



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-DISINFECTION-2021

November 29, 2021

Tender for disinfection of premises of the Institute – in Two Bid system

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 Administration. Contact details: email id: traveldes.kolkata2@icmai.in, Phone no.: 9681818171 for **any query and trial service**.

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 Vendor must visit the site to assess the quantum of job at their own cost.
- 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 Institute shall not be liable for any postal delays whatsoever in receipt of tender documents and tender received after the stipulated date and time shall not be entertained
- 2.7 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.
- 2.8 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, as intimated by Administration
 - b. Place I – CMA Bhawan, 12, Sudder Street, Kolkata – 700 016
Place II – 4th floor, 84, Harish Mukherjee Road, Kolkata – 700 025
- 3.2 Details of chemicals, composition and proportion of their use on each Spray / Bait on the basis of which required quantity of chemicals for Spray and Baits per quarter should be kept under custody of the Institute in sealed containers as supplied.



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- 3.3 Preparation of solutions must be done in front of the assigned Admin. Officer before every service.
- 3.4 The bidder/s should adhere with all seriousness to the time schedule provided by the Institute.
- 3.5 Period of Contract – **One year and may be extended for another year at same rate, terms & conditions at mutual consent of parties.**
- 3.6 If a firm quotes NIL charges/consideration/abnormal charges, the bid shall be treated as unresponsive and will not be considered
- 3.7 Canvassing in any form in connection with the contract is strictly prohibited.
- 3.8 Financial bids of only those bidders will be opened who have qualified in the technical bid analysis.
- 3.9 **L1 will be decided based on the sum of the rate quoted for both places Place I & Place II.; The payment will be made on actual worked performed basis.**
- 3.10 Institute reserves the right to extend the last date for receipt of bids at its own discretion.
- 3.11 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.
- 3.12 The Bidder shall not sub-contract the mentioned work to any organization, person, firm or its franchise without the prior approval of the Institute.
- 3.13 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.
- 3.14 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.
- 3.15 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.
- 3.16 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.
- 3.17 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.
- 3.18 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.
- 3.19 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.
- 3.20 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.
- 3.21 The Institute may waive any minor non-conformity or irregularity in a bid, which does not constitute a material deviation, provided such waiver does not prejudice to affect the relative ranking of any Service Provider
- 3.22 The order will be placed for the best interest of the Institute.



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4. Eligibility :

- 4.1 Bidder must have 5 years' experience in the field.
- 4.2 Minimum Average Turnover for the last three years must be Rs. 20 lakhs (supporting must be produced)
- 4.3 The bidder should have executed at least three similar work order of same or higher value during the last two years. Copies of work order to be enclosed.
- 4.4 Bidders shall have GST registration (to be enclosed)
- 4.5 Must have ESIC registration; ECR challan to be submitted.
- 4.6 Must have an establishment in and around Kolkata.
- 4.7 Experience with Govt., PSU, Statutory body will be preferred.
- 4.8 **Bidders will have to provide a trial service at HQ, at their own cost. The satisfactory performance report (format provided at the end of this tender document) of which will be an important criterion to qualify in the Technical Bid.**
- 4.9 Lack of documents to support afore eligibility will lead to rejection of bid.

5. Payments:

- 5.1 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.
- 5.2 The payment will be made in electronic mode only within 30 days of submission of bills.
- 5.3 The payment will be made on the basis of duty performed by the vendor.
- 5.4 Invoice will be raised on completion of one-month service.

6. Submission of Bids:

Tenders duly signed by the bidder shall be submitted in two parts in separate sealed envelopes superscribing 'Technical bid' (which will contain tender documents and supporting related to eligibility criteria) and 'Financial bid (Annexure 1)'. Both the envelopes should be put into a third envelope superscribing with "**Tender for disinfection of premises of the Institute** "(Bid Reference - **ADMN-DISINFECTION-2021**) on or before 6:00pm, **December 20th, 2021** to be dropped in tender box at the ground floor of the Institute or to be posted at The Institute of Cost Accountants of India, CMA Bhawan, 12, Sudder Street, Kolkata – 700 016. addressing to Convener – Local Tender Committee.

Limited Tender Committee



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Annexure 1

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 (if available)	

Job	Frequency	Rate (excluding taxes) / per service	
Disinfection of entire building as per above Para 1 Scope of Work Place of work as per Clause 3.1.i).b)	Once in a week	At Place I	Rs.
		At Place II	Rs.

Submission of quotation should strictly as per the format of the tender only after visit of sites, mentioning sqft rates will not be acceptable for this tender.

Applicable tax rate%

Signature of bidder:

Seal:

Date:



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Performance Sheet

Trial Service at the HQ

To be filled by the Institute

Sl. No.	Details Requested	Provide Details
1.	Name of the Company/ Vendor	
2	Machineries to be used	
3	Chemicals to be used	
4.	Composition	
5.	Area of the assigned site (approx.)	

Performance

Evaluated by

Name

Designation

Signature

Please carry this sheet on the date will be assigned for the trial service; the same will be filled by the Administration and will be submitted to the Limited Tender Committee.