

VISVA-BHARATI Central Library



Memo No. CL/ 170 /2016-17/(6A)

Date: July 04, 2016.

Notice inviting Tender

Central Library (Visva-Bharati Library Network), Visva-Bharati, Santiniketan, Birbhum invites sealed tender in two bids (Technical & Financial) system from reputed and registered agencies having valid Registration Certificate, including registration with Regional Labour Commissioner, EPF Registration, ESI Registration, Service Tax Registration, PAN Card, up to date VAT clearance certificate, and experience in similar line of business (preferably in govt. organizations, if any), for the works mentioned under.

Works at Visva-Bharati Library Networks	Price of Tender documents (Rs.)	Date & Time of issue Tender	Date & Time of submission of Tender	Date & Time of opening of the Tender
I) Central Library, Visva-Bharati a) Sweeping & Cleaning activities, b) Opening & Closing of Library b) Servicing at Property Counter, shelving of books, and c) Housekeeping services as assigned by the Library Authority	1000/-	10.00am to 1.30pm 05/07/2016-30/07/2016	10.30am to 5.00pm 05/07/2016-30/07/2016	01/08/2016 (tentative) at 4.30pm
II) At 12 Sectional Libraries of Visva-Bharati, Santiniketan & Sriniketan a) Sweeping & Cleaning activities, b) Opening & Closing of Library and c) Housekeeping services as assigned by the Library Authority				

				In case of change, it would be communicated through mobile phone
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(Dr. V. K. Thomas)
University Librarian, Central Library
Visva-Bharati, Santiniketan-731235
Contact No. 03463-262783
Mobile: 09433275759/9434546031

Terms and Conditions

1. Scope of Work: a) Sweeping, mopping and allied services and cleaning at Central Library and 12 Sectional Libraries at Santiniketan and Sriniketan. b) Operation of Property Counter at the Central Library and c) Housekeeping services at Central Library and 12 Sectional Libraries (during the working hours) like delivering letters in the different depts., attending to different sections of the Library, shelving books, carrying files, documents & resources from one section to another section as per needs, serving tea-snacks in meeting, etc.
2. Manpower requirement: 25 (twenty five) numbers (including four semi skilled) are required to provide satisfactory services as noted above during the working hours of the Central Library and 12 Sectional Libraries at Santiniketan & Sriniketan. The Authority, however, reserves the right to increase or decrease the manpower anytime of the contract at its discretion.
3. The service hour of the Central Library is 7am to 9pm on all working days. On weekly holidays and other holidays it will be 10am to 6pm. This may please be noted that Library is remaining open around 345 days in a year. The routine cleaning of the common areas (front entry positions, connecting corridors, Officers' chambers, etc.) should be completed every morning by 7.30 am. Thereupon toilets and all other interior premises are to be cleaned. However emergency cleanings are to be done as and when necessary.
4. Bhavana / Sectional Libraries are open 5 days a week. The service hour is as 9.30am to 6.00pm (including lunch break) and in some case it is 6.30am to 2.00pm (un-interrupted). The routine cleaning of the common areas (front entry positions, connecting corridors, Officers' chambers, etc.) should be completed soon after the opening of the library. Thereupon toilets and all other interior premises are to be cleaned. However emergency cleanings are to be done as and when necessary.
5. The team will be constituted by male and female members. The contractor shall ensure that either he/she himself/herself or his/her representative is available to supervise the whole team for proper administration. The supervisor will report to the Office/Authority of Central Library daily and will act as liaison in between the manpower deployed by the contractor, scope of services and library authority.
6. All materials including cleaning tools & tackles like brooms, mops, sticks & clothes, and buckets etc, appliances/equipment will be provided by the University.
7. Agencies / firms having good track record, adequate manpower capacity and relevant experiences are eligible to apply. They should produce satisfactory work completion certificate of appropriate value of work and a certificate showing annual turnover not less than Rs. 20 (twenty) lakhs from the similar works for a minimum of two preceding years (i.e. 2014-15, 2015-16).
8. Tender documents may be downloaded from the website of the Visva-Bharati University (<http://visva-bharati.ac.in>) and submitted with DD/pay order (for Rs 1000/- as price for tender documents) drawn in favour of "Accounts Officer, Visva-Bharati" payable at SBI, Santiniketan or may be purchased from Central Library (from July 05, 2016 to July 30, 2016 on all working days during 10.30am to 1.30pm) after depositing Rs 1000/- as price for tender documents at the Accounts Office, Visva-Bharati, Santiniketan – 731235. The payment for tender document is not refundable.
9. The bidders are requested to visit the library premises to assess the actual scope, quantum and nature of work, conditions under which the work is to be performed and the requirement of the Library Authority for Central Library and twelve Sectional Libraries. No extra claim for ignorance or on the ground of insufficient description will be allowed on later date.

10. The agency / firm will be primarily responsible for strict compliance of all rules & notifications of Govt. of India in relation to Labour Law and Welfare to meet statutory requirements including minimum wages, EPF, ESI, leave rules, etc. which is already enforced or may be enforced from time to time by the appropriate authority and also follow all the rules and regulation. Visva-Bharati Authority may also supervise whether the contractor fulfills all the responsibilities / liabilities towards the sweepers/manpower employed under them.
11. Successful bidder will have to sign an agreement on a stamp paper (Rs. 100/- purchased by the vendor) after receiving the work order and before starting the works.
12. The tender should be submitted in three sealed covers.
 - A. The **first** sealed cover should be superscribed “Earnest Money Deposit”.
 - B. The **second** sealed cover should be superscribed “Technical Bid” and should contain
 - i. Documents as per Annexure – I (except EMD).
 - ii. The proforma at Annexure – II duly filled in.
 - iii. Agency profile including previous experience of manpower supply to Govt. / Semi Govt. / autonomous agencies/organizations.
 - iv. Acceptance of terms and conditions there under.
 - v. Payment for purchase price of tender documents, either DD or money receipts of the cash deposit.
 - vi. All other required documents.
 - C. The **third** sealed envelope superscribed “Financial Bid” should contain only rates which are to be quoted on monthly basis (Vide Annexure – IV).
 - D. All the three sealed covers should be placed in the **fourth** sealed envelope superscribed ‘Tender for Outsourcing of Sweeping & Cleaning and Housekeeping Services at Central Library and twelve (12) Sectional Libraries of Visva-Bharati’. This should be addressed to The University Librarian, Central Library, Visva-Bharati, Santiniketan-731235 and sent by post or hand delivered so as to reach latest by 5.00pm of July 30, 2016.
13. Tenders received after the due date and time will be summarily rejected. Incomplete and conditional tenders shall not be accepted. Submission of more than one tender paper by a same tenderer for a particular work will render all the bid of the particular vendor(s) liable for rejection.
14. The authority reserves the right to accept or reject any or all the tenders in part or whole or may cancel the tender without assigning any reasons thereof. No correspondence in this regards will be entertained.
15. After finding and verifying the validity of the EMD only, the Committee/Authority will assess the technical ability of the agencies to render the requisite services based on its past record, profile, and such other criteria as it may fix and only those found fit will be eligible to have the financial bid opened.
16. The contract for sweeping & cleaning and other Housekeeping Services shall be commercial contract between Visva-Bharati and contractor. There will be no employer-employee relationship between Visva-Bharati and the tenderer/contractor and /or his/ her personnel. Manpower deployed by the agency / firm shall not claim for any permanent or temporary job in Visva-Bharati in future by citing this engagement.
17. Payments will be made on monthly arrear and actual basis after receiving bills in triplicate subject to certification from the concerned Sectional Library and Central Library as per Visva-Bharati procedure. Leave, off days, national holidays and other elements have to be

considered by the Agency in the quoted service charge. No payment will be made in advance.

