

TENDER NOTICE

Sub : **Engagement of Private Agency for up keeping / cleaning work and disposal of garbage.**

GENERAL TERMS & CONDITIONS

1. Issue of tender form does not necessary mean that the tenderer is an eligible party.
2. The 'Tenderer' and/or 'Party' and/or Maintenance Contractor or Service Providers as used in the tender document, shall mean the one who has signed the tender Form and Format in response to our Tender Notice.
3. The individual signing the tender or other documents in connection with the tender must certify his / her signature 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) authorized signatory of the firm.
4. Any tenderer giving tender in different names will be disqualified and his tender will be rejected.
5. The Tender Forms submitted by the tenderer shall contain all requisite information along with supporting documents.
6. The tenderer should be an established Agency / Firm dealing with the categories of works published in the Tender Notice or having infrastructural facilities including manpower in case of Service Provider. The agency must have a local office at Bangalore with a regular telephone at office and residence.
7. The tenderer shall have to submit a declaration stating that he/she is not a relative of any serving employee of National Gallery of Modern Art (NGMA), being a partner in the tendered company.
8. The tenderer shall give the official mailing address, phone, fax number, email address to which all correspondence shall be made by the NGMA. Also, if address is changed the same shall have to be immediately intimated to the National Gallery of Modern Art (NGMA) Bangalore.

9. The incomplete or conditional tenders would not be accepted and are liable to be rejected.
10. Bids received by the NGMA after the given date and time, will not be considered.
11. Tender without Earnest Money Deposit 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 legibly or typed. The Tenderer should quote the number, rates and amount tendered by him / them in figures as well as in words. Alterations, unlegibly attested, by the tenderer, shall disqualify the tender. The tender form should be signed by the Tenderer himself. The forwarding letter should be signed along with quotations. Attested copies of the Registration Number for the Firm, License No. under Contract Labour Act., Provident Fund Account No. allotted by the Provident Fund Commissioner, ESI No., PAN No. allotted by the Income Tax Department and/or 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 contractor earlier shall also be enclosed. The rate should be inclusive of and in accordance with the provisions relating to Provident Fund, ESI, Bonus, Gratuity, Leave, Uniform allowance etc.
14. The contractor shall have to produce documentary proof i.e., Telephone Bill / Electricity Bill / Income tax clearance certificate, if he is an assessee under Income Tax Act, in support of his identity.
15. The tenderer should take care that the rate and amount should be written in such a way the interpolation is not possible. No column should be left blank which would otherwise make the tender liable for rejection.
16. It will not be binding to accept the tender in totality. It can be accepted in parts.
17. False information / documents provided for consideration would result in disqualification of the bidder.
18. Forwarding letter should clearly indicate the list of enclosures. Every paper of the tender should be signed by the tender with seal of Agency ./ Firm.
19. **The firms whose annual gross turn over for the last two years is less than 2.00 crores per year will not be considered.**

20. **The sanitation work needs to be done mainly with the help of mechanical aids. The tendering firm should possess adequate mechanical equipments to carryout the job at international standards.**
21. **The tenders will be received upto 3.00 Hrs on 15.6.2009 will be opened on 17.6.2009 at 15.00 hrs. by the Tender Evaluation Committee in the presence of concerned parties / their authorized representatives who would like to be present.**
22. **The technical bids and financial bids in the enclosed prescribed proforma shall be submitted in separate cover superscribing the nomenclature on the covers. The financial bids of only those firms who qualify in the technical bids will be considered.**
23. That the agency shall be responsible to provide immediate replacement for any manpower, who is not available for duty at the place of posting and such other additional staff as may be required for additional area of which prior information has been given.
24. All wages and allied statutory benefits like P.F., Bonus, ESIC, etc. are to be paid by the agency. The agency shall remain liable to the authorities concerned for compliance of the statutory provisions in this regard and will be liable for any contravention thereof. Agency shall have to abide by Minimum Wages Act as per law to the members of staff deployed by them in the campus of the National Gallery of Modern Art. The tenderer shall only deploy manpower whose age shall be between 18-40 years.
25. The National Gallery of Modern Art will deduct Income Tax at source under section 194-C of the Income Tax Act, 1961 as applicable from the Contractor.
26. The contractor shall provide a non-judicial stamp paper of Rs.10/- for preparing a Rate Contract Agreement.
27. The firm which do not comply with minimum wages, PF Act etc. will not be considered and they will be treated as ineligible.
28. The Contractor / Agency / firm shall not sublet the work to other Contractor / Agency / Firm after the award of the work. The engagement of services is purely on service contract basis. The manpower deployed by the contractor / Agency / Firm shall be employees of the Agency for all intents and purposes and in no case, any relationship of employer and employee between the NGMA, Bangalore and the said manpower shall accrue implicitly or explicitly.
29. The National Gallery of Modern Art (NGMA) shall have the right to ask for removal / replacement of any person of Agency, who is not found to be suitable and orderly in the discharge of his duty.

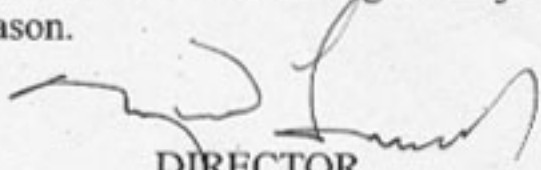
30. The Agency staff shall carry out duties as are entrusted to them by the National Gallery of Modern Art from time to time.
31. Penalties: Lapses on the part of service provider will be viewed seriously and penalties will be imposed on the service provider.
- (i) In case of failure to commence the service on the stipulated time / date, the E.M.D. shall be forfeited.
 - (ii) In case of failure to carry out the service to the satisfaction of the National Gallery of Modern Art they will be free to get service done by any other agency at the cost and risk of the service provider.
 - (iii) Some of the examples for the penalties that can be imposed are :-
 - A. Non-removal of garbage within stipulated period of time - Rs. 200/- per day.
 - B. Worker on duty found not in uniform - Rs. 100/- per day per person.
 - C. Non-withdrawal of undisciplined disobedient worker. - Rs. 300/- per day per person.

The quantum of penalty will be decided by Director NGMA in each individual case and his decision shall be final and binding.

32. Performance Evaluation : The performance of the deployed persons will be evaluated by the National Gallery of Modern Art Administration division on the basis of the reports received from the Security & Maintenance Section, daily. If the performance of the agency is not satisfactory, an amount, as decided by the competent authorities, will be deducted from the payments to be released to the agency. The quantum of amount to be decided by the competent authority is final and binding on the agency.
- a) The quality assurance of the maintenance works will be monitored weekly on the basis of the periodical reports furnished by the officer Incharge.
 - b) The contractor and all his staff deployed for maintenance work will work under the Supervision of officer Incharge.
33. **Earnest Money : The tenderer will furnish along with the Tender Form, earnest money of Rs. 20,000/- in the form of DD/Pay Order only drawn in favour of Drawing and Disbursing Officer, National Gallery of Modern Art. The earnest money of successful tenderer will be liable**

to be forfeited if the tenderer does not fulfill the terms and conditions or withdraws, impairs or derogates from the tender in any respect within the period of validity of the contract.

34. **Security Deposit:** The successful tenderer/Contractor shall furnish a security of Rs. 1,00,000/- (Rupees One Lakh only) by Pay Order/Bank Guarantee in favour of Director, National Gallery of Modern Art, New Delhi for the due performance of the contract. In the event of any breach/violation of any terms and conditions contained herein by the contractor, the said security deposit shall be forfeited by the Director, National Gallery of Modern Art. The Earnest Money will be adjusted against the security money. No interest shall be paid by the National Gallery of Modern Art on earnest money or security deposit.
35. **Contract Validity:** The contract shall be initially valid for a period of one year that may be extended by an advance notice of 7 days at the sole discretion of the National Gallery of Modern Art for a further period of one year and on the same terms and conditions. The validity of contract comes to an end ipso facto by efflux of time unless otherwise renewed.
36. **Termination Clause:** The contract can be terminated with three months prior notice by the tenderer and one month's notice by the National Gallery of Modern Art. Notwithstanding the aforesaid point, if the tenderer shall neglects or fails to carry out the contracted work., or is otherwise negligent in the performance of the contract, the National Gallery of Modern Art shall have the right to terminate the contract forthwith and engage another supplier/service provider to carry out the work/services.
37. **Arbitration:** Disputes, if any, shall be referred to the sole Arbitrator who may be appointed with the consent of the both parties in accordance with the provisions contained in Arbitration and Conciliation Act, 1996 and the rules thereunder and any statutory modifications for the time being in force shall be deemed to apply to the arbitration proceeding under this clause. The venue of the arbitration shall be Delhi in India. The award will be binding upon the parties.
38. Other Terms & conditions are as given in Annexure I.
39. The Director, National Gallery of Modern Art reserves the right to reject all or any tender without assigning any reason.


DIRECTOR
National Gallery of Modern Art

SPECIFICATION AND OTHER TERMS & CONDITIONS

Specifications

The approximate total area to be cleaned will be over 1,25,000 sq. ft. The scope of the work will be as detailed below : -

Daily service.

- Scrubbing of floors with machines, cleaning of window panes.
- Cleaning of Venetian blinds in the corridors.
- Brass polishing of doors in the rotundas and corridors.
- Acid cleaning of sanitary fitting of toilet / bath rooms.
- Cleaning of laminated surfaces of partitions, fixtures etc., with Colin etc.
- Cleaning of glass panes.
- Thorough cleaning of entire premises around the gallery building including, the lawns at least 2 or 3 times.
- Naphthalene balls and liquid soap in all toilets to be provided.
- Cleaning of tiles of toilets.
- Dustbin to be made empty and garbage to be taken out from the gallery premises.

Other Terms & Conditions

1. The Contractor/Agency/Firm will extend full co-operation to the Officer In-charge of maintenance or any representative of the National Gallery of Modern Art in their routine check of cleanliness ad maintenance work.
2. The Contractor/Agency/Firm shall submit the list of persons engaged for the work to the Officer In-charge along with the authentic documents of each of the persons who should obtain temporary pass for entry in the Campus and building duly signed by the Officer In-charge, National Gallery of Modern Art.
3. The deployed persons have to perform duty of eight hours on all the working days including Sundays and gazetted holidays. Accordingly, the Agency has to deploy the personnel by making suitable arrangements for providing weekly off to the personnel.
4. The contractor should get the verification of character and antecedents of each individual to be deployed through the local police, prior to his/her deployment in the National Gallery of Modern Art. Proof of the police

verification report must be submitted to the National Gallery of Modern Art authority.

5. The deployed persons should be in the prescribed uniform with name plate or badge which is to be provided by the Agency and approved by the National Gallery of Modern Art .
6. Any person deployed by the Agency if found misbehaving or guilty of misconduct on his part will be removed forth with from the National Gallery of Modern Art by Agency. The Agency shall be held responsible for any loses on this account.
7. Any damage to the National Gallery of Modern Art property caused due to the carelessness of the workers shall be borne by the Contractor/Agency/Firm and such loss should be brought to the notice of the Officer In-charge.
8. During the period of this contract, the agency shall provide uninterrupted service and perform their duties diligently and to the entire satisfaction of the Security Department of the National Gallery of Modern Art. The agency shall constantly keep in touch with the National Gallery of Modern Art regarding the service arrangements provided to the National Gallery of Modern Art and abide by the instructions and directives issued by the National Gallery of Modern Art in this regard from time to time.
9. **This being a service contract all men, all material and machinery will be arranged and deployed by the Contractor.**
10. The Contractor should coordinate with the Officer In-charge of the National Gallery of Modern Art for removal of garbage from the premises.

DIRECTOR
National Gallery of Modern Art

National Gallery of Modern Art
TENDER FORM
PART-A (TECHNICAL BID)

Subject: Engagement of Private Agency for up keeping / cleaning work and disposal of garbage at NGMA Bangalore.

1. Name, complete address of the Firm/Agency and Telephone No., Fax No. with Agency profile(if any) _____

2. Permanent address with valid proof _____
(ration card, telephone bill, etc.) _____

3. Registration number of the Firm/Agency _____
under Labor Act.

4. Name, Designation, Address and Telephone No. of Authorised person of Firm/Agency to deal with _____

5. Please specify as to whether _____
tenders is a sole Proprietor/partnership Firm _____
Name, address/and Telephone No. _____
of Director/partners should be specified. _____

6. Service Tax No. _____

7. Balance sheet with profit & loss for preceding three years i.e. 2005-06, 2006-07 & 2007-08

8. PAN of Income Tax Deptt. and clearance certificate _____

9. Provident Fund Account No. and authority with whom Registered _____

10. ESI No. _____

11. Experience in Providing house keeping services in Govt. organization /
reputed institutions. _____

12. Details of Earnest Money Deposited :-

a) Amount _____

b) Bank Draft/Pay Order _____

c) Date of issue of BD/PO _____

d) Name of the issuing Authority _____

Note- Please attach copies of supporting documents in respect of all information

Place _____

Date _____

Seal

Signature _____

Name _____

Address _____

National Gallery of Modern Art
TENDER FORM

PART-B (FINANCIAL BID)

Subject: **Engagement of Private Agency for up keeping / cleaning work and disposal of garbage.**

		Unit Cost
1	Providing all inclusive Sanitation service rate	Rs. _____ / per Sq. ft. per month
2	Glass/ Window cleaning per	Rs. _____ / per Sq. ft. per month
3	Sweeping of Lawns	Rs. _____ / per Sq. ft. per month
4	Rate of removal / disposal of garbage /waste	Rs. _____ / per Sq. ft. per month
5	Taxes, if any	Rs. _____

Place _____

Date _____

Seal

Signature _____

Name _____

Address _____