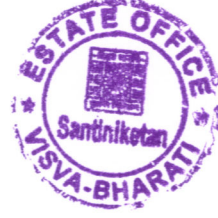


VISVA-BHARATI  
ESTATE OFFICE



Memo no: - Estate.N&L.464.16-17

Date: 17-02-2017

**Tender Notice for upkeep, maintenance & operation of Lipika (Hall), Visva Bharati, Santiniketan**

Sealed tenders in prescribed forms are invited by the Joint Registrar Estate Office, Visva Bharati from experienced contractor / agency / individual (s) / self-help group(s) / firm(s) for **General Upkeep, maintenance & operation of Lipika (Hall), Visva Bharati, Santiniketan, 731235.**

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 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 (2014-15, 2015-16, 2016-17).

Tender forms: - Available at Estate Office with Junior Engineer (Civil-2) on all working days from **24-02-2017 to 03-03-2017**, on payment of Rs. 500.00/- in cash (non-refundable) towards cost of forms.

Last date of submission: - **04-03-2017 (1.30 p.m.)**

Earnest Money Deposit: - **Rs. 12,000.00/-** only to be paid in Demand Draft in favour of Accounts Officer, Visva Bharati, payable at Santiniketan.

Tentative date of opening of tender: - **04-03-2017 (5.30 p.m.) or 06-03-2017 (11.30 a.m.)**

Detailed terms & conditions will be available with tender paper & in the notice board of Estate Office

*Visva Bharati remains closed on Wednesday and Sunday.*

  
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## 1. Eligibility Criteria

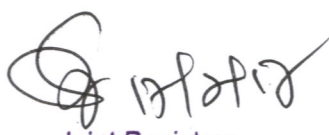
- a) PAN card, valid P. Tax, VAT clearance, Income Tax registration in the name of agency / self.
- b) Trade licence for facility management / upkeep, maintenance of auditorium / hall / building or similar facilities.
- c) Appropriate Electrical Licence from Licensing Board, Govt of WB. The supervisor of the firm should be possess the appropriate supervisory competency certificates of respective Parts.
- d) Experience in handling PA system in large hall, auditorium etc.
- e) 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 (2014-15, 2015-16, 2016-17).

\* This 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

- a) General upkeep, maintenance, & operation of Lipika, Visva Bharati including opening of Lipika before function / programme and closing of the same, switching off all power panels, switch boards etc. after completion of function / programme etc.
- b) Cleaning / sweeping / mopping of all stage floors, cleaning & repairing of sofa set and cleaning of outer premises once a week and also as and when required.
- c) Housekeeping of Auditorium including cleaning of garbage, paper, plastic, waste materials etc from entire premises and disposal of the same to nearby dumping area.
- d) Operation and maintenance of stage light set, pedestal fan, patch panel, dimmers, sound system/mixture, multi-media projector screen, microphone / cord-less microphone, 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.
- e) All electrical fitting-fixing i.e. light / spot light of the auditorium, light, ceiling fan etc of green room and garden light / halogen / spot light of garden area are to be maintained and repair / replacement of the same as and when required.
- f) Periodical check up and repairing / maintenance of all sound system, wiring, microphone, cordless microphone including repair / replacement of the same as and when required.
- g) The contractor should have qualified sound technician for operating sound systems and related electronic equipment.
- h) Maintenance of inverter & battery required for uninterrupted power supply for the audio system and emergency exit signs on doors.
- i) Operation of air conditioner machine as and when required during function / festival. Reporting for maintenance of AC plants to Voltas / Estate Office.
- j) Operation of all types of fire alarm and fire extinguisher systems.
- k) Operation of CCTV / camera as per requirement, if installed by Visva Bharati.
- l) Operation of water pump, if installed by Visva Bharati.
- m) General housekeeping and maintenance of toilets twice a week and also as and when required.





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- n) Maintenance of cleanliness of the garden outside the Lipika auditorium as well as entire complex. Cleaning of jungle / bushes from the Lipika compound once a month and also as and when required. 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 purpose, the contractor will at once report the matter to Estate Office and the said office will take necessary action in this regard.
- o) The contractor shall make liaison with WBSEDCL call centre / office for restoration of power supply during any power failure on WBSEDCL's part.
- p) For internal supply failure, the contractor shall make urgent contact with Engineering (Electrical) Department / Estate Office for restoration of power supply.

### 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 Joint 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 3 (three) 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.



*[Handwritten signature]*

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#### 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 Lipika before offering the tender.
- c) **Earnest Money for the job is Rs 12,000.00.** 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 Accounts Officer, 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 / PTax / 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.

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