



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)

12, SUDDER STREET, KOLKATA - 700 016

TELEPHONES: +91 33 40364777/22521031/1034/1035/1492

Website: www.icmai.in

Local Purchase Committee

TENDER NOTICE

Ref. LPC-ADMN-SPECIAL-CLEANING-24-25

July 24, 2024

Tender of special cleaning services for the Institute, Kolkata

Reputed and reliable service provider having capacity and proven track record to provide deep cleaning and housekeeping works with special cleaning to the J. N. Bose Auditorium & Conference Hall of the Institute.

1. Scope of work:

- 1.1 Cleaning of acoustic wall of Council room & Auditorium using branded & good quality cleaning agent on quarterly basis.
- 1.2 Monthly dusting of Auditorium's carpet / chairs / sound system using appropriate machinery.
- 1.3 Quarterly shampooing of Auditorium's carpet.
- 1.4 Floor Machine Scrubbing: - (Quarterly)
 - 1.4.1 Scrubbing of area with cleaning solutions through scrubbing pad or brush.
 - 1.4.2 Scrubbing floors through Scrubbing machine.
 - 1.4.3 Ensuring all area to be covered.
 - 1.4.4 Use the machine to remove the cleaning solution and dirt, moving in overlapping passes to ensure thorough cleaning.
 - 1.4.5 Floor drying completely before allowing foot traffic.
- 1.5 Floor Corner Cleaning: (Quarterly)
 - 1.5.1 After machine scrubbing, inspect corners and edges of the floor for cleaning
 - 1.5.2 Cleaning corners and edges thoroughly.
- 1.6 Floor Skirting Cleaning: (Quarterly)
 - 1.6.1 Use a separate microfiber cloth or mop to clean skirting boards or baseboards.
 - 1.6.2 Wipe down skirting boards with a solution appropriate for the material (wood, tile, etc.).
 - 1.6.3 Remove any marks or dirt, ensuring a clean and presentable appearance



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1.7 Post-Cleaning: (Quarterly)

1.7.1 Dispose of any used cleaning solutions and rinse buckets thoroughly.

1.7.2 Conduct a final inspection of the area to ensure all cleaning tasks are completed satisfactorily

1.8 Machineries to be used - Floor scrubbing machine, Mop and bucket, Scrubbing pads or brushes (appropriate for floor type), Cleaning solutions, Microfiber cloths, Safety goggles and gloves, Dust Vacuum Cleaner, Dry Vacuum Cleaner, Wooden furnishers to be washed properly (to be polished, if required), proper cleaning agent to be used for projector screen, proper dusting with vacuum cleaner to be done to sound system installed apparatus, entire racks, cables, mikes (auditorium and conference both), chairs of auditorium, sofas of conference hall, other required work. Agency may ask to perform other cleaning job in the said sites addition to said job and they may also visit to sites to assess the quantum of job.

1.9 Any other work related to but not specifically mentioned above, required for completion of the job as per the intent and scope of work.

2. Eligibility:

2.1 The Agency must have an office at Kolkata, fully equipped with necessary infrastructure.

2.2 The Agency must have following valid statutory registrations wherever applicable:

- Trade License
- Registration of GST

Interested vendors may contact Administration, to assess the quantum of work at ICMAI, 12, Sudder Street, Kolkata - 700 016 during office hours 10.30am to 4.30pm on Monday - Friday except National Holidays. Contact details: email id: admin.kolkata@icmai.in, Phone no.: 033-40364709

3. Instructions for bidders:

3.1 Total price will include all such as use of tools, equipment, machineries, labour, etc. Nothing other than electricity and water (connections already



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- fixed) will be provided by the Institute. No additional charges other than quoted rate will be entertained.
- 3.2 Rates to be offered including all applicable taxes.
 - 3.3 Bidders shall bear all costs associated with the preparation and submission of its bid.
 - 3.4 Before quoting the agency may assess the quantum of work involved after going through the specifications / area given in the 'Scope of work & Annexure - 1'. Administration may be contacted for assessing the quantum of work.
 - 3.5 Adequate precaution shall be taken to prevent danger from electrical equipment. No materials on any of the sites of work shall be so stacked or placed as to cause danger or inconvenience to any person.
 - 3.6 Copy of updated trade license and copy of GST certificate have to be submitted with the application.

4. Payments:

- 4.1 No advance payment will be made. Payment will be made after completion of satisfactory supply and submission of invoice / bill in hard copy.
- 4.2 The payment will be made quarterly after satisfactory completion of each 3 months' service.
- 4.3 The payment will be made in electronic mode only in 30 days of submission of bills.

5. Terms & Conditions:

- 5.1 The price quoted by the bidder should remain valid for 90 days.
- 5.2 Period of Contract - One year and may extended another one year on mutual agreement of parties. However, can be terminated by either party after giving one-month notice.
- 5.3 If a firm quotes NIL charges/consideration/abnormal charges, the bid shall be treated as unresponsive and will not be considered
- 5.4 Canvassing in any form in connection with the contract is strictly prohibited.
- 5.5 L1 will be decided based on the consolidated amount quoted in the darkened boxes for Consolidated Annual Rate (Rs.) in Annexure 2.



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- 5.6 Any missed service will be deducted on equal proportion of quoted rate.
- 5.7 Institute reserves the right to extend the last date for receipt of bids at its own discretion.
- 5.8 Once the supply order is placed, it will be the vendors' responsibility to make the project functional. Any additional cost incurred for completing the project and for which the vendor has not bid at the time of submission of the final offer will be borne by the vendor.
- 5.9 Wherever the ground is dug for cable laying etc, it shall be restored to original condition. All debris etc. shall be disposed off to the nearest defined place by municipal authority or by Institute, as applicable.
- 5.10 The Bidder shall not sub-contract the mentioned work to any organization, person, firm or its franchise without the prior approval of the Institute
- 5.11 The Institute may, for any reason whether at its own initiative or in response to the clarification requested by the prospective bidder, issue amendment in the form of addendum during the bidding period and subsequent to receiving the bids. Any addendum thus issued shall become part of bidding document and bidder shall submit the addendum duly signed and stamped in token of his acceptance.
- 5.12 Institute reserves the right to modify the quantity included in the schedule of requirements at any time after acceptance of tender without a notice. The bidders shall have no claim to any payment of compensation.
- 5.13 Institute reserves the right to repudiate the contract and entrust the work to any other third party in the event of breach of terms and conditions of this agreement or in the event of unsatisfactory performance observed by the Institute,
- 5.14 Institute may ask clarifications if any during the evaluation and the bidders are expected to respond. Lack of response from them will enable the Institute arrive at its own decision about such bids.
- 5.15 The Institute shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the engaged personnel of the contracting Firm.
- 5.16 The work executed by the vendor should be to the satisfaction of the concerned officer where work was executed. If the same is not found satisfactory, the firm will have to do the job again at its own cost. The



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decision of the concerned officer and of the Institute in this regard will be final and unassailable and binding on the vendor.

- 5.17 Upon being selected as the successful bidder and being awarded the Order, the bidder is expected to reply to all queries/ complaints that may be raised by the Institute from time to time.
- 5.18 The participating bidder has to submit this tender document signed and sealed on each page, together with Technical Bid, as acceptance of the terms and conditions mentioned herein.
- 5.19 The order will be placed for the best interest of the Institute.

6. Submission of Bids:

The sealed quotations superscribed 'Tender of special cleaning services for the Institute, Kolkata' (Bid Reference – LPC-ADMN-SPECIAL-CLEANING-24-25) have to be deposited at the Tender Box number 1 labelled as Local Purchase Committee on or before 3:00pm, 5th August, 2024.

LOCAL PURCHASE COMMITTEE



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Annexure 1

Name of the Institution : The Institute of Cost Accountants of India

Type of Floor : Vitrified tiles / Carpet

Total Area (Approx):

Particulars of the services required to be rendered by the agency

| | Ground | 1st Floor | 2nd Floor | 3rd Floor |
|------------------------|----------|-----------|-----------|-----------|
| Chambers | | 24 | 21 | 10 |
| Hall | | | 3 | 1 |
| Walkable Passage | 2 | 4 | 2 | 1 |
| Toilets | 6 | 5 | 5 | 3 |
| Stores (File keeping & | 4 | 1 | 2 | 1 |
| Terrace | | | | 1 |
| Total | 3900 sft | 4200 sft | 5700 sft | 3000 sft |
| Roof | | | 1300 sft | 3000 sft |

Ground Floor: -

| | | |
|---------|---|---------|
| Passage | 1 | 500 sft |
| Garage | 2 | 800 sft |

| | Floor | Acoustic Wall | Wooden Panel Dias | False Ceiling |
|---------------------------|----------|---------------|-------------------|---------------|
| Auditorium (Ground Floor) | 2400 sft | 1800 sft | 550 sft | 2400 sft |
| Chairs | | | 288 no.s | |
| Air Conditioner ducks | | | 11 no.s | |
| Carpet | | | 2000 sft | |
| Sound system | | | 9 | |
| Sound system room/rack | | | 1 no. | |
| Wooden table | | | 2 no.s | |
| Executive Chairs | | | 6 no.s | |
| Podium | | | 1 no. | |



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| | Floor | Acoustic Wall | False Ceiling |
|--|----------|---------------|---------------|
| Council Room (New - 1 st Floor) | 950 sft. | 1350 sft | 950 sft. |
| Chairs | | 21 no.s | |
| Wooden table | | 1 no.s | |
| Wooden table outside conference room | | 1 no.s | |
| LED TV | | 1 no.s | |
| Wooden Rack | | 1 no.s | |

| 4th floor of EIRC Building - Research & Journal Directorate, 84, Harish Mukherjee Road, | | | | |
|---|------|---------------------|---------|------------|
| Chamber | Hall | Walk able Passage | Toilets | Total Area |
| 6 | 1 | (Lobby Reception) 1 | 2 | 3200 sft. |

The above items and numbers are estimated.

Signature of bidder:

Seal:

Date:



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Annexure 2

Format of bid

| Sl. No. | Details Requested | Provide Details |
|---------|---|-----------------|
| 1. | Name of the Company/ Vendor | |
| 2. | Contact person & Mobile number | |
| 3. | Full address of the office With Email Address | |
| 4. | RTGS Bank Account Details | |
| 5. | Details of GSTN (Copy to be enclosed) | |
| 6. | PAN of the Proprietor/Firm | |
| 7. | Certification of Incorporation/Trade License (Copy to be enclosed) | |

| Consolidated Annual Rate# | |
|---------------------------|----------------|
| In figures (Rs.) | In words (Rs.) |
| | |

Rates will be inclusive of all with taxes.

Declaration: We /our Company have visited the sites and understood the job involved. We agree to all the terms and conditions as indicated in this EOI/Tender Notice. We are not debarred by any organization.

Signature of bidder:

Seal:

Date: