Eastern Zonal Cultural Centre  
(Ministry of Culture, Govt. of India)  
Bharatiyam Cultural Multiplex  
IB-201, Sector-III, Salt Lake, Kolkata-700106  
Ph. (033) 2335-3093/6796/6797, Fax: 033-23350262  

Notice Inviting Tender No.-1  

Sealed tenders are invited from agencies having proven experience and credentials in providing services for Housekeeping services at Bharatiyam complex, IB-201, Sector-iii, Salt lake City Kolkata-106. Prescribed tender papers may be obtained from on any working day between 10.00 a.m. and 5.00 p.m. or downloaded from our website www.ezccindia.org duly completed with credentials shall be submitted to the Director EZCC Kolkata on or before 20.11.2017.

Tenders shall be received upto 1.00 p. m on 20.11.2017 at EZCC and will be opened at 2.00 p. m. on the same day at the same venue.
Eastern Zonal Cultural Centre  
IB-201, Sector-III, Salt Lake City  
Kolkata-700106

Notice Inviting Tender for Housekeeping services at Bharatiyam complex, IB-201, Sector-iii, Salt lake Kolkata-106.

A. Tenders:-

1. Sealed tenders are invited for Housekeeping services at Bharatiyam complex, IB-201, Sector-iii, Salt lake Kolkata-106.

2. Tenders submitted in sealed cover with the name of the work written on the envelope will be received up to 1.00 pm on or before 20.11.2017 along with earnest money of Rs.10000/- in the form of Demand Draft drawn in favour of Eastern Zonal Cultural Centre payable at Kolkata. The tenders will be opened on the same day at 2.00 pm.

3. The EZCC does not bind itself to accept the lowest tender and reserves the right to reject or partially accept any or all the tenders received, without assigning any reason.

4. Tenders which do not fulfill all or any of these conditions or are incomplete in any respect, are liable to summary rejection without assigning any reason.

5. Tenders incorporating additional conditions are liable to be rejected.

6. Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the parties who resort to canvassing will be liable to rejection on this ground alone.

B. CREDENTIALS:-

1. The Agency must have a local office with a regular telephone booth in the office as well as in the Residence of Partners/ Director/ Proprietor.

2. The Agency shall furnish income tax clearance certificate for the last five years along with their quotation.
3. All credential of the Agency including financial standing, registration with Govt. having support or connection with Govt. Depts./Organizations/Semi-Govt Non-Govt., Autonomous body, Public body, Local Govt., Civil body and Public institutions/organization etc. Together with records of past performance with such institutions, departments, organizations etc. are to be produced for verification whenever demanded by the centre.

**C. Responsibility of the Agency**

1. During the period of this contract, the agency shall provide proper and adequate service and perform their duties diligently, honestly and to the entire satisfaction of the centre. The agency shall constantly keep in touch with the centre for effective performance of the contract and abide by all instructions and directives issued by the centre in this regard.

2. The agency shall ensure compliance of all acts, rules and statutory orders in force with regard to deployment of their staff in the premises of the centre for the purpose of this contract shall keep the centre indemnified against any liabilities arising out of non-compliance of any of this acts, rules, orders on their part.

3. The agency must issue proper identity cards to their employees deployed at any time for the purpose of the contract in order to facilitate verification of their identity by the centre.

4. The agency shall be liable to comply with the directions of the centre. To remove within 24 hours of receipt of such direction, any member of their staff deployed for the purpose of this contract and shall make immediate necessary alternative arrangements to ensure proper and adequate service.

5. All employees of the agency deployed for rendering the services in the centre, must remain in proper uniforms. The agency shall supply at their cost uniforms, raincoats, woolen clothing, and torches with batteries and other stationary items required for carrying out the work.

7. The area and scope of work will be as per requirements of the centre from time to time.
D. PAYMENTS:-

1. The payment will be made on monthly installed by A/C payee cheques/ RTGS within 30 days from the date of submission of the proper and pre-received bill, duly certified by the authorized representative of centre.

E. TENURE AND VALIDITY:-

1. In the beginning the contract would be for an initial period of one year with a provision for continuance for a further period of two years depending by the performance of the agency.

2. The contract can be terminated by the centre at any time without notice in the event of gross security risk or gross damage to center’s property due to agency’s failure or persistent failure of the agency.

3. For reason other than mentioned in the clause above, the contract can be terminated by either party by providing clear three months notice in writing.

SCOPE OF WORK:-

1. Cleaning of 908 capacity Auditorium with allied room, 450 capacity Rangamancha, 100 capacity Naatghar with allied portion, Kalamandap with allied portion, All stairs from 7th to ground floor, Director’s chamber, Two nos 50 capacity karmasala, Programme division, Engineering section, Accounts section, Documentation section, 50 capacity Shovaghar, 70 capacity Bengal Handicrafts museum, 900sqft Vadya Bitikha museum, 2000sqft central AC package area, 1500 sqft Fire control and 11KV substation area, all toilets, VIP room.

2. Supply of all toiletry items.

3. Cleaning of all roof top.

4. Timings from 9.0am to 5.0 pm
FORMAT FOR SUBMISSION OF OFFERS BY THE TENDERS  
(To be submitted on the Agency’s Letter Head)

To  
The Director  
Eastern Zonal Cultural Centre,  
IB-201, Sector –III, Salt Lake City, Kolkata-700106

Sir,  

We have read, understood and accepted all the terms and conditions as stipulated in the Notice Inviting Tender for housekeeping at Bharatiyam complex.

<table>
<thead>
<tr>
<th>Centre Eastern Zonal Cultural Centre, IB-201, Sector –III, Salt Lake City, Kolkata-700106</th>
<th>Tentative nos. of Monitoring Services personnel</th>
<th>Part-A (Monthly Service charges of the Agency comprising their own administrative expenses and remuneration/profit)</th>
<th>Part-B (Amount towards monthly payment of wages and other statutory liabilities in respect of persons to be deployed by the Agency)</th>
<th>Rate of consolidated monthly service charges (Total of Part-A and Part-B)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bharatiyam complex</td>
<td>(Rupees)</td>
<td>(Rupees)</td>
<td>(Rupees)</td>
<td></td>
</tr>
</tbody>
</table>

We hereby agree to undertake the contract for housekeeping at Bharatiyam complex as per requirement indicated in the Annexure-1 of the Notice Inviting Tender for a composite monthly service charge of Rs.………………. (………………………………………………) for Kolkata

Demand draft No.………………………….. dated……………….. for Rs.………………. drawn on ………………….. in favour of Eastern Zonal Cultural Centre is enclosed towards payment of EMD are submitted in the sealed envelope marked as Part-1

Encl. As stated

Agency

Name and Address of the

(Seal & Signature)

Date:
Place: