

RAJA RAMMOHUN ROY LIBRARY FOUNDATION
Block DD-34, Sector-I, Salt Lake City
Kolkata 700 064

TENDER NOTICE

1. Sealed tenders are invited in prescribed format, from registered companies / firms for Unarmed Security Guards, Machine Operators, Conservancy Staff, Cook, Attendant and Part-time Sweeper for running Guest House at the office of Raja Rammohun Roy Library Foundation, (RRRLF) Block DD-34, Sector-I, Salt Lake City, Kolkata 700 064.
2. The prerequisites of the Tender are given at Annexure I to this Notice.
3. Special Clauses of Tender are given at Annexure – II to this Notice.
4. The description / Charter of Duties to be performed under Comprehensive Special Maintenance is given at Annexure-III to this Notice.
5. The description of manpower is given at Annexure – IV.
6. The annexures to this Tender Notice can be downloaded from the website rrrlf.gov.in during working hours i.e. from 9-30 AM to 6-00 P.M. on weekdays except Saturdays and Sundays upto 06 April 2010.
7. This Tender Notice will remain on the Foundation's website upto 06 April 2010.
8. **Last date of submission of the Tender is upto 11 AM on 07 April 2010.**

ANNEXURE – I

The Tender shall be submitted in two parts. The first part or ‘**Part A**’ will be for the screening of the Firms / Company’s profile about fulfilling the **PREREQUISITES and GENERAL CONDITIONS** given below (including the Demand Draft for Earnest Money). The second part or ‘**Part B**’ is the ‘**Price Bid**’ for the work to be awarded. Two different sealed and signed envelopes superscripted : “**TENDER FOR SECURITY, CONSERVANCY AND MACHINES OPERING SERVICES**” Part – A/B as the case may be, must be submitted to : **The Director, Raja Rammohun Roy Library Foundation, Block DD-34, Sector-I, Salt Lake City, Kolkata 700 064** by 11 A.M. on 23 February 2010.

PREREQUISITES

- a. The Company / Firm should be registered under the Companies Act 1956 and should possess a valid Corporate Identity Number.
- b. The Company/Firm should possess a valid PAN / TAN Number.
- c. The Company/Firm should be in the business of providing manpower support for at least last five years.
- d. The Company/Firm should have EPF, ESIC, Service Tax registration.
- e. The Company/Firm should have Trade License for undertaking the job.
- f. The Company/Firm should have its registered / well established office(s) at Kolkata.
- g. The Company/Firm should have rendered satisfactory service in this field to reputed organizations for at least last five years.
- h. The Company/Firm should have infrastructure strong enough to meet the requirements of the RRRLF.
- i. Duly attested photocopies (either by Gazetted Officer or by Notary Public) of proof in respect of the above requirements should be submitted alongwith ‘Part A’ of the Tender without which the entire Tender will be summarily rejected. The original documents in respect of these documents should be shown to the RRRLF before opening of ‘Part B’ of the Tender.

GENERAL CONDITIONS

- a. Complete details of the company/firm viz. Office Postal Address, Phone Number(s), Mobile numbers of the Contact persons, FAX Number(s), additional office(s) details, if any, should be furnished in the Tender.
- b. Earnest Money of Rs.10,000 (Rupees Ten thousand only) in the form of a Demand Draft drawn in favour of RAJA RAMMOHUN ROY LIBRARY FOUNDATION, payable at Kolkata, should be enclosed with the Tender.
- c. All the Tender documents must be signed by one of the Directors / authorized signatory as the case may be.
- d. Last date of receiving the Tender is by 11 A.M. on 07 April 2010.
- e. The Tender documents must include copies of latest Income Tax Deposit Challans, EPF Deposit Challans, ESIC Deposit Challans and Service Tax Deposit Challans, Valid Registration Certificate, audited Balance Sheet and Profit & Loss Accounts for last 3 financial years, proof of services rendered earlier to Government offices, Banks, Public Sector Undertakings or any other reputed organization (Tender awards and Performance Certificates must be included).
- f. Applications/Tenders for ‘Part-A’ should contain all the documents necessary to satisfy the requirements laid down at the PREREQUISITES and GENERAL CONDITIONS above (including the Demand Draft for Earnest Money). The format for submitting ‘Part-A’ is given at Annexure V attached to this Notice.
- g. Company Profile as per Annexure VI must be submitted.
- h. ‘Part-B’ should contain the Price Bids for the work strictly as per the format given at Annexure VI.
- i. Tender Form must be filled in English only and all entries must be clearly typed. In case the entries be made by hand it should be written in ink.
- j. Tender documents are required to be signed by the authorized person submitting the Tender as a token of his/their having read and understood the Prerequisites, General Conditions, Special Clauses, Charter of duties for staff to be engaged and Location of Deployment as laid down.

(Signature with date and Seal of the Tendered)

ANNEXURE-II**SPECIAL CLAUSES**

- A. Invitation for application for issue of Tender does not constitute any guarantee for issue of Work Order to the bidder(s).
- B. Opening date of the Tenders is 11.30 A.M. on 07 April 2010.
- C. Tenders will be opened in presence of the Bidder or their authorized representative, should they choose to be present. Only one representative of each Company/Firm will be allowed to be present during opening of 'Part A' and 'Part B' of the Tender.
- D. 'Part A' of the Tender will be opened first.
- E. A Designated Committee shall screen the Tender Documents for the Firm's/Company's conformity to the laid down Prerequisites/General Conditions.
- F. Only sealed and signed Tenders on the prescribed format accompanying the Earnest Money Demand Draft for Rs.10,000/- drawn in favour of RAJA RAMMOHUN ROY LIBRARY FOUNDATION, payable at Kolkata shall be considered.
- G. Incomplete, unsigned applications or applications without Earnest Money will be rejected.
- H. Tenders with corrections and/or overwriting are liable to be rejected.
- I. The Earnest Money in respect of unsuccessful bidders will be refunded. The Earnest Money of the Successful Bidder will be paid after submission of the security deposit as per mutual agreement.
- J. 'Part B' of the Tender containing the 'Price Bids' of the Firms/Companies who have fulfilled all the conditions laid down in the PREREQUISITES and all the conditions (including the Demand Draft for Earnest Money) reflected in the GENERAL CONDITIONS, will be opened.
- K. 'Part B' of the Tender containing the Price Bid **will not be opened**, in case the Firm/Company does not fulfill the requirements laid down for 'Part A' of the Tender. Such Tenders will be rejected.
- L. In event of award of the contract, the Successful Bidder shall not sublet the job awarded or give it on sub contract. The contract is non transferable.
- M. Tenure of Contract awarded shall be for two years, which may be extended / renewed upto five years, subject to satisfactory performance, after annual review.
- N. All the statutory obligations as laid down with reference to the Company/Firm or its employees should be fulfilled by the successful Company/Firm, in terms of the relevant acts/rules/laws/guidelines laid down by the Labour Deptt. Of the Central/State Government(s) and/or any other Statutory Authority from time to time.
- O. Indemnity Bond in respect of all the employees engaged will have to be submitted by the successful Bidder at the time of signing of the Contract.
- P. Verification of Character & Antecedents of all the employees of the Company/Firm engaged at the RRRLF's premises, will have to be obtained by the successful Bidder and submitted to the RRRLF.
- Q. An Identity Card duly approved by the RRRLF, should be issued by the successful Company/Firm to each personnel engaged at the RRRLF premises.
- R. One third of the engaged personnel at the location should have to be changed over/rotated every six months.
- S. Boarding/Lodging of the employees will not be provided by the RRRLF nor shall the RRRLF pay for it. RRRLF shall not provide any accommodation to the employees engaged at the RRRLF's premises by the successful Bidder.
- T. The payments to the Firm / Company to whom the work order will be awarded, shall be on a monthly basis, upon production of auditable Bill(s) in triplicate, alongwith supporting documents giving proof of work/duties performed by each employee and also the proof of payment to the employees by the contracted firm/company, deposit challans for EPF, ESI, Service Tax etc.
- U. The RRRLF will not issue or pay for uniform, shoes and/or any liveries/accessories for the employees of the successful Bidder who are engaged at the RRRLF's premises. These should be provided by the Firm/Company from their resources to each and every person engaged at the RRRLF's premises.
- V. Accessories like lathi, whistle, torch with batteries, umbrella, raincoat etc. will have to be provided by the successful Bidder for employees engaged at the RRRLF's premises.
- W. The RRRLF shall make only the statutory payments of the following heads. Payment on any other head will NOT be made by the RRRLF. However Service Tax and Education Cess, as applicable, will be paid by the RRRLF.

1. Minimum Wages as notified by the Ministry of Labour, Government of India from time to time.
 2. DA as notified by the Ministry of Labour, Government of India from time to time.
 3. Minimum statutory EPF contribution.
 4. Statutory ESIC contribution.
 5. Statutory Bonus once a year.

 6. Statutory contribution towards Labour Welfare Fund.
 7. Pay for three National Holidays in a year.
- X. Parties fulfilling following criteria shall only be considered for issue of tender documents & pre qualification –
- a) Minimum Solvency Certificate in Lakhs : Rs.40 lakhs
 - b) Average annual turnover in last 3 financial years ending 31/03/09 in lakhs : Rs.60 lakhs
 - c) Successfully completed works during last 5 years ending 30/10.2009 costing not less than as per following :

One (1) similar work of Rs.60 lakhs in 12 months / 1 year
Two (2) similar works of Rs.30 lakhs in 12 months / 1 year
Three(3) similar works of Rs.20 lakhs in 12 months / 1 year
 - d) Experience in similar work means expertise in providing security/conservancy/machine operating services in Govt. / Semi-Govt. / Public Sectors.
- Y. Any Forgery/False information detected at any stage shall lead to IMMEDIATE cancellation of Work Order (if already awarded) and/or disqualification from the tendering process and also the company/firm will be liable to prosecution. Jurisdiction of the Court will be Kolkata only.
- Z. The RRRLF reserves the right to reject any or all Tenders without assigning any reason whatsoever at any stage of the tendering process or even after the same is completed. The RRRLF also reserves the right to change or modify any specifications/conditions at a later date during the process of tendering.

(Signature with date and Seal of the Tendered)

ANNEXURE-III**COMPREHENSIVE SPECIAL MAINTENANCE SERVICE**
CHARTER OF DUTIES OF PERSONNEL ENGAGED

- 1) The primary duty of maintenance personnel at site of the RRRLF office building is to operate and maintain all the equipments, provided at the site.
- 2) The equipments will include various electrical gadgets like generator, water pump, lift etc. They should switch ON/OFF these equipments, as and when required and carry out their routine maintenance and upkeep.
- 3) They should be able to operate lifts in emergency situation for rescue/evacuation whenever no liftman is on duty. They should be conversant with the operation of the lifts, its emergency and rescue operations.
- 4) They should operate and switch ON/OFF all the common lights/fans of the complexes like the stair case light, the lift/staircase lobby lights/fans, the perimeter lighting arrangement etc.
- 5) They should be conversant with the location of all the main switch boards and local switch boards.
- 6) They should be conversant with the use and operation of various fire fighting equipments and should carry out regular check of their operation worthiness, maintenance and cleaning.
- 7) They should carry out routine maintenance and upkeep of water pump/jockey pumps used for potable water/fire hydrants.
- 8) In case of fire, they must take immediate action to extinguish the fire and if required, contact Fire Brigade/Fire Officer/Fire Control Room at Local Head Office immediately.
- 9) They should carry out searching of cars with Belly Mirrors/Undercarriage Detectors, where provided, before allowing them entry inside the premises.
- 10) They should operate gates/barriers to allow vehicles after thoroughly checking them and verifying the credentials of the visitors/incomers.
- 11) Proper record of all the vehicles entering/going out of the premises including taxi/commercial vehicles etc. must be maintained in the 'IN/OUT REGISTER'.
- 12) They should organize the facilitate proper parking of vehicles in the parking lot/basement, wherever available.
- 13) They should maintain Visitors' Register for entry/exit to the premises.
- 14) They should operate Door Frame Metal Detector, Hand Held Metal Detector, Baggage Scanner, wherever provided. They must be proficient and must be thoroughly trained in handling these equipments/devices.
- 15) They should prevent use of the premises by squatters, hawkers or undesirable persons.
- 16) They should prevent misuse of the premises by antisocial elements or any such activities.
- 17) The maintenance personnel on duty will report for duty well groomed in proper uniform with a cap/hat and remain alert and vigilant at all times and take appropriate action in case of any untoward incident.
- 18) The maintenance personnel should not be under influence of liquor/drug, engaged in any unnecessary conversation with any one and should not leave the post without being relieved.
- 19) The Agency shall maintain an attendance register for all their staff deployed in the campus of the Employer and such attendance registers must be got checked and countersigned by an officer deputed by the Employer for the purpose, everyday within 10.10 A.M. positively.
- 20) The strength of staff may be increased or decreased as per requirements of the Employer from time to time. The contractor has to provide required nos. of personnel within three days from the date of demand, failing which Employer will engage persons from open market subject to the realization of the payment from the contractor's bill.
- 21) The Employer shall pay to the Agency nothing more that the amount as may be due under the contract terms.
- 22) In case of any dispute arising out of this contract/award of work between the employer and the contractor, the matter shall be sent to the sole arbitration of a senior official of RRRLF who shall be appointed by the Director of RRRLF. The award of the arbitrator so appointed shall be final conclusive and binding on all parties to the contract.

(Signature with date and Seal of the Tendered)

ANNEXURE-IV**SCHEDULE OF DEPLOYMENT**

Sl.No.	Name of the post	No. of personnel required (approx.)
1.	Unarmed Security Supervisor	1
2.	Unarmed Security Guard	11
3.	Machine Operator (Lift, Generator, Pump)	2
4.	Conservancy Staff	3
5.	Cook for running Guest House	1
6.	Attendant for running Guest House	1
7.	Part-time Sweeper	1

* Number may be increased or decreased at the discretion of RRRLF.

Any other requirement will have to be met by the Firm/Company at a short notice under same terms and conditions and at proportionate rate of payment.

(Signature with date and Seal of the Tenderer)

ANNEXURE-V

(Forwarding letter)

(To be submitted on the Company's letterhead on this proforma only)

TENDER

The Director
Raja Rammohun Roy Library Foundation
Block DD-34, Sector-I, Salt Lake City
Kolkata 700 064

Dear Sir,

With reference to your Tender Notice dated, we hereby quote our rates in the proforma for submitting Schedule of Rates for the captioned work.

We have read and understood the Prerequisites, General Conditions, Special Clauses of Tender, Charter of Duties for personnel, to be engaged, Schedule of Deployment, Payment terms and Conditions and sites for providing Comprehensive Special Maintenance Services at the premises of RRRLF and proforma for Submission of Schedule of Rates and agree to abide by them.

We also understand that the RRRLF reserves the right to reject any or all quotations at any stage without assigning any reason therefore.

Yours faithfully,

(Signature with date and Seal of the Tenderer)

(‘PART A’)**COMPANY PROFILE**

Sl.No.	PARTICULARS	RESPONSE
1.	Name of the Organization	
2.	Date of incorporation and year of establishment	
3.	Address of the Firm / Company	
4.	Communication details of contact official(s) Name : Phone No. (Land Line) : Mobile No. Fax No. e-mail address :	
5.	Status of the Organisation	
6.	Number of years of experience in the particular line of business :	
7.	Sales Tax Registration No./VAT Number: Income Tax Registration Number : Service Tax Registration Number/PAN of the Company : EPF Registration Number : ESIC Registration Number : Trade License Number : (Enclose a copy each)	
8.	Key Financial Indicators.(Please submit copies of audited Profit & Loss Statement, Balance Sheet alongwith Auditor’s Note for the last three years) Total Income : Profit before Tax : Profit after Tax :	
9.	If empanelled with any other organization/statutory body eg. Govt. organization/ Bank/Company etc. please furnish name & date of empanelment and enclose a copy each of such empanelment	
10.	Name and address of the Banker	
11.	Any other information considered relevant	

Note : duly attested copies of documentary proof in respect of Sl.Nos.2, 3, 6, 7, 8, 9 and 10 should be enclosed alongwith this profile.

(Signature with date and Seal of the Tenderer)