18. In case of non-satisfactory service the Visva-Bharati authority may impose penalty (financial and others) as deemed fit and decision of University authority in this effect shall be final and binding to the contractor.
19. Since there may be delay in releasing payment by the authority, the tenderer/contractor shall have the financial capability to pay monthly remuneration / wages / salary within 7th of the ensuing months to all the manpower deployed by them.
20. The contractor shall issue identity cards to each of staff engaged by them for the said works.
21. Earnest Money Deposit (EMD): The bidders shall enclose with the Tender an EMD amounting Rs. 40,000/- (forty thousand) only in the form of Bank Draft / Pay Order drawn on any Nationalized/Scheduled Bank in favour of the “Accounts Officer, Visva-Bharati”, payable at SBI, Santiniketan. EMD will bear no interest. EMD of unsuccessful bidder will be handed over to them directly from the Central Library within 30 (thirty) days of the opening of the tender.
22. Security Money Deposit: At the time of signing of agreement, the selected bidder shall have to submit 5% of the annual contract value as Security Deposit through DD or Bank Guarantee in any Nationalized Bank, which bears no interest. This is liable to be forfeited if the contractor withdraws the tender within the period of validity of the tender.
23. Period of Contract: Contract will be valid for one year initially (tentative September 01, 2016 to August 31, 2017), which may be extended for another one year with same T&C subject to satisfactory services. Contract may be terminated by giving 15 (fifteen) days notice by the authority without assigning any reason. However, the contractor must give two months prior notice if they want to terminate the contract before expiry of the contract.
24. If any dispute arises, the decision of the Authority will be final and binding on the contractor and will be subject to the jurisdiction of Bolpur Court.
25. Intending contractors are requested to be present in the day (tentative date 01/08/2016, at 4.30pm) meeting of the tender opening. They are required to note their contact number in front of the main envelop to enable us to convey any change of the date of meeting.
26. Tenderers need to submit all the documents as listed under Annexure – I.
27. Moreover, L1 vendor will be selected on the basis of % of service charge they claim (will be calculated on annual amount required for the manpower).
N.B. Do mention percentage (%age) of service charge at ‘g’ of Appendix – III
28. In reality, it is not possible to itemize the whole scope of work as required for smooth running of the Libraries. Contractors will have the spirit to serve all kinds of day-to-day activities for the smooth running of the libraries relating to sweeping & cleaning and other housekeeping services as MTS.
29. Selected contractor shall have to take enough attention and arrange periodically awareness programmes on gender harassments for the staff deployed by them and if required, Library Authority may help the vendor on sensitizing the issues.
30. In case of any damage or loss to the University’s property or material caused directly or indirectly by the personnel deployed by the contractor, the contractor shall be held fully responsible, and the authority shall entitled to deduct appropriate amount by way of penalty from contractor either from monthly bill or from Performance Security Deposit. The amount

of loss or damage as determined by the University/Library Authority shall be final and binding of the contractor.

31. TDS as per rule shall be deducted from the bills of the contractor. The agency must enclose copy of PAN No. supported by copy of PAN Card of the company/firm.
32. If the last date of submission i.e. 30/07/2016 is declared as holiday by the competent authority, then the last date of submission will be extended up to immediate next normal working day of Visva-Bharati.
33. To ensure proper payment i.e. as per govt. rules, payment is to be made through bank account, up-dated pass book of the individuals will be verified by the library officers in 10th of every month.
34. Tenderer may submit his/her opinion/condition/clarification, if any in a separate sheet along with the Technical Bid or Financial Bid as the case may be.

Job Description

To provide absolute cleaning on daily basis/ regular intervals (based on nature of works). It is consisted of

a) Central Library - mopping, sweeping, cleaning & disinfecting of all floor & ceiling, toilets, cleaning/dusting of all-panes (windows, glass, and ventilations), doors, chairs & tables, cupboards, upholstery, lights, fans, & other fixtures/furniture/equipment, etc. It also includes cleaning of common passages & internal roads, cycle/car stands, signboards, water tanks, & reservoirs, drainage, sewerage, in the structure & surroundings (inside and outside) of the library premises. In addition to this the person may be deployed to open & close of the library, housekeeping activities, book shelving and un-skilled works assigned by the In-charge of sections of the Central Library as per the requirement.

b) Twelve Sectional Libraries - mopping, sweeping, cleaning & disinfecting of all floor & ceiling, toilets, cleaning/dusting of all-panes (windows, glass, and ventilations), doors, chairs & tables, cupboards, upholstery, lights, fans, & other fixtures/furniture/equipment, etc. attached with the concerned Bhavana Library. In addition to this the person may be deployed to open & close of the library, housekeeping activities, book shelving and un-skilled works assigned by the In-charge of the Library as per the requirement.

The scope of works of Visva-Bharati Library Networks may be categorized in two major heads and may be shown as;

Visva-Bharati Library Network (Central Library and Twelve Bhavana Library)

Nature of works	Area (appx.) in sq. ft.	Frequency of Cleaning/sweeping
a) Sweeping and Cleaning Activities		
Central Library		
i) Ground Floor (common space, corridors, stairs, etc.)	4,000	Twice a day
ii) Ground Floor (Reference Section, Acquisition Section +Technical Section, Chambers Librarian & Deputy Librarian, Office, Annex Building, Braille Library Unit, etc.)	18,000	Once a day
iii) Catalog Room, Store Room, etc.	1,000	Once in three days
iv) 1 st Floor (Reading Room, Conference Hall, Exhibition Room, etc.)	5,500	Once a day
v) Ground Floor Stack	10,000	Once a day
vi) 1 st Floor Stack	10,000	Twice a week
vii) 2 nd Floor Stack	10,000	Twice in a month
viii) Toilets (17 nos.)	2,500	Twice/thrice a day
ix) Library premises (outside)	Please visit physically	Weekly
x) Grass and bush outside premises		As required
Darshan Sadana Library	1600	Within the area mentioned in the Sectional Libraries all the activities have to be done by the contractors including opening &
Hindi Bhavana Library	1400	
Cheena Bhavana Librray	5000	
Samindra Shishu Pathagar, Patha Bhavana	3500	

Kala Bhavana Library	2500	closing of the library. The existing area may be increased due to passage of time. (Cleaning work of the toilets of the Sectional Libraries of Visva-Bharati would be carried out as needed).
Rabindra Bhavana Library	6100	
Sangit Bhavana Library	5700	
Siksha Bhavana Library	6000	
Vinaya Bhavana Library	5500	
PSV Library	3700	
Rathindra Pathagar, Siksha Satra	2800	
PSB Library	6500	
a) Property Counter	It is at the entry point of the Central Library and needs to be opened from 6.55am to 8.05pm on all working days and 9.55am to 5.05pm for weekly holidays and other holidays.	
b) Opening Closing of the Libraries	Will be done as par the opening / closing schedule of the individual library and as par their requirement.	
c) Other Housekeeping Services at Central Library and 12 Sectional Libraries (during the working hours) like delivering letters in the different depts., attending to different sections of the Library, shelving books, carrying files, documents & resources from one section to another section as per needs, serving tea-snacks in meeting, etc.	Central Library has Acquisition Section, Technical Section, Circulation Section, Periodical Section/Annex Building, Reference Section, Binding Section, Rare Collection, Gitanjali Net, Conference Hall, Stack, Office, etc. and the areas of the twelve sectional libraries are noted above. Shelving of Books in the Central Library is to be done in different places (Main Stack. Reference, Reading Room, Periodical, etc.).	

N.B. *Cleaning work of all the toilets of Visva-Bharati Library Network would be carried out as needed.*

For actual measurement and scope of entire work, intending contractors are requested to visit the library directly and interact with the library authority, subject to prior intimation and contact.

CHECKLIST OF DOCUMENTS SUBMITTED

Sl.No	Documents to be submitted	Submitted	Not submitted	Remarks
1	Copy of Registration of Firms			
2	Copy of Registration Certificate of EPF			
3	Copy of Registration Certificate of ESI			
4	Copy of Labour License			
5	Copy of Income Tax Return for last 2 years			
6	Copy of Service Tax Registration			
8	Copy of PAN Card, TAN Card, etc.			
9	List of Clients (Govt. Institutes) indicating quantum of work executed, copy of work order			
10	Proof of experience / satisfactory performance certificate from the clients in recent date.			
11	EMD of Rs 40,000/- (Rupees fourty thousand) only			
12	Details of cost of Bidding Document			
13	Copy of VAT Clearance Certificate (last two years)			
14	Copy of Last 2 years Audited Statement by Chartered Accountant.			

It is certified the above mentioned rates are checked by us and complied with the Minimum Wages Act of Govt. of India (Central Govt.) along with all other statutory provisions

Signature of Bidder Seal of Establishment

Full Name of Bidder with address & Date

PROFORMA FOR TECHNICAL BID

S.N.	Particulars	To be filled in by the bidder
1.	Name of the Agency	
2.	Details of EMD	
	(i) Amount	
	(ii) Draft No.	
	(iii) Date	
	(iv) Issuing Bank	
7.	Date of establishment of the agency	
8.	Detailed office address of the agency with office telephone number, fax number and mobile number and name of the contact person	
9.	Whether registered with and holding license from all concerned Government Authorities including Registration under Contract Labour (Regulation & Abolition) act 1970 (Copies of all certificates of registration to be enclosed).	
10.	PAN card, TAN card Number (copy to be enclosed)	
11.	Labour License Number (copy to be enclosed)	
12.	Service Tax Registration Number (copy to be enclosed)	
13.	EPF Registration Number (copy to be enclosed)	
14.	ESI Registration Number (copy to be enclosed)	
15.	Whether the firm is blacklisted by any Government Department/organizations or any criminal case is registered against the firm or its owner/partners anywhere in India. (If no, a self declaration is to be attached in this regard.)	
16.	Length of experience in the same field (three years are mandatory to be the qualifier bidder)	
17.	Experience in dealing with Govt. Departments/ PSUs / Autonomous Bodies/Organizations, etc. (Indicate the names of the Departments / Organizations and years of dealing with them and attach copies of contracts orders	

	placed to the agency and satisfactory performance certificate from the clients you serve)	
1 8.	Whether a copy of the terms and conditions (Annexure-I), duly signed, in token of acceptance of the same, is attached.	
1 9.	Whether agency profile is attached?	
2 0.	List of other clients	

ANNEXURE- III

PROFORMA FOR FINANCIAL BID

Particulars	*Column - I (Unskilled Staff) Amount in Rs.	Column - II (Semi-skilled Staff**) Amount in Rs.
a) Minimum wages per head per day	246.00	307.00
b) Yearly Minimum wages per head ('a' x 320 or actual)	78,720.00	98,240.00
c) EPF+ESI+EDLI+ADM 18.36% on 'b'	14,453.00	18,037.00
d) Total Annual Amount Required (b+d) x 12	93,173.00	1,16,277.00
e) Bonus for Column I (Basic as at b – Rs. 126 (VDA) x 320) x 8.33% Column II (Basic as at b – Rs. 157 (VDA) x 320) x 8.33%	3,359.00	3,998.00
f) Required Total Annual amount per head (d+e)	1,00,468.00	1,20,275.00
g) %age of Service Charge		

**The calculation is done on the basis of the Order, Ministry of Labour & Employment, Office of the Chief Labour Commissioner (c), New Delhi, vide No. 1/13(1)/2016-LS-II, dated 31/03/2016 (page 13, b and c).*

*** At least HS pass*

I/We (-----) on behalf of M/s.....
..... hereby undertake to carry out entire Sweeping/Cleaning/Housekeeping works including consumables (as per annexure III) as specified in this tender. The above rate is inclusive of all taxes i.e. tax payable to Government (except Service Tax, as VB has the exemption. It will be applicable if and when the exemption expires). This rate/amount will be valid for the period of tender/contract/agreement from the date of actual start of the work and shall also be valid for extended period (if any), as per the T&C as laid down in the tender. The rate quoted above is in accordance with all the statutory liability/provisions/regulations like minimum Wages Act, Contract and Labour (R&A) Act 1970, etc. and provide for PF, ESI, Bonus, Gratuity, EDLI, Uniform, Administration Charges, etc. as applicable.

UNDERTAKING BY THE BIDDER

This is to certify that I/we, before signing this tender, have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Date

(Signature of Bidder with Seal of the Firm)

Witness (I)

Witness (II)

Signature-----

Signature-----

Name-----

Name-----

Address-----

Address-----

Contact No.-----

Contact No.-----