



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)

CMA BHAWAN, HYDERABAD CENTRE OF EXCELLENCE
Headquarters: CMA BHAWAN, 12, Sudder Street, Kolkata – 700 016
Tel:+91 033 22421031/1034,
e-mail: hr@icmai.in, Website: www.icmai.in
TENDER COMMITTEE OF HEADQUARTERS

Ref. No.: Tender/Infra/Facade/2023

August 25, 2023

Last Date of Submission of Bid – September 14th, 2023 (4:00 PM)

Sub: ***Tender for Repairing and cleaning of structural glazing / facade and Interior glass doors and windows, partitions etc. of the Institute's building - CMA Bhawan, Hyderabad Centre of Excellence, Plot No.35, Gachibowli, Financial District, Ranga Reddy District, Hyderabad, Telangana – 500 032.***

Sealed offers are invited from reputed Housekeeping /Specialized cleaning agencies for cleaning of facade/ structural glazing work of Institute's building at CMA Bhawan, Hyderabad Centre of Excellence, Plot No.35, Gachibowli, Financial District, Ranga Reddy District, Hyderabad, Telangana – 500 032.

1.	Type of work	Contract for cleaning of structural glazing/façade of CMA Bhawan
2.	Date of Announcement of Tender	25 th August,2023
3.	Last date for submission of	14 th September,2023 by 4:00 PM
4.	Date of Opening of Technical Bid	Will be decided by tender committee
5.	Period of Contract	1 year which is extendable for another two years on satisfactory performance and on same rate and terms and conditions of current tender [Scope of Works : PART – II of Financial Bid]
6.	Cleaning work to be Performed	Twice a year, Repairing works – One time Job.
7.	Address of Submission	The Limited Tender Committee (from Rs. 2.50 lakhs to Rs.25.00 Lakhs), Tender Box (Ground Floor), The Institute of Cost Accountants of India, CMA Bhawan, 12, Sudder Street, Kolkata – 700 016.
8.	Mode of Submission of Tender documents (online / offline mode)	May be submitted by hand or through post/courier so as to reach before the due date and time.
9.	Procedure of submission of bid in online mode	Please refer page no. 7 & 8 regarding the rules & procedures about online mode of submission of the Tender Bid.
10.	Contact Person for any clarification on Tender Form & procedures	Mr. Soumen Kushari, Consultant Engineer, Infrastructure Dept. Contact No.: 9437026189, Email id : - infrastructure.engineer@icmai.in The bidders to visit the office for assessment of the work during working days (Monday to Friday) between 10.00 hrs. – 17.00 hrs.

Tender Document to be downloaded from official website: www.icmai.in

The 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.

The tender document contains the following Annexures:

Annexure-I -- Performa for Technical Bid

Annexure-II-- Performa for Financial Bid



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1. Scope of work

Cleaning of structural glazing/ facade work and repairing, if required, by using cleaning materials with the help of either scaffolding or wire rope trolleys.

1. Cleaning from Outside (4 sides of building)
2. Cleaning from inside (3 Sides of building)
3. Filling and replacing Silicon in Joints
4. Repair work and replacing the broken panels/Glass, if required.
5. Cleaning of Window panes of Institute Building (ground to 4th floor)

The building is G + storied structure having the following features:

- I) Window glazing (open able/partial open able)
- II) Fixed glazing

All the four sides of the building is covered with structural glazing work which consists of combination of both glass and aluminum composite panel. The chemical/ cleaning material should be of good quality so that no damage /corrosion occurs to glass and Aluminum composite panel. Further, utmost care is to be taken so that no scratch either in glass or Aluminum panel occurs.

2. Price

The quoted price should be inclusive of cost of consumables, labour charges, scaffolding/ wire rope trolleys etc. required for total cleaning of the facade in all respect. Further, the procedure including materials brand to be used may be mentioned clearly in the Technical bid.

3. Safety

The party should provide all safety appliances i.e. safety helmet, safety belt etc. to the workers while working at height at your own cost and follow all safety rules and regulation enforce. The party shall be liable for accident, injury, losses due to any accident or negligence of the workers and whatsoever and shall be liable to incur all the expenses in consequence thereof.

4. Compliance with statutory regulations & work rules:

- (i) The party shall be responsible for complying with the applicable laws/bye laws/ Regulations in force from time to time.
- (ii) The party shall have to bear all statutory liabilities as applicable to its workers/personnel engaged for the job. Nothing will be paid extra in this regard.
- (iii) The party shall have to arrange insurance cover for the workers/personnel engaged for the job.
- (iv) The party shall be responsible for all the dues of the workers/personnel engaged including the liabilities, if any, towards Workmen Compensation Act or under any other law.



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5. Last date of receipt of Quotation

The last date of receipt of quotation in a sealed envelope addressed to The LIMITED TENDER COMMITTEE OF HEADQUARTERS (from Rs.2.50 Lakhs to Rs. 25.00 lakhs) super scribing "**Offer for Glass Facade Repairing & Cleaning Works of HCE Building**" through **Post/Courier on or before 14th September, 2023 (4:00 PM)** or the same may be dropped before the aforesaid cut- off date and time in a sealed tender box kept at Tender Box (Ground Floor), The Institute of Cost Accountants of India, CMA Bhawan, 12, Sudder Street, Kolkata – 700 016.

General Terms and Conditions

1.1 Sealed offers are invited from eligible service Providers for external and Internal cleaning of glazed window & window panes of the building.

The eligibility criteria are as follows:

- i) The bidder should have experience of cleaning of building of G+ 4 floor. Certificates of similar work experience required to be submitted along with the technical bid.
- ii) The bidders should be registered with appropriate authority
- iii) Tools equipment: The bidder should be in possession of the following equipment:
 - a) Spiderman system / cradle
 - b) Wipers for glass cleaning
 - c) Safety belts.
 - d) Rubber shoe and socks, etc.

Facade areas are to be cleaned properly with suitable cleaning materials like TASKI product, which do not have any adverse effect on the façade. Description of material used to be mentioned in the Technical Bid.

2.0 TIME PERIOD

The contractor is required to complete one round of cleaning within a maximum period of **30 days** time period effective from 7 days from the date of issue of written order by the Institute.

The contract period is initially for one year (complete cleaning process to be undertaken 2 times in a year) from the day of receipt of work order. The contract may be renewed on same rate, terms and conditions of this Tender Document for further period of two years on satisfactory performance of the party.

3.0 Offers are required to be made as lump sum per cycle of cleaning including costs of all manpower, equipment & consumable materials as per enclosed Schedule of Rates (Annexure – I & II). The renewal of contract will be based on rates provided vide Part II of Annexure III.

4.0 Adequate Precautions shall be needed by the contractor so that damage to other works like breaking of Glass, air conditioner outdoor units and pipes, LED panels, Signage/Hoardings, rain water pipes, sewerage pipes, etc and other property of CMA Bhawan are not damaged. In case of such damage occurs the Bidder will be responsible for such repair and replacement.



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5.0 COMPENSATION FOR DELAY

The time period allowed for carrying out the work as entered in the contract, shall be strictly observed. The work shall continue throughout the stipulated period of contract to be proceed with due diligence by the contractor (time will be the essence of the contract), and the contractor shall pay as compensation amount equal to 0.5 % on the amount of contract value for every week that the work remains incomplete as per time schedule, subject to a maximum compensation of 10 % of the contract value.

6.0 EVALUATION OF BIDS

Technical & Financial/commercial Bids shall be evaluated strictly as per criteria given in the tender. The Financial bids of only those bidders who qualify the Technical bid will only be evaluated.

7.1 SITE VISIT

The Bidder must visit and examine the site & scope of work, requirement of repair work, structural glazing panel to be replaced, etc. and obtain all information that may be necessary for submitting the bids and entering into a contract. The costs of visiting the site shall be at the tenderer, own expense.

The site visit may be done between 10.00 AM to 5.00 PM during Monday to Friday. Ms. P V Revathi, Junior Assistant posted at the office of Hyderabad Centre of Excellence of the Institute may be contacted in her mobile no. 9291292265 for the same.

Essential Requirements:

The tendering Firms should full-fill the following technical specifications & must submit supporting documents in this regard along with the Technical Bid:

1. The Registered Office or one of the Branch Offices of the Firm should be located either in Hyderabad / State of Telangana;
2. It should be registered with the appropriate registration authority;
3. It should have at least 3 years' experience in Public Sector companies/Banks or Government Departments/Autonomous body and reputed Private sector, etc.
4. Agency must have registered for GSTN and PAN No. (copies to be attached)
5. The bidder should have adequate infrastructure & Manpower for doing the façade cleaning and repairing work, if required.



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TERMS AND CONDITIONS

1. Before submitting the Bids, in order to correct evaluation of work, Site visit by the bidder is desirable.
2. Financial bids of only those Firms who are technically qualified shall be evaluated.
3. Purchase order will be communicated to the selected vendor by email.
4. ***No EMD will be applicable for the MSME Parties participating in the Tender by producing their valid Certificate issued by MSME Dept. of the Govt.***
5. Other than MSME an EMD Amount of Rs. 50,000/- will be paid by way of an Account Payee Cheque / Demand Draft in favour of “THE INSTITUTE OF COST ACCOUNTANTS OF INDIA”, payable at Kolkata.
6. ***The Earnest Money will be refunded to the party after 6 months from the successful completion of works as mentioned in PART – II of Financial Bid.***
7. The quotation must be valid for minimum 60 days from the date of submission of quotations.
8. Taxes shall be paid as applicable and quoted by the vendor.
9. No advance payment will be made. Payment will be made after performance of the job and within 30 days against the invoice subject to satisfactory performance/successful completion of work.
10. All Payments will be made through Electronic Mode to the Bank Account of the selected vendor.
11. The Institute is not bound to accept the lowest offer and reserves the right to cancel any or all the Tenders without assigning any reason thereof.
12. Selected vendor will share details of the manpower engaged for the task assigned in advance.
13. All miscellaneous charges for cleaning work shall be included in the total value of quote. Selected vendor shall include cost of transportation of such items and any other logistics cost in the financial bid.
14. The assigned work should be finished as per time frame given in this tender document.
15. The cleaning material must be of the best of the quality in the industry. Please enclose the list & brand of such material used for cleaning.



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16. The Institute, under any circumstances, shall not be responsible for any financial loss or other injury to any person deployed by the contracting firm in the course of their performing the task of facade cleaning.
17. The mounting and the stand shall be erected firmly and there should not be any mishap due to the erection.
18. The vendor shall indemnify, defend and hold harmless the Institute from and against any and all liability, including all loss, damage, cost, expense or otherwise which shall be incurred by the Institute by reason of any default on the part of vendor in execution of work.
19. In the event of failure to accept the offer by the successful bidder for whatsoever reason(s), Bidder shall be blacklisted for the future assignment & the earnest money will be forfeited.
20. The vendor shall be responsible for taking permissions and necessary approvals from any concerned authorities with regard to this facade cleaning job work.
21. The Cleaning work may vary (increase/ decrease) at the time of placing the order.
22. All disputes regarding interpretation of the contents of the Agreement or its implementation shall be resolved by Mutual discussion/reconciliation in good faith by the Agency and The Institute of Cost Accountants of India.
23. This Agreement shall be governed by the Laws of India for the time being in force and subject to exclusive jurisdiction of Courts at Kolkata.
24. Sealed envelope mentioning “Offer for Facade Repairing & Cleaning” to be dropped in the tender box at Ground Floor, CMA Bhawan, Headquarters, 12, Sudder Street, Kolkata – 700 016 or may be sent through Post/Courier on or before 14th September, 2023 (4:00 PM)



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Annexure –I

PERFORMA OF TECHNICAL BID

No.	Details Requested	Provide Details
1.	Name of the Company/ Vendor	
2	Name of Director of Company	
3	Full address of the Registered Office With Telephone and Email Address	
4.	Full Address of Operating/Branch Office at Delhi With Telephone and Email Address (with Phone, Mobile, Email)	
5	Year of Incorporation/ Establishment-attach	.
6.	PAN No(attach proof)	
7.	GST No.(attach proof)	.
9.	Turnover of last three consecutive years (attach proof)	
	FY 2022-23 :	
	FY 2021-22 :	
	FY 2020-21 :	
10.	Whether performed facade cleaning work in Govt. Dept./ Ministries/PSU/ Autonomous Bodies and reputed Private Sectors during last three years (attach proof)	
11	Mention/enclose the List with brand name of the cleaning Material to be used	
12	RTGS Bank Account Details	Attach separate sheet [Photo Copy of a Cancelled Cheque]
13	Additional Information, if any (attach separate sheet if required)	

Declaration:-

I, hereby certify that “I am not debarred by Department of Commerce or Ministry/Department concerned.”

Date:

Place:

Signature of authorized person

Full Name & Designation with Corporate Seal



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Annexure –II

PROFORMA FINANCIAL BID

S. No.	Description of Work	Rate lump-sum (Rs.)	Applicable taxes (Rs.)	Total Amount (Rs.)
Part – I - Quote for 1st time cleaning & repairing –				
Cleaning of whole façade of CMA Bhawan Building including cost of manpower, equipment, tools, cleaning materials i.e brand TASKI & tackles consumables, safety gears etc., complete for one round of cleaning. The rates shall be inclusive of all taxes, duties applicable in Hyderabad, Telangana. Building Height is approximately 20.00 meters.				
a.	Cleaning from Outside - (4 sides)			
b.	Cleaning from inside (4 sides)			
c.	Filling and replacing DC 995 Silicon in all joints & Masking tape, Bakar rod & ACP Sheet (refer Annexure-III)			
d.	Repair and replacing the broken panels / Toughen glass etc., joints etc. (refer Annexure-III)			
e.	Cleaning of Window Panes of Building			
f.	New clear Glass, Fitting items (handles, locks & hitch etc.] for doors and windows (refer Annexure-III)			
	Add: GST@..... %			
	Total (A)			
Part – II - Quote for subsequent routine cleaning after six months from 1st time cleaning work				
Cleaning of whole façade of CMA Bhawan Building including cost of manpower, equipment, tools, cleaning materials i.e brand TASKI & tackles consumables, safety gears etc., complete for one round of cleaning. The rates shall be inclusive of all taxes, duties applicable in Hyderabad, Telangana.				
a.	Cleaning from Outside (3 sides)			
b.	Cleaning from inside (3 sides)			
c.	Cleaning of Glass Doors, Windows & Partition Panes of Building (Inside building)			
	Add: GST@..... %			
	Total (B)			
	Total A + B			

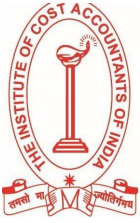
w.r.t. Part II above quote rates f or Filling and replacing Silicon in joint (quote f or single panel) - Rs.....

w.r.t. Part I above quote rates f or replacing the broken panels of structural glazing (quote f or single panel) - Rs.....

Date:

Place:

Signature of authorized person
 Full Name & Designation with Corporate Seal



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Annexure – III

BOQ for The Proposed Repairing and Replacing of Broken Glasses at Hyderabad Centre of Excellence

SI No	Location	Exact Location	QTY	DIMENSIONS IN METER		AREA IN SQ. MT.	Rate per Sq. Mt. (In Rs.)	Amount (In Rs.) Excluding GST	Remarks
				HEIGHT	WIDTH				
1	GROUND FLOOR	Side towards value mementoes	1	1.80	1.09	1.97			To be fitted with 8.00 mm Thick Toughen Glass OR 5.00 mm thick tinted glass whatever the existing glasses are there matching with the surroundings at the facades of the building including necessary gaskets, silicon filling, scaffolding for execution of the work etc. complete .
		Side towards value mementoes	5	2.13	1.11	11.79			
		Front Door	2	2.11	1.21	5.09			
		Front side	1	0.84	0.84	0.70			
		Side towards value mementoes	1	1.80	0.89	1.60			
		Stair Case Side	10	1.60	0.76	12.20			
2	1ST FLOOR	Front Side	1	2.07	0.76	1.58			
		Back Side	1	1.74	0.58	1.02			
		Stair Case Side	1	1.65	0.58	0.97			
3	2ND FLOOR	Front Side	20	1.14	0.77	17.72			
		Stair Case Side	1	1.14	0.77	0.89			
4	3RD FLOOR	Front Side	7	1.18	0.77	6.41			
		Stair Case Side	19	1.18	0.75	16.82			
		Stair Case Side	4	1.18	0.47	2.22			
		Stair Case Side	1	1.18	0.77	0.92			
5	4TH FLOOR	Front Side	10	1.18	0.77	9.15			
		Stair Case Side	40	1.18	0.76	36.02			
		Stair Case Side	1	1.18	0.81	0.96			
			126			Total Amount Rs.			

NOTE:-

1. The above mentioned cost is excluding GST. GST will be paid extra as applicable.
2. The rates Should be inclusive of providing and fixing charges including the cost of accessories needed for the said job, necessary scaffolding etc. complete.
3. The quantities are tentative. Payment will be made as per the actual quantity to be executed.