



# THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(Statutory body under an Act of Parliament)

12, SUDDER STREET, KOLKATA- 700 016

TELEPHONES :+91033 2252 1031 / 1034 / 1035,22521492 /1602FAX+9133- 2252 1026

Website: [www.icmai.in](http://www.icmai.in)

## Local Purchase Committee

LPC/Infrastructure/Canteen Chimney - Kolkata/2023-24 (2)

03.08.2023

### Tender for procurement of Canteen Chimney at Kolkata

Sealed competitive tenders superscripted "Supply, Installation and Commissioning of Commercial Chimney for Employee's Canteen at Ground Floor of Headquarters Building of the Institute of Cost Accountants of India, Kolkata" are invited from contractors who have successfully completed similar type of work and have a valid GST registration & having valid trade License for more than 5 years.

#### Detailed Specifications:

SI No	Particulars	Detailed specifications
1	Canteen Chimney	<p><b>A.</b> Removing of existing chimney and providing and</p> <p><b>B.</b> Fixing of new industrial chimney of approved make comprising the following:</p> <ol style="list-style-type: none"><li>GI Hood with SS Oil Filter of 22 Swg Grade Hood/24 Swg SS filter – 6.00 RFT</li><li>Ducting of required size made of GI sheets (Minimum 22/24 Gauge Swg grade) – 70.00 RFT (Approx)</li><li>2 HP Co-Axial Fan EPC make (3Phase; 440V; 1440 Rpm)</li><li>Supplying, Installation and commissioning of Chimney including fan installation and fitting, making necessary working platform with scaffolding, all necessary electrical wiring of length not more than 30.00 RMT, switches of required capacity etc. complete.</li></ol> <p><b>C.</b> Including necessary electrical wiring, civil work (If Required), supporting arrangement for holding the Duct from canteen up to building top of height of 17.00 mt. (Approx.) through vertical wall with clip/clamp of required size and shape, necessary scaffolding for working platform etc. complete.</p>
2	Place of Delivery	The Institute of Cost Accountants of India, CMA Bhawan, 12, Sudder Street, Kolkata – 700 016
3	Period of Completion of Work	1 Month (30 calendar days from receipt of the work order)
4	Warranty	Free full warranty with replacement of parts for at least 1 year from the date of completion of the order
5	E.M.D.	Rs. 10,000 vide DD payable at Kolkata favoring 'The Institute of Cost Accountants of India'
6	Infrastructural Requirement	Contracts / Vendors must have full-fledged service set-up at Kolkata/ Howrah and proof to this effect must be enclosed.

**# Site visit by the bidder for its specifications before participating in the bid is compulsory.**



# THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(Statutory body under an Act of Parliament)

12, SUDDER STREET, KOLKATA- 700 016

TELEPHONES : +91033 2252 1031 / 1034 / 1035, 22521492 / 1602 FAX +9133- 2252 1026

Website: [www.icmai.in](http://www.icmai.in)

## Local Purchase Committee

---

### **Terms and conditions:**

- The rates to be offered should include all material, supply and delivery, tax, etc. excluding GST. GST will be paid extra as applicable at the material time. No other additional payments would be made.
- Bidders shall bear all costs associated with the preparation and submission of its bid.
- The price quoted by the bidder should remain valid for 90 days.
- Period of contract – One (1) time contract.
- If a firm quotes NIL charges/consideration/abnormal charges, the bid shall be treated as unresponsive and will not be considered.
- Canvassing in any form in connection with the contract is strictly prohibited.
- **L1 will be evaluated on the basis of amount mentioned in the 'Total Cost' in the darkened box of Price Bid – Annexure No. 2.**
- Only Technically qualified bidders would be allowed to participate in the financial evaluation.
- Institute reserves the right to extend the last date for receipt of bids at its own discretion.
- The concerned department has the right to refuse the delivered product if it does not conform to the specifications of the specimen/sample, and in that case payment may not be done.
- 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.
- The Bidder shall not sub-contract the mentioned work to any organization, person, firm or its franchise without the prior approval of the Institute
- 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.
- 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.
- 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.
- 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 decision of the concerned officer and of the Institute in this regard will be final and unassailable and binding on the vendor.
- Interested Bidders may contact Shri Kushal Sengupta, Additional Director, Infrastructure Dept. or Shri Soumen Kushari, Consultant Engineer of the Institute on any Working Day (Monday – Friday) during Office Hours except Holiday(s). Phone: 9433148871/7978043241.
- 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.
- A **copy of Trade License** / Certificate of Incorporation is to be compulsorily submitted along with Annexure 1.
- Vendors, who are registered with MSME, be exempted to submit EMD at the time of submitting their offer as per GOVT. regulations.
- The order will be placed for the best interest of the Institute.



# THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(Statutory body under an Act of Parliament)

12, SUDDER STREET, KOLKATA- 700 016

TELEPHONES : +91033 2252 1031 / 1034 / 1035, 22521492 / 1602 FAX +9133- 2252 1026

Website: [www.icmai.in](http://www.icmai.in)

## Local Purchase Committee

---

### Payments

- a. No advance payment will be made. Payment will be made after completion of satisfactory supply and submission of invoice / bill in hard copy.
- b. The payment will be made in electronic mode only within 30 days of submission of bills.
- c. Bank Details [(1) Name of the A/c., (2) A/c. No., (3) Type of A/c., (4) Name of the Bank, (5) Branch Name with Address and (6) IFSC Code] should be provided in the Quotation.

### Submission of Bids:

#### Envelope No. I – TECHNICAL BID:

Seal and signed page of filled in Annexure-1. (along with necessary copies of documents) and the demand draft.

#### Envelope No. II – FINANCIAL BID:

Filled in Financial bid of Annexure-2.

The Bidder should prepare two separate envelopes – One for submission of Technical Bid and another for submission of Financial Bid. These two envelopes need to be sealed super subscribing – Technical Bid & Financial Bid with the name, address and contact number of the Bidder.

#### Envelope No. III

Then pre-sealed envelope no. I & II need to be inserted in another envelope i.e. envelope no. III and it also need to be sealed with a subject heading on it which is as under:

“Tender for procurement of Canteen Chimney at Kolkata” [Bid Reference – LPC/Infrastructure/Canteen Chimney - Kolkata/2023-24(2)]

The final envelope (III) has to be submitted in the **LPC Tender Box** kept at the ground floor of the Institute. Address: Local Purchase Committee, ICAI, CMA Bhawan, 12, Sudder Street, Kolkata – 700 016, on or before 3:00 pm, August 24<sup>th</sup> 2023.

**Convener**  
**Local Purchase Committee**



# THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(Statutory body under an Act of Parliament)

12, SUDDER STREET, KOLKATA- 700 016

TELEPHONES : +91033 2252 1031 / 1034 / 1035, 22521492 / 1602 FAX +9133- 2252 1026

Website: [www.icmai.in](http://www.icmai.in)

## Local Purchase Committee

### Annexure 1 (Part 1)

#### Technical Evaluation

Sl. No	Particulars#	Point Fixed	Maximum Point	Copy enclosed (please tick)
1	<b>Nature of the Organisation</b>			
	(a) Proprietorship / Partnership	05	10	YES/NO
	(b) For more than one	10		
2	<b>Having Local Office at Kolkata</b>			
	a) No Office at Kolkata	05	15	YES/NO
	b) Branch Office at Kolkata	10		
	c) Head/Registered Office at Kolkata/Howrah	15		
3	<b>Years of Experience</b>			
	a) Up to 5 years	05	20	YES/NO
	b) Above 5 years to 10 years	10		
	c) Above 10 years to 15 years	15		
	d) More than 15 years	20		
4	<b>Maximum value of any single project handled</b>			
	a) Up to Rs 2.00 lakhs	05	15	YES/NO
	b) More than Rs. 02.00 lakhs and up to 05.00 lakhs	10		
	d) More than Rs. 5.00 lakhs	15		
5	<b>Average Annual Turnover</b>			
	a) From Rs 5.00 lakhs to Rs 10.00 lakhs	05	20	YES/NO
	a) From Rs 10.00 lakhs to Rs 20.00 lakhs	10		
	b) From Rs 20.00 lakhs to Rs.30.00 lakhs	15		
	c) Rs.30.00 lakhs and above	20		
	Manpower in payroll above 5	10		
	<b>Total Point</b>		<b>80</b>	

# copies of documents need to be submitted with the application for consideration in the evaluation process.

Applicants need to tick at the place indicated.

\* Minimum qualifying marks of 50 is required to be shortlisted for further consideration.

\* Necessary documents have to be enclosed with this application/annexure.

Signature of applicant:

Seal:

Date:

Place:



# THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(Statutory body under an Act of Parliament)

12, SUDDER STREET, KOLKATA- 700 016

TELEPHONES : +91033 2252 1031 / 1034 / 1035, 22521492 / 1602 FAX +9133- 2252 1026

Website: [www.icmai.in](http://www.icmai.in)

## Local Purchase Committee

### Annexure 1 (Part 2)

#### Details of the Vendor

<b>Sl. No.</b>	<b>Details Requested</b>	<b>Provide Details</b>
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.	Certificate of Incorporation / Trade License no. <b>(copy to enclose)</b>	
6.	Details of GSTN	
7.	PAN of proprietor	



# THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(Statutory body under an Act of Parliament)

12, SUDDER STREET, KOLKATA- 700 016

TELEPHONES : +91033 2252 1031 / 1034 / 1035, 22521492 / 1602 FAX +9133- 2252 1026

Website: [www.icmai.in](http://www.icmai.in)

## Local Purchase Committee

Annexure 2

### Financial Evaluation

SI No	Detailed specifications	All amounts are in Rs.			
		Unit	Quantity	Rate	Amount
1	Removing of existing chimney and providing and fixing of new industrial chimney of approved make comprising the following including necessary electrical wiring, civil work (If Required), supporting arrangement for holding the Duct from canteen up to building top of height of 20.00 mt. (Approx.) through vertical wall with clip/clamp of required size and shape, necessary scaffolding for working platform etc. complete.		1		
2	GI Hood with SS Oil Filter of 22 Swg Grade Hood/24 Swg SS filter	RFT	6.00		
3	Ducting of required size made of GI sheets (Minimum 22/24 Gauge Swg grade)	RFT	70.00		
4	2 HP Co-Axial Fan EPC make (3Phase; 440V; 1440 Rpm)	NO	1		
5	Supplying, Installation and commissioning of Chimney including fan installation and fitting, making necessary working platform with scaffolding, all necessary electrical wiring of length not more than 30.00 RMT, switches of required capacity etc. complete.	NO	1		
<b>TOTAL COST</b>					
<b>GST @ _____ % Rs.</b>					
<b>Total Amount</b>					

# Quoted Rates will be inclusive of all & taxes.

**N.B.:** The above quantities are tentative. Payment will be made as per the actual quantities to be executed.

**Declaration:** We /our Company have seen the sample copy 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 dept.

Signature of bidder:

Date:

Seal:

Place: