



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

CMA Bhawan, 12, Sudder Street, Kolkata – 700016.

EXPRESSION OF INTEREST (EOI) FOR EMPANELMENT OF MINOR REPAIRING AND CARPENTRY WORKS

CMA/ADMIN/HQ/R&M-2024

24 January 2024

The Institute intends to have a panel of Civil / Carpenter Contractors to perform minor repairing to furniture, fixture and carpentry works at HQ at 12, Sudder street, Kolkata – 700016 and 4th Floor of the EIRC building at 84, Harish Mukherjee Road, Kolkata – 700025.

Civil / Carpenter Contractors are hereby invited to submit technical bids to perform the mentioned job at the multiple sites of the Institute.

1.	Address of Submission	Tender Box, “Labelled as Limited Tender Committee”, Ground Floor, CMA Bhawan, 12, Sudder Street, Kolkata – 700 016.
2.	Mode of Submission of EOI documents	By hand or through post/courier so as to reach before the due date and time. The EOI submitted through courier must mention on the main envelope “Empanelment of Civil / Carpenter”
3.	Closure of tender	Time 05:00 pm Date 21.02.2024

Limited Tender Committee



IMPORTANT INSTRUCTIONS FOR THE APPLICANTS

Unless the context otherwise requires, the term '**Institute**' wherever used in this document, shall mean 'The Institute of Cost Accountants of India' or 'INSTITUTE'.

1. Intending applicants are required to submit their full bio-data giving details about their organization, experience, technical personnel in their organization, spare capacity, proven competence to handle major works, etc. in the enclosed Formats.
2. The INSTITUTE reserves the right to accept any or reject all the applications without assigning any reasons whatsoever.
3. Applications containing false and/or incomplete information are liable for rejection. The INSTITUTE shall obtain the Confidential Reports from the clients of the applicants and inspect the works to verify the various details and the credentials.
4. Decision of the INSTITUTE in regard to selection of the panel of contractors shall be final. The INSTITUTE is not bound to assign any reasons therefore.
5. For any queries, the applicants may contact with **Mr. Abhishek Das, Senior Officer, Administration**. Contact number: 033-40364709 or e-mail admin.kolkata@icmai.in
6. Bidders shall bear all costs associated with the preparation and submission of its bid.
7. The anticipated annual requirement may be around Rs. 8.00 – 10.00 Lakhs. However, definite volume of work cannot be guaranteed. The bidders shall have no claim to any payment of compensation.

1. **SCOPE OF WORK**

1.1. Minor repair and maintenance work to Furniture & Fixture of Offices.

1.2. Includes :

- Fixing new locks
- Replacement of handles (Door/Cabinet/Cupboards/Shelves)
- Keys to locks
- Replacement of hinges
- Locking system
- Kundis/Chitkinis
- Repair to chairs (Iron/Steel/Weave)/ Repairing of Executive Chairs/Sofa/Foam/Cushions supply
- Change of Rubber Shoes
- Change of cover (leather/rexine/cloth)
- Repairing of Drawers
- Fixing ply/sunmica in tables
- Keyboard Tray
- Denting / Painting / Polishing to Furniture & Fixtures
- Name Plates Supply and polishing
- Repairing glass windows/wooden frame window/hanging Curtains/Vertical blinds
- Cutting and Grinding Glasses
- Door repairing
- Fixing/removal of partition
- Repairing of Drawers Door/Cabinet/Cupboards/Almirah
- Overhauling & greasing works
- Etcetera

1.3. 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. **FUNDAMENTAL CLAUSE –**

- 2.1. PROCEDURE FOR AWARD OF WORK
- 2.2. The Institute will empanel more than one Agencies to perform the work case-and-quotation-wise.
- 2.3. For award of work –
Whenever repairing / maintenance work (Case-wise) will be required, the Institute will take quotations from all empanelled vendors and the bidder who will quote the lowest rate amongst them will be eligible for award of work.
- 2.4. Institute may not ask quotations from all empanelled vendor for petty orders.
- 2.5. Upon being selected as an empanelled vendor, the bidder will be required to reply to every query asked for repairing / maintenance work, consecutive three ignorance of which will lead to termination of service and Institute may withheld the payment due if any.

3. **ELIGIBILITY CRITERIA**

- 3.1. The Civil / Carpenter Contractor must have an office at Kolkata, fully equipped with necessary infrastructure.
- 3.2. The Civil / Carpenter Contractor should have a minimum experience of five years in this field or similar type of services.
- 3.3. The Civil / Carpenter Contractor must have following valid statutory registrations wherever applicable:
 - 3.3.1. Trade Licence
 - 3.3.2. Registration of GST
- 3.4. Must have performed at least two similar job for Govt./PSU/Statutory / Autonomous bodies.
- 3.5. Must have average annual turnover of Rs. 10 Lakhs in last three years

Evaluation Criteria (Bidder has to fulfil the minimum requirement first) Additional points will only be counted upon fulfilling of minimum requirement.	
Attributes	Points
Full-fledged office	15 points
Experience	Minimum 5 years – 20 points
	For every additional year - 1 points up to 5 points
GSTN	10 points
Experience with Govt. / PSU/Statutory /Autonomous Bodies	Minimum 2 entities – 20 points
	For every additional entity - 1 up to 5 points
Turnover (Average)	Minimum annual average 10.00 lakh – 20 points
	For Every additional lakh - 1 up to 5 points
** Minimum eligibility marks 85 (eighty-five)	
** Documents with regard to above are to be submitted with bid	

4. GENERAL CONDITIONS OF CONTRACT

- 4.1. Bidder, who do not fulfil all or any of the conditions as mentioned earlier or are incomplete in any respect, is liable to summary rejection without assigning any reason thereof.
- 4.2. Application Format incorporating additional conditions are liable to be rejected.
- 4.3. Canvassing in any form in connection with the Expression of Interest is strictly prohibited and the Application Format submitted by the bidder who resorts to such canvassing are liable to rejection on this ground alone.
- 4.4. Before submission of bids the bidder may assess the quantum of work involved or for any clarification premises on any Working Day (Mon – Friday) during Office Hours.
- 4.5. 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.
- 4.6. The Civil / Carpenter Contractor shall not sub-contract the mentioned work to any organization, person, firm or its franchise without the prior approval of the Institute.
- 4.7. Institute reserves the right to extend the last date for receipt of bids at its own discretion.
- 4.8. 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.
- 4.9. 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.
- 4.10. This document is treated as a valid contract between The Institute of Cost Accountants of India and service provider, and adherence to all respects of fair trade practices in executing the purchase orders/ work orders placed by Institute from time to time during the contract

5. GENERAL CONDITIONS OF CONTRACT – POST EMPANELMENT

- 5.1. Upon being selected as empanelled vendor, the bidder is expected to reply to all queries/ complaints that may be raised by the Institute from time to time failing which will lead to withheld the payment due if any.

- 5.2. Empanelled bidder for each case, 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.
- 5.3. For each case, rates to be offered should include all supply, commissioning, packing, labour, transportation, loading, unloading etc. No other additional payments would be made. (Taxes will be imposed, as applicable)
- 5.4. Adequate precaution, while performing the job, 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.
- 5.5. 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, at any time while performing the job.
- 5.6. 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.
- 5.7. While performing the job, wherever the ground is dug for cable laying etc, it shall be restored to original condition. All debris etc. shall be disposed to the nearest defined place by municipal authority or by Institute, as applicable.

6. Warranty and Maintenance

- 6.1. Any repairing / maintenance performed shall be warrantied to be free from defective workmanship, materials and any defects that may appear within 36 months (three years) from the date of issue of work completion certificate, which in the opinion of the Institute have arisen from bad workmanship or materials, shall upon intimation by the Institute, be made good by the bidder at his own cost within the time specified.
- 6.2. During the said period of 36 months (DLP – Defective Liability Period), the contractor (successful bidder) shall make inspection of the entire system free of charge as and when require, and attend to such other service that may be required of him.
- 6.3. During Defect Liability period the contractor shall provide on-site comprehensive maintenance, which includes preventive as well as corrective maintenance. The firm

awarded with the maintenance contract shall carry out preventive maintenance of equipment on quarterly basis/ as per requirement and shall maintain the proper record thereof.

- 6.4. Defect Liability Period shall cover each part of each part of the job performed, replacement of any part necessary for corrective and/or preventive maintenance services.

7. RECTIFICATION OF DEFECTS :

Any defects or other faults which may appear within 36 (thirty-six) months from the completion of the work arising out of defective or improper materials or workmanship are upon the direction of the competent authority of the Institute to be amended and made good by the contractor at his own cost.

8. PAYMENT

Tax will be deducted at the prescribed rate from the bill/s and the same would be deposited to the respective Statutory Authorities by The Institute of Cost Accountants of India. Payment will be made within 60 days from the date of submission of bills.

9. PENALTY

In the event of any deficiency in the service rendered by the Contractor, any time during the currency of the empanelment, The Institute shall impose a suitable penalty which may be recovered from the bill/s of the Contractor. The decision of The Institute shall be binding on the Contractor.

10. TENURE AND VALIDITY

- 10.1. The empanelment would be initially for two years only, and thereafter, if the services are found to be satisfactory during the initial period the empanelment may be renewed at the discretion of the Institute another one year as per same terms & conditions.
- 10.2. The Civil / Carpenter Contractor can be terminated by the Institute at any time without notice in the event of gross security risk or gross damage to the Institute's property due to Contractor's failure or persistent failures of the Civil / Carpenter Contractor in providing satisfactory service to the Institute and the decision of the Institute in this regard shall be final and binding on the Civil / Carpenter Contractor.
- 10.3. For reasons other than mentioned in the clause above, the empanelment can be terminated by either party by providing three months' notice in writing.



APPLICATION FORMAT

1	Name of the Bidder										
2	Address of Kolkata Office										
3	Contact person & Designation										
4	E-mail Address										
5	Contact Number										
6	Year of Incorporation/Establishment										
7	Turnover (in Rs.)	F.Y.									
		F.Y.									
		F.Y.									

Declaration –

I/We on behalf of organization have understood the job involved and agree to all the terms and conditions as indicated in this EOI/Tender Notice.

I/We on behalf of organization are not debarred and / or / blacklisted by Central State Govt. / PSUs / Autonomous Body / Statutory Body or by the Institute.

I/We on behalf of organization declare that all the facts stated and documents submitted are true to the best of our knowledge and belief.

I/We on behalf of organization undertake that in case the above is found false/fake the tender may be summarily rejected without assigning any reason.

Seal of the organisation

Signature :

Name :

Designation :

Date :