

VISVA-BHARATI  
ESTATE OFFICE



Memo no: -Estate.N&L.29.16-17

Date: 19<sup>th</sup> April, 2016

**Tender Notice for upkeep, maintenance & operation of Natyaghar (hall), Visva Bharati**

Sealed tenders in prescribed forms are invited by the Deputy Registrar Estate Office, Visva Bharati from experienced contractor / agency / individual (s) / self-help group(s) / firm(s) for **General upkeep, maintenance & operation of Natyaghar (hall), Visva Bharati.**

Eligibility criteria: -

- PAN card, valid P. Tax, VAT clearance, Income Tax registration in the name of agency / self.
- Trade licence for facility management / upkeep, maintenance of auditorium / hall / building or similar facilities.
- Appropriate Electrical Licence from Licensing Board, Govt of WB. The supervisor of the firm should be posses the appropriate supervisory competency certificates of respective Parts.
- Experience in handling PA system in large hall, auditorium etc.
- At least two past experiences in running / managing any building / hall / premises etc under any Government Department or Statutory Authority or local body during the last three financial years (2013-14, 2014-15, 2015-16).

Tender forms: - Available at Estate Office with Junior Engineer (Civil-2) on all working days from **02-05-2016 to 09-05-2016**, on payment of Rs. 500.00 in cash (non-refundable) towards cost of forms.

Last date of submission: - **10-05-2016 (1.30 p.m.)**


Earnest Money Deposit: - Rs. 7000.00 only to be paid in Demand Draft in favour of Deputy Registrar (Accounts), Visva Bharati, payable at Santiniketan.

Tentative opening of tender: - **10-05-2016 (4.30 p.m.)**

Detailed terms & conditions are available with tender papers & in the notice board of Estate Office

Visva Bharati remains closed on Wednesday and Sunday.



  
19/4/16  
Deputy Registrar  
Estate Office  
Visva-Bharati  
उप-कार्यसचिव / Deputy Registrar  
प्रणवी संपदा / In-charge, Estate  
विश्वभारती / Visva-Bharati



## VISVA BHARATI, ESTATE OFFICE

Memo no: - Estate.I&N.29.16-17 dated 19-04-2016

Tender form for upkeep, maintenance & operation of Natyaghar (hall) in Visva Bharati campus, Santiniketan

8. Name of the applicant (s) :  
(in block letters )
9. Father's / Husband's Name :
10. Address & mobile telephone no(s)  
(attach photocopy of address proof) (\*) :
11. PAN No :  
(attach photocopy)
12. Monthly charges quoted for  
operation & maintenance of Natyaghar (hall) :  
(figures & words)
13. Is there any past experience in running hall /  
auditorium etc. If yes, give details  
with supporting documents :
14. Details of Demand Draft amounting  
to Rs 7000.00(for EMD) :

### Undertaking

I/ (we) have read the terms and conditions of the tender as well as the proposed licence agreement, printed overleaf and I/ (we) shall abide by them. I/(we) also understand that in case payments are not made in time, the licence will be automatically terminated without any prior intimation. My/ (our) security money deposit may be forfeited in part or full, if I/(we) fail to abide by the terms and conditions. I understand that I have to fulfill, on my own, statutory obligations relating to contract labour registration, licence, taxes, fees, wages etc. as and if applicable and that Visva Bharati will have no responsibility in this regard.

Date:

Signature of the applicant






## 1. Eligibility Criteria

- PAN card / Income Tax, P. Tax registration, VAT clearance, in the name of agency / self.
- Trade licence for facility management / upkeep, maintenance of auditorium / hall / building or similar facilities.
- Appropriate Electrical Licence from Licensing Board, Govt of WB. The supervisor of the firm should possess the appropriate supervisory competency certificates of respective Parts.
- Experience in handling PA system in large hall, auditorium etc.
- At least two past experiences in running / managing any building / hall / premises etc under any Government Department or Statutory Authority or local body during the last three financial years (2013-14, 2014-15, 2015-16).

\* The last condition is not essential and may be relaxed suitably at the discretion of the Tender Committee, if the applicant is otherwise eligible.

## 2. DETAILED SCOPE OF WORK

- General upkeep, maintenance & operation of Natyaghar, Visva Bharati including opening of Natyaghar before function / program and closing of the same, switching off all power panels, switch boards etc. after completion of function / program etc.
- Cleaning / sweeping / mopping of all stage floors and outer premises once in a week and as and when required.
- Housekeeping of Auditorium including cleaning of garbage, paper, plastic, waste materials etc from entire premises and disposal of the same to nearby dumping area.
- Temporary arrangement of stage light set, pedestal fan, patch panel, dimmers, line terminals, wiring, fuse, change over etc including check up of electrical line in all plug socket required for stage show / function and replacement of the same as and when required or as per instruction of Estate Office.
- All electrical fitting-fixing of the auditorium is to be maintained and repair / replacement of the same as and when required.
- Periodical check up and maintenance of all sound system, wiring, microphone, cordless microphone including repair / replacement of the same as and when required.
- Maintenance of inverter & battery required for uninterrupted power supply for the audio system and emergency exit signs on doors.
- Operation of humidity controller machine as and when required during function / festival.
- General housekeeping and maintenance of toilets twice in a week and as and when required.
- Maintenance and management of toilet complex adjacent to Natyaghar. It will be allowed to be used free of cost during programme / function / festival at Natyaghar but the contractor will be allowed to collect fees at other times at the existing rate fixed for other pay toilets of Visva Bharati.
- Maintenance of cleanliness of the garden adjoining the Natyaghar auditorium.
- Liaison with WBSEDCL call centre / office for restoration of power supply during any power failure on WBSEDCL's part.
- For internal supply failure the contractor shall make urgent contact with Engineering (Electrical) Department / Estate Office for restoration.
- The contractor shall clean or remove garbage, weeds, grass etc. from the entire complex time to time during the contract period to keep the place clean and tidy. The place needs to be free from garbage etc. at all times and at the end of the tenure also. If the contractor requires vat for the

  
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विश्वभारती / Visva-Bharati





purpose, the contractor will at once report the matter to Estate Office and the said office will take necessary action in this regard.

### 3. TERMS & CONDITIONS OF THE CONTRACT

- a) While executing the work the contractor should follow strictly the scope of work given. No deviation / alteration in this matter will be entertained and in case there is any deviation/ alteration a penal amount, as decided by the Deputy Registrar (Estate) will be deducted from the final bill.
- b) The contractor shall run the auditorium on single proprietorship basis. Partnership or collaboration will not be allowed. He shall not transfer or assign the auditorium to any other person or body. Any violation of these conditions will lead to termination of the agreement. The contractor will not get any right to appeal or arbitration in case of such termination, notwithstanding anything contained in this regard in the subsequent clauses.
- c) Tenure of the contract will be **2 (two) years**. No extension of time will be granted. The monthly quoted amount will be firm for the entire period.
- d) The contractor may raise monthly bills after successful completion of work in every month.
- e) **Rate quoted should be inclusive of @ 1% labour welfare cess. This cess will be deducted from the running and or final bills of the contractor.**
- f) The contract is inclusive of all type of taxes and govt fees as well as transportation charges.
- g) Quoted rate offered by the contractor should be firm till completion of the job.
- h) The contract is inclusive of supply of manpower, raw materials, tools & plants etc.
- i) The university shall not be responsible for any type of damage of electrical items due to high voltage, theft or otherwise, manpower during the tenure.
- j) Either party may terminate the contract with one month notice. However on the event of breach of contract by the contractor or the contractor fails to deliver the services satisfactorily, University has the right to terminate the contract with seven day's notice. Decision from the University in this respect is final and binding.
- k) The contractor shall be solely responsible for compliance of all State / Central Acts / rules regarding minimum wages, contract labour and payment of all taxes / duties local or otherwise.
- l) **Judicial Jurisdiction: Bolpur / Suri Court and the Calcutta High Court.**
- m) Any dispute arising out of the contract shall be subject to the arbitration of a three member arbitration committee comprising one representative of Visva Bharati, one representative of the contractor and a senior lawyer practicing at Bolpur Court to be mutually accepted by both parties. No matter referred to and or pending before the arbitration committee shall be subject to any suit or proceeding at any Court of law.

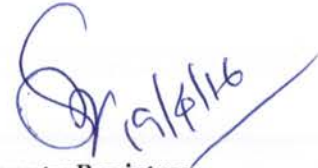
### 4. TERMS & CONDITIONS OF THIS TENDER

- a) Interested applicants shall fill up tender forms correctly as mentioned in the tender papers otherwise tender forms / bid be treated as cancelled. Rates are to be quoted both in figures & words. Incorrect tender forms or tender forms supported by improper credentials as mentioned in "Eligibility Criteria" may be treated as invalid.
- b) The contractor may inspect the Natyaghar (hall) before offering the tender.
- c) Earnest Money for the job is Rs 7000.00. The unsuccessful tenderers will get their E.M.D refunded after completion of the tender process. Successful tenderer will get his EMD back after commencement of work and deposition of security deposit.
- d) The successful contractor shall keep **security deposit amounting to twice** of the monthly charge with the Deputy Registrar (Accounts), Visva Bharati, within five working days of receipt of work order

failing which work order shall be treated as cancelled. Security Deposit will be returned after successful completion of the tenure and full observance of terms and conditions.

- e) **Rate quoted should be inclusive of @ 1% labour welfare cess. This cess will be deducted from the running and or final bills of the contractor.**
- f) If the contractor does not start work within seven working days from the date of receipt of work order, the work order may be treated as cancelled.
- g) Each tender is to be accompanied by photo-copies of the relevant papers. Tenders without copies of all authenticated credentials (PAN card, IT / P Tax / ST, trade licence, VAT clearance as and if applicable), completion certificates (as per para B) and original money receipt of earnest money deposit etc. will be treated as cancelled.
- h) Visva Bharati reserves the right to cancel any or all of the tenders without assigning any reason. University reserves the right to cancel the highest bid also.
- i) The successful contractor has to make an agreement accepting the terms and conditions on non-judicial stamp paper of Rs. 50/-, within 10 working days of receipt of work- order. The cost of requisite stamp paper for execution of the deed has to be borne by the contractor / agency.

*Visva Bharati remains closed on Wednesday and Sunday.*

  
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Estate Office  
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