

# **NATIONAL GALLERY OF MODERN ART, BENGALURU**

**(MINISTRY OF CULTURE GOVERNMENT OF INDIA)**

**Manikyavelu Mansion, 49, Palace Road**

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## **TENDER NOTICE FOR SEALED TWO BID TENDER FOR HOUSE KEEPING SERVICES**

The National Gallery of Modern Art, Bengaluru (NGMA Bengaluru) invites sealed tenders from reputed and established agencies for rendering House Keeping Services for the NGMA Bengaluru complex for a period of 1 (one) year extendable on mutual consent for one more year.

The intending tenderers should meet the following pre-qualification criteria :

The tenderers should have :

- I        been in existence for at least 5 (five) years and have a minimum of 5 years experience in the field. (Enclose certificate from registered chartered accountant to this effect).
- II        a minimum annual turnover (out of its House Keeping services) of Rs.30 lakhs for each of the past 3 financial years. (Enclose certificate from registered chartered accountant indicating the turnover out of its House Keeping Services for the past 3 years).
- III        Furnish Solvency Certificate from a scheduled bank for Rs.10 lakhs which is obtained after 1<sup>st</sup> May, 2010.
- IV        a current licence under the Contract Labour (Regulation and Abolition) Act, 1970. (enclose a copy of the licence).
- V        executed at least two works of providing comprehensive House Keeping Services for an area of not less than 2 acres or 50,000 sq ft of built up area for a minimum period of one year in the last five years (enclose certificate from registered chartered accountant to this effect).
- VI        Currently carrying out House Keeping Services of similar nature for at least 1 (one) large building of not less than 50,000 sq ft or area of not less than 2 acres. (Enclose certificate from registered chartered accountant along with attested certificates/testimonials related with this work from the clients with validity of the contract for a minimum period of 4 months as on date of tender submission).

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- VII Tenders should also submit copies of Memorandum and Articles of Association /Partnership Deed the audited Annual Report certified by chartered Accountant for the last three financial years.

The tender shall be a two bid system comprising of “Technical Bid” and “Financial Bid”. The Technical Bids and Financial Bids in the enclosed prescribed proforma (together with supporting documents) shall be submitted in separate covers superscribing the nomenclature TECHNICAL BID and FINANCIAL BID respectively on the covers. The two covers of the Technical and Financial Bids will be put in a sealed cover superscribed “Tender for providing House Keeping Services”.

Tenders submitted without EMD will not be considered for further evaluation. The accepted Technical Bid will be evaluated and Financial Bids of only those who satisfy the prequalification norms will be opened for further evaluation. The Financial Bid of disqualified tenderers will not be opened and no enquiry on this account will be entertained. Decision of Director NGMA, Bengaluru will be final and binding on all tenderers.

### **Tender Schedule**

Last date for obtained Tender document from office of NGMA, Bengaluru.	:	15.6.2010 (5.00 pm)
Pre bid Conference	:	16.6.2010 (11.30 am)
Last date and time for receipt of tenders along with EMD of Rs.20000/-	:	19.6.2010 (16.00 hrs)
Date and time of opening of Technical Bid	:	19.6.2010 (17.00 hrs)

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### **GENERAL TERMS AND CONDITIONS**

1. Issue of tender does not necessarily mean that the tenderer is an eligible party.
2. The 'Tenderer' and/or "Party" and/or Service Providers as used in the tender document, shall mean the one who has signed the tender form in response to the 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 the 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 the National Gallery of Modern Art, Bengaluru .
8. The tenderer shall give the official mailing address, phone, fax number, email address to which all correspondence shall be made by NGMA, Bengaluru. Also, if address is changed, the same shall have to be immediately intimated to the National Gallery of Modern Art (NGMA) Bengaluru.
9. Incomplete or conditional tenders will not be accepted and are liable to be rejected.
10. Tenders received by NGMA, Bengaluru after the given date and time will not be considered.

11. 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 the Drawing and Disbursing Officer, National Gallery of Modern Art, Bengaluru. The earnest money of the 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 tender.

Tenders without Earnest Money Deposit will not be accepted and are 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 in figures as well as in words. Alterations illegibly 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 of the Firm, Licence No. under Contract Labour (Regulation and Abolition) Act 1970, Provident Account No. allotted by the Provident Fund Commissioner, ESI No., PAN No. allotted by the Income Tax Department and 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 rates quoted should be inclusive of and in accordance with the provisions relating to Provident Fund, ESI, Bonus, Gratuity, Leave, Uniform allowance and minimum wages according to The Contract Labour (Regulation and Abolition) Act 1970.

15. The tenderer should take care that the rate and amount should be written in such a way that interpolation is not possible. Any column left blank would 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 will result in disqualification of the bidder.

18. The forwarding letter should clearly indicate the list of enclosures. Every paper of the tender should be signed by the tender with seal of the Agency/Firm.
19. The Director, NGMA Bengaluru reserves the right to reject all or any tender without assigning any reason.

#### **OTHER TERMS AND CONDITIONS**

1. The successful tenderer to whom the work is awarded (**hereinafter called Agency**) shall only deploy manpower whose ages are between 18-45 years.
2. The Agency shall be responsible to provide immediate replacement of 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.
3. (a) All wages and allied statutory benefits like PF, Bonus, ESI 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. The Agency shall pay the minimum wages as per The Contract Labour (Regulation & Abolition Act) 1970 with regard to the staff deployed by them in the campus of the National Gallery of Modern Art, Bengaluru and abide by all provisions of The Contract Labour (Regulation & Abolition) Act, 1970 and the Rules thereto.  
  
(b) The Agency shall provide documentary proof of having paid the minimum wages to each of the staff deployed by them in NGMA, Bengaluru in the succeeding month along with the Bill.  
  
(c) The Agency shall provide documentary proof of having remitted the PF & ESI contribution of the employer in respect of each of the staff employed in NGMA Bengaluru through a nationalized Bank in the succeeding month with the Bill.  
  
(c) The annual statement of accounts in respect of each employee issued by the Regional Provident Fund Commissioner will be furnished at the end of the financial year.

4. 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 Agency.
5. The Agency shall provide a non-judicial stamp paper of Rs.10/- for preparing the Contract Agreement.
6. Security Deposit : The successful tenderer shall deposit a security of Rs.1,00,000/- by Bank Draft/Pay Order in favour of the Director, National Gallery of Modern Art, Bengaluru for the due performance of the contract. In the event of any breach/violation of any terms and conditions contained herein by the Agency, the said security deposit shall be forfeited to the Director, National Gallery of Modern Art, Bengaluru. The Earnest Money Deposit can be adjusted against the Security Deposit. No interest shall be paid by NGMA, Bengaluru on the earnest money deposit or security deposit.
7. The Agency 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 staff deployed by the Agency shall be employees of the Agency for all intents and purposes and in no case, will any relationship of employer and employee between the NGMA, Bengaluru and the said manpower accrue implicitly or explicitly.
8. NGMA Bengaluru shall have the right to ask for removal/replacement of any employee of the Agency, who is not found to be suitable and orderly in the discharge of his duty.
9. The Agency staff shall carry out duties as are entrusted to them by the NGMA, Bengaluru from time to time.
10. Penalties: Lapses in service provided by the Agency will be viewed seriously and penalties will be imposed on the Agency:
  - (i) In case of failure to commence the service on the stipulated time/date, the EMD shall be forfeited.
  - (ii) In case of failure to carry out the service to the satisfaction of the NGMA, Bengaluru, NGMA, Bengaluru will be free to get the service done by other means at the cost and risk of the Agency.
  - (iii) Penalties will also be imposed for lapses on part of individual employees of the Agency. For example :

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A. Worker on duty found not in uniform	-	Rs.150/- per day per person.
B. Worker absent from duty	-	Rs.500/- per day per person.

Quantum of penalty will be decided by Director, NGMA Bengaluru in each individual case and her decision shall be final and binding.

11. Performance Evaluation : The performance of the deployed persons will be evaluated by NGMA, Bengaluru on the basis of the reports received from the designated Officer of the NGMA, Bengaluru on a daily basis. 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.

The personnel deployed for House Keeping work will work under the supervision of the officer designated by Director, NGMA, Bengaluru. Indisciplined/disobedient staff should be withdrawn and replaced immediately if the Director, NGMA/the designated Officer instructs the Agency to do so.

12. The Agency will extend co-operation to the authorized representatives of the National Gallery of Modern Art, Bengaluru in their routine checks.
13. The Agency shall submit the list of persons engaged for the work to NGMA, Bengaluru 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 designated Officer of NGMA Bengaluru.
14. The deployed persons have to perform duty of eight hours on all 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.

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15. The Agency 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 NGMA Bengaluru. Proof of the police verification report must be submitted to the NGMA, Bengaluru.
16. 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 NGMA, Bengaluru.
17. Payments to the employees will be made in front of authorized representative of NGMA, Bengaluru.
18. During the period of this contract, the Agency shall provide uninterrupted service to the entire satisfaction of the NGMA Bengaluru. The Agency shall constantly keep in touch with the NGMA Bengaluru regarding the service arrangements to be provided and abide by the instructions and directives issued by the NGMA, Bengaluru in this regard from time to time.
19. 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 NGMA Bengaluru for a further period of one year on the same terms and conditions. The extension shall be based on the satisfactory performance of contract. The validity of contract comes to an end ipso facto by efflux of time unless otherwise renewed.
20. Termination Clause : The contract can be terminated with three months prior notice by the Agency and one month's notice by the NGMA Bengaluru. Notwithstanding the aforesaid if the Agency neglects or fails to carry out the contracted work, or is otherwise negligent in the performance of the contract or violates the provisions of The Contract Labour (Regulation & Abolition) Act 1970 or the provisions of the PF or ESI Acts or any other law or statutory provisions, the NGMA Bengaluru shall have the right to terminate the contract forthwith and engage another supplier/service provider to carry out the work/services.



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21. 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 the 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 proceedings under this clause. The venue of the arbitration shall be Bengaluru in India. The award will be binding upon the parties.

DIRECTOR  
National Gallery of Modern Art, Bengaluru

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**National Gallery of Modern Art, Bengaluru**  
**PART –A (TECHNICAL BID)**

Subject : Engagement of Private Agency for providing House Keeping for National Gallery of Modern Art, Bengaluru.

1. Name, complete address of the Firm/Agency and Telephone No. Fax No. with Agency Profile -----  
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2. Permanent address with valid proof -----  
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3. Registration number/licence No. of the Firm/Agency-----  
under The Contract Labour (Regulation & Abolition) Act 1970.
4. Name, Designation, Address and Telephone No. of Authorised person of Firm/Agency to deal with-----  
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5. Specify as to whether                      a.-----                      b.-----  
Tender is a sole proprietor/                      -----  
Partnership/ Firm. Name,                      -----  
Address/and Telephone No.                      -----  
of Director/Partners should be                      -----  
Specified.                      -----
6. Service Tax No.-----
7. (a) Audited Balance Sheet certified by registered chartered accountant for three years i.e. 2006-07, 2007-08 and 2008-09.  
  
(b) Provisional Balance Sheet certified by registered chartered accountant for 2009-10.

8. PAN of Income Tax Department and clearance certificate -----
9. Provident Fund Account No and authority with whom registered -----
10. ESI No.-----
11. Certificate of registered chartered accountant that the agency has been in existence for last 5 years i.e. from 2005-06.
12. Certificate of registered chartered accountant regarding turnover of agency's House keeping services for each of last 3 years :  
2009-10  
2008-09  
2007-08
13. Solvency Certificate from a scheduled bank, for 10 lakhs obtained after 1<sup>st</sup> May, 2010.
14. Certificate from registered chartered accountant for having executed atleast 2 works of providing comprehensive house keeping services for an area of not less than two acres or 50000 Sq ft of built up area for a minimum period of one year in the last 5 years. (works to be specified).
15. Certificate of registered chartered accountant tha the agency is currently carrying out house keeping services of at least one large building of at least 50000 sq ft or 2 acres area. (Work to be specified).
16. Attested certificates/testimonials from clients.
17. Memorandum and Articles of Association.
18. Details of Earnest Money Deposited : -
  - a) Amount-----
  - b) Bank Draft/Pay Order-----
  - c) Date of issue of BD/PO-----

\*Attach copies of all supporting documents.

Place -----  
Date -----

Signature -----  
Name-----

SEAL

**National Gallery of Modern Art, Bengaluru**

**FINANCIAL BID**

**HOUSE KEEPING SERVICES**

1. Providing comprehensive and effective House keeping services of premises, buildings, roads, grass, windows, interiors and exteriors of galleries, glass surfaces etc. Service covering
  - (a) Common areas at all levels inside the buildings include the floors, utility area open terrace, internal roads etc.
  - (b) Landscape area including roads, drains, and pavements, parking area.
  - (c) Garbage and waste collection and disposal as frequently as necessary, including kitchen and pantry waste and garden waste.
  - (d) Janitorial services in all toilets and related areas including supply of consumables like soap, liquid soap refill and toilet paper.
  - (e) General Disinfestation and pest & Rodent Control operation of basement, of old galleries, auditorium, office block, cafeteria, reception and outside premises.
  - (f) Any other specific service not listed above, but which are part of the category of service as per the International Best Practice.

**National Gallery of Modern Art, Bengaluru**

**PART B FINANCIAL BID**

**HOUSE KEEPING SERVICES**

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

**Unit Cost (amount per month per Sq Ft.)**

Providing all inclusive Sanitation services	Rs.-----/	per Sq ft. per month.
Glass/Window cleaning	Rs.-----/	per Sq.ft. per month.
Sweeping of Lawns	Rs.-----/	per Sq. ft. per month.
Pest Control *	Rs.-----/	per Sq.ft. per month.
Removal/disposal of garbage/waste	Rs.-----/	per Sq.ft. per month.
Taxes if any	Rs.-----	

\*Pest control work is to be carried out in general areas, galleries, auditorium and in open areas including cafeteria at least twice monthly or as frequently as necessary. (Should be carried out only on weekly or any other holidays).

Place -----

Signature -----

Date -----

Name -----

Address -----

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