

# SATYAJIT RAY FILM & TELEVISION INSTITUTE

AN ACADEMIC INSTITUTION OF MINISTRY OF I&B OF GOVT. OF INDIA  
E. M. BYPASS ROAD, P.O. PANCHASAYAR, KOLKATA – 700 094

## TENDER NOTIFICATION

**TENDER NO. : 32029/04/2012-Admn./1369 dated 22.08.2013**

### **NOTICE INVITING TENDER FOR ENGAGEMENT OF AGENCY FOR PROVIDING SWEEPING & OTHER PERSONNEL AT S.R.F.T.I.**

Satyajit Ray Film & Television Institute (SRFTI) invites sealed quotations from reputed, resourceful, financially sound agencies capable of providing sweeping & other personnel to the campus located at E. M. Bypass Road, P.O. Panchasayar, Kolkata – 700 094, **for 02 (two) years.**

2. Details of the services required and other terms and conditions relating to the award of Contract are given in the **Annexure –I.**

i)	Tender Document Fee	Rs.1,000/- per set.
ii)	Earnest Money	Rs.20,000/-
iii)	Security Deposit	Rs.1,80,000/-
iv)	Sale of Tender Document	From <b>23.08.2013</b> to <b>09.09.2013</b> during Office Hours (except Sundays & holidays)
v)	Pre-bid Meeting	At 11.00 hours on <b>05.09.2013</b> at Committee Room, Admn Block, SRFTI
vi)	Last date of submission of Tender	Upto 15.00 hours on <b>09.09.2013</b>
vii)	Date & Time of opening of Techno-commercial bid of Tender	At 16.00 hours on <b>09.09.2013</b>
viii)	Opening of Price Bid	Tentatively on 18.09.2013 at 15.00 hrs.

Tender document may be obtained from Accounts Section, Satyajit Ray Film & Television Institute (SRFTI) at E. M. Bypass Road, Panchasayar, Kolkata 700 094, on payment of Rs.1,000/-, in cash, against application. Alternatively, the prospective tenderers may download the complete tender document from website of SRFTI: **www.srfti.ac.in** and in that case, the prospective tenderers would be required to deposit Rs.1,000/- in the form of Bank draft (in favour of '**Satyajit Ray Film & Television Institute**' from any Nationalized bank, **payable at Kolkata**) along with the duly filled up Techno-commercial part of the tender. The tender will not be accepted if it is not accompanied by the requisite draft towards cost of tender document, in case the same is downloaded from SRFTI's website.

The tender will be liable to be rejected if all requisite information are not furnished and all columns are not properly filled up and duly signed by the tenderer.

**The SRFTI reserves the right to reject any or all the tenders fully or partly without assigning any reason thereof.**

Registrar

**TERMS & CONDITIONS****GENERAL INSTRUCTIONS TO TENDERERS****1. Scope of Work:**

The selected agency would provide (i) Sweeping Supervisor and Sweepers for daily cleaning of all toilets & bathrooms at SRFTI premises including cleaning of all operational areas i.e. Office Area, Guest House, Students' Hostel, New Girls' Hostel, Common area of Staff Quarters, Open Air Theatre, Corridors & Roads throughout the year and (ii) Guest House Attendants for attending the Guest House round the clock [i.e. 02 in Morning Shift, 01 in Afternoon shift and 01 in Night Shift], as per details furnished below:-

<b>Personnel</b>	<b>No. of Deployed Personnel</b>		
<b>Sweeping Supervisor</b>	<b>01</b> (except Sunday)		
<b>Sweeper</b>	<b>21 Nos.</b> (on all working days)	<b>11 Nos.</b> (on every 1 <sup>st</sup> & 2 <sup>nd</sup> Sunday & 4 <sup>th</sup> Saturday)	<b>10 Nos.</b> (on every 2 <sup>nd</sup> Saturday & 3 <sup>rd</sup> & 4 <sup>th</sup> Sunday)
<b>Guest House Attendant</b>	<b>4 Nos.</b> (02 in Morning Shift, 01 in Afternoon shift and 01 in Night Shift)		

**N.B.:** The total number of sweeping & other personnel to be deployed per day/shift, may decrease or increase, as per requirement of the Institute.

**2. Eligibility conditions:**

- i) The tenderer must have executed similar work of providing sweeping and other personnel at offices/ installations/ operational areas of at least two different Organisations for not less than one year at a stretch, during last five financial years.
- ii) The average annual turnover of the firm should not be less than Rs.5,00,000/- (Rupees five lakhs) during last three years.
- iii) The agency should have adequate communication facilities by way of both landlines and mobile connections used by responsible contact persons.
- iv) The tenderer must have an office in Kolkata Municipal Corporation area or its suburban areas where arrangements for receiving letters should be available.
- v) The bidder should have a valid Trade Licence / Labour Licence / PF Certificate / ESI Registration Certificate / VAT / Sales Tax / Service Tax Registration Certificates / TAN / PAN No.

- vi) List of Customer along with the details of contact person, Tel. Nos., Fax, and complete address.

Bidders may please note that non-submission of any of the aforesaid documents might lead to techno-commercial disqualification of their offers.

3. **Validity of the contract:**

The period of contract shall be for a period of 02 (two) years from the date of start of contract. However, the contract may be extended for a further period of 01 (one) year on mutual consent. SRFTI reserves the right to terminate the contract by giving 60 days notice and without assigning any reason thereof.

4. **Pre-bid Meeting:**

All Tenderers are advised to attend the Pre-bid meeting in order to make themselves fully aware of the work conditions. In the event of non-attendance of the Pre-bid meeting by the Tenderers, it would, however, be presumed that the tenderer has fully considered all factors, risks & contingencies which will have direct & indirect impact on his expenses & profit from the work and no correspondence from the tenderer/contractor in this regard would be entertained. The 'Record Note of Discussion' of the Pre-bid meeting, if circulated, would also be made available in the website of SRFTI, Kolkata. Any prospective tenderer who would not be present in the Pre-Bid meeting, may download the 'Record Note of Discussion' of the Pre-bid meeting from the website of SRFTI, if circulated, and take necessary action accordingly. SRFTI will not be responsible for any cost or expense incurred by the Tenderer in connection with preparation or submission of the tenders.

5. **Earnest Money:**

Each tenderer shall have to deposit **Rs.20,000/- (Rupees twenty thousand)** only in the form of Bank draft on any Nationalized bank in favour of **"Satyajit Ray Film & Television Institute"**, payable at **Kolkata**, towards interest free Earnest Money, alongwith Techno-commercial Bid. Cheques, Govt. papers, Post Office Pass Book will not be accepted. Tenders received without the Earnest money in full and in the manner prescribed above, are liable to be rejected.

For unsuccessful bidder(s), the Earnest Money without any interest, will be refunded within 01 (one) month from the date of issue of Work Order to the successful bidder. SRFTI reserves the right to forfeit the Earnest Money in case –

- i) the successful bidder fails to start the work as may be indicated in the Letter of Intent (LOI);
- ii) the bidder revokes his tender or alters his earlier quoted rate, terms & conditions, after opening of Tender;
- iii) the bidder fails to communicate the unqualified acceptance to the Letter of Intent within 07 days from the date of issue of LOI,
- iv) the bidder fails to submit Security Deposit as per clause of the Tender specification.

For successful bidder, the Earnest Money will be retained by SRFTI till expiry of the contract.

6. **Security Deposit:**

The Security Deposit will be **Rs.1,80,000/- (Rupees one lakh eighty thousand)** only in the form of Bank draft on any Nationalized bank in favour of “**Satyajit Ray Film & Television Institute**”, payable at **Kolkata**, towards interest free which will have to be deposited in addition to EMD by the successful bidder before issue of work order. The Earnest Money & Security Deposit will be retained by SRFTI till expiry of the contractual period, without interest. In the event of the contractor failing to execute the contract without sufficient reason acceptable to SRFTI, the Security Deposit will be forfeited along with cancellation of the contract.

7. **Validity of the tender:**

The tender shall remain valid for acceptance for a period of six months from the date of opening of price bid. If any tenderer withdraws the tender before six months, the earnest money deposit will be liable to be forfeited.

8. **Tender conditions binding:**

- i) It is impressed upon the tenderer that such tender should be based on the conditions and specifications stipulated in the tender documents and that the tenderer shall not stipulate his own terms and conditions in deviation thereof, as apart from the likelihood of vitiating the tender, such deviations will lead to non-uniformity of tender & make evaluation of tenders difficult and accordingly, will render such tender liable to rejection/cancellation. However, if the tenderer feels that deviation is unavoidable, he should place the same, clause-wise with justification, in the Pre-Bid meeting. The decision taken in the aforesaid Pre-Bid meeting on the proposed deviations will, however, be binding on the tenderers.
- ii) The contract may be terminated anytime within the currency period of the contract by SRFTI at its sole discretion for any of the following factors & for such cancellation, SRFTI will under no circumstance be subject to any liability:-
  - a) Breach of any terms and conditions of contract.
  - b) Any unlawful act of the contractor(s) on any third party on behalf of the contractor entailing any damage/loss to the property/material of SRFTI or any inconvenience to SRFTI.

The decision of the Director, SRFTI to this effect shall be final.

9. **Submission of Tenders:**

- i) The quotation indicating rates (exclusive of taxes) for engagement of agency for providing sweeping & other personnel at SRFTI must be submitted in sealed covers superscribed “**TENDER FOR ENGAGEMENT OF AGENCY FOR PROVIDING SWEEPING PERSONNEL AT S.R.F.T.I.**” and put in the

Tender Box kept in front of the Reception desk of SRFTI, E. M. Bypass Road, P.O. Panchasayar, Kolkata – 700 094, by **15.00 hours on 09.09.2013**.

- ii) The tender must be submitted in two parts, both under separate sealed covers duly superscribed “**Techno-commercial Bid**” & “**Price Bid**” and both the sealed covers should be kept within the main sealed cover superscribed “**TENDER FOR ENGAGEMENT OF AGENCY FOR PROVIDING SWEEPING PERSONNEL AT S.R.F.T.I.**”
- iii) The sealed cover, superscribed “**Techno-commercial Bid**” should contain the following documents (certified copies):
  - a) Copies of documents as mentioned in Sub-clause (i) to (vi) under Clause 2 above.
  - b) In case of individual tenderer, proprietor’s full name, mailing address, Fax & Telephone Nos. and place and nature of business are to be submitted. In case of Partnership firm, the names of all the partners and their addresses along with copy of Partnership Deed are to be submitted. In case of companies, date and place of Registration including date of commencement of business, certificate with copy of Memorandum of Association are to be submitted.
  - c) Balance Sheet for the last three years.
  - d) Certificate duly signed by the Tenderer that “I/We have physically inspected the premises and understand the volume of work and I agree to the terms and conditions laid down in the NIT”.
  - e) Confirmation to abide by any prevailing or new Law/ Act relating to regulation of functioning of sweeping agencies, including the ‘**The Contract Labour (Regulation & Abolition) Act, 1970**’.
  - f) Signed & stamped copies of SRFTI’s Tender Documents (i.e. each page of the tender document needs to be signed & stamped by the tenderer) including cancelled, blank Rate Schedule i.e. without quoting any price.
  - g) EMD of Rs.20,000/- (Rupees twenty thousand) only in the form of Bank draft on any Nationalized bank in favour of “**Satyajit Ray Film & Television Institute**”, payable at **Kolkata**.
  - h) In case the prospective tenderers download the complete tender document from SRFTI’s website, Rs.1,000/- in the form of draft (in favour of ‘Satyajit Ray Film & Television Institute’ from any Nationalized bank, payable at Kolkata) should also be enclosed with the techno-commercial part of the tender, if not deposited in cash earlier.
  - i) Duly filled in the prescribed format in the agency letter pad (Format is enclosed at **Appendix - I**)
- iv) The sealed cover, superscribed “**Price Bid**”, should contain only the Rate Schedule duly filled in the prescribed format (Format is enclosed at **Appendix - II**).

- v) Late/delayed tenders due to any reason, whatsoever, will not be accepted/considered, at all, under any circumstances.
  - vi) The “**Techno-commercial Bid**” of the tender will be opened **at 16.00 hrs. on 09.09.2013** at the Committee Room of SRFTI, in presence of willing Tenders. Techno-commercially qualified bidders will be informed telephonically to remain present at the time of opening the “**Price Bid**”, if they deem fit.
10. Agencies are advised to visit the place of work for assuring the nature and volume of work realistically before quoting the rates.
  11. The rates should be mentioned in figures as well as in words exclusive of taxes and levies.
  12. **The bidder should go through all the clauses of the tender document and quote their rate** accordingly. The price-bid of only the techno-commercially qualified bidders, will be opened. Bidders should quote rate in English language, either typed or hand written, legibly, in international numerals. The rates should be in whole rupees. The rates should be entered in figures as well as in words without any cutting, erasing or over-writing. Cancellation, insertions, overwriting, if any, should be duly attested by the bidder. In the event of any dispute of any nature, the decision of Director, SRFTI, shall be final and binding on the contractor.
  13. If the bidder deliberately gives any wrong information in his tender, SRFTI reserves the right to reject such tender at any stage or cancel the contract, if awarded, and forfeit the Earnest Money or Earnest Money & Security Deposit, as required.
  14. The agencies/ contractors should quote the total value in terms of Rupees for two years.
  15. Rate quoted should be inclusive of **Minimum Wages (as per Govt. of India) along with other statutory components i.e. EPF, ESI, Bonus, National Holidays, Others Charges/Allowance, (if any), Service Charge (excluding Service Tax) etc.** as admissible under the provisions of **The Contract Labour (Regulation & Abolition) Act, 1970** and orders as would be enforceable from time to time, for deployment of sweeping & other personnel. Institute will not be held responsible for any breach of Government Rules and other statutory Rules by the agency. However, in case of any upward revision in respect of Minimum Wages during the contract period, this Institute will bear the difference.
  16. The deployed sweeping & other personnel should be citizens of India and physically fit enough to take the strain of the job.
  17. The Supervisor of the sweeping & other personnel should have the experience of performing the supervisory role in different Organizations for not less than two years.
  18. Sweeping & other personnel, while on duty, should be in possession of their identity cards issued by the respective agencies. Sweeping & other personnel should be obedient, disciplined, responsible, honest and without any criminal antecedents. In case any staff, employee, guard, partner or proprietor of the agency becomes involved in any criminal case, under investigation or disposed, the same should be brought to the notice of SRFTI immediately.

19. **Declaration:**

The successful tenderer shall have to furnish a “**Declaration**” on Non-judicial Stamp Paper of Rs.50/- stating acceptance of all Terms & Conditions mentioned in the tender documents (Format is enclosed at **Appendix - III**).

20. **Agreement:**

The successful tenderer/contractor shall be required to execute within 07 days from the date of acceptance of the tender at their own cost and expenses ‘**Contract Agreement**’ on a non-judicial stamp paper valued not less than Rs.50/- (Rupees fifty only) signed jointly by the representatives of SRFTI and successful tenderer under official seal as per format **FORM OF AGREEMENT** (Format is enclosed at **Appendix - IV** with this tender document).

21. **Refund of ‘Earnest Money’ & ‘Security Deposit’:**

On due and satisfactory performance of the Contract and on completion of all obligations by the contractor under the contract, the ‘Earnest Money’ & ‘Security Deposit’ will be refunded to them subject to the following conditions:

- i) After deducting the amount from the ‘Earnest Money’ & ‘Security Deposit’, which may fall due towards any claim for loss or for whatsoever reasons felt necessary by SRFTI.
- ii) The contractor shall have to apply for the refund of ‘Earnest Money’ & ‘Security Deposit’ along with Original Money Receipts issued against ‘Earnest Money’ & ‘Security Deposit’.
- iii) Before releasing the ‘Earnest Money’ & ‘Security Deposit’, the contractor shall also have to submit a certificate to the effect that they have no claim(s) against SRFTI under this contract. If any Bill(s) for the job done under this contract is/are left pending at the time of releasing the ‘Earnest Money’ & ‘Security Deposit’, the contractor may furnish the certificate in the following format:

“I/We hereby certify that there are no claims against SRFTI under contract No.....for the job..... except to the extent of the claims preferred by me/us as per the under-noted bills already submitted to you.”

22. **Terms of payment:**

Payment to the successful bidder shall be released on Monthly basis on submission of bill supported by the attendance sheet of the sweeping & other personnel duly certified by the concerned official(s) of SRFTI and the payment sheet of the respective month of the deputed sweeping & other personnel, along with a copy of the last month’s remittance to ESI and EPF for each sweeping & other personnel deployed by the agency at SRFTI for the services rendered in the particular month, within 30 days from the date of submission, provided bill in order. TDS and any other Government levies applicable shall be deducted on bill amount as per Government of India instructions issued from time to time.

21. **Dispute:**

In the event of any dispute, question or difference arising during the contractual period or during any other time, as to any matter connected with or arising out of the contract, the decision of the Director, SRFTI shall be final and binding upon all parties.

22. **Formal order:**

Formal order will be placed on the successful tenderer(s) after signing of the 'Declaration', 'Contract Agreement' and depositing the 'Security Money'.

23. **Damage & loss to private property & injury to workmen:**

The contractor(s) shall at his (their) own expenses reinstate and make good to the satisfaction of SRFTI and pay compensation for any injury, loss or damage accrued to any property or rights whatever, including property and rights of SRFTI or Agents or servants or employees of SRFTI, the injury, loss or damage arising out of or in any way in connection with the execution or purported execution of the contract(s) and further, the contractor(s) shall indemnify SRFTI against all claims enforceable against SRFTI (or any Agent, servant or employees of SRFTI) or which would be so enforceable against SRFTI where SRFTI is a private person, in respect of any such injury (including injury resulting to death), loss or damage to any person whomsoever or property including all claims which may arise under the **Workmen's Compensation Act or otherwise.**

24. The contractor should not have any legal or judicial proceedings pending in any court of law in Kolkata or anywhere in India.

25. **Settlement of Dispute & Arbitration:**

Any dispute arising during the term of agreement, the contractor shall promptly, within 15 days, request the Registrar of SRFTI in writing for written instruction or decision within a period of one month from the receipt of contractor letter. If Registrar, SRFTI fails to give his instruction or decision in writing within the aforesaid period or if the contractor is dissatisfied with the instruction or decision of the Registrar, SRFTI the contractor may, within 15 days of the receipt of Registrar, SRFTI's decision, appeal to Director of SRFTI who shall afford an opportunity to the contractor to be heard, if the latter so desires and to offer evidence in support of appeal. The Director shall give his decision within 30 days of receipt of contractor's appeal, if the contractor is dissatisfied with the decision, shall have to give notice to the Director for appointment of Arbitrator within 07 days from the date of receipt of decision of Director failing which the said decision shall be final binding and conclusive and not referable to adjudication by the arbitrator. The Arbitrator shall be appointed on mutual consent of both the parties and shall be of the rank of Director or equivalent as per the terms and conditions of agreement.

The arbitration shall be conducted in accordance with the provision of Arbitration and conciliation Act 1996 (26 of 1996) or any statutory modification or re-enactment thereof in the rule made there under and for the time being in force shall apply to the arbitration proceeding under this clause.



26. **Contractual and legal obligation of the contractor:**

- i) The contractor shall comply with all the laws, statutory rules and regulations as applicable and as may be prevalent or enacted by the State / Central Govt. During the tenure of the contract and force of jurisdiction at the place of work, the contractor shall give all such notices as required by law to the local Govt. body, Police and other concerned authorities.
- ii) The duty timing for the sweeping personnel will be from 8 A.M. to 4 P.M on all working days/ holidays or as scheduled by the Institute. The agency/ contractor will be responsible for engagement of 01 Sweeping Supervisor (except Sunday), 21 Sweepers (on all working days) and 11 & 10 Sweepers (on holidays) respectively, as mentioned in scope of work (para 1 above).

The duties of Attendant will be round the clock and in three shifts [02 in Morning Shift, 01 in Afternoon shift and 01 in Night Shift].

The agency / contractor will also be responsible for arrangement of substitute, reliever in case of any absence and rest period, holidays, bandh, civil commotion, natural calamities leave etc. without any extra cost to the Institute.

- iii) The contractor shall pay all taxes, fees, license charges or any other commission/charges that may be levied on account of his operation in executing the contract, to the concerned authorities, without any extra cost to the Institute.
- iv) The contractor shall arrange and coordinate his work in such a manner so as to cause no hindrance to the other people / agencies working in the same premises.
- v) The contractor shall maintain proper liaison with SRFTI authorities.
- vi) The contractor shall, in respect of their employees, provide SRFTI with the following information: Name, Father's name, Date of birth, Educational qualification, Identifying marks, full residential address and past experience together with 02 copies of recent passport size photograph.
- vii) The Contractor's employees shall not resort to or in any way abet any form of strike or coercion or physical duress in connection with any matter. Holding of meeting/demonstration within the premises of the Institute by any employee of the contractor is strictly prohibited.
- viii) No employee of the contractor shall communicate directly or indirectly any official documents or any part thereof or any information of the Institute to any other person except in accordance with any general or special order of the Institute. The employee(s) of the Contractor involved in any such act, should be withdrawn immediately on receipt of report from the Institute.
- ix) The services of the sweeping agency/its personnel are purely temporary and on contract basis only. Such service will not bestow any claim on the agency or the employees engaged by them for absorption in the Institute. The agency will be responsible for monthly payment to the sweeping & other personnel to be engaged by them, within 7<sup>th</sup> day of each calendar month (English). Monthly payment to the

sweeping & other personnel by the agency within the due time, has got no relationship with the payment of the bill of the agency by SRFTI and this Institute would be no way concerned for payment of the sweeping & other personnel deployed by the agency.

- x) Payment towards sweeping services will be made on monthly basis. It will be the responsibility of the agency to furnish correct bill after completion of the month and after payment to the deputed sweeping & other personnel. The contractor must strictly maintain the payment date as mentioned in sub-clause (ix) of the clause 26 above.
- xi) On demand of SRFTI, sweeping & other personnel involved in any act that is injurious and against the interest of the Institute, shall have to be withdrawn immediately.
- xii) Rates once accepted would be valid for entire period of contract from the date of acceptance and no interim changes will be allowed except change in **Minimum Wages** including related components as admissible under the provisions of **The Contract Labour (Regulation & Abolition) Act, 1970**.
- xiii) The Institute reserves the right to reject or accept any/all tender and modify the total requirement at any stage without assigning any reason whatsoever. The decision of the Director of the Institute in this regard shall be final.
- xiv) The law applicable to the contract shall be the law in force in India. The courts of Kolkata shall have the exclusive jurisdiction in all matters arising under the contract.
- xv) All payment due to the contractor shall be made in Indian currency through Account payee cheque. TDS will be recovered as per rule.

27. **Evaluation Criteria of the Price Bid:**

- i) Rates are to be quoted as per enclosed **Appendix - II** format. It is mandatory to quote all the columns in Rate Schedule. Even if Price is not quoted for one column, the bid is liable for rejection.
- ii) The evaluation for selection of contractor will interalia consist of past performance (previous experience, work order copies, letter of acceptance), financial soundness, technical competence (certification by reputed bodies).
- iii) SRFTI reserves the right to verify all statements of the applicants and inspect contractor's service at the other organization to evaluate their capacity to execute contract works.
- iv) SRFTI shall evaluate the bids to determine whether they are complete, whether any computational errors have been made, whether documents have been properly signed and whether bids are generally in order.
- v) If there is a discrepancy between words and figures the amount in words shall prevail. Prior to detailed evaluation, SRFTI will determine the substantial responsiveness of each bid. A substantially responsive bid is one, which confirms

to all the terms and conditions of bid document without any material deviation. A bid determined as substantially non-responsive will be rejected by SRFTI.

- vi) Evaluation will be based on the lowest total amount quoted in the Rate Schedule (**Appendix - II**) excluding Tax, of the contract for 2 years.
- vii) The bidder with the lowest total amount quoted in the Rate Schedule (**Appendix - II**) excluding Tax, of the contract for 2 years, will be considered for placement of order.

28. **Validity and Termination of the Agreement:-**

- i) The agency/contractor will have to enter into an agreement as per the terms & conditions of this tender document, after acceptance of the rates.
- ii) The agreement shall come into effect from the day it is signed by the Contractor/Agency/caterer and remain valid for a period of two years (extendable by one year). The agreement shall be comprehensive and its terms shall be binding on both the parties.
- iii) In case SRFTI or contractor desires to discontinue with the agreement, a three month's prior notice will have to be given from either side.
- iv) However, SRFTI reserves the right to terminate the contract without any notice in case of detection of fraud, forgery, gross devolution of duty on the part of the agency or its employees.
- v) On termination of the contract it will be the responsibility of the agency to take back the deployed personnel from the premises of the Institute.

**Registrar**



**Appendix - I**

**SATYAJIT RAY FILM & TELEVISION INSTITUTE, KOLKATA**

(AN ACADEMIC INSTITUTION UNDER MINISTRY OF INFORMATION & BROADCASTING, GOVT. OF INDIA)

E. M. Bypass Road, P.O. Panchasayar, Kolkata 700094

Tender No.32029/04/2012-Admn./1369 dated 22.08.2013

**TENDER FORM FOR ENGAGEMENT OF AGENCY FOR PROVIDING  
SWEEPING & OTHER PERSONNEL**

**PART -I (TECHNO – COMMERCIAL BID)**

(TO BE SUBMITTED SEPARATELY IN ORIGINAL UNDER SEALED COVER)

**LAST DATE FOR SUBMISSION : 09.09.2013 (15.00 Hrs.)**

1.	NAME OF THE AGENCY (In Block Letters)						
2.	OFFICIAL ADDRESS (In Block Letters)	TEL:		FAX:			
3.	NATURE OF THE AGENCY (Tick Appropriate Box)	<input type="checkbox"/>	PRIVATE LIMITED	<input type="checkbox"/>	PROPRIETORSHIP	<input type="checkbox"/>	OTHERS
4.	NO. OF YEARS IN OPERATION	(Documentary Proof to be produced on demand)					
5.	<b>EXPERIENCE IN RELATED FIELD DURING LAST FIVE YEARS :</b>						
	SN	NAME & ADDRESS OF THE ORGANISATION	LOCATION OF OPERATION	PERIOD OF CONTRACT	NAME & TEL. NO. OF CONTACT OFFICIAL		
	(a)						
	(b)						
	(c)						
	(d)						
	(e)						
	(f)						
6.	ANY OTHER INFORMATION						

Certified that the above information furnished is true to the best of our knowledge and belief.

Date:

Signature of the Authorized Signatory with Seal



**SATYAJIT RAY FILM & TELEVISION INSTITUTE, KOLKATA**

(AN ACADEMIC INSTITUTION UNDER MINISTRY OF INFORMATION & BROADCASTING, GOVT. OF INDIA)

E. M. Bypass Road, P.O. Panchasayar, Kolkata 700094

Tender No.32029/04/2012-Admn./1369 dated 22.08.2013

**TENDER FORM FOR ENGAGEMENT OF AGENCY FOR PROVIDING  
SWEEPING & OTHER PERSONNEL**

**PART – II (PRICE BID)**

(TO BE SUBMITTED SEPARATELY IN ORIGINAL UNDER SEALED COVER)

**LAST DATE FOR SUBMISSION : 09.09.2013 (15.00 Hrs.)**

1.	NAME OF THE AGENCY (In Block Letters)	
2.	OFFICIAL ADDRESS (In Block Letters)	TEL: _____ FAX: _____

**QUOTATION**

S.N	DETAILS OF MANPOWER	APPROXIMATE REQUIREMENT	RATE QUOTED* (PER HEAD PER DAY)
01.	<b>SWEEPING SUPERVISOR</b>	<b>01 (One)</b>	Rs. (in figures) Rupees (in words)
02.	<b>SWEEPER</b>	<b>21 (Twenty one)</b>	Rs. (in figures) Rupees (in words)
03.	<b>GUEST HOUSE ATTENDANT</b>	<b>04 (Four)</b>	Rs. (in figures) Rupees (in words)
04.	<b>TOTAL VALUE OF THE WORK FOR 02 YEARS</b>		Rs. (in figures) Rupees (in words)

\* The rate should be inclusive of Minimum Wages (as per Govt. of India) along with other statutory components i.e. EPF, ESI, Bonus, National Holidays, Supervisor Allowance, Others Charges/Allowance, (if any), Service Charge (excluding Service Tax) etc. as admissible under the provisions of **The Contract Labour (Regulation & Abolition) Act, 1970**. Details of break-up of the quoted rate should be enclosed (**as per Format 'A'**).

I/We hereby undertake that I/We are quoting the above rates after having read and understood the 'Terms & Conditioners' and agree to abide by the same, after visit of the site and understanding job requirement.

Date:

Signature of the Authorized Signatory with Seal

*Format 'A'***DETAILED BREAK-UP OF WAGES OF SWEEPING SUPERVISOR, SWEEPER & ATTENDANT**

Tender No.32029/04/2012-Admn./1369 dated 22.08.2013

**Sweeping Supervisor (Per Day)**

<b>S/N</b>	<b>Consisting of Statutory Obligations</b>	<b>Amount</b>
01.	Minimum Wages (Semi-skilled rate as per Govt. of India)	
02.	E.P.F. @ 13.61%	
03.	E.S.I.@ 4.75%	
04.	Bonus @ 8.33% (Maximum ceiling Rs.3500/-)	
05.	National Holiday (03 Nos.)	
06.	Others Charges/Allowance, if any	
07.	Service Charges	
08.	Total Value Per Head Per Day	
09.	<b>Total Value for 02 years</b> (01 Supervisor x Rate per day x 626 days )	

**Sweeper & Attendant (Per Day)**

<b>S/N</b>	<b>Consisting of Statutory Obligations</b>	<b>Amount</b>
01.	Minimum Wages (Un-skilled rate as per Govt. of India)	
02.	E.P.F. @ 13.61%	
03.	E.S.I.@ 4.75%	
04.	Bonus @ 8.33% (Maximum ceiling Rs.3500/-)	
05.	National Holiday (03 Nos.)	
06.	Others Charges/Allowance, if any	
07.	Service Charges	
08.	Total Value Per Head Per Day	
09.	<b>Total Value for 21 Sweeper + 4 Attendant for 02 years</b> [21 sweeper x Rate of per day x 578 days (working days)] [11 sweeper x Rate of per day x 76 days (holidays)] [10 sweeper x Rate of per day x 76 days (holidays)] [4 attendant x Rate of per day x 30 days]	

Date:

Signature of the Authorized Signatory with Seal

**Declaration**

I, Shri ....., son/ daughter of Shri  
....., proprietor/ Partner/  
authorized signatory of M/s.....  
of ..... do hereby  
Undertake that I/we shall abide by the terms and conditions as laid down in the Tender  
Documents bearing tender No. 32029/04/2012-Admn/1369 dated 22.08.2013 in  
connection with providing sweeping & other personnel in SATYAJIT RAY FILM &  
TELEVISION INSTITUTE, E.M. Bypass Road, Panchasayar, Kolkata – 700094.

(Full Signature)

**TENDER FOR ENGAGEMENT OF AGENCY FOR PROVIDING SWEEPING &  
OTHER PERSONNEL AT SRFTI**

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**FORM OF AGREEMENT**

Agreement made this day of \_\_\_\_\_ 2013 between the Satyajit Ray Film & Television Institute, Kolkata (SRFTI), a academic Institution under Ministry of Information & Broadcasting, Govt. of India (herein after called the Institute) of one part and \_\_\_\_\_ (hereinafter called the 'the Contractor' which expression shall unless excluded by or repugnant to the context, be deemed to include its heirs, executors, administrators, representatives and assignees or successors in office) of the other part.

Whereas the Institute is desirous that certain work should be undertaken viz., (i) one Sweeping Supervisor (except Sunday), 21 Sweepers (on all working days) & 11 & 10 Sweepers (on holidays) respectively, as mentioned in scope of work of the tender document for daily cleaning of all toilets & bathrooms at SRFTI premises including cleaning of all operational areas i.e. Office Area, Guest House, Students' Hostel, New Girls' Hostel, Common area of Staff Quarters, Open Air Theatre, Corridors & Roads throughout the year and (ii) 4 Guest House Attendants for attending the Guest House round the clock [i.e. 02 in Morning Shift, 01 in Afternoon shift and 01 in Night Shift] at SRFTI and have accepted the Tender submitted by the Contractor for the execution of such works against the Tender No.32029/04/2012-Admn/1369 dated 22.08.2013

Now this Agreement witness as follows:

1. In the Agreement, words and expressions shall have the same meanings as are respectively assigned to them in "General Instructions to Tenderers" herein after referred to.
2. The following documents shall be deemed to form and be read and construed as part of this agreement viz.,
  - a) The said Tender document and the acceptance of the Tender
  - b) The General Instructions to the Tenderers
  - c) Rate Schedule.
  - d) All correspondences by which the contract is added, amended, varied or modified in any way, by mutual consent.
3. In consideration of the payments to be made by the Institute to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Institute to execute the work in conformity in all respects with the provisions of the contract.
4. The Institute hereby covenants to pay the Contractor in consideration of such execution at the contract prices at the time and in the manner prescribed by the contract.



In witness whereof the parties hereto have caused their respective common seals to be hereunto affixed (or hereunto set their respective hands and seals) the day and year first above mentioned

Name.....  
Address.....

.....  
.....

\_\_\_\_\_  
Registrar, SRFTI

Signed, Sealed and delivered  
at Kolkata in the presence of

Name.....

Address.....

.....  
.....

\_\_\_\_\_  
Contractor