



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

TENDER NOTICE

Ref. ADMN-DGSET-SERVICE-2020

January 1, 2021

Tender for servicing to the D G Sets of the Institute

Reputed and reliable service provider of Mahindra are invited to offer their providing servicing to 2 numbers of D.G. Sets of the Institute as per details given below -

1. Scope of work :

1.1 Major Service required -

Change of Engine oil	2
Change of Heavy Duty Engine oil	4
Change of Oil Filter	2
Change of Service kit – 006001918A91-PC	2
Change of coolant	30
Change of Air element	2
Change of safety air element	2
Change of Relay Card	1
Change of solenoid clutch cable	1

1.2 Any other repair/service observed post inspection.

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.

Interested vendors may contact Administration, for inspection of D.G. SETS at ICAI, 12, Sudder Street, Kolkata – 700 016 during office hours 10.30am to 4.30pm on Monday – Friday except National Holidays.
Phone no.: 033-40364709

2. Instructions for bidders :

- 2.1 Bidder must visit to the site prior quoting their rate.
- 2.2 The rates to be offered should include all inspection, labour, transportation, loading, unloading, supply, etc. No other additional payments would be made.
- 2.3 Taxes as applicable will be paid extra.
- 2.4 Any arithmetical error i.e. discrepancy between unit price and in total, error in total corresponding to the addition or subtraction of subtotals, discrepancy between words and figures shall be corrected by examining committee.
- 2.5 Bidders shall bear all costs associated with the preparation and submission of its bid.
- 2.6 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. Terms & Conditions :

- 3.1 Description of site-
 - a. Completion of job – Within 7 days from acceptance of order.
 - b. Place of work – CMA Bhawan, 12, Sudder Street, Kolkata – 700 016
- 3.2 The price quoted by the bidder should remain valid for 90 days.
- 3.3 Period of Contract – “ONE TIME” will end automatically on satisfactory completion of job.



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- 3.4 If a firm quotes NIL charges/consideration/abnormal charges, the bid shall be treated as unresponsive and will not be considered.
- 3.5 Canvassing in any form in connection with the contract is strictly prohibited.
- 3.6 **L1 will be decided based on the consolidated amount quoted in the darkened boxes of Total Rs.;**
- 3.7 Institute reserves the right to extend the last date for receipt of bids at its own discretion.
- 3.8 Once the 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.
- 3.9 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.
- 3.10 The Bidder shall not sub-contract the mentioned work to any organization, person, firm or its franchise without the prior approval of the Institute
- 3.11 Training: Upon completion of the installation & commissioning the Successful Bidder shall provide the hands-on training on the installed equipment to the concerned officials along with the training materials on the equipment installed at Institute.
- 3.12 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.
- 3.13 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.
- 3.14 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; such case/s will lead to forfeiture of Security Deposit.
- 3.15 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.
- 3.16 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.
- 3.17 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.
- 3.18 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.
- 3.19 The participating bidder has to submit this tender document signed and sealed on each page as acceptance of the terms and conditions mentioned herein.
- 3.20 The order will be placed for the best interest of the Institute.

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. Taxes will be extra as applicable.
- 4.2 The payment will be made in electronic mode only within 30 days of submission of bills.



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9. Submission of Bids :

The quotations have to be submitted to Ms. Moumita Das/Ms.Priyanka Roy/Ms Jayati Sinha, The Institute of Cost Accountants of India, CMA Bhawan, 12, Sudder Street, Kolkata – 700 016 in Sealed Envelope, superscribed “Tender for servicing to the D G Sets of the Institute ” (Bid Reference - ADMN-DGSET-SERVICE-2020) on or before 4:00pm, January 8, 2021

LOCAL PURCHASE COMMITTEE

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 (if available)	

#Also attach authorized service center certificate.



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Annexure 1

FINANCIAL BID

Job Description	Qty.	Offered Rate
Change of Engine oil	2	
Change of Heavy Duty Engine oil	4	
Change of Oil Filter	2	
Change of Service kit – 006001918A91-PC	2	
Change of coolant	30	
Change of Air element	2	
Change of safety air element	2	
Change of Relay Card	1	
Change of solenoid clutch cable	1	

Details of additional job, observed on inspection	Qty	Offered Rate
Total: Rupees		Rs.

Applicable Taxes Rate - _____ %

#Bidder may attach a separate sheet for additional job.

Signature of bidder:

Seal:

Date: