilled category will be controlled under the Minimum Wages Act of Central Labour Commissioner. The agency will only quote the administrative charges per month).	
2.	Service Tax extra as per Government Rules.	
3.	Overhead charges as per Government Rules.	

Date:

Signature

Name and Address with Seal:

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