



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. LTC-ADMN-DISINFECTION-2020

September 30, 2020

Tender for disinfection of premises of the Institute

Reputed and reliable service providers are invited to offer their Rate for disinfection of entire premise of the Institute as per details given below -

1. Scope of work:

- 1.1 Disinfectant treatment with spraying of chemical approved by WHO/GOI.
- 1.2 Apply of GOI/WHO approved dilutions on entire premises, outer wall, porch, entrance, all surfaces, handrails, staircases, touchable area, fixtures, furniture, urinals, etc.
- 1.3 Only Ultra low volume turbo cold fogger machine can be used to perform sanitization job.
- 1.4 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 Sri Surajit Bal, (Senior Officer, Administration). Contact details: email id: admin.so3@icmai.in, Phone no.: 9123766455

2. Instructions for bidders:

- 2.1 The rates to be offered should include all incidentals charges such as materials, supply, labour, transportation, loading, unloading etc. No other additional payments would be made.
- 2.2 Taxes as applicable will be paid extra.
- 2.3 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.
- 2.4 Bidders shall bear all costs associated with the preparation and submission of its bid.
- 2.5 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.
- 2.6 Bidders are requested to visit the sites, at their own cost, to assess the quantum of work.

3. Terms & Conditions:

- 3.1 The Firm will maintain highest standard of chemicals & solutions and utmost safety during the course of complete disinfection job.
 - i) Schedule of work –
 - a. Time – Once in a week. (Saturday)
 - b. Place I – CMA Bhawan, 12, Sudder Street, Kolkata – 700 016
 - Place II – 4th floor, 84, Harish Mukherjee Road, Kolkata – 700 025
- 3.2 The bidder/s should adhere with all seriousness to the time schedule provided by the Institute.
- 3.3 Period of Contract – **Rate will remain same for a period of minimum 3 months and maximum 1 year.**



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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 amount quoted in the darkened boxes of Total Rs.;**
The payment will be made on actual worked performed basis.
- 3.7 Institute reserves the right to extend the last date for receipt of bids at its own discretion.
- 3.8 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.
- 3.9 The Bidder shall not sub-contract the mentioned work to any organization, person, firm or its franchise without the prior approval of the Institute.
- 3.10 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.
- 3.11 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.
- 3.12 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.
- 3.13 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.
- 3.14 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.
- 3.15 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.
- 3.16 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.
- 3.17 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.
- 3.18 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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4.3 Invoice will be raised on completion of one month service.

5. Submission of Bids:

The quotations have to be submitted to Mr. Neelesh Jain, Deputy Director, The Institute of Cost Accountants of India, CMA Bhawan, 12, Sudder Street, Kolkata – 700 016 in Sealed Envelope, superscribed “**Tender for disinfection of premises of the Institute**” (Bid Reference - LTC-ADMN-DISINFECTION-2020) on or before 6:00pm, **October 6th, 2020**

Limited Tender Committee



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Annexure 1

Format of bid

<i>Sl. No.</i>	<i>Details Requested</i>	<i>Provide Details</i>
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)	

Job	Frequency	Rate (excluding taxes)
Disinfection of entire building as per above Para 1 Scope of Work	Once in a week (Saturday)	Rs.
Place of work as per Clause 3.1.i).b)		In words.

Applicable tax rate%

Signature of bidder:

Seal:

Date: