



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA
(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)
CMA BHAWAN, 3, INSTITUTIONAL AREA, LODHI ROAD, NEW DELHI – 110 003
HQ: CMA BHAWAN, 12, SUDDER STREET, KOLKATA – 700 016
Web site: www.icmai.in

NOTICE INVITING

TENDER FOR

RENOVATION OF 4TH FLOOR CONFERENCE HALL OF CMA BHAWAN, NEW DELHI

3 INSTITUTIONAL AREA, LODI ROAD, NEW DELHI-110 003.

Last Date for Submission of Tender: May 6, 2024 till 3.00pm

Tender No. ICMAI/Renovation-4thFloorConf.Hall/ND/2024-24

Address of submission of Tender:

**THE INSTITUTE OF COST ACCOUNTANTS OF INDIA
CMA BHAWAN, 3, INSTITUTIONAL AREA,
LODHI ROAD, NEW DELHI-110003**



RENOVATION OF 4TH FLOOR CONFERENCE HALL OF CMA BHAWAN, NEW DELHI

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Tender Notice & Memorandum

Tender No. ICMAI/Renovation-4thFloorConf.Hall/ND/2024-24

Date: 16.04.2024

Date of Invitation: 16.04.2024 (Tuesday)

Date of Closure: 06.05.2024 (Monday) latest by 3:00 PM

The Institute of Cost Accountants of India intends to undertake the Renovation of 4th Floor Conference Hall of CMA Bhawan, 3 Institutional Area, Lodi Road, New Delhi.

The interested bidders may submit their offer for the above mentioned work as per specifications given herewith, in a sealed envelope mentioning “**Tender for Renovation of 4th Floor Conference Hall of CMA Bhawan, New Delhi.**” The Tender to be dropped in the Tender Box, Ground Floor or can be submitted through speed post/courier at the Institute of Cost Accountants of India, CMA Bhawan, 3 Institutional Area, Lodi Road, New Delhi-110 003 as per the following terms & Conditions latest by 6th May, 2024 by 3:00 PM.

MEMORANDUM

1	Name of the Work	“Tender for Renovation of 4th Floor Conference Hall of CMA Bhawan, New Delhi ”
2	Estimated Cost of the Project	Interior Works - Rs.12.76 Lakhs Electrical Works - Rs. 2.33 Lakhs AC Works - Rs. 4.85 Lakhs Rs.19.94 Lakhs =====
3	Date of Announcement of Tender	16.04.2024 (Tuesday)
4	Last date for Submission of Tender	06.05.2024 (Monday) by 3:00 PM
5	Address of Submission of Tender	<i>Tender Box, Ground Floor, The Institute of Cost Accountants of India, CMA Bhawan, 3 Institutional Area, Lodi Road, New Delhi-110 003.</i>
6	Mode of Submission of Tender documents	By hand or through post/speed post/courier so as to reach on or before the due date and time i.e. 6th May, 2024 latest by 3.00 PM The tender submitted through specified mode mentioned above must mention on the main envelope Renovation of 4th Floor Conference Hall of CMA Bhawan, New Delhi.



		<p>Application received after stipulated time and date will not be considered and the Institute will not responsible for non-receipt or late receipt of any application send by post/courier service.</p> <p>The main envelope must contain two separate envelopes</p> <p>(i) Technical Bid, EMD and other relevant documents as required by the Institute mentioned in the tender document.</p> <p>(ii) Financial Bid (ONLY)</p>
7	Period of Completion of project	Maximum 90 days from the date of issuance of work order and handing over the site, whichever is earlier.
8	Bid Security/EMD Amount	<p>Rs. 50,000/- (Rupees Fifty Thousand only)</p> <p>(To be submitted along with the Technical bid in the form of DD in favour of “The Institute of Cost Accountants of India”, payable at New Delhi)</p> <p>Bid Security to be obtained from all the bidders except the bidders, registered with Micro and Small Enterprises (MSEs) and start up entities (Company/Firm). The contractor shall submit the Udyog Adhar Certificate and the undertaking and certificate issued by the DPIIT for Start-up businesses.</p> <p>The EMD of unsuccessful bidders shall be refunded to them without any interest after the decision of awarding the work to the L-1 bidder is taken.</p> <p>Those who are having registered with MSME are exempted from EMD. Copy of valid MSME certificate for the relevant work should be enclosed with the Technical bid of the tender.</p> <p>EMD to be deposited in the form of demand draft payable at New Delhi in the Name of “THE INSTITUTE OF COST ACCOUNTANTS OF INDIA” drawn on any scheduled bank. No interest shall be paid on the EMD.</p> <p>The said Earnest money of the contractor to whom the work is awarded shall be held by The Institute up to the defect liability period of 12 months after the completion of work and to the rest, it shall be returned within thirty days of opening of Price Bid.</p>



9	Performance Security Deposit	<p>5% of the Contract Value including EMD amount.</p> <p>5% of the contract value in case of MSME who have not deposited the EMD.</p> <p>(To be submitted by the successful bidder within 15 days of awarding the Work Order)</p> <p>The Performance Security to be obtained from the successful bidder in the form of Bank Guarantee/DD in favour of 'The Institute of Cost Accountants of India' payable at New Delhi.</p> <p>No interest will be paid on Performance Security. 100% of Security Deposit of L1 bidder will be refunded after successfully completion of Defects Liability Period of 1 year from the date of issuing the virtual completion of the work by the Project Architect .</p>
10	Defects Liability Period	12 months from the date of completion of the project, to be certified by the Project Architect/Consultant.
11	Value of work as certified by the Architect be submitted for payment to be taken for issue of Interim certificate for payment: (as per recommendation of the Architect)	<p>The contractor be paid by the Institute under Interim Certificates to be issued by the Architect/Consultant for works executed after necessary verification of the bills submitted by the contractor.</p> <p>The contractor to raise the Interim Bill after the completion of 50% of the contract value of the Project and the Final Bill to be raised after the completion of the entire Work to be satisfaction of the Institute.</p> <p>This payment shall be made after making necessary deductions as stipulated elsewhere in the documents.”</p>
12	Liquidated Damages	1% of the Contract value per week or part there of subject to a maximum of 10% of contract value/final bill amount.
13	Contact Person	<p>(queries to be raised preferably through e-mail ids provided below)</p> <p>1. The Convener, Tender Committee e-mail – lte@icmai.in Tel - 01126666131</p> <p>2. Infrastructure Dept. E-mail: infrastructure.dd2@icmai.in Tel -0120-2990006</p> <p>3. Email id: infrastructure.hod@icmai.in Tel - 033 – 2252-1031/1032/1034[Extn. 301/207]</p>
14	Date & Time of Opening of Technical Bid	7 th May, 2024 at 3.30 PM at CMA Bhawan, 3 Institutional Area, Lodi Road, New Delhi-110 003



		At any case if the said date is declared as holiday, the same will be opened in the next working day at the same time. The representatives from agencies may observe the bidding process as per schedule and no separate invitation will be given to them.
15	Date & Time of Pre-Bid Meeting	25 th April, 2024 (Thursday) at 3.30 PM
16	Date & Time of Opening of Financial/Price Bid	The schedule will be intimated by e-mail only to the parties qualified in technical evaluation process.
17	Validity of Offer	180 days from the date of opening of price bid.
18.	Bid Evaluation	Technical & Financial parameters as per Page 45 & 46 of this document

The Tender Document including Pre-Qualification Notice and Application Form along with all details can be downloaded from Institute's website www.icmai.in (under tender section) from 16th April, 2024 to 6th May, 2024 up to 3.00 P.M.

It is the responsibility of the Bidder to ensure that before the closure of the Date of Tender he/she must check the website of the Institute for any Addendum and/or Corrigendum. If any bidder submits the bid before the issuance of corrigendum, then /she can re-submit the Revised Price Bid only without submission of Technical Bids.



ELIGIBILITY CRITERIA AND GENERAL CONDITIONS OF SELECTION

Requirement of solvency, value of work executed, and Annual Turnover are as under:

Minimum Amount of Solvency certificate equal to upper limit of the respective category (Certificate should not be prior to March 2023) (Rs.)	Minimum Single Value of One Similar Type of work Completed (Rs.)	(Or) Minimum Single value of each two Similar Type of works Completed (Rs.)	(Or) Minimum Single value of each three Similar Type of works Completed (Rs.)	Minimum Average Annual Turnover of last 3 years. (Rs.)
	Works Completed in all respect during the Last 5 Years ended on date prior to submission of tender			Years ended on 31.03.2023.
20 lakhs	15.00 Lakhs	10 Lakhs	8.00 Lakhs	25.00 Lakhs

NOTE: -

- The applicants should be bona fide resourceful and well experienced contractors/agencies/firms registered with PWD/CPWD/MES/RLY/PSUs for carrying out the Civil & Allied Works for pre-qualification for undertaking Civil, & Electrical works at different places of Delhi/NCR.
- The contractors should be equipped with necessary infrastructure like building construction equipment, machinery and tools, labour strength etc.
- The contractor is required to furnish their Registration details of firm with PAN No, TAN No, GST No etc. The applicant is to furnish the registration details for the EPF/ESI and the Labour license details under the contract labour Act.
- Preference will be given to those who have history of timely completion of works, taken up by them during the last 5 years. If the works could not be completed within the stipulated time in any of the cases it should have been completed within the extended time approved by the appropriate authority of the organization. Relevant work orders and completion certificates mentioning the actual work done, value and time of completion for the same issued by the concerned department are to be furnished to fulfil the eligibility criteria. **Please note, without completion certificate of the work mentioned in the work order will not be considered for valid experience certificate for selection. The Format of completion certificate is enclosed as Annexure-IV. The Value of the work order will be considered for credential/experience.** It is mandatory that the applicant/contractors/agencies/firms should have full-fledged service setup/Office at Delhi & NCR. The address of the Office should be furnished with name & cell phone no. of the contact person.



- e) **It is mandatory that the applicant/contractors/agencies/firms should have full-fledged service setup/Office at Delhi & NCR. The address of the Office should be furnished with name & cell phone no. of the contact person.**
- f) For Assessing the Annual Turnover of the last 3 years, Contractor must submit the valid documents viz Copy of Income tax return, Profit & Loss Account and Balance sheet for the last 3 years.
- g) The applicant should agree and authorize the Institute to obtain the confidential report, if required from the clients of the applicant contractors, to obtain credit opinion from the client and to verify the work executed by the contractors.
- h) The Institute shall not be responsible for the late receipt due to postal delay, strikes or any other reasons. Application received after stipulated time and date will not be considered and the Institute will not responsible for non-receipt or late receipt of any application send by post/courier service. The incomplete application is liable to be rejected summarily and Institute reserves the right to accept or reject any or all applications without assigning any reasons thereof.
- i) Any clarification required by the Institute regarding the application should be furnished within the stipulated time instructed by the Institute, failing which the Institute reserves the right to cancel the application for empanelment without assigning any reason thereof.
- j) **Technical bid and Price bid should be submitted in two separate sealed cover and both the covers should be put in a single cover.**
- k) Separate Checklist of Annexures duly signed by applicant to be submitted along with the application.
- l) **Application should be submitted in Spiral Binding maintaining serial of Annexure/ Annexures as asked for in the Application format.**
- m) **Any corrigendum/changes in eligibility criteria or terms and conditions, etc. it will be uploaded in the Institute's web site only, time to time. It is, therefore, the responsibility of the vendor/agency/contractor etc. to follow the Institute's website for any changes in conditions & eligibility criteria up till the last date of Tender submission.**
- n) **Solvency Certificate should be submitted in the format given in Annexure -V**
- o) Similar works shall mean execution of Civil, & Electrical Works executed in Nationalized Bank / Central Govt. / State Govt. Department/Institutional Organization/ Reputed Hospitals/ MNCs/ PSUs / etc. **Similar Amount of Maintenance/ Repairing Work only will not be considered for selection.**
- p) **Please note, without completion certificate of the work mentioned in the work order issued by the client's organization, the bid will not be considered for valid experience certificate for selection.** The format of work completion certificate is



enclosed as Annexure - IV. The value of the work order will be considered for credential/experience.

- q) In case of the work experience is of private sector the completion certificate shall be supported with copies of corresponding for 26AS of Income Tax (TDS). Value of work will be considered with the value of TDS Certificates.
- r) The bidder should be compliant with the relevant provisions of CGST Act, 2017 as a works contractor. (The copy of annual return of 2021 -22 and last monthly return to be submitted.)

Sd/-

The Convener
Tender Committee,
The Institute of Cost Accountants of India,
CMA Bhawan, New Delhi.

Scope of Work – Technical Description

The works have to be carried out at CMA Bhawan, 3 Institutional Area, Lodi Road, New Delhi.

The general scope of work is as follows:

1. Proposed Renovation of 4th Floor (TCM Hall) Conference Hall.
2. Allied Civil, electrical works & installation of VRV ACs for improving the ambience of the surroundings and finish to match with the existing finishing etc.

Mode of submission of tender

- i) The Technical Bids (Annexure-1) should be duly filled in and signed & stamped on all the pages. The Tender Document must be signed & stamped on all the pages, accompanied by details of the Company Profile, audited balance sheet for last 3 years, proof of submission of Income tax returns (last 3years), PAN, GST, trade license, completion certificate of similar works with specifications (Performa I), undertaking as per Performa II, Tender form, Letter of acceptance for Works (Performa III), documents supporting the eligibility criteria, along with the EMD and evaluation criteria document .should be kept in as separate sealed envelope marked “A” super scribing as **“TECHNICAL BID, Tender No. ICMAI/Renovation-4thFloorConf.Hall/ND/2024 dated 16th April, 2024 & Title Quotation for Renovation of 4th Floor Conference Hall of CMA Bhawan, New Delhi.**
- ii) The Price bid duly filled and signed by the authorised signatory of the contractor/ firm/agency should be placed in a separate sealed envelope marked “B” super scribing as **“FINANCIAL BID, ICMAI- “Renovation of 4th Floor Conference Hall of CMA Bhawan, New Delhi.”**



iii) The sealed envelopes marked as A and B to be put in a Master Envelope marked “Tender” super-subscribed as “for “**Tender for Renovation of 4th Floor Conference Hall of CMA Bhawan, New Delhi**”.

The bidder must mention his name address, telephone no. and email id on the main cover.

iv) Sealed tenders duly filled in should be addressed to

**The Convener, Tender Committee,
The Institute of Cost Accountants of India,
CMA Bhawan, 3 Institutional Area, Lodi Road, New Delhi – 110 003**

and to be dropped **in the tender box available/ laid in the Ground Floor, CMA Bhawan, New Delhi on or before the due date and time i.e. 6th May, 2024 till 3:00 pm**

- a) Before the final submission of Tender Document, the bidders must check-out the website of the Institute for any corrigendum w.r.t. this Tender. In this connection bidders are also advised to mention their name, address, telephone no. and also email id to intimate about the corrigendum, in case the bidder submits the bid before the issue of the corrigendum.
- b) The tenders submitted shall remain valid for acceptance for a period of 15 days from the date of awarding of LOI.
- c) The Price bid of only those Bidders who satisfies the eligibility criteria and qualifies in the Technical Evaluation will be opened.
- d) ICMAI in its sole discretion & without having to assign any reason reserves to itself the rights to -
 - i. Accept or reject the lowest Tender or any other tender or all the Tenders.
 - ii. Reject the offers not confirming to the tender Terms & Conditions.
 - iii. Reject any conditional and/or incomplete Tender.
 - iv. Reject any tender without assigning any reason.
 - v. Evaluation of tenders of entertain any appeal or protest
- e) In case, the Bidder after being declared as successful L-1 bidder withdraws themselves from the bid or fails to start resume the work within the prescribed time, his EMD would be forfeited.
- f) The bidder must carefully read and examine the whole tender document, and also visit the site at his own expenses, study the technical specifications, drawings etc. before submitting the tender. Any discrepancy if found shall be brought to the notice of the competent authority of the Institute.



- g) No consideration shall be given to any bidder after the expiry of time as stipulated above and no extension of time will normally be allowed for submission of the tender.
- h) The Tender form shall be signed by a person on behalf of the bidder organization, who is duly authorized to do so.
- i) Each page of Tender Document shall be properly signed along with seal of the bidder.
- j) In absence of any required document/Certificate, the bidder should clearly indicate in the format as 'not available'.
- k) The original bid (Technical bid and financial bid) shall contain no interlineations over writing, except as necessary to correct errors made by the Contractors themselves. The person who signed the bid must initial such corrections.
- l) It should definitely be understood that ICMAI does not accept any responsibility for the correctness or completeness of this tender document & schedule and is liable to alterations by ICMAI.
- m) The bidder shall furnish an undertaking duly regarding their non-blacklisting/Left any work abandoned in any of the government department and public sector undertaking/enterprise in India and central vigilance commission during the last five financial years as per Proforma IV.
- n) Letter of acceptance (Performa V) of tender terms and conditions must be submitted.t) Set of Contract/Tender Documents:

The following documents will constitute to tender documents:

- a) Notice Inviting Tender
- b) Quoting Sheet for bidder
- c) Instructions to bidder & General Conditions of Contract with latest amendments.
- d) Bill of Quantities (BOQ).
- e) Technical Specifications
- f) List of approved makes of materials.
- g) Tender Drawings.
- h) Memorandum
- i) Acceptance of Tender Conditions
- j) Addendum/Corrigendum, if any – Duly signed by authorized person
- k) Performa III – Affidavit for correctness of Documents/Information.
- l) Special Conditions of Contract
- m) Pre-bid clarification, if any

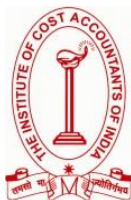


Section 1 – Commitments of the Institute

- (1) The Institute commits itself to take all measures necessary to prevent corruption and to observe the following principles: -
 - a) No employee of the Institute, personally or through family members, will in connection with the tender for, or the execution of a contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.
 - b) The Institute will, during the tender process treat all Bidder(s) with equity and reason. The Institute will in particular, before and during the tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential / additional information through which the Bidder(s) could obtain an advantage in relation to the tender process or the contract execution.
 - c) The Institute will exclude from the process all known prejudiced persons.
- (2) If the Institute obtains information on the conduct of any of its employees which is a criminal offence under the IPC/PC Act, or if there be a substantive suspicion in this regard, the Institute may initiate disciplinary actions.

Section 2 – Commitments of the Bidder(s) / Contractor(s)

- (1) The Bidder(s) / Contractor(s) commit himself to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the tender process and during the contract execution.
 - a) The Bidder(s) / Contractor(s) will not, directly or through any other person or firm, offer, promise or give to any of the Institute's employees involved in the tender process or the execution of the contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.
 - b) The Bidder(s) / Contractor(s) will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non- submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.
 - c) The Bidder(s) / Contractor(s) will not commit any offence under the relevant IPC/PC Act, further the Bidder(s) / Contractor(s) will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Institute as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.
- (2) The Bidder(s)/Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.



Section 3 - Disqualification from the tender process and exclusion from future Contracts

If the Bidder(s)/Contractor(s), before award or during execution has committed a transgression through a violation of Section 2, above or in any other form such as to put his reliability or credibility in question, the Institute is entitled to disqualify the Bidder(s)/Contractor(s) from the tender process or take action as per the procedure mentioned in the Further, if any Guidelines on Banning of business dealings are required, The Secretary, ICMAI, would be authorized to approve the same.

Section 4 – Compensation for Damages

- a) If the Institute has disqualified the Bidder(s) from the tender process prior to the award according to Section 3, the Institute is entitled to demand and recover the damages equivalent to Earnest Money Deposit/Bid Security.
- b) If the Institute has terminated the contract according to Section 3, or if the Institute is entitled to terminate the contract according to Section 3, the Institute shall be entitled to demand and recover from the Contractor liquidated damages of the Contract value or the amount equivalent to Performance Security.

Section 5 – Previous transgression

- a) The Bidder declares that no previous transgressions occurred in the last 3 years with any other Company in any country conforming to the anti-corruption approach or with any other Public Sector Enterprise in India that could justify his exclusion from the tender process.
- b) If the Bidder makes incorrect statement on this subject, he can be disqualified from the tender process or action can be taken.

INSTRUCTION TO BIDDERS

- a) The tender form must be filled in English and all entries must be made by hand with blue/black ink and written in ink.
- b) Time is the essence of contract. The work should be completed within 90 days from the issuance of letter of award. Working Hours will be between 9:30 A.M. to 6:00 P.M. on all days.
- c) Bids shall be evaluated on the basis of the quality/technical parameters and the financial bid. Contractor must submit the technical parameters in the sequence as enlisted and enclose the Technical parameters in Technical Bid envelope.



GENERAL TERMS AND CONDITIONS

1. The work to commence within 7 working days from the date of issuance of Work Order. This is a one-time contract and will be terminated automatically on completion of Defect liability period which is for 1 year from the completion of the work.
2. The Contract: Shall mean the tender documents comprising the Notice Inviting Tender, form of tender conditions, the drawings and priced bill of quantities with their preamble, the acceptance thereof, the specifications referred to in the conditions, designs, drawings and instructions issued from time to time by the **Architect/Institute** and all these documents taken together are deemed to form one contract and shall be complementary to one another.
3. **Notice in writing** or written notice shall mean a notice in written, typed or printed characters sent (Unless delivered personally or otherwise proved to have been received) by hand, speed post, registered post to the last known private or business address or to the registered office of the addressee and shall be deemed to have been received when in the ordinary course of post, it would have been delivered. Notice or correspondence by e-mail too shall have the same effect of delivery.
4. **Provisional Items** shall mean items for which only very approximate quantities have been included in the tender documents.
5. The tenders must be submitted in the prescribed format only. The rates should be written both in words and figures without any erasures and alterations. However, if errors are made, the wrong figures or words must be neatly scored out under full signature of the bidders and the correct figures and words neatly rewritten. Over writing is not permitted. Applying white fluid for correcting rates and amount is also prohibited.
6. **The bidder shall quote his rates inclusive of cost of materials, corresponding wastages, labour, duties, octroi, and cost of transportation of materials to work site, removal of debris/malba, etc.** The rates quoted will be firm and no escalation on any account shall be allowed on the accepted rates. The site and works are being proposed in a occupied premises and thus daily care must be taken to keep and maintain the area neat and clean and adhere to security norms of the employer, as directed from time to time.
7. Tax to be indicated separately in the quote. However, in case, there is change in rate of tax in future, the new tax rate will be applicable.
8. The contractor shall take instructions, drawings and details from the consulting architect.
9. The bidder shall get the works approved and interim and final bills verified by the consultant architect duly certified.
10. The contractor shall get all the works layout, mock-up and MEP Shop drawing, approvals of makes from the consultant.



11. The contractor shall get the works inspected from the consultant and obtain the necessary virtual completion certificate, attend the defects liability and obtain the final completion certificate from the consultant.
12. The Consultant shall be rendering the services on this project and their opinion and instructions shall be strictly followed.
13. The contractor shall submit the work activity chart within 7 days of receipt of LOI. The time activity chart shall show the procurement plan, execution plan and all other activities, including important milestones as per approval of the consultant..
14. The time is the essence of this contract and the contractor shall thus manage the working drawings etc.
15. Necessary weekly review and site inspection shall be conducted by the architect on weekly basis and the contractor shall obtain the same from the architect within 48 hours of inspection and submit it to the employer on regular basis.
16. Errors in the schedule of quantities, rates and amount shall be dealt with in the following manner:
 - i) In the event of a discrepancy between the rates quoted in words and the rates in figures, lowest rate will be taken into consideration.
 - ii) In the event of an error occurring in the amount column as a result of wrong calculation the unit rate shall be regarded as firm and the amount shall be amended accordingly based on the quantity given.
 - iii) All errors in totalling in the amount column and in carrying forward, the totals shall be corrected.
17. The quantities indicated in the schedule of quantities are only probable quantities and are liable to alteration by omission, reduction or addition at the discretion of the Institute. Payment shall be made on the basis of actual quantities of work done at the accepted rates.
18. The contract shall be an item rate contract wherein the contractor shall be paid for the actual quantity of work done at the rates quoted by him in the contract and agreed to by the owner.
19. The scope of the work is as illustrated and specified in the tender document. If the contractor shall find any divergence from the same, it has to be communicated to the owner in written and the final instructions a given by the owner shall be adhered to. The contractor shall maintain a fiscal check and shall not exceed the overall contract amount.
20. The contractor shall visit and examine the work site for understanding the scope of work. No extra charges in consequence of any misunderstanding or incorrect information on any of these points, or on the grounds of insufficient description will be allowed.



21. The contractor shall comply with and give all notices required by any Government authority and instrument, rule or order made under any Act of Parliament or any regulation or Bye law of any local authority relating to the work or with system the same is or will be connected.
22. The Contractor shall pay and indemnify the Owner against liability in respect of any fees/ charges legally demandable under any Act of Parliament, instrument, rule of order or any regulation or Bye-law or any local authority in respect of work. All debris, construction waste and any pollution shall become and undertaken by the contractor.
23. The Contractor shall not claim any extras for fluctuation of price and the contract price shall not be subject to any rise or fall in prices and remain firm and final.
24. The Contractor shall if required submit satisfactory evidence as to the kind and quality of material and seek approval of samples, products and mock-up as directed by the architect/Consultant.
25. The bidder is not authorised to make alterations in the drawings, specifications or in probable quantities accompanying the tender. Any alterations made in the tender document will liable to be rejected and invalidated.
26. The bidder must obtain at his own expenses all the information necessary for the purpose of filling this tender and before entering into a contract with the Institute, must examine the drawings, specifications, conditions etc. inspect the site of work and acquaint himself with all conditions and matters pertaining there to. **The site can be inspected on all working days from Monday to Friday between 10:30 A.M. to 4:30 P.M. (except Saturdays, Sundays and any public holidays).**
27. Canvassing in connection with the tender is strictly prohibited and the tender of anyone resorting to canvassing shall be liable for rejection on that ground alone.
28. Before awarding of contract, all original documents will be checked by the Institute and at that time attested photo copies may require to be furnished.
29. **COMPLETION PERIOD:**
The entire work shall be completed by the contractor within **90 days from the day of issuing the work order & hand over of site.** The work shall be commenced within 7 working days after the issuance of Work Order. The work is of urgent in nature and the completion time schedule should be strictly adhered to by the contractor.
 - i) The contractor shall work as per the approved time activity chart.
 - ii) The works shall be completed and virtual completion certificate shall be obtained and submitted.
30. The rules and regulations, as prescribed in the Tender document comprising the Notice Inviting Tender, form of tender conditions, the drawings, priced bill of quantities together with conditions of contract, specifications etc., shall be strictly adhered to and



under any circumstances no extra payment will be entertained due to loss of man-days of the Contractor and ICMAI shall not be liable for such loss.

31. The tenders submitted shall remain valid for acceptance for a period of **180 days** from the date of their opening. Should any tender after being declared as successful bidder withdraws his tender or makes any modifications to his tender, the tender shall be treated as having been rejected or abandoned and his **EMD will be forfeited.**
32. The work shall be carried out under the directions and supervision of the architect and subject to the approval in all respects by the Institute.
33. On acceptance of the tender the contractor shall in writing at once inform the Institute the names of his accredited representatives who will be responsible to take instructions from the Architect/Institute.
34. The work or any part of it shall not be transferred/ assigned or subject to without the consent of ICMAI.
35. The contractor shall be required to co-operate and work in accordance with and afford reasonable facilities for such other agencies/specialists as may be employed by **ICMAI** on other works / sub works in connection with the work.
36. Loading unloading and challan/penalty etc. of carriage of goods, material, equipment's, etc. would be the sole responsibility of the Contractor and the Institute will neither bear responsibility nor bear any expenses/cost in this regard.
37. The bidder shall furnish an undertaking regarding their non-blacklisting/Left any work abandoned in any of the government department and public sector undertaking /enterprise in India or organisation of repute.
38. The Performance Security shall be in the form of a Bank Guarantee/Demand Draft drawn on any scheduled Bank in favour of The Institute of Cost Accountants of India, Payable at New Delhi and to be submitted within 10 days of issuance of Work Order. Security Deposit shall not bear any interest. The security deposit shall be retained by the Institute till the end of defect liability period and subject to the forfeiture clause applicable.
39. The contractor shall follow the tender drawings in preparation of his shop drawings, and for subsequent installation work and shall check the drawings of other trades to verify spaces in which his work will be installed. The contractor shall examine all architectural, structural, plumbing, and other services drawings and check the as-built works before starting the work and report to the Owner's site representative any discrepancies and obtain clarification. Any changes found essential to coordinate installation of his work with other services and trades, shall be made with prior approval of the Architect/Consultant/Owner's site representative without additional cost to the Owner.



Special Terms and Conditions

1. The scope of work describes the scope and intent of the work. It may not be exhaustive but is meant to define the aspects of work that are expected of the contractor and for all such works and operations, the same is to be done without any charges that these works are built -in the course of execution.
2. The contractor shall adhere to all the security and COVID norms as directed by the local administration and also all the security and administrative norms of the employer.
3. The contractor is to work in a premise that is occupied and hence shall not cause any nuisance or play any music or cause any avoidable disturbance. The workmen shall be decently dressed and display good conduct and behaviour. In case any person is to be removed from site, the employer shall exercise this option without explaining any reason, what so ever.
4. The contractor shall deploy a well experienced site supervisor on full -time basis for coordination and execution, supervision of the works. Inform the employer accordingly before commencement of work. Such person is to be present at all times on site during execution of the work.
5. The proposed location has limited ladies and gent's toilet facilities and only designated toilet shall be made available for use by contractor his staff and workers. This toilet shall be maintained and kept in a hygienic manner and cleaned on a daily basis at the cost of the contractor.
6. On commencement of work, the existing toilets on the floor shall be kept locked and not put to any use.
7. The contractor shall maintain good contact with the consultant and fix suitable prior appointments for site visits and approval of mock-up layouts etc. and samples.
8. The contractor shall prepare a time activity chart showing various milestones of works and submit three copies to the employer within 7 days of award of the work. In case of any impediment after award of the work, such chart shall be revised and re-submitted to get a realistic time frame for the completion of work.
9. Contractor shall, on his own, assess the quantum of work and keep a check on the awarded amount. Contractor shall endeavour to complete the work within the overall cost of the project. Such exercises shall be conducted frequently, especially before commencing work so that there is certainty in finishing the work in the requisite cost and within the time frame.
10. Water and electricity shall be made available at one location only. However, due to local supply conditions, the employer shall not be responsible for failure of electricity or and water supply. In case of shortfall, the contractor will make his own arrangements, without any charge.



CONDITIONS OF CONTRACT

Instructions:

1. The contractor shall execute the whole and every part of the work in the most substantial and workmanship like manner and both as regards materials and otherwise in every respect in strict accordance with the specifications, conforming exactly, fully and faithfully, to the designs, drawings and instructions in respect of the work given by Institute and under the directions and supervision of the architect and subject to the approval in all respects by the Institute who may in their discretion and from time to time issue further drawings, and/or written instructions, directions, details and explanations or extra items or extend the scope of the work on other floors and introduce extra items during currency of this contract and till closure of all payments and release of security deposit.

2. The contractor to provide everything necessary: The contractor shall be deemed to have satisfied himself before tendering as to the correctness and sufficiency of his tender for the works and of the rates and amounts shall except as otherwise provided cover all his obligations under the contract, and all matters and things necessary for the proper completion of the work.

The contractor shall provide at his own cost all materials (except such, materials if any, as may in accordance with the contract be supplied by the Institute) machinery, plant, tools, appliances, implements, ladders cordage, tackle, scaffolding, in fact everything necessary or proper for the proper execution of the work, whether original, altered or substituted according to the true intent and meaning of the or substituted taken together whether the same may or may not be reasonably inferred there from, and if the contractor finds any discrepancy in the drawings, or between the drawings, schedule of quantities and specifications, or between the drawings, schedule of quantities and specifications, he shall immediately and in writing refer to the Architect/Institute who shall decide which is to be followed, subject to:

- i. Anything shown or contained in any one or other of (a) the drawings, (b) Specifications and (c) the contract schedule and not shown in the others shall be equally binding as if it were contained in each of them.
- ii. Figured dimensions are to be followed in preference to the scale, and large scale details in preference to small scale drawings.
- iii. The following orders of preference shall apply:
 - (a) The drawings, (b) specifications, covered by bill of quantities, (c) Technical specifications.

3. Contractor to confirm to legal regulations: The contractor shall confirm to the provisions any Act of the Legislature relating to the works and to the regulations and Bye - laws of any authority and if any water, lighting and other companies and/or authorities with whose system the structure is proposed to be constructed, and shall, before making any variations from the drawings or Specifications that may be necessitated by so conforming give to Institute written notice, specifying the variation proposed to be made and the reason for it, and apply for instructions thereon. In case the contractor shall not within ten days receive such



instructions he shall proceed with the work, confirming to the provisions, Regulations or bye-laws in question.

The contractor shall bring to the attention of Client all notices required by the said Acts, regulations or bye-laws to be given to any authority and pay to such authority, or to any public office all fees that may be properly chargeable in respect of the works and lodge the receipts with Institute.

The Institute is entitled to deduct all taxes and rates as per existing laws and rules, from any money due or that may become due to the contractor.

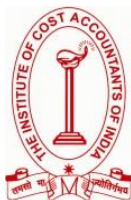
4. Contractor Responsible for setting out work: The contractor shall on the basis of dimensioned drawings and information necessary for the purpose furnished by the Architects set out the works on site at his own expense and responsible for the correctness of the positions, levels, dimension and setting out by the representative of the architect or of the Institute shall amend at his own cost and to the satisfaction of the Architect/Institute, any error in the setting out or consequential to wrong setting out, found at any stage during the progress of the work or during the defects liability period after completion of the work.

5. Supervision by Contractor: The contractor shall give all necessary personal superintendence during the execution of works, and thereafter as long as the Architects / Institute may consider necessary until the expiration of the “Defects Liability Period”. The contractor shall also during the whole time the works are in progress, employ a competent and qualified representative whose name shall be approved by the Architect and who shall be supervisor in attendance at the works while the men are at work. Any directions, explanations, instructions, or notices given by the Architect/Institute to such representative shall be held to have been given to the contractor. If the contractor fails to appoint and keep on the works a competent and qualified representative as aforesaid, **Architect/Institute** shall have powers to suspend the works till such time a competent qualified representative as aforesaid is posted and the contractor shall not be entitled to claim extension of time on the plea of such suspension of the works.

6. Dismissal of workman: The contractor shall on the request of the Institute immediately dismiss from the works any person employed thereon by him who may, in the opinion of the Contractor shall not be again employed on the works without the permission of Architect/Institute.

7. Access to works: The Institute, the architect and his respective representatives shall at all reasonable times free access to the works and /or to the workshops, factories or other places where materials are laying or from which they are being obtained and his respective representative, all reasonable facilities necessary for inspection and examination and tests of the materials and workmanship. No person unauthorized by the Institute or the architect except the representatives of public Authorities shall be allowed on the works at any time.

8. Work not to be sublet: The whole of the works included in the contract shall be executed by the Contractor who shall not directly or indirectly transfer, assign or sublet the



contract or any part share thereof or interest therein without the written consent of the Institute, and no undertaking shall relieve the contractor from active superintendence of the works during their progress.

9. Variation not to vitiate the contract: No alteration, omission or variation shall vitiate this contract but in case if the Architect/Institute thinks proper at any time during the progress of the works to make any alterations in or additions to or omission from or substitutions for the original drawings, specifications, designs and instructions or any alterations in the kind or quality of the materials to be used in the work and shall give notice thereof to the contractor, in writing the contractor shall alter, add to or omit from or substitute for as the case may require, in accordance with such notice and carry out the amended work on the same conditions in all respects on which he agreed to do the main work, but the contractor shall not do any work extra to or make any alterations or additions to or omissions from or substitutions in the works or any deviation from any of the provisions of the contract stipulations, specifications or contract drawings without the previous consent in writing of **Institute** and the value of such extra, alteration, additions or omissions or substitutions shall in all cases be determined by the Architect/Institute with the prior approval in writing of the Institute in accordance with the provisions of Clause 14 hereof, and shall be added to or deducted from the contract amount accordingly.

10. Similarly, the contractor is eligible for extra time and payment on mutually agreed terms with the Institute and the Architect for changing the position of the work from one to another or to a more difficult position than shown in the drawings or described in the specifications or the contract schedule, or the carrying out of work under circumstances not contemplated in the specification or the contractor.

11. No compensation for alteration in or restriction of work: If at any time after the commencement of the work the Institute for any reason whatsoever does not require the whole or part or parts thereof as specified in the tender to be carried out, Institute shall not give notice of the fact to the contractor who shall not claim for any compensation whatsoever on account of any profit which he might have derived from the execution of the work in full, but which he did not derive in consequence of the full amount of the work not having been carried out. Nor shall have any claim for compensation by reason of any alterations having been made in the original specifications, drawings, designs and instructions which shall involve curtailment of the work originally contemplated.

12. Schedule of quantities on standard of measurement: The schedule of quantities unless otherwise stated shall be deemed to have been prepared in accordance with the Indian Standard Method of Measurement as per I.S. Codes/publication.

13. Errors in Bill of Quantities: No error in description or in quantity or by way of omission of items from the schedule of quantities shall vitiate this contract but shall be rectified and the value thereof as ascertained under clause 15 (price variation) herein shall be added to or deducted (as the case may be) from the contract amount provided that there shall be no rectification of errors in the contractor's schedule of rates.



14. Lump sum Provisions in Tender: When the estimate on which a tender is made includes lump sum in respect of parts of the work, the contractor shall be entitled to payment in respect of the items of work involved or the part of the work in question at the same rates as are payable under this contract for such items, or if the part of the work in question is not, in the opinion of the Architect, payable by measurement, ICMAI may at its/their discretion pay the lump sum amount entered in the estimate, and the certificate in writing of the Architect shall be final and conclusive against the contractor with regard to any sum or sums payable to him under the provisions of this clause.

15. Measurement of works: The Architect may from time to time intimate to the contractor and the Institute the required works to be measured, the contractor shall forth with attend or send a qualified agent to assist the Architect or representative in taking such measurements and calculations and to furnish all particulars or to give all assistance required either of them.

Should the contractor not attend or neglect or omit to send such agent then the measurements taken by the Architect or person approved by him shall be taken to be correct measurement of the works. Such measurements shall be taken in accordance with the Indian Standard Method of Measurement, unless otherwise provided for elsewhere in this contract.

The contractor or his agent may at the time of measurement taken such notes and details as he may require.

All authorized extra works, omission and all variations made without Architect's knowledge, if subsequently sanctioned by him in writing (with the prior approval in writing of the Institute) shall be included in such measurement.

16. Price of variation: The rates for additional, altered, substituted work shall be arrived at in accordance with the following rules:

- i. The net rates or prices in the contract schedule shall determine the valuation of (the rates for) the extra work (items) where such extra work is of similar character and is executed under similar conditions as the work priced therein. The extra work shall not exceed 10% of the total contract value.
- ii. If the rates for the extra, altered or deviated work are not available in the contract schedule, they shall to the extent possible be derived out of the rates given in that schedule for similar items. For the purpose of such derivation, where necessary and when so directed, the contractor shall furnish detailed analysis for the said similar or near similar items in the contract schedule. For such portions of the analysis for the extra altered or substituted/deviated work for which prices cannot be abstracted from the corresponding analysis of rates for the said similar or near substantiated by purpose bills/vouchers shall be adopted. Using factors and constants for quantum's of material labour, T&P and sundries from NBO/CPWD, standard PWD data/analysis in the order. When called upon to do so the contractor shall submit the required purchase bills/vouchers.
- iii. In the case of additional, altered or deviated work for which rates cannot reasonably be derived as at (ii) and (iii) above, the rates shall be worked out adopting market prices



substantiated by purchase bills/vouchers, using factors and constants for quantum's of material, labour, T&P and sundries from NBO/CPWD/Standard materials, labour, T&P and sundries from NBO/CPWD/Standard PWD/data analysis in the order thus written, adding 15% towards profits and overheads. When called upon to do so the contractor shall submit his purchase bills/vouchers, to the Architect/Client.

- iv. The question as to what particular items, being similar or near similar to the additional, altered or deviated work in the contract schedule are to be adopted for deviation of rates for the additions, altered or substituted (deviated) work and whether the said rates cannot be derived from similar or near to similar items in the contract schedule will be decided by the Architect.
 - v. Deviation Limit: It is the value of which the total executed contract value including authorized variation in excess of the original contract value, expressed as a percentage and shall be adjusted on the sum total of all additions, omissions, reductions, alterations or deviations covered by authorized variations. The values of prime cost sums shall not be included in calculating the above percentage.
 - vi. There shall be no escalation in the price once the price is fixed and agreed by the Institute with the contractor, but the contractor should agree to pass on to the company any benefit arising out of any subsequent reduction in the price due to reduction in duties and levies so after the prices are fixed, but before delivery of the goods.
- 17. Unfixed Materials:** Wherein any certificate (of which the contractor has received payment) the Architect has included the value of any unfixed materials intended for and/or placed on or adjacent to the works such materials shall become the property of the Institute and they shall not be removed except for use upon the works, without the written authority of Institute. The contractor shall be liable for any loss or damage to such materials.
- 18. Removal of Improper work, material, etc. :** The Institute shall, during the progress of the work, have full powers to order in writing from time to time, removal from the works within such reasonable in the opinion specified in the order, of any materials which in the opinion specified in the order, of any materials which in the opinion of the Architect/Institute are not in accordance with the specifications or the instructions or do not conform to approved samples, the substitution of the rejected materials by proper other materials, and the removal and proper re-execution of any work executed with unsound, imperfect or skilled workmanship or with materials not in accordance with the contract, notwithstanding that the same may have been passed or certified or, and paid for and the contractor shall fore with carry out such order at his own cost.

In case of default on the part of the contractor to carry out such order, the Client shall have the power to make him answerable or accountable for any loss or damage that may happen or arise to such materials removed and all expenses consequent on or incidental thereto as certified by the Architect shall be borne by the contractor, or may be deducted by the Institute from the amount due or that may become due to the contractor.



In lieu of re-execution of any work not in accordance with the contract, the Institute may in their option allow it to remain but will allow for such work reduce rates. The decision of Institute to exercise his option in this regard and the quantum of reduction to be made in the rate for the item in question shall be final and binding on the contractor.

19. Completion Plans to be submitted by the Contractor: The Contractor shall within one month of the date of virtual completion of the work submit the completion plan.

If the contractor fails to submit the completion plans and obtain necessary statutory certificates from the local authority as aforesaid he shall be liable to indemnify by a sum equivalent to, spent by the ICMAI for preparation of the completion plans and in obtaining necessary statutory certificates as aforesaid.

20. Defects Liability Period: Any defect, shrinkage, settlement or other faults which may appear within the Defects Liability Period i.e., within 12 months after the virtual completion of the works arising in the option of the Architect/Institute from materials or workmanship not in accordance with the contract, shall on demand which shall be made within the defects liability period by Institute and within such reasonable time as shall be stated therein specifying the work, materials or articles complied of notwithstanding that the same may have been passed or/and certified, paid for, be amended and made good by the contractor, at his own proper charges and cost in case of default. The Institute may employ and pay other person or persons to amend and make good such defects, shrinkage, settlements or other faults and all damages, loss and expenses consequent thereon or incidental thereto shall be made good and borne by the contractor and such damages loss and expenses shall upon the Architect certificate, in writing be recoverable from the contractor by the Institute or may be deducted by the Institute from any amount due or retained.

21. Completion certificate: The works shall not be considered as completed until the Architect has certified in writing that they have been virtually completed and the defects liability period shall commence from such certified date of virtual completion of work within ten days of the completion of work. The contractor shall give notice of such completion to the Architect and the Institute and the architect shall inspect the work and if there is no defect in the work shall furnish the contractor with certificate of completion. Otherwise a provisional certificate of completion indicating defects (a) to be rectified by the contractor and / or (b) for which payment will be made at reduced rates, shall be issued but no certificate of the work considered to be complete until the work as executed, all scaffolding, surplus materials, rubbish and cleaned off the dirt from all woodwork, doors, windows, walls, floors or other parts of any building, in upon or about which the work was executed, or of which he may have had possession for the purpose of execution thereof, and not until the work shall have been measured by the Architect. If the contractor fails to comply with the requirements of this clause as to removal of scaffolding, surplus materials and rubbish as aforesaid and cleaning off dirt on or before the date fixed for the completion of the work, original or extended in terms of clause 22 herein, the Institute



after issuing due notice, may at the expense of the contractor remove such scaffolding, surplus materials and rubbish, etc., and dispose of the same as he thinks fit and clean off such dirt as aforesaid. The contractor shall have no claim in respect of any such scaffolding or surplus materials as aforesaid except for any sum actually realized by the sale thereof. And the expense, if any, so incurred may be recovered from any amount due or that may become due to the contractor by the Institute.

22. Contractor Liable for Damage done:

- i) The contractor shall be responsible for all injury to persons, animals or things, and for all structural and decorative damage to the property which may arise from the operation or neglect of himself or contractor's employee whether such injury or damage arise from careless, accident or any other cause whatever in any way connected with the carrying out of the contract.
- ii) The contractor shall reinstate all damages of every sort mentioned in this clause, so as to deliver up the whole of the contract works complete and perfect in every respect and so as to make good or otherwise satisfy all claims for damage to the property of third party.
- iii) The contractor shall indemnify the Institute against all claims which may be made against the Institute by any member of the public or other third party in respect of anything which may arise in respect of the works or in consequence thereof and shall at his own expense arrange to effect and maintain, until the virtual completion of the contract.

The Institute with the concurrence of the architect shall be at liberty and is hereby empowered to deduct the amount of any damage, compensation, costs, charges and expenses arising or occurring from or in respect of any such claims or damage from any or all sums due or to become due to the contractor.

23. Responsibility for safety of building: The Contractor shall be responsible for the safety of the works (including the materials, temporary buildings and plant) until they are taken over by the Institute and they shall stand at their risk, and be in the sole charge of the contractor, who shall be responsible for and must with all possible speed make good all damage from whatever cause.

24. Liquidated damages: If the contractor fails to complete the works by the date stated (90 days) or within any extended time under (clause 25-extension of time) herein below the contractor shall pay or allow the Institute the sum as "Liquidated damages" for period during completion of the work as defined in the contract, and the Institute may deduct such damages from any money due or that become due to the contractor.

25. Extension of time: If the contractor shall desire of extension of time for completion of the work on the grounds of his having been unavoidably hindered by such causes as (a) force majeure or (b) any exceptional inclement weather or (c) proceedings taken or threatened by or dispute with adjoining or neighbouring owners or public owners or public authorities arising otherwise than through the contractors or (d) the work or delays of other contractors or the architect and not referred to in the schedule of quantities and or



specifications or (e) strike or lockout affecting any of the building trades or directly the work or (f) delays in the supply of materials stipulated to be supplied by the Institute or any other valid ground, he shall apply in writing to Institute within 15 days of the date of such hindrance an account of which he desires such extension as aforesaid and the architect, if in his opinion reasonable grounds have been shown thereof, may with the previous approval in writing of the Institute make a fair and reasonable grounds to the satisfaction of the Institute extension of time for completion of contract works, but the contractor shall nevertheless constantly use his endeavour's to prevent delay and shall do all that may reasonable be required of him to proceed with the work expeditiously provided:

- a. that the contractor shall have no claim other than extension of time for the delay in completion of the work due to such hindrance and
- b. that the contractor shall suspend the works whenever called upon to do so in writing by the Institute and shall be allowed reasonable extension of time for completion of work due to such suspension of work and nothing else. Such extension of time as provided in the clause is the sole discretion of the Institute.

26. Failure of contractor to comply with architect/Institute Instruction: If the contractor, after receipt of written notice from Institute requiring compliance within a week fails to comply with such further drawings/and/or architect instructions, the Institute may employ and pay other persons to execute any such work whatsoever that may necessary to give effect thereto, and all costs incurred in connection there which shall be recoverable from the contractor by the Institute on the certificate of the architect.

27. Termination of contract by the Institute: If the contractor (an individual, firm or an incorporated company):

- a) Commits substantial breach of material terms and conditions contained in the Contract or
- b) Does any Act which is pre- judicial to the interest of the Institute and
- c) Shall be unable within 7 days of the notice requiring him to show cause to the reasonable satisfaction of the Architect / Institute that he is able to carry out and fulfil the terms of the Contract and give security thereof if required

Or if the contractor (whether an individual, firm or an incorporated Company):

- 1) Shall suffer execution to be issued,
- 2) Shall suffer any payments under this contract to be attached by or on behalf of any of the creditors of the contractor,
- 3) Shall assign or subject this contract without the consent in writing of the Institute first obtained,
- 4) Shall charge or encumber this contract or any payments due or which may become due to the contractor there under,



Or if the Architect shall certify in writing to the Institute that the Contractor:

- i) Has abandoned the contract, or
- ii) Has failed to proceed with the works with such due diligence and has failed to make such due progress as would enable the works to be completed within the time agreed upon by the parties or
- iii) Has failed to commence the works or has without any lawful excuse under these conditions suspended the progress of work for the period of 14 days after receiving the Institute's notice to do so
- iv) Has failed to remove the materials from the site or to pull down and replace work for seven days after receiving written notice from the Institute that the said materials or work were condemned and rejected by the Architect/ Institute under these conditions.
- v) Has neglected or failed persistently to observe and perform all or any of the Acts, matters or things required by the Contract to be observed and performed by the Contractor for seven days after the receipt of written notice requiring the contractor to observe and perform the same.
- vi) Has to determine and ensure good workmanship or without the consent in writing of the Institute to sublet any part of the Contract.

Then in any of the above said clauses, the Institute may notwithstanding previous waiver, determine the contract after giving seven days' notice in writing to the contractor but without thereby affecting the powers of the Institute of Cost Accountants of India or the obligations and the liabilities of the Contractor, the whole of which shall continue in force as if the contract had not been determined.

The architect shall thereafter ascertain and certify in writing what (if anything) in the final accounting is due to or payable to the contractor for the sale of the surplus materials and plants and any loss the Institute shall sustain due to the acts attributable to the Contractor shall be adjusted against the final payments to be made to the contractor. For this purpose, the certificate of the Architect shall be the final and conclusive between the parties.

The contractor shall be legally and statutorily liable for all the liabilities incurred for the performance of the Contract till the date of termination.

28. Certificate and payment: The bills in triplicate shall be submitted by the contractor along with detailed measurements of the work completed at site provided that at least 50% of the accepted value of the tender has been completed at site by the contractor. The contractor shall not submit interim bills unless and until the approximate value of the work done by him is **less** than 50% of the Contract Value.

The second and Final Bill to be submitted after the Completion of the Work and the extended work. The architect shall check/take the measurements or cause the measurements to be checked/taken for the purpose of having same verified and to the extent work has been



executed in accordance with the contract, issue interim certificate and the Institute shall make payment to the contractor on the basis of such certificates within the period of one month.

And when the works have been virtually completed and the Architect shall have certified in writing that they have been so completed, the contractor shall submit the Second and Final bill in respect of the contract work within one month thereafter and in accordance with the certificate to be issued by the Architect, payment shall be made by the Institute within the one month. And the contractor shall be entitled to the payment of the final balance in accordance with the final certificate to be issued in writing by the Architect after the expiration of the period to as “the defects liability period” in the appendix hereto from the date of virtual completion or as soon after the expiry of such period as the works shall have been finally completed and all made good according to the true intent and meaning thereof whichever shall last happen. Provided always that the issue by the architect of any certificate during the progress relive the contractor from his liability in case of fraud, dishonesty, or fraudulent concealment relating to the works or material or to any matter dealt with in the certificate and in case of all defects and in sufficiency in the work or materials which is reasonable examination would not have disclosed. No certificate of the architect shall itself be conclusive evidence that any work or materials to which it relates are in accordance with the contract neither will the contractors have a claim for any amounts which the architect might subsequently be discovered as not payable and in this respect the Institute’s decision shall be final and binding.

The Institute shall have power to withhold any certificate if the works or any parts thereof are not being carried out to his satisfaction. The Architect, may, in any certificate make any correction in any previous certificate which shall have been issued by him. No certificate of payment will be issued by the Architect if the contractor fails to insure the works and keep them insured till the issue of the virtual completion certificate of payment.

29. Forfeiture clause: The Institute has the right to forfeit the EMD / Security deposit if there are reasonable grounds of the non-fulfilment of the contract.

30. Right of technical scrutiny of final bill: The Institute shall have a right to cause a technical examination of the works and the final bill of the contractor including all supporting vouchers, abstract etc., to be made at the time of payment of the final bill. If as a result of this examination or otherwise any sum is found to have been over paid or over certified it shall be lawful for the Institute to recover the sum.

31. When Contractor Dies: Without prejudice to any or remedies under this contract, if the contractor dies, the Institute shall have the option of terminating the contract and the contractor would be compensated to the extent of work done, duly certified by the architect/Architect.

32. General Indemnity :The contractor shall indemnify the Institute from and against all claims, demands, proceedings, damages, costs and expenses which may be brought or made against Institute or to which it may be put by reason of the contractor not conforming to or complying with any of the provisions or requirements of any Act or Status, Central or State,



Rules, Regulations, Bye laws of Local Authorities, Collector or any companies relating to or in connection with the works or to labour or for supply of water, light or other amenities at the site.

33. SETTLEMENT OF DISPUTE

- 33.1 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 Contractor and the Institute, preferably in presence of the Architect.
- 33.2 The Agreement shall be governed by the Law of India for the time being in force and subject to exclusive jurisdiction of Court at Delhi.
- 33.3
- 1) All disputes relating to this Work Order shall be subject to and be referred to a Sole Arbitrator to be appointed by the employer. Such arbitration shall otherwise be governed by Arbitration Act (latest).
 - 2) In the event of there being discrepancy, ambiguity or omission or any error or difference of opinion regarding the interpretation or granting of any specifications, designs, description or instruction relating to the works to be executed the decision of the Engineer - in-Charge thereon shall be final and binding on the Contractors and the Contractors shall not be entitled to claim any additional or extra payment or claim or any other benefit or advantage for the same.
 - 3) In case there is any discrepancy between the specification and BOQ, or between the drawings and specification, the instruction of the architect would be final and binding on the contractors.
 - 4) Jurisdiction to be limited to the Courts of Delhi.
- 33.4 Matter to be settled by Employer: All disputes and differences of any kind whatsoever arising out of or in connection with the contract, whether during the progress of the works or after their completion shall be referred by the contractor to the Employer and the Employer shall within a reasonable time after their presentation make and notify decisions thereon in writing. The decisions, directions, clarifications, measurements, drawings and certificates with respect to any matter the decision for which is specially provided for by these or other special conditions to be given and made by the Employer or by the Architect on behalf of the Employer are matters which are referred to hereinafter as Excepted matters and shall be final and binding upon the contractor and shall not be set aside on account of non-observance of any formality, any omission, delay or error in proceeding in or about the same or on any other ground or for any reason and shall be without Appeal. In the event of any dispute or difference between the parties hereto as to the construction or operation of this contract, or the respective rights and liabilities of the parties on any matter in question, dispute or difference on any account or as to the withholding by the Employer of any certificate to which the contractor may claim to be entitled to or if the Employer fails to make a decision within a reasonable



time, then and if any such case, but except in any of the Excepted matters referred to in the above clause, the contractor after 90 days of his presenting his final claim on the disputed matters, may demand in writing that the dispute or difference be referred to arbitration. Such demand for arbitration shall specify the matters which are in question, dispute or difference, and only such dispute or difference other than Excepted matters of which the demand has been made and no other dispute or difference shall be referred to the arbitration of an officer of the Employer to be nominated by Secretary of the Employer for the time being or if there be no Secretary at the relevant time then by the President of the Employer and the provisions of the Indian Arbitration Act, 1940 for the time being in force or of any other Act of the Legislature passed in substitution thereof or modifications thereof and for the time being in force shall apply to such arbitration.

The arbitration shall be subjected to the jurisdiction at New Delhi Courts only. The arbitration proceedings shall be at New Delhi only.

TECHNICAL SPECIFICATIONS

These specifications are for the work to be done, items to be supplied and materials to be used in the works as shown and defined on the drawings and described herein all under the supervision and to the satisfaction of the Architect/The Institute of Cost Accountants of India.

1. The workmanship is to the best available and of a high standard, use must be made of Specialist tradesman in all aspects of the work.
2. The materials and items to be provided by the contractor shall be the best of their respective kinds and as approved by the Architects/The Institute of Cost Accountants of India in accordance with the samples which may be submitted for approval and generally in accordance with the specifications.
3. Samples of all materials including those specified by name of the manufacturer or the brands, trades name or by the reference to catalogue Nos. are to be submitted. Samples together with their packing are to be provided by the contractor free of any charge and should any materials be rejected, the same will be removed from the site at the expense of the contractor.
4. The contractor is also required to submit specimen finishes of all colours, fabrics, polish shades etc. for approval of the Architect/The Institute of Cost Accountants for proceeding with such works.
5. Should it be necessary to prepare shop drawings, the contractor at his own expense prepare and submit at least four sets of such drawings to Architect/The Institute of Cost Accountants of India for approval.
6. The samples of the materials, tile, ply, etc. to be used for the said project including switchboard / switches shall be provided for approval of the Institute through the architect.



TECHNICAL SPECIFICATIONS OF WORKS

1. General:

- 1.1 Without forgoing the requirements of the Conditions of Tender and the Conditions of Contract the works in general shall confirm to the “Latest Specifications” published by CPWD, Delhi/NCR and the “Specifications for Works” stated in this tender. In case of items not covered by the General Specifications referred above, reference shall be made to the appropriate I.S. Code. If there is any difference in the particular specifications of individual item of work and the description of item as given in the Schedule of Quantity, the latter shall prevail. In case of any work for which there is no specification in I.S. Specifications or in the specifications forming part of tender documents or in case there is any variation, such work shall be carried out in all respects in accordance with the instructions to be issued by the Architects. The term Department shall mean the Employer. Any reference to ISI shall also mean reference to its successor Bureau of Indian Standards. All corrections to “Latest Specifications” or revisions of I. S. shall be deemed to apply to this contract.
- 1.2 Materials bearing ISI certification mark shall be given highest preference for use in the works.
- 1.3 Where the Contractor is required to do, perform, execute (etc.) any work or service or the like, it shall be deemed to be at his own cost. Absence of terms providing supplying, installing, fixing, etc. shall not even remotely entitle the Contractor to any additional payment thereof.
- 1.4 The rates accepted in the Schedule of Quantities apply to all floors, heights, depths, leads, lifts, spans, sizes, shapes, locations, etc. unless a distinction has been included in the very Schedule.
- 1.5 The Specifications and the Schedules may have been divided into various sub-heads for convenience only. This does not limit applicability of one to the other nor it absolves the Contractor of his responsibility to complete any trade/item of work as reasonably inferred from one or more of such sub-heads.
- 1.6 The Schedule of Quantities is not necessarily based on “Schedule of Rates – Delhi 2003 or any of its later/earlier versions. Hence the Schedule of Quantities shall be read and construed according to explanations given herein and intentions gathered therefrom. A mere parallel drawn from the said Schedule of Rates shall therefore not form a basis for a variation and, or additional payment.
- 1.7 All work under this contract is deemed to be performed above subsoil water level. However, removal of water collected from rains and the like shall be treated as part of contractual risk/obligation.
- 1.8 Screws, bolts, nuts, washers, hold fasts, lugs, anchors, clamps, plugs, suspenders, brackets, straps and fasteners of the like are deemed to be included in the rates of various items unless the Schedule of Quantities expressed a different intention.
- 1.9 Resetting any displacements, making good holes/chases and such other incidental jobs are included in rates of respective items for which these are required.



2.0 Concrete Work (Plain or Reinforced):

- 2.1 Centering, shuttering, staging, form work, strutting, propping (their provision and removal) shall not be paid for separately unless exclusion thereof is specifically described in the item.
- 2.2 The rates of concrete work do not include rendering or plastering but hacking and preparing surface for receiving the finishes shall be done as early as possible.
- 2.3 Any chamfers, grooves, drips, etc. which are generally and customarily required shall be provided in the concrete work integrally or otherwise without extra charges as directed by the Architect.

3.0 Steel Work:

- 3.1 The measurement of railing shall be the length of top wood/steel section as per situation along the centre line.
- 3.2 Painting in relation to steel work shall be two or more coats of approved synthetic enamel plus a coat of æ primer including preparation of surfaces, fillers etc. The priming coat shall be measured & paid separately in the relevant item.
- 3.3 Circular work, bends, stepping are not payable extra.
- 3.4 The steel work in single sections of R.S. Joists, flats, Tees Angles fixed independently with or without connecting plate, is described in these clauses.

(a) Fabrication

The steel section as specified shall be straightened and cut square to correct lengths and measured with a steel tape. The cut ends exposed to view shall be finished smooth. No two pieces shall be welded or otherwise jointed to make up the required length of a member.

All straightening and shaping to form, shall be done by pressure. Bending or cutting shall be carried out in such a manner as not to impair the strength of the metal.

(b) Painting

All surfaces which are to be painted, oiled or otherwise treated shall be dry and thoroughly cleaned to remove all loose rust. Surfaces not in contact but inaccessible after shop assembly, shall receive the full specified protective treatment before assembly. This does not apply to the interior of sealed hollow sections. Part to be encased in concrete shall not be painted or oiled. A priming coat of approved steel primer i.e. Red Oxide Zinc chrome primer conforming to IS: 2074 shall be applied before any member of steel structure are placed in position or taken out of workshop.

(c) Welding

Welding shall generally be done by electric arc process as per IS: 816 and IS: 823. The electric arc method is usually adopted and is economical. Where electricity for public is not available generators shall be arranged by the contractor at his own cost unless otherwise specified. Gas welding shall only be resorted to using oxyacetylene flame with specific approval of the Engineer-in-charge. Gas welding shall not be permitted for structural steel work. Gas welding requires heating of the members to be welded along with the welding rod and is likely to create temperature stresses in the welded members. Precautions shall therefore be taken to avoid distortion of the members due to these temperatures stresses.



The work shall be done as shown in the shop drawings which should clearly indicate various details of the joints to be welded, type of welds, shop and site welds as well as the types of electrodes to be used. Symbol for welding on plane and shops drawings shall be according to IS: 813.

As far as possible every effort shall be made to limit the welding that must be done after the structure is erected so as to avoid the improper welding that is likely to be done due to heights and difficult positions on scaffolding etc. apart from the aspect of economy. The maximum dia. of electrodes for welding any work shall be as per IS: 814 and appendix B' of IS: 823. Joint surfaces which are to be welded together shall be free from loose mill scale, rust, paint, grease or other foreign matter, which adversely affect the quality of weld and workmanship.

4.0 Flooring:

- 4.1 The rates of cement concrete flooring and marble chips flooring are exclusive of dividing strips for formation of panels.
- 4.2 Borders, margins, bands, nosing, etc. are not payable extra. Treads shall be measured as floors, risers as skirting. However, areas of returns (finished thickness), nosing shall be added respective items.
- 4.3 No extra shall be paid for cutting of glazed tiles or for wastage thereof.
- 4.4 Marble/Kota stone slabs shall be of selected quality, hard & sound and shall be approved by the Architects. The thickness of the slabs shall be as specified in the description of the item. Tolerance of 2mm shall be allowed for the thickness. In respect of length & breadth of slabs (Where flooring to be laid) a tolerance of 5mm shall be allowed. Every slab shall be cut to the required size and shape, top waviness shall be removed, the sides (edges) shall be removed, the sides (edges) shall be table rubbed with coarse sand or machine rubbed before paving. All angles of the tiles shall be true equal and free from chipping and the surface shall be true and plane.
- 4.5 Marble slab/kota slab/tile shall be cleaned, wetted and mopped before laying.
- 4.6 Polishing shall be done by machine in four different courses. First course shall be of rubbing with carborundum stone No. 60, the second with No. 120, and the third with No. 320 to get even and smooth surface without pinholes. Where ever use of machine is not feasible to work, polishing shall be done by hand with No. 60, No. 80 and with No. 120 carborundum stone respectively. Lastly oxalic acid shall be dusted over the surface @ 33 gm per square meter sprinkled with water and rubbed hard with namdah block (pad of wooden rags).
- 4.7 Marble chips, kota stone, marble (all floors, skirting, risers, dado, counter tops, treads) shall finally be polished with approved floor wax polish as directed at no extra cost.
- 4.8 Marble (counter tops) shall be of full width and in single piece up to length of 1.5m. Granite for name-plate shall be in one single piece.

5.0 Finishing:

1. Items of plastering apply to all locations including rough sides of walls, curved surfaces, all heights, etc. without limiting generally of para 1.4.
2. Preparation of surfaces including raking out joints, hacking, brushing, watering, etc. is included.



3. Drip mouldings shall not be payable extra.
4. Grooves shall be provided in plaster as directed by Architect at corners of ceiling slabs around the columns & beams at no extra cost.
5. Strips of G.I. chicken mesh 250mm wide shall be provided in plaster at all junctions (which are flush) between masonry/columns, masonry/beams.

6. Miscellaneous:

The joints in cement concrete pavements/roads shall be formed as per design and pattern. The joints shall be cleaned and neatly filled with 'A' grade sealing compound. Side curves shall be made in situ to design and volume paid for in the same item. Required side forms shall not be paid separately.

For whitewashing, colour washing, distempering on sand faced plaster or on rough cast plaster with stone aggregate up to 10mm, only flat single surface will be measured and paid.

In the case of R.C.C. Jalties up to 50mm thick only single flat surface will be considered for each side of painting.

SPECIFICATIONS FOR SERVICES

i) General

- 1.1 The drawings for services are diagrammatic but shall be followed as closely as actual construction permits. Any deviations from the drawings shall be in conformity with architectural and structural drawings. The dimensions designated by the manufacturers shall take precedence over the drawings.
- 1.2 At completion of work the Contractor shall submit one set of tracings and two sets of prints of "As-Built-Drawings". These drawings shall, among others, include invert levels, pipe runs, diameters, location of valves, access panels, layout of equipment, piping connections and such other information for maintenance & future extensions. Guarantees given by manufacturers shall be assigned to the Employer along with names & addresses of manufacturers, suppliers and information about spare parts.
- 1.3 All site test shall be carried out with prior intimation to the ICMAI Engineer / Architect. All defects shall be rectified and tests conducted again to the satisfaction of the ICMAI Engineer / Architect. In addition to the test required by the specifications, the Contractor shall also conduct tests required by the Architect and by the Municipal or other Authorities.
- 1.4 All work shall be executed by competent and licensed persons. The contractor shall maintain liaison with Municipal and other controlling Authorities. He shall obtain their approvals and certificates as required by the bye – laws at appropriate stages.



- 1.5 No cutting / chasing shall be done in load bearing structural members without prior approval of the Project Architect/Institute. Sleeves and openings shall be provided during the progress of construction in preference to cutting at later date.
- 1.6 The Architect may require typical mock up(s) to be installed in advance for approval. Undamaged materials from the mock up shall be allowed to be reused in the work.
- 1.7 G.I. pipe spouts shall be paid as per item of G.I. pipes (internal work). Cutting and making good is included. The free ends may be skew-cut.
- 1.8 Wherever use of G.I. pipes is called for the same shall be heavy class (class – C)

ii) Materials:

- 2.1 The materials shall conform to the specifications and in absence thereof to Indian Standards. The products should bear the ISI Mark.
- 2.2 The makes of materials for use in this work are broadly approved as per list given below. The Contractor shall, however, get particular makes and samples approved before ordering:
- 2.3 Notwithstanding any interim or final approval the Contractor remains responsible for satisfactory performance of all fittings & fixtures. The liability of the Contractor is not limited by any approval of the make of materials.
- 2.4 The item rate of mirror includes extra packing piece of AC plain sheet, where required due to offset between plaster & glazed tiles surface.

iii) Testing

- a) The sand cast iron soil, waste and vent pipes and fittings including joints shall be tested by pumping smoke into the pipe at the lowest end.
- b) All G.I pipes and fittings including joints shall be tested to hydraulic pressure of 6 kg / cm² (60 meters) avoiding water hammer. The test pump having been stopped the test pressure should maintain without loss for at least half an hour. The pipes and fittings shall be tested in sections as the work of laying proceeds keeping the joints exposed for inspection during the testing.
- c) All stone ware pipes shall be tested with water pressure of 1.5m head of water at the highest point of the section under test

SPECIFICATIONS OF ALLIED ELECTRICAL WORKS

1. The contractor is required to provide all materials, labour, tools and implements including necessary scaffolding for the satisfactory execution of the job. All safety requirements, labour rules, electricity rules and other statutory requirements are to be strictly observed. The contractor will ensure that no damage to CMA property will be caused during execution of the work. If any damage is caused to the same regardless, the contractor shall make good the damages to original finish at their cost.
2. The contractor will ensure that all terminations of wires and cables including earthing are to be compulsorily crimped with proper sockets of requisite size.
3. No flexible GI/ PVC conduit is allowed to be used anywhere except with the permission of



the Engineer-in-charge unless specifically required as in the case of meter loops. In such cases proper termination of the flexible GI conduit will have to be done with heavy-duty brass end couplers. Existing conduits are not to be used for rewiring.

4. All light fittings are to be suspended from the original ceiling by GI chain from the original ceiling duly anchored therein, with at least two nos. for each fitting suitable to bear the load of 20 KG each.

5. All conduit wiring shall be drawn on original ceiling or wall and should not rest on false ceiling under any circumstances.

6. Drawing showing the layout of wiring and fans/ fittings position at the different floors are to be submitted to the branch before payment of final bill.

7. The work will be executed strictly in conformity with the specifications and any deviation will be admissible only if approved by Bank prior to the actual execution of the item of work. Any such deviation/ poor workmanship if not acceptable to the Institute will have to be redone in terms of the actual stipulations.

8. It shall be presumed that rates have been given considering the removal of all debris and other waste materials from site and it shall be ensured that the contractor maintains the site in a clean manner.

9. Test reports, guarantee cards, test certificates if any have to be submitted with final bill.

10. The Department does not undertake to provide any lockable space, security, power and water to the contractor but where available the same may be used. However, the contractor will have to arrange their own security of the materials to be used and installed till handover and the Institute shall not be liable to make good any loss on this account.

11. The contractor shall ensure that their personnel conduct themselves in a manner befitting and observe decorum in all their dealings. If the Institute desires that any workmen be removed and replaced because of their conduct, the contractor shall arrange forthwith the same without any questions whatsoever.

12. The contractor shall arrange for all safety kits to be used by their personnel and will ensure that no unsafe practices are followed.

13. The contractor shall be arranged temporarily connection of UPS / DATA/ Power during renovation of branch if any on his cost.

14. The contractor is required to observe religiously the provisions and requirements of the Contract Labour Act 1970 read with the Contract Labour (Regulation and Abolition) Control Rules 1971 and any revisions to the same during the currency of the contract and is to keep the principle employer absolved from any shortfall/ lacuna on the part of the contractor. All necessary records are to be kept and return to be filed accordingly.

15. All electrical works shall be carried out in accordance with the previous of Indian Electricity Act, 1910 and Indian Electricity Rules, 1956 amended up to date.



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)

CMA BHAWAN, 3, INSTITUTIONAL AREA, LODHI ROAD, NEW DELHI – 110 003

HQ: CMA BHAWAN, 12, SUDDER STREET, KOLKATA – 700 016

Web site: www.icmai.in

16. Only the contractor having valid Electrical Contractor License of the State shall be eligible to execute the same. The contractor shall be responsible for renewal of the same at the appropriate time.

17. All three phase power distribution boards shall be properly earthed as per relevant I.E. rules and provided with suitable Danger Board.

18. Installation Mains Panel, DB's and all runs of mains and sub-mains, and distribution wirings to individual points including the exact position of all light fittings and switch boards shall be first marked on the buildings and shall be approved by the Engineer-in-Charge before actual commencement of the work.

19. All cables shall conform to I.S-692, IS-7098, IS-1554 (Part-I) 1964 and IS 694-1990 or latest.

20. The D.Bs shall generally be installed at a height of 2.13 m (7 ft) from floor level.

21. Switch Boards shall be installed at a height of 1.3 mtrs (4'-3") and above the floor level.

22. All conduit pipe shall be screwed type, solid drawn or welded and with black stove enameled surface or galvanized and of thickness conforming to IS : 9537 Part II of 1981 (or latest revision) in all respects

Read and agreed unconditionally to observe the general rules stated above, the makes stipulated and the specifications in the BOQ.



PROFORMA FOR RUNNING ACCOUNT BILLS

C E R T I F I C A T E

The measurements on the basis of which the above entries for the Running Bill _____ were made have been taken jointly on _____ and are recorded at pages _____ of Measurement Book No. _____.

Date & Signature of
Contractor.

Date & Signature of
Architect's Representative
(Seal).

Date & Signature
of Site Engineer

The work recorded in the above-mentioned measurements has been done at the site satisfactorily as per tender drawings, conditions and specifications.

ARCHITECT

SITE ENGINEER / ICAI ENGINEER



RUNNING A/C BILL

Name of Contractor/Agency: _____

Name of Work: _____

Sr. No. of this Bill: _____

No. and Date of Previous Bill. _____

Reference to Agreement No. _____

Date of Written Order to Commence. _____

Date of Completion as per Agreement. _____

Sr. No.	Item description	Unit	Rate (Rs.)	As per Tender		Upto Previous R/A Bill		Upto Date (Gross)		Present Bill		Remarks
				Qty.	Amt. (Rs.)	Qty.	Amt. (Rs.)	Qty.	Amt. (Rs.)	Qty.	Amt. (Rs.)	
1.	2.	3.	4.	5.		6.		7.		8.		9.

Note: 1. If Part Rate is allowed for any Item, it should be Net value since
Indicated with reasons for allowing such a Rate. Previous Bill.
2. If Adhoc Payment is made, it should be mentioned specifically.

Date & Signature of Contractor



**PERFORMA FOR APPLICATION BY CONTRACTOR
FOR EXTENSION OF TIME**

- a. Name of the Contractor
- b. Name of the Work as given in the Agreement
- c. Agreement W O
- d. Tender Amount
- e. Date of Commencement of Work
- f. Period allowed for Completion as per Agreement
- g. Date of Completion as per Agreement
- h. Period for which Extension of Time has been given

- | | <u>Date</u> | <u>MonthYear</u> |
|--|-------------|------------------|
| i. 1 st Extension vide Bank's Letter No | | |
| j. 2 nd Extension vide Bank's Letter No | | |
| k. 3 rd Extension vide Bank's Letter No | | |

Reasons for which extensions have been previously given (Copies of the previous applications should be attached)

Period for which extension is applied for and the reasons thereof including hindrances, time for extra work assigned, if any etc.

Signature of Contractor & Seal



PERFORMA OF HINDERANCE REGISTER

Name of Work : Date of State of Work :

Name of Contractor : Period of Completion :

Agreement No : Date of Completion :

Sr No	Nature of Hindrance	Date of occurrence of Hindrance	Date of which Hindrance was removed	Period of Hindrance	Signature SE / PE	Remarks
1	2	3	4	5	6	7

SE = Site Engineer

PE = Project Engineer



List of Approved Makes

(For furniture & other works, the approved makes are mentioned in the item description)

LIST OF APPROVED BRANDS / MAKES FOR CIVIL WORKS

One of the following make of the material shall be used. The contractor will have to get the sample approved from the Architect/ ICMAI Engineer whose decision shall be binding on the contractor. The condition is also applicable for any material, not mentioned in the specification or schedule of work. No deviations are allowed in these even during/ after Tender.

1.	Vitrified Tile	Kajaria/ H.R Johnson/ Netto
2.	Gypsum ceiling frame	Gyproc/ USG Boral/ USG Knauf
3.	Gypsum board	Gyproc/ USG Boral/ USG Knauf
4.	Armstrong tile complete with frame	Armstrong or equivalent
5.	Laminate	Green ply/ Century/ Archid/ Sunmica
6.	BWP Ply/board	Green ply/ Century/ Archid
7.	MDF/ HDHMR Board	Green ply/ Century/ Archid/ Green Panel
8.	Hardware	Hettich/ Hafele/ Godrej
9.	Mortise Lock	Hettich/ Hafele or equivalent
10.	Door closers	Hettich/ Hafele or equivalent
11.	Tower bolt	Hettich/ Hafele or equivalent
12.	SS Butt Hinges	Hettich/ Hafele or equivalent
13.	3M Frosted Film	3M Film or equivalent
14.	Roller Blinds	Vista Levelor/ Mac/ Dack/ Aerolux
15.	Plastic Emulsion Paint	Asian/ Nerolac/ Berger
16.	CPU Trolley	Ebco or equivalent
17.	Keyboard Trey	Hettich/ Hafele/ Godrej
18.	Adhesives	Fevicol / Bluecoat /Araldite
19.	Tile Adhesive	CICO/ Pidilight/ Unitile/ MYK Laticrete

NOTE: Above makes of equipment are approved subject to their meeting the specifications. The contractor however shall seek approval of specific make from Consultant/ ICMAI Engineer before commencing the work. The decision of Consultant/ ICMAI Engineer shall & binding on the contractor in this respect. Any other make of the equipment not specified shall be got approved by the ICMAI Engineer and the Project Architect.



ELECTRICAL WORKS

LIST OF APPROVED MAKES OF MATERIALS		
1	PVC/MS CONDUIT PIPE (ISI) MARKED	: BEC / PRECISION / AKG / SETIA/CAP
2	WIRES 1100V GRADE FR/FRLS MULTI STRANDED ONLY-ISI	: FINOLEX/ SKYTON/ POLYCAB/ BONTON/ RR KABEL/KEI/RELISONS/ESC
3	CABLES 1100V PVC INSULATED FRLS XLPE	: SKYTON/ BONTON/RELISONS/ KEI/ GRANDLAY/POLYCAB/FINOLEX/ESC
4	MCBS, MCCBS & ELCBS	: SCHNIDER/ LEGRAND/ L&T-HAGER/ ABB/ C&S/HPL/
5	MOULAR SWITCH, SOCKET, PLATES, BOXES & OTHER ACCESSORIES (MDEL MENTIONED)	: LEGRAND- Linc/ Mosaic / CRABTREE- Athena / PHILIPS- Elite / MK - Wraparound / North West- Stylus only /Anchor – Woods / Viola / Simon-Vivid-38 / Great White-Myraha
6	FLUORESCENT/LED/CFL LUMINAIRES	: PHILIPS/CROMPTON/ BAJAJ/TRILUX/ /HAVELLS /HELONIX/WIPRO/EVEREADY/HPL
7	METAL CLAD SOCKET OUTLETS	: ABB/ L&T/ LEGRAND/ NORTH WEST/C&S
8	TELEPHONE CABLE& SPEAKER CABLE	: DELTON/AMP/D-LINK/FINOLEX
9	BAKELITE SHEET	: HYLAM / FORMICA/
10	SOLDERLESS LUGS / FERRULES	: DOWELL/
11	CABLE GLANDS	: COMET /GRIPWEL/ DOWEL



12	TAG BLOCK (TELE)	:	KRONE	
13	DISTRIBUTION BOARDS (DOUBLE DOOR TYPE)	:	INDOASIAN/SCHNIDER/ LEGRAND/ L&T-HAGER/ ABB/ C&S/	
14	JOINTING KITS/ CONNECTORS	:	SCREWLESS WAGO & CONTROLS (I) LTD/3M/RPG	
15	METERING EQUIPMENTS	:	RISHAB/ AE/ CONZERV/L&T/SECURE	
16	ASS/VSS	:	KAYACEE/ L&T/	
17	FANS	:	Crompton/BAJAJ/USHA/Havells/Orient	
18	LAN & VOICE	;	AMP/ D-LINK	
19	VOLTAGE STABILIZER & AC TIMER	:	RITLINES/ BLUE BIRD/ LOGICSTATE/ INLINE/V-GAURD/SERVOKON/SERVEL/RUPTRONICS	

NOTE: Above makes of equipment are approved subject to their meeting the specifications. The contractor however shall seek approval of specific make from Consultant/ ICMAI's Engineer before commencing the work. The decision of Consultant/ ICMAI's Engineer shall be binding on the contractor in this respect. Any other make of the equipment not specified shall be got approved by the ICMAI's Electrical engineer in charge as per requirement.

INSPECTION AND TESTING

1. The **Architect/Consultant**/The Institute of Cost Accountants of India shall be entitled at all times at the risk of contractor to inspect and/or test by itself through an independent agency appointed by the Institute to inspect, and/or test all the materials, components, and items of work at the expenses of the contractor. All such tests shall be done as per ISI guidelines and/or as directed by Architect.

RATES:

2. Quantities mentioned are approximate and payment shall be made on actual measurements.



Evaluation of Bids

EVALUATION OF TECHNICAL BIDS

The evaluation of bids will be done on the basis of total 100 marks for Technical Bid.

The Cover a Containing Technical Bid will be opened by the Tender Opening Committee of the Institute of Cost Accountants of India, New Delhi, in presence of all bidders whoever participated in bidding or their authorized representatives having brought a proper letter of authorization to participate in the bid opening event.

Evaluation Weightage of the following parameters

S No	Description	Weightage	Total
1	Nos. of years of Operation a) Less Than 5 years b) 5 years to 10 years c) More than 10 years Total for S No 1 (max marks)	0 05 10	10
2	Maximum value (Project Cost) of any single project handled, a) up to Rs. 8.00 Lakhs b) More than Rs. 8.00 Lakhs and up to Rs. 15.00 Lakhs c) More than Rs. 15.00 Lakhs and up to Rs. 25.00 Lakhs d) More than 25.00 Lakhs in the last 5 years as on 31.12.2023 for Public Sector Organization / Public Sector Institute / Government Department / Multinational Corporate Houses of repute. <u>Each project should be of office & residential building.</u> (This parameter is linked with annual turnover to be submitted) Total for S No 2 (max marks)	00 10 15 20	20
3	Certificate from Chartered Accountant for average annual turnover of the applicant for the last three years a) From Rs 25.00 lakhs to Rs 40.00 lakhs b) From Rs40.10 lakhs to Rs50.00 lakhs c) From Rs50.10 lakhs and above Total marks for S No 3 (max marks)	5 8 10	10
4	Nos. of Senior Engineer having qualification of B. Tech/ B.Arch. and Junior Engineer in the payroll of the Firm/LLP/Company a) At Least 1 Senior Engineer & 1 Junior Engineer b) Only one Junior Engineer c) No Engineer Total Marks for S No 4 (max marks)	20 5 0	20
5	The firm possessing valid Contractor license from Noida/ Delhi NCR Municipal Corporation.		



S No	Description	Weightage	Total
	a) If Yes b) If No Total Marks for S No 5 (max marks)	10 0	10
6	Value/Limit of the solvency certificate (Issued by the Bank Not Prior to March, 2022). (Mandatory) a) Value/Limit less than of Rs. 20.00 Lakhs a) Value/Limit of Rs. 20.00 to 30.00 Lakhs b) Value/Limit from Rs. 30.10 Lakhs up to Rs. 40.00 Lakhs c) Value/Limit from Rs. 40.10 Lakhs up to Rs. 50.00 Lakhs d) Value/Limit more than Rs. 50.00 Lakhs Total Marks for S No 6 (max marks)	0 5 10 15 20	20
7	Having Local Office at Noida/Delhi NCR. a) Full Fledged Establishment b) Branch Office at Delhi c) No Office at Noida/Delhi NCR Total Marks for S No 7 (max marks)	10 5 0	10

Note:

1. Tenderers to present all the documents in the sequence of the serial numbers.
2. Tenderer shall put their own marking by encircling the weight age. This self-marking may not be acceptable the tendering evaluation committee and decision of the evaluation shall be final and binding and without any contest or protest by tender.

QUALIFYING MARKS

The Bidder securing qualifying marks of 75 marks or more out of total marks 100 marks as fixed for qualification in “Technical Evaluation” will be considered eligible for processing the price bid.

EVALUTION OF PRICE BID

Price bids of the Technically Qualified vendors, whose marks in Technical evaluation is equal or more than 75, only will be opened. The lowest (L1), financial bid is identified and work will be awarded to the lowest (L1) bidder. In case the first lowest bidder (L1) fails to execute the agreement within five days of the award of bid, the Earnest Money Deposit of the defaulting bidder will be forfeited.

AWARD OF CONTRACT

The work will be awarded to the bidder who offered the first lowest (L1) financial bid among the technically qualified bidders.

The Secretary, the Institute of Cost Accountants of India may reject any / all of the bids received without assigning any reasons whatsoever.

Validity period of Bid and Agreement:

- (i) 180 days shall be the validity period of bid from the date of opening of the Price Bid.
- (ii) 12 Months shall be the validity period of agreement from the date of concluding agreement.



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HQ: CMA BHAWAN, 12, SUDDER STREET, KOLKATA – 700 016

Web site: www.icmai.in

On award of the contract, the firm is expected to take up/commence the assignment within three days of time.

Signature of the Contractor



TECHNICAL BID

Tender No. ICMAI/Renovation4thFloorConfHall/ND/2022-24

PRE-QUALIFICATION OF CONTRACTORS / VENDORS / AGENCIES

APPLICATION FORM

(Please strike-off which is not applicable)

Documents, which are to be enclosed with the application should be demarcated as Annexures A, B, C etc. as mentioned below with Flag.

S. No.	Particulars	To be filled by the Applicant
1	Name of the applicant	
2	Postal Address of the Office (Mandatory)	
	Registration No.	
	E-mail Id: (Mandatory)	
	Contact telephone/ Mobile No. (Mandatory)	
3	Year of establishment (Documentary evidence Mandatory) . Certificate of Incorporation / Memorandum of Association for the proof of establishment (Annexure – “A”)	
4	i) Constitution of the firm. (Annexure – “B”) (Documents evidence Mandatory)	Sole proprietorship/Partnership/ Private Ltd./Ltd. Co/ Any other (Please specify)
	ii) Name of proprietor / Partners. /Directors. of the organization/firm. (Annexure – “C”) (Documentary evidence Mandatory)	
	iii) Name/s of authorized signatory	
	iii) Mode of Authorization. (Annexure – “D”) (Documentary evidence Mandatory) .	Resolution/Partnership Deed /Registered Power of Attorney/Proprietor/ any other (Please specify)
	iv) Details of registration-whether partnership firm, company, etc. Name of registering authority, date and registration number (Note: Partnership firms not registered with the appropriate authority need not apply) (Documentary evidence Mandatory) . (Annexure – “E”)	
5	Whether registered with Govt. /Semi Govt. /Institutes/ CPWD/Municipal Authorities or	



	any other Public Organization and if so, in which class and since when. Enclose certified copies of document as evidence. (Annexure - “F”) i. Name of organization Category Registration No.& Date I. Name of organization ii. Category iii. Registration No.& Date	
6	No. of years. of experience in the field and details of work in any other field	
7	Yearly turnover of the organization during last 3years. (Year wise) (Annexure - “G”)	FY - 2020-21 FY- 2021-22 FY- 2022-23 Average:
8	Bank’s Details (Annexure - “H”) a) Full Postal Address of the branch b) Account No c) IFSC Code No	
9	Bank’s Solvency Certificate/Limit (Please enclose latest Solvency certificate from the Banker not prior to September 2024) (Mandatory) (Annexure - “I”)	
10	Whether registered with `GST, if yes, GST No. (GST registration should have with Delhi NCR State) (Mandatory) (Annexure - “J”)	
11	Whether an assessee of Income Tax. If so, mention PAN No along with copy of Pan card. (Annexure - “K”)	
12	Furnish audited balance sheet and profit& Loss A/c (Audited) for the last 3 years. Whether last 3 years IT returns filed (Pl. enclose certified copies of the IT return of the year: -2020-21; 2021-22; 2022-23) (Annexure - “L”)	
13	Detailed description and value of works done during the last 5 years. as per Annexure II	
14	Names & addresses of the persons/organizations who will certify about the quality as well as performance of your organization	



15	Details of technical staff as per Annexure III . Does the applicant have sufficient workforce, plant & machinery, equipment etc. (provide details in Annexure-III)	
16	Whether any Civil Suit/litigation arisen in contracts executed during the last 7 years. If yes, please furnish the name of the project, employer, nature of work, contract value, work order and brief details of litigation. Give name of the Court, place, status of pending litigation	
17	Information relating to whether any litigation is pending before any Arbitrator for adjudication of any litigation or else any litigation was disposed of during the last five years by an arbitrator. If so, the details of such litigation are required to be submitted.	
18	Services setup, Registration and Licenses required. (Mandatory) Please enclose documentary evidence. (Annexure – “M”)	Having full- fledged service setup at New Delhi/NCR. Must have valid licenses for related trades, PAN, GST Registration etc. with respective registering authorities. In addition, the vendors should possess PF Registration and ESIC Registration.
19	Registration from Govt. authorities ESIC No: EPF No:	

NOTE:

1. All the above documents to be submitted in hardcopy duly signed by the Authorized signatory, under seal of the company/ firm.
2. Photographs of the completed works pasted in A-4 size paper & Photocopies of all self-attested documentary evidences to be enclosed.

Name and Signature of the Contractor with seal



ANNEXURE - II

**PARTICULARS IN RESPECT OF WORKS EXECUTED FOR THE LAST 5 YEARS.
INCLUDING WORK ON HAND**

Name of the Applicant	
Name of Work	
Category	

Sl. No.	Name of work/ project with address	Description of work executed	Name and address of the clientele with e- mail address	Nature of work	Period of completion of work as per tender	Actual time of completi on	Name of Architect / Consultant with address	Value of work
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

NOTE:

1. Credential issued by the clients shall be enclosed. **Without completion certificate of the work mentioned in the work order will not be considered for valid experience certificate for selection.**
2. Works should have been executed by the firm under the name for which the application is submitted.
3. Information has to be filled up specifically in this format. Please do not write remarks" as indicated in Brochure"
4. Indicate other points, if any, to show your technical competence to indicate any important point in your favour.

Place:

Date:

Signature of the applicant(s) with seal



Annexure III

KEY PERSONNEL PERMANENTLY EMPLOYED IN THE ORGANIZATION

Name of the Applicant	
Nature of Work	
Category	

A.

Sl. No.	Name	Designation	Qualification	Experience	Years. with the firm	Remarks
I.	Technical					
II.	Administration					

(Please enclose the proof of permanent employees such as identity card issued by the company, appointment letter, EPF registration certificate Etc.)

B.

Sl. No.	Work force permanently Employed	Total Nos.	Years. with the firm
i.	Masons		
ii.	Carpenters.		
iii.	Electricians		
iv.	Plumbers.		
v.	Painters.		
vi.	Others.		

C. List of equipment / machinery in possession of the firm / hired.

Sl. No.	List of Major constructional equipment in possession of the firm including testing of project	Total Nos.	Years. with the firm

Notes:

1. Information has to be filled up specifically in this format. Please do not write remarks" as indicated in Brochure"
2. Indicate other points, if any, to show your technical competence to indicate any important point in your favour.

Signature of the applicant(s) with seal

Place:

Date:



Format of Work Completion Certificate

(On the Letter Head of the Organization)

TO WHOMSOEVER IT MAY CONCERN

This is to certify that M/s _____, having their registered office at _____ who were awarded the work of _____, have successfully executed and completed the work as detailed below.

01.	Work Order No. & Date	:	
02.	Name of work	:	
03.	Brief scope of work	:	
04.	Location of work	:	
05.	Value of work as per W.O. etc.	:	
06.	Date of commencement of work	:	
07.	Revised Value as per execution	:	
08.	Completion Period	:	
09.	Date of actual completion of work	:	
10.	Reason of delay/extension	:	
11.	Whether any Penalty/ Liquidated Damages imposed. If yes, please give the reason.	:	
12	Whether the contractor employed qualified Engineer/Overseer during	:	
	i) Quality of work (indicate grading)	:	Outstanding/Very Good/Good/Satisfactory / Poor
	ii) Amount of work paid on reduced rates if any	:	
	i) Did the contractor go for arbitration?	:	
	ii) If yes, total amount of claim	:	
	iii) Total amount awarded	:	
13	Comments on the capabilities of the contractor	:	
	a) Technical Proficiency	:	Outstanding/Very Good /Good/Satisfactory / Poor
	b) Financial soundness	:	Outstanding/Very Good /Good/Satisfactory / Poor
	c) Mobilization of adequate T&P	:	Outstanding/Very Good /Good/Satisfactory / Poor
	d) Mobilization of manpower	:	Outstanding/Very Good /Good/Satisfactory / Poor

Note:(i)All columns should be filled in properly,

(ii) Please tick one of the multiple options.

1.Signature of the Reporting Officer* with office seal

2. "Countersigned" with official seal

***Officer not below the rank of Superintending Engineer/Head of the Department/Branch Head or equivalent.**

(Reports must be submitted in client's official Letter Head and to be addressed to the "The Convener, Tender Committee, The Institute of Cost Accountants of India, CMA Bhawan, 3 Institutional Area, Lodhi Road, New Delhi - 110 003).



SOLVENCY CERTIFICATE FORMAT

This is to certify that to the best of our knowledge and information M/s. (Firm name with address) _ _ _
_____ having marginally noted address, a customer of our Institute are/is respectable firm
and can be treated as good for any engagement up to a limit of Rs. _____ (Rupees _____).

(Signature) For the Bank with Seal

Note:

1. Banks' certificates should be on letter head of the scheduled Bank.
2. In case of partnership firm, certificate to include names of all partners as recorded with the Institute.

Declaration

- i) I/ We declare that the information given above are true to the best of my/our knowledge.
- ii) I/We also understand that if at any stage it is found/noticed by the Institute that any information thus provided by me / us is untrue / incorrect partly or fully and in case of receipt of adverse /unsatisfactory report from other clients/Instituters, the Institute may not consider my/ our application and/or may de-list me/ us and /or may take any appropriate action against me/us.
- iii) I/We also understand that partly / wrongly filled application and / or applications not in prescribed pro-forma and / or applications not accompanying relevant documents / Annexures / annexed documents in sequence wise are liable to be summarily rejected by the Institute without assigning any reason whatsoever. No Correspondence will be made in this regard.
- iv) I/We also declare that I / we will not get myself / ourselves registered as contractor(s) in State Institute of India in more than one name.
- v) I/ We agree and authorize the Institute to obtain the confidential report from my / our clients, to obtain credit opinion from the Bank and to verify the work executed by us.
- vi) I/ We submit all the Certificates and documents as mentioned in the application form/Checklist of the Eligibility Criteria and General Conditions for Empanelment.
- vii) I/ We confirm that all the Rules prevailing in the concerned states, the Labour Laws, Risk Insurance obligations, State & Central Govt. statutory requirements etc. are compiled by me/ us.
- viii) I/We understand that this is merely an application and does not entitle me / us to be necessarily qualified by the Institute for awarding the contract and the Institute reserves the right to reject all and / or any application without assigning any reason whatsoever.
- ix) I/We confirm that I/we do not have any close/near relatives in the Institute.



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- x) I/We have read and understood the Press Notice, pre-qualification & this application form along with Annexure and my/our firm full fill the Eligibility criteria as described in the notice.
- xi) I/We am/are authorized to sign and submit these documents for empanelment.
- xii) I/We confirm that all the Rules prevailing in Noida, Labour Laws, Risk Insurance obligations, State & Central Government statutory requirements are compiled by me/us.
- xiii) I/We understand that the Application should be submitted in Spiral Binding maintaining serial of Annexures as asked for in the Application format, with proper flagging for each Annexure. Failing which the application will be liable to be summarily rejected by the Institute without assigning any reason whatsoever. No Correspondence will be made in this regard.

Signature of the applicant(s) with seal

Place:

Date:



Performa for Declaration towards Earnest Money deposit

Whereas, I/we (Name of Agency) has Submitted Bid for (Name of Work) and
Whereas the Earnest Money Deposit is being exempted in the aforesaid tender to give Relief to the bidders as mentioned in the Tender Document .

I/We hereby submit following declaration in lieu of submitting Earnest Money Deposit:

(1) If after the opening of Tender, I/we withdraw or modify my/our bid during the period of validity of tender (including extended validity of tender) specified in the tender document ;

or

(2) If, after the award of work, I/we fail to accept LOA/LOI, or to sign the contract, or to submit performance guarantee, or fail to commence the work within the Stipulated time period prescribed in the Tender Documents;

or

(3) If I/we furnish any incorrect of false Statement/information/document;

or

(4) If/ I/we hide any relevant information or do not disclose any material fact in the tender;

or

(5) If I/we commit any breach of terms and Conditions of this Tender

I/We may be put under holiday list for a period of two years and shall not be eligible to bid for any of the offices of the Institute of Cost Accountants of India.

Signature of the bidder with stamp

Place :

Date :



Undertaking - Black Listing

This is to confirm that I/we M/s _ (give full address) have not been blacklisted/left any work abandoned in any of the government department/office and public sector undertaking / enterprise in India and central Vigilance commission, in last five years before release of advertisement. If the above information found false at any stage after the placement of Purchase/work Order, **The Institute of Cost Accountants of India** will have full right to cancel the Purchase/work Order and forfeit the Performance Guarantee. All the direct and indirect cost related to the cancellation of the order will be borne by us besides any legal action by **The Institute of Cost Accountants of India**, which may be deemed fit at that point of time.

Authorized Signatory with seal

Date :

Place :



AFFIDAVIT

(Note: Affidavit be submitted in original by bidder on letterhead of the bidder)

Affidavit of Mr. S/o..... R/o the deponent above named do hereby solemnly affirm and declare as under:

1. That I am the Proprietor/Authorized signatory of M/s Having its Head Office/Regd. Office at
2. That the information/documents/Experience certificates submitted by M/s..... along with the tender for 'Interior Renovation Works, CMA Bhawan, New Delhi ' to The Institute of Cost Accountants of India are genuine and true and nothing has been concealed.
3. I shall have no objection in case the Institute verifies them from issuing authority (ies). I shall also have no objection in providing the original copy of the document(s), in case the Institute demand so for verification.
4. I hereby confirm that in case, any document, information & / or certificate submitted by me found to be incorrect/false/fabricated, the Institute is at its discretion may disqualify/reject/ terminate the bid/contract and also forfeit the EMD / All dues.
5. I shall have no objection in case the Institute verifies any or all Bank Guarantee(s) under any of the clause(s) of Contract including those issued towards Performance Guarantee from the office issuing Bank.
6. That the contents and facts undertaken in the declaration submitted in lieu of EMD (Proforma II) are fully accepted and violation in any of the clause, I/We may be put under holiday list for a period of two years and shall not be eligible to bid for the Institute from the date of issue of such Order.
7. I hereby confirm that our firm/company is not blacklisted/barred/banned from tendering by the Institute. If this information is found incorrect, the Institute at its discretion may disqualify/ reject/ terminate the bid/contract.
8. The person who has signed the tender documents is our authorized representative. The Company is responsible for all of his acts and omissions in the tender.

I,the Proprietor/firm /company/Authorized signatory of M/s.....do hereby confirm that the contents of the above Affidavit are true to my knowledge and nothing has been concealed there from and that no part of it is false.

9. That, in case of incapacitation/death of the bidder, the nominee shall be Title (Mr./Mrs.) _____ Adhar Number _____ .
10. A formal agreement shall be got executed by the contractor on non-judicial stamp paper of Rs. 100/-. Such paper shall be submitted within 3 days from the letter of award issued by the Institute. The EMD shall be refunded after the submission of Performance Guarantee.

Verified atthis.....day of

Yours faithfully,

(Signature of the bidder with rubberstamp)

Date :

Place



TENDER FORM FOR WORKS

The Secretary,
The Institute of Cost Accountants of India
CMA Bhawan, 3 Institutional Area, Lodhi Road, New Delhi- 110003.

Dear Sir/Madam,

1. I/We, the undersigned having carefully gone through and clearly understood the Specifications & terms and conditions for the above-mentioned work, do hereby tender to execute and complete the whole of the works strictly in accordance with the said specifications, etc. at the rates set out in the priced bill of quantities/Financial Bid.
2. Having duly examined the tender documents including the drawings, specifications, designs, schedule of quantities relating to the works specified in the underwritten memorandum and having visited the site of the said work and having acquired all the requisite information relating thereto as affecting this tender. I/We hereby offer to execute the works specified in the Tender Document within the time specified there in at the rates specified in the schedule of quantities and in accordance, in all respects with the specifications, designs, drawings and instructions in writing referred to in the conditions of the tender, special conditions, the schedule of quantities and with such materials as are specified, by and in all other respects in accordance with such conditions in the schedule of quantities.
3. Should this tender be accepted, in whole or in part, I/We hereby agree to abide by and fulfil all the terms and provisions of the conditions of tender so far as applicable or in default thereof to forfeit and pay to The Institute of Cost Accountants of India, the sums of money mentioned in the said conditions:
 - i. A sum of **Rs...../- (Rupees..... only)** is hereby forwarded as Earnest Money Deposit in form of Demand Draft drawn in favour of The Institute of Cost Accountants of India payable at **New Delhi**.
 - ii. I/We agree
 - a. That should I/We fail to commence the work specified in the Tender document. **The Institute of Cost Accountants of India (ICMAI)** shall without prejudice to any other right or remedy be the liberty to forfeit the Earnest Money.
 - b. To execute all the works referred to in the tender document upon the terms and conditions contained or referred to therein and to carry out authorized variations as directed by the Architects/The Institute of Cost Accountants of India and as per said conditions of the contract.
4. It is understood that the lowest or any tender will not necessarily be accepted and ICMAI reserves the right to accept or reject any or all the tenders and that ICMAI is not bound to assign any reason for the same.

The name of the Proprietor /Partners/Directors of our firm are:

Signature of Bidder with seal

Place :

Date :



ACCEPTANCE OF TENDER CONDITIONS

(On the letter head of the company by the authorized representative)

To
The Convenor,
Tender Committee,
The Institute of Cost Accountants of India
CMA Bhawan,
3 Institutional Area, Lodhi Road, New Delhi- 110003.

Sub:

Sir,

i) This has reference to above referred tender. I/We are pleased to submit our tender for the above work and I/We hereby unconditionally accept the tender conditions and tender documents in its entirety for the above work.

ii) I/we are eligible to submit the tender for the subject tender and I/We are in possession of all the documents required.

iii) I/We have viewed and read the terms and conditions of this Tender document carefully. I/We have downloaded the following documents forming part of the tender document:

- a) Notice Inviting e-Tender
- b) Quoting Sheet for Bidder
- c) Instructions to Bidders & General Conditions of Contract.
- d) Bill of Quantities
- e) List of approved makes of materials
- f) Tender Drawings & Technical specifications
- g) Memorandum
- h) Acceptance of Tender Conditions
- i) Details of Work Experience Certificates
- j) Details of Similar Works
- k) Financial Details
- l) TDS details for Private Sector Projects
- m) Affidavit
- n) Addendum/Corrigendum, if any- Duly signed by authorized person
- o) Special Conditions of Contract
- p) Pre-bid clarifications, if any



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iv) Should this tender be accepted, I/We agree to abide by and fulfil all terms and conditions referred to above and as contained in tender documents elsewhere and in default thereof, to forfeit and pay the Institute, such sums of money as are stipulated in the notice inviting tenders and tender documents.

v) If I/we fail to commence the work within 3 days of the date of issue of Letter of Award and/or I/we fail to sign the agreement and/or I/we fail to submit performance guarantee in favour of the Institute, I/we agree that Institute will, without prejudice to any other right or remedy, be at liberty to cancel the Letter of Award and to forfeit the said earnest money as specified above.

vi) A formal agreement shall be got executed by the contractor on non- judicial stamp paper of Rs.100/- . Such paper shall be submitted within

3 days from the letter of award issued by the Institute. The EMD shall be refunded after the submission of Performance Guarantee.

Signature of Bidder with seal

Place :

Dated :



Tender No. ICMAI/Renovation4thFl.ConfHall/ND/2022-24

FINANCIAL BID

Renovation of 4th Floor Conference Hall of CMA Bhawan, New Delhi

The Convenor, Tender Committee,
The Institute of Cost Accountants of India, CMA Bhawan,
Institutional Area, Lodhi Road, New Delhi- 110003

Dear Sir/Madam,

I/We, the undersigned, am /are willing to complete the assigned work in full and in accordance with the drawings/specification/scope of work/assessment of work after site visit and to the Institute's entire satisfaction for the sum stated below [Figures in the table below should capture the figures of total amount column of the BOQ of 4th Floor Conference Hall of CMA Bhawan, New Delhi. The work shall be as per specifications of CPWD, Delhi schedule of Rates, 2021/2018 as per relevant DSR number stated herein.

FINANCIAL BID -(SUMMARY SHEET)

Particulars	Amount (INR)	GST (INR)	Total Amount (INR)
	without GST		with GST
		Indicate amount & % of GST charged	
RENOVATION OF 4TH FLOOR CONFERENCE Hall, CMA BHAWAN, NEW DELHI			
1) Interior Works			
2) Electrical Works			
3) Air Conditioner Works			
TOTAL			
LESS : SALVAGE VALUE			
FINAL BID PRICE			
		Amount in Words	
		
		

I/We, agree that this Tender will remain valid for acceptance for a period of 180 (One Hundred Eighty days) from the date of opening of tenders.

Name & add. of the Bidder: _____

Date:

Place:



NOTE:

1. The Net Value i.e. work value minus salvage value will be considered for arriving at the L1 bidder.
2. For arriving at the Salvage Value the bidders may visit the Site on the date of Pre-Bid meeting. The Institute will raise a GST bill w.r.t. Salvage value with the successful bidder.
3. The approved brand for various material/supply given in the tender document are indicative only and final approval is to be taken from the Architect/Institute before supply and installation.
4. In case of unavailability of any material of specific make an equivalent make can be used only after a written approval of the Architect. The preference of make/brand of the material listed above will be decided by the Architect. The make/brand of any item will be as mentioned in the drawings issued by the Architect.
5. The contractor shall provide samples of all materials mentioned in the list of makes as required by the Architect. A written approval of these samples shall be sought prior to commencement of any work. Architect reserve the right to enquire the genuineness of any material used at site directly from the manufacturer/dealer.
6. After completion of the work the site shall be cleared from all waste, rubble, left over materials etc., and thoroughly cleaned ensuring that all laminates, floorings, walls, furniture surfaces and tops etc., are spotless clean.



Price Bid of Interior, Electrical & AC works for CMA Bhawan at Conference room & other room, 4th floor Lodhi Road, New Delhi

S. No	Description	Unit	Qty.	Rate	Amount
A	INTERIOR WORKS				
1	Dismantling of Wooden partition, paneling, false ceiling, wooden door with shutter, glass door including disposal of unserviceable surplus material beyond CMA premises up to dumping yard identified by local authorities and as directed by Engineer-in-charge.	Sq. m	270.00		
2	Demolishing brick work manually/ by mechanical means including stacking of serviceable material and including disposal of unserviceable surplus material beyond CMA premises up to dumping yard identified by local authorities and as directed by Engineer-in-charge. (In cement mortar)	Cum	2.00		
3	Removing of broken tile including disposal of unserviceable surplus material beyond CMA premises up to dumping yards identified by local authorities and as directed by Engineer-in-charge.	Sq. m	22.00		
4	Providing and laying Vitrified tiles on floors with different sizes (thickness to be specified by the manufacturer), with water absorption less than 0.08% and conforming to IS:15622, of approved brand of Kajaria/ Johnson/ Netco in matched existing tile and shade, laid with cement based high polymer modified quick set tile adhesive (water based) conforming to IS : 15477, in average 6 mm thickness, including grouting of joints. Tile size is matching existing tile shade & size.				
	Same as Qty as per item no 3	Sqm	22.00		
5	Gypsum ceiling				



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<p>Providing and fixing false ceiling at all height including providing and fixing of frame work made of special sections, power pressed from M.S. sheets and galvanized with zinc coating of 120 gms/sq. m (both side inclusive) as per IS : 277 and consisting of angle cleats of size 25 mm wide x 1.6 mm thick with flanges of 27 mm and 37mm, at 1200 mm centre to centre, one flange fixed to the ceiling with dash fastener 12.5 mm dia. x 50mm long with 6mm dia. bolts, other flange of cleat fixed to the angle hangers of 25x10x0.50 mm of required length with nuts & bolts of required size and other end of angle hanger fixed with intermediate G.I. channels 45x15x0.9 mm running at the spacing of 1200 mm centre to centre, to which the ceiling section 0.5 mm thick bottom wedge of 80 mm with tapered flanges of 26 mm each having lips of 10.5 mm, at 450 mm centre to centre, shall be fixed in a direction perpendicular to G.I. intermediate channel with connecting clips made out of 2.64 mm dia. x 230 mm long G.I. wire at every junction,</p>				
<p>including fixing of gypsum board to ceiling section and perimeter channel with the help of dry wall screws of size 3.5 x 25 mm at 230 mm c/c, including jointing and finishing to a flush finish of tapered and square edges of the board with recommended jointing compound , jointing tapes and finishing with jointing compound in 3 layers covering up to 150 mm on both sides of joint , all as per manufacturer's specification and also including the cost of making openings for light fittings, grills, diffusers, fire and other services etc complete ,cutouts made with frame of perimeter channels suitably fixed, including trap door with 19 mm thick MR grade plywood with molding in edges including primer and plastic emulsion paint all complete as per specification and combined services drawings direction of the Engineer in Charge . No extra will be paid for light cuttings etc. No extra channel will be paid if its is required for additional support etc.</p>				
<p>Item includes cove lights in false ceiling as per drawings & instructions & finishing smooth with three coats of plastic emulsion paint of approved quality. For light fittings and cut outs etc. have to be made with the frame of perimeter channels of size Lay on cross tee twist and rotation for greater stability 20 x 27x30 x 0.55 mm thick, supported suitable. Angle beads edge beads control joints as required to be provided. The quoted rate to be include all the above items. Ceiling to be painted with minimum two coats of plastic emulsion paints over POP punning, base preparation etc. work to be complete as per drawing and direction of Bank/Architect. (Only flat surface shall be measured and paid)</p>	Sq. m	100.00		



6	Armstrong tile ceiling	Sq. m	15.00		
	Supply and installation of (Micro Perforated) Acoustical Mineral Fiber Ceiling Panels Optra RH 95 NRC 0.90 of size 600 X 600 X 15 mm, Sillhouette steel angle grid system of Armstrong, main tee are double web design roll formed from hot dipped galvanized steel with pre-painted steel capping, Main Tees are 3600 X 38 mm long with Base Metal thickness of 0.38 mm, has cross Tee slots at 100 mm centers and suspension holes in the bulb conveniently located at every 52mm, suspended with CL 315 Clip with heavy duty plugs to be suspended with the ceiling. Cross Tee are 1200 X 28mm and 600 X 28 mm and 600 X 28 mm long. Lay visual appeal. Perimeter wall angle is 3000 X 24 X 24 mm with Base metal thickness of 0.45mm.				
	Make: Armstrong				
7	Wooden ceiling	Sqm	14.00		
	Providing and fixing wooden false ceiling made of framework as item 5 above, but finished with 1mm thick Laminate (Green ply or equivalent) with grooves, fixed to 12mm BWP plywood (Green ply or equivalent) instead of gypsum board.				
8	Wooden flooring				
	Supplying, fitting and fixing 10 mm thick Laminated wooden Flooring Work conforming to EN13329:2006 with plank size not less than 1200mmX 190 mm (with unil in/tongue-groove locking arrangement) having 0.2mm thk. top abrasive layer over a decorative layer followed by a High-density fiber board (HDF) having density > 940 kg/m ³ substrate core over a resin saturated backing layer and installing through unil in or tongue- groove system (having locking strength not less than 1000 kg/m) over a 2 mm thk. under layer polyurethane foam on polythene sheet 250 micron, over a smooth, flat, hard subfloor free from moisture (< 8%), grease etc. complete in all respect with requisite accessories like end profile, transition profile, reducer 'T' profile etc. wherever required and preparation of base including all other incidental works as per direction & satisfaction of Engineer in charge. Cost of Laminate Floor Accessories only (Skirting, End edge, Tmoulding, Reducer)shall have to be added separately, wherever required. (Note: This work should not be executed without specific permission of Superintending Engineer)	Sq. m	95.00		
	Make : Pergo, Vista or equivalent				
9	Laminate Partition	Sq. m	15.00		



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	<p>Providing and fixing 75mm thick partition which includes 8mm HDHMR board both side screw fixed with drywall screw of 25mm at 300mm centers to either side of 48mm studs (0.5mm thick having one flange of 34mm and another flange of 36mm made of G. I. section (India Gypsum frame work) placed at 600mm centers in 50mm floor and ceiling channel (0.5mm thick having equal flanges of 32mm made of G. I. section) (India Gypsum frame work) with joints staggered to avoid through joints. A fixing channel of 99mm width (0.9mm thick having two flanges of 9.5mm each) has to be provided at the horizontal 600 mm C/C. 8mm thick HDHMR board above fixing 4mm thk. HDHMR board fixed on both side including provision of grooves as per instructions. Finally partition is finished with both sides 1mm Laminate . All exposed wooden members to be finished in PU ACRYLIC gloss polish, of approved shade of SIRCA or equivalent, in approved shade or as as per instruction. The measurement will be taken up to false ceiling level only. Laminate Basic rate - 1350/ sq. m + GST</p>				
	<p>Note:. All partition frame work shall be fixed to beam / slab soffit. Measurement shall be paid up to finished partition only.</p>				
10	<p>Laminate paneling works</p>	Sq. m	95.00		
	<p>Providing & fixing metal stud wall paneling with the following specification: a) Supporting system comprising of best make (Gyp-roc or equivalent) 51 X 35 X 0.55 mm thick metal studs @ 450 mm c/c and 51 X 32 mm metal tracks at floor, middle, door level and ceiling level with joints staggered. The verticals should touch the ceiling with horizontal ceiling channel at slab/beam bottom. b) 8 mm HDHMR board fixed on one side with 25 mm dry wall screws for the entire height of paneling. c) 1 mm laminate as per approval shade up to false ceiling level. e) All beech wood members to have melamine polish finish. Length X height up to false ceiling will be measured for payment.</p>				
11	<p>Lacquered Glass Paneling</p>	Sq. m	16.00		



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	Providing & fixing metal stud wall paneling with the following specification: a) Supporting system comprising of best make (Gyp-roc or equivalent) 51 X 35 X 0.55 mm thick metal studs @ 450 mm c/c and 51 X 32 mm metal tracks at floor, middle, door level and ceiling level with joints staggered. The verticals should touch the ceiling with horizontal ceiling channel at slab/beam bottom. b) 8 mm HDHMR board fixed on one side with 25 mm dry wall screws for the entire height of paneling. c) Finishing with 4mm thick lacquered glass with adhesive etc. as per design and complete to the satisfaction of Architect / Department Engineer. Length X height up to false ceiling will be measured for payment.				
12	Solid wooden door (Laminate)				
	Providing & fixing Teak wood frame of size 50x75mm including making rebate for shutters, with 38 mm thick flush door including finishing with 1 mm laminate both sides, including HAFFLE, HETTICH hardware cylindrical knob and handle lock and, stopper , tower bolt, door closures etc. complete of SS approved quality . All exposed wooden members to be finished in PU polish, in approved shade and pattern to match with partition or as as per instruction.				
i	1000 mm wide & Height as per site requirement accordingly	Nos.	1		
ii	1001 mm wide & Height as per site requirement accordingly	Nos.	1		
13	Removing of Existing Laminate or Veneer of folding partition and lamination on over Existing Sliding partition MDF surface shall be with 1.0 mm thick laminate of approved quality and shade fixed by means of applying glue and pressing etc complete with grooves as per design and instructions etc. Including Tower bold, channel, screw, & required all hardware complete to the satisfaction of Architect / Department Engineer.	Sq. m	1		
14	3M Frosted Film	Sq. m	2.00		
	Providing & fixing in position '3M' make frosted glass film in stardust range fixed to glass as per pattern. Area of application to be measured as maximum length x maximum height of application on that particular piece of glass.				
15	ROLLER BLINDS	Sq. m	25.00		



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	Supplying fitting and fixing Roller Blind with 100% Polyester fabric (plain/ ribbed fabric of approved color and shade). Nominal thickness of fabric shall be 0.60-0.80 mm and nominal weight 255 - 450 grams per square meter, hanging excellent hanging properties and very high tearing strength, Coating of the fabric shall be of Acrylic, which shall be resistant to cracking and fraying. The fabric shall be suspended from the top channel made of extruded anodised alloy of 1.25-2.00 mm nominal thickness and 38 mm nominal diameter. The top channel shall be fixed with powder coated mild steel brackets with clutch assembly on either end of blind, fixed to jambs of the window opening with 50 mm stainless steel screws with heavy duty PVC wall (RAWL) plugs.				
16	Removing of Existing Laminate or Veneer of storages door and lamination on over existing storages door Ply/ Commercial board surface shall be with 1.0 mm thick laminate of approved quality and shade fixed by means of applying glue and pressing etc complete with grooves as per design and instructions etc. Including Tower bolt, 4" SS finishes handle, lock, hinges, door catcher & screw complete to the satisfaction of Architect / Department Engineer.	Sq. m	10.00		
17	Plastic Emulsion Paint	Sq. m	22.00		
	Providing & applying the walls, ceiling and elsewhere with Plastic Emulsion Paint (roller Velvet finish) after preparing the base by removing existing paint/ finish and applying 2-3 coats of Birla white putty for making the surface plane & smooth and than applying 2 or more coats of plastic emulsion paint with final coat done with rollers as per manufacturer's specifications etc. complete to the satisfaction of Architect/Bank's Engineer.				
18	Low/Full height Storages	Sq. m	5.50		
	Providing and fixing in position Low/Full Height Storage 450mm deep with shutters made of 19 mm thick BWP plywood & shelves out of 19mm BWP ply board. The storage interior shall be finished with 1.0mm thk. white laminate & Exterior shall be finished with 1.0mm thick laminate as per approved shade as per specifications with brass oxidized hinges, tower bolts, ball catches lock, handle (4" SS handle) etc. complete in all respects as per drawing & instructions of Architect / Bank's Engineer. All exposed wood work / ply wood to be PU matt polished				
19.	Providing and placing Table as per drawing made of 19mm thick BWP Ply board. Table top to be of 25mm thick BWP Ply board finished with 1mm Laminate with side table unit. Table to be provided with storage cabinet with drawers made of 18mm thick BWP Ply board front side and back faces &				



	drawer, bottom with 6mm thick BWP ply board. The table to be provided platform type of foot rest of size 450mm x 600mm. including Cable manager, locks, handles, telescopic slides for drawers, computer key board tray (hettich) with retractable mouse pad, mobile CPU trolley (Ebco),etc. all complete to be satisfaction of Architect / Bank's Engineer. All interior to be finished with 1mm thk. laminate. All exposed wood work / ply wood to be PU matt polish as per specification to approved colour. Table finishes as per drawing. On customer side fascia of as per drawing.				
	Officer Table -: 1350 x750x 750, Side Table:900 x 450 x750,	Nos.	1.00		
20	Providing and placing L- Shape workstation as per drawing made of 19mm thick BWP Ply board. Table top to be of 25mm thick BWP Ply board finished with 1mm Laminate table unit. L- Shape workstation to be provided with storage cabinet with drawers made of 18mm thick BWP Ply board front side and back faces & drawer, bottom with 6mm thick BWP ply board. The table to be provided platform type of foot rest of size 450mm x 600mm. including Cable manager, locks, handles, telescopic slides for drawers, computer key board tray (hettich) with retractable mouse pad, mobile CPU trolley (ebco),etc. all complete to be satisfaction of Architect / Department Engineer. All interior to be finished with 0.8mm thk. laminate & Exterior to be finished 1.0mm thick laminate as per approved shade. All exposed wood work / ply wood to be PU matt polish as per specification to approved colour. Table finishes as per drawing. On customer side fascia of as per drawing.				
i	L - Shape workstation 1.5 x 0.6 x 0.75, 1.5 x 0.45 x 0.75	Nos.	3.00		
21	Conference Table Size 5'-0" x 3'-0" x 2'-6" as per design & drawing				
	Providing and placing Conference table as per design, made of 25mm BWP Ply board top finished with 1 mm Laminate as per design. The base shall be TW legs as per design. All wood to be with PU finish	Nos.	9.00		
22	Providing & fixing Lecture stand as per approve design	Nos.	1		
	Providing and placing Speech table as per design, made of 25mm BWP Ply board top finished with 1 mm Laminate as per design. The base shall be 19mm thick BWP Ply board as per design. All wood to be with PU finish				



23	<p>Providing and placing Table as per drawing made of 19mm thick BWP Ply board. Table top to be of 25mm thick BWP Ply board finished with 1mm Laminate table. Table to be provided with storage cabinet with drawers made of 18mm thick BWP Ply board front side and back faces & drawer, bottom with 6mm thick BWP ply board. The table to be provided platform type of foot rest of size 450mm x 600mm. including Cable manager, locks, handles, telescopic slides for drawers, computer key board tray (hettich) with retractable mouse pad, mobile CPU trolley (Ebco),etc. all complete to be satisfaction of Architect / Bank's Engineer. All interior to be finished with 1mm thk. laminate. All exposed wood work / ply wood to be PU matt polish as per specification to approved colour. Table finishes as per drawing. On customer side fascia of as per drawing.</p>				
	Table -: 1350 x750x 750,	Nos.	1.00		
24	Soft board	Sq. m	6.50		
	<p>Soft boards -Providing and fixing pin up boards with 12mm thick soft board panels with 6mm thk. HDHMR board backing and covered with approved fabric (cost not more than Rs 150/=per m). A 6mm thick melamine polished TW lapping to be fixed around the corners. The pinup board need to be fixed either on the wall or over the partition. Rate to include providing Al. "U" channel 6x6mm all around the glass when fixed in partition and 12x18 Brushed SS U channel when fixed directly on wall.</p>				
	Total Amount of Interior works				
B	ELECTRICAL WORKS				
1.	<p>Wiring for light point/ fan point/ wall fan point/ exhaust fan/ light sockets etc. with 1.5 sq.mm. PVC insulated 1100 V Grade copper conductor (FRLS) wires & 1.5 sq.mm. copper earth wire in concealed/ surface using 16 SWG MS conduits, accessories such as bends, tees, saddles, draw boxes, mounting boxes, inner plates, cover plates, ceiling rose etc (where ever required) and chromium plates brass screws/ rowel plug etc. The circuit wiring starting from DB to point control box/ switch box using 2 X 2.5 sq.mm PVC insulated 1100 V grade multi- stranded copper conductor wire & 2.5 sq.mm. PVC insulated earth wire (color code to be used). (Flexible conduit/ elbow not allowed). The conduit to be laid in ceiling with proper clamps/ wall/ floor and filling the chase with cement mortar and finishing the same in original form/ wooden partition/ above false ceiling with proper clamps etc. all complete.</p>				
	(Wherever required as per standard specifications).				
	i) Each circuit shall have independent earth wire.				
	ii) Each point shall be earthed.				



	iii) Circuit wiring is to be included in point wiring rates.				
i	One light points controlled by one 6 amp. Modular switch.	Nos.	6.00		
ii	Two light points controlled by one 6 amp. Modular switch.	Nos.	7.00		
iii	Three light points controlled by one 6 amp. Modular switch.	Nos.	5.00		
v	One call bell point with ceiling rose/ 6amp. 3 pin socket controlled by one 6 amp. Push Modular switch. With call bell	Nos.	1.00		
vi	One wall fan/ ceiling/ exhaust fan point with 6 amp 3-pin socket controlled by one 6 amp. Modular switch. The switch should be at switchboard level. with rotary switch	Nos.	11.00		
vi	Same as serial no 1 but using 2*2.5 + 1*2.5 Sq.mm Copper Conductor FRLS wires from DB to first 2x6A, 5 Pin modular socket controlled by two 6A switch and looped to the nearest second point with same 2*2.5 + 1*2.5 Sq.mm copper conductor wires FRLS insulated 1100V grade (max 3 points per circuit).				
a	Primary Point	Nos.	1.00		
b	Secondary Point looped	Nos.	1.00		
	Note: If looped with Power Secondary point so its only single point connected				
2	POWER POINTS				
	Same as serial no.1, but wiring for 16 Amp, 6-pin sockets by using 2*4 sq.mm. PVC insulated 1100 V grade copper conductor wire with independent 1* 4.0 sq.mm earth wire from D.B. to first point 1 st socket and 1 st to 2 nd , socket with 2*2.5 sq.mm. and 1*2.5 earth wire including providing and fixing of 16 Amp, 6 –pin socket with 16 Amp. Switch. (Modular type switch/ socket/ plate etc. complete assembly) max 2 points per circuit.				
a)	Primary Point	Nos.	4.00		
b)	Secondary Point	Nos.	2.00		
3(a)	Same as serial no.1, but wiring for A/C socket by using 2*4 sq.mm. PVC insulated 1100 V grade copper conductor wire and earthing with 1*4.0 sq.mm. PVC insulated 1100 V grade copper conductor wire with modular type AC box(tiny trip type) with socket complete in all respects controlled by 25/32 A SP MCB to be provided near indoor unit. The point starts from DB to stabilizer to the point near the indoor unit including top.	Nos.	5.00		
4	COMPUTER POINTS				



a	Wiring with 2x2.5 sq.mm. + 1x2.5 sq.mm. PVC insulated 1100 V grade multi stranded copper conductor wires in 2 mm thick PVC conduit from UPS DB to computer point. Each point to have 3 nos. 6 amps. 5 pin modular type sockets, one 6 amps modular switch with all accessories, inner/ outer plates, metal box etc. and to be fixed on wooden partitions/ by grouting on wall etc. as per requirement at site. The switch should be fixed above the top of counter with indicator and sockets under the counter b) Same as above but looped from the above 1st point to 2nd , point and 2nd point to 3rd point. (Maximum 3 points in a circuit) c) Same as above but provide for television. (Maximum 3 points in a circuit)				
	Primary Points	Nos.	3.00		
	Secondary Points	Nos.	2.00		
b	Wiring with 2x2.5 sq.mm + 1x2.5 sq.mm PVC insulated 1100 V grade multi stranded copper conductor wires in 2mmthick PVC conduit from UPS DB to computer point. Each point to have 2 nos. 16 amps 5 pin modular type sockets, 2 No's 16 amps modular switch with all accessories, inner/ outer plates , metal box etc and to be fixed on wooden partitions/ by grouting on wall etc as per requirement at site. The switch should be fixed above the top of counter and sockets under the counter. or as directed by the engineer in charge for the rack supply in server room, PA rack, CCTV, b) Same as above but looped from the above 1st point to 2nd point (Maximum 2 points in a circuit)				
	Primary Points	Nos.	1.00		
	Secondary Points	Nos.	1.00		
B.	CONDUITING FOR TELEPHONE, COMPUTER & CONDUITING, WIRING FOR T.V. SYSTEM.				
1.0	TELEPHONE SYSTEM				
1.1	Wiring for VOICE from Jack Panel in data rack to computer workstation with Cat-6 voice cable in PVC conduits of size 20/ 25 mm including providing ferrules at both ends and termination at both ends including providing & fixing frame for Cat-6 with shutter, RJ 45 outlet, faceplate and mounting box complete of modular type. This work includes supply and laying of CAT-6 cable in PVC conduits throughout the length, from the I/O hub to the point.	Nos.	4.00		
2	COMPUTER NETWORKING				



2.1	Wiring for computer networking from Jack Panel in data rack to computer workstation with Cat-6 computer cable in PVC conduits of size 20/ 25 mm including providing ferrules at both ends and termination at both ends including providing & fixing frame for Cat-6 with shutter, RJ 45 outlet, faceplate and mounting box complete of modular type, This work includes supply and laying of CAT-6 cable in PVC conduits throughout the length, from the I/O hub to the point.	Nos.	5.00		
2.2	Supplying and fixing 9 U (Rack with glass door, opening in the front power panel 1 (horizontal), cable manager 1 lock & key).	Nos.	1.00		
2.3 b	Supply, Installation, Testing & Commissioning of 16 port Jack Panel.	Nos.	2.00		
2.4	Supplying and fixing Patch Cord-2 Meter- (DBPS Mounting Cord)	Nos.	4.00		
2.5	Supplying and fixing Patch Cord-1 Meter-	Nos.	4.00		
3.0	Supply and fixing of 1.6 mm thick G.I. Box along with RG 6 T.V Co axial socket with Cover Plate.	Nos.	1.00		
4.0	Supply, drawing, connecting, testing and commissioning of T.V Coaxial cable RG 6 in existing conduit.	RM	18.00		
C.	CABLES, MAINS & SUBMAINS				
1	Supplying all materials and laying/ pulling 1100 volts grade PVC insulated copper conductor wires (FRLS) in MS conduit with all fixing accessories after cutting the floor, wall and the like etc. and re-plastering the floor level to original. Conduit must be 30 mm below the floor finish level.				
i	1 X 8 SWG Cu wire for earthing in PVC Conduit.	RM	14.00		
ii	2 X 6 sq.mm. + 1 X 6 sq.mm.	RM	15.00		
iii	4 X 10 sq.mm. + 2 X 6 sq.mm.	RM	8.00		
vi	Supplying, laying, testing & commissioning of 3 C X 10 sq.mm. at 1100 volts grade PVC insulated aluminum conductor armored cable with 10 gauge earth G.I wire including cables end termination using appropriate Lugs, Glands, termination accessories, Clamps etc. as required as per specification (LIGHT DB & UPS DB).	RM	10.00		
v	Supplying, laying, testing & commissioning of 4 C X 10 sq.mm. at 1100 volts grade PVC insulated aluminum conductor armored cable with 10 gauge earth G.I wire including cables end termination using appropriate Lugs, Glands, termination accessories, Clamps etc. as required as per specification (POWER DB).	RM	13.00		
vi	Supplying, laying, testing & commissioning of 4 C X 16 sq.mm. at 1100 volts grade PVC insulated aluminum conductor armored cable with 10 gauge earth G.I wire including cables end termination using appropriate Lugs, Glands, termination accessories, Clamps etc. as required as per specification (VTPN).	RM	12.00		



D. DISTRIBUTION BOARD					
	Supplying, installing, testing & commissioning of surface/recessed mountings, Double door 415 volts TPN MCB distribution board of steel, 1.6mm thick dust phosphatized and painted, inclusive of 100 amps, tinned copper bus bars, earth bar, common neutral link, din bar for mounting of MCB's detachable gland / knock out plate & with built in loose wire box, and superior make terminal connectors for all incoming and outgoing circuits duly prewired with adequate size of PVC insulated copper wires between the bus bars and the MCB's as well as the incomer and up to the terminal connectors/ neutral link and ready for installation of following ways as required.				
	Use 'B' curve MCB's for lighting & small power circuits, 'C' curve for motor duty i.e. for pumps, AC motors, window and split AC's etc. & 'D' curve for UPS DB's i.e. for computers/ PC's circuit. Main incomer & outgoing circuit MCB's shall be selected accordingly i.e. type B,C & D. Contractor to select the MCB's accordingly as per the nature of the circuit/ load.				
	Each DB shall have separate neutral links of rating not less than 100A for each phase. The main incoming neutral link shall be in addition to three outgoing neutral links and shall be of 125 A.				
	UPS DB's shall have a dedicated Earthling link fixed on insulated supports, which will be in addition to body earth link.				
	All internal inter connecting wiring with in the DB's shall be PVC insulated flexible copper conductor wires of adequate capacity as per the current rating.				
	Inside each DB, a DB chart is to be fixed.				
a	4-way TPN DB (LIGHT DB & 6 A raw point)	No.	1.00		
	Incomer:-				
	1 No. 40 A DP RCCB (100 MA)				
	Outgoing:-				
	8 Nos.10Amp (10 KA) SP MCB				
b	4-way TPN DB (POWER & AC DB)	No.	1.00		
	Incomer:-				
	1 No. 40 Amp TPN (10 KA) MCB with 40 A 4P RCCB (100 MA)				
	Outgoing:-				
	8 Nos.10/20/25 Amp (10 KA) SP MCB				
c	8-way SPN DB (For UPS Sub DB)	No.	1.00		
	Incomer:-				



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	1 No. 25 A DP RCCB (100 MA)				
	Outgoing:-				
	6 Nos.10Amp (10 KA) SP MCB				
d	4 -way V-TPN DB (AC)	No.	1.00		
	Incomer:-				
	1 No. 63 Amp 4 Pole (16 KA) MCCB				
	Outgoing:-				
	2 No. 40 Amp (16 KA) TP MCB (POWER DB INCOMMER)				
	6 Nos.10/16/25/32 Amp (10 KA) SP MCB				
E	(LIGHT FITTINGS & ACCESSORIES)				
	Supplying, installation with hanging support, testing and commissioning of following light fixtures with electronic Ballasts, Tubes, lamps, all fixing materials including connecting wires etc. all complete as per the directions of Engineer-in-charge (All LED Light Fixtures should be covered with minimum 3 Years onsite replacement warranty).Philips, Wipro, Tisva				
i	FULL GLOW 2 X 2 LED 36 W slim Smart Panel of make As specified in tender document or approved by Engineer in charge/Architect. Commercial pattern	Nos.	6.00		
ii	Supplying, fixing, testing and commissioning of 15 W LED commercial type down lighter of make As specified in tender document or approved by Engineer in charge/Architect. Commercial pattern	Nos.	18.00		
iii	Supplying, fixing, testing and commissioning of 9 W LED commercial type down lighter of make As specified in tender document or approved by Engineer/Architect. Commercial pattern	Nos.	11.00		
iv	LED cove light necessary installation fittings. make as specified in tender document or approved by Engineer/Architect. Commercial pattern				
a)	Cove light upto 5 meter with drivers	Nos.	2.00		
a	Removing & re-fixing of wall mounted fans as per instruction by Engineer /Architect. (Only for Labour rate)	Nos.	11.00		
F	PUBLIC ADDRESS SYSTEM				
1	Supply, installation, testing and commissioning of following Philips/Ahuja/agni make Music Accessories / Equipments with Supply and laying Wiring of 1.5 sq mm twin core shielded type of speaker cable with Providing and fixing in position the following FRLS PVC conduits including all accessories concealed/exposed in F. Ceiling/Wall complete as required including 1.6/2.0 mm thick PVC junction or pull boxes with 3mm thick perspex sheet cover plate complete with 1.6 mm dia. G.I. pull wires in the length of conduit.	Nos.	9.00		



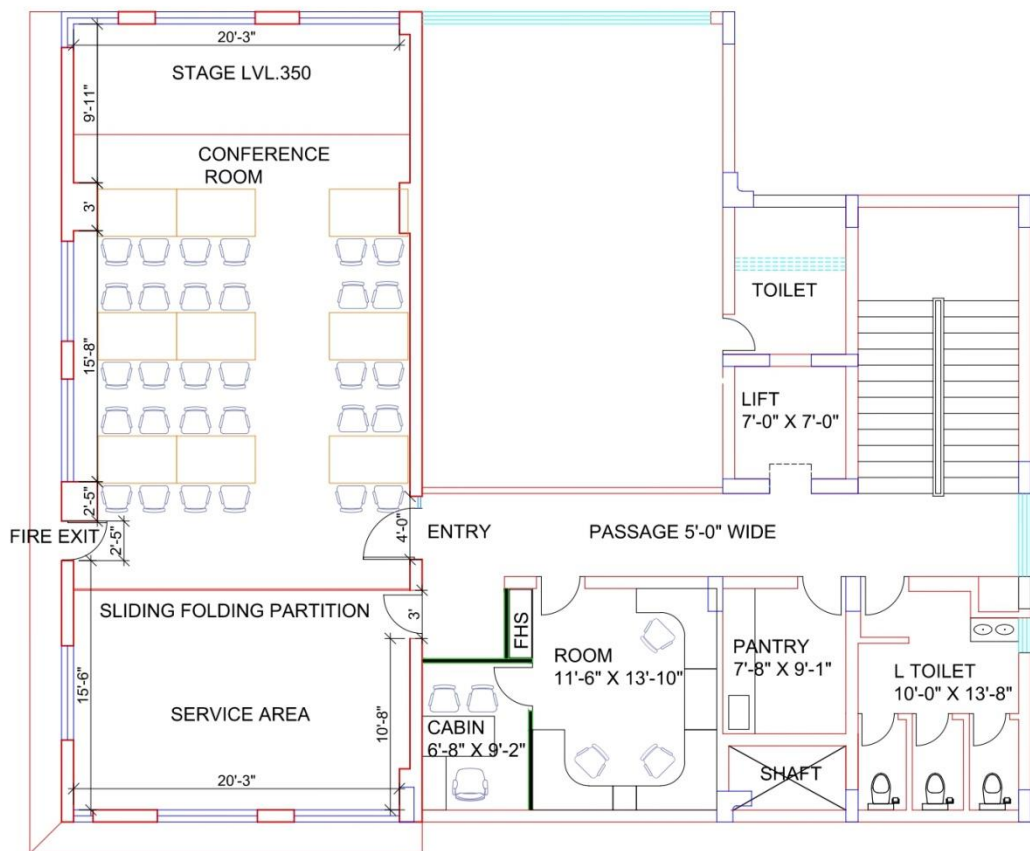
2	Providing and fixing in position the following G.I. flexible conduits including all accessories				
a.	1.6mm wall thickness 20mm dia.	RM	6.00		
b	Power Amplifier, 45 Watts with output transformer etc. complete. Plena Range or as approved by the Bank capable of taking Inputs from USB Also	Nos.	2.00		
	TOTAL AMOUNT FOR ELECTRICAL WORKS				
C	AC CONDITIONING WORKS				
	VRV/VRF AIR CONDITIONERS				
1.0	Supplying, Installation, Testing & Commissioning of Outdoor VRV/VRF units in modular design complete with 100% inverter type scroll compressors or suitable for cooling only complete with air cooled condenser with low noise fan having inter-connected control wiring, refrigerant piping with standard accessories, duly charged with R410A refrigerant with suitable size MS channel stand, duly painted complete as required. VRV/VRF System shall be suitable for work in on 49°C ambient temperature with refrigerant R-410a with MS channel outdoor stand of suitable size to carry the weight of outdoor unit inclusive of full charge of Refrigerant Gas & oil etc. complete as required. The Cop of System mentioned below shall be not less than 4.7 at 50 % load, at 35° CDB ambient temp, at 7°CDB, 19°CWB inside temp. (Toshiba/ Mitsubishi/ Hitachi/ Daikin/O-General/Carrier/Voltas) Item to include powder coated outdoor stands as per the manufacturer specifications.				
a	Out Door Units				
i	10 HP	Nos.	1.00		
2.0	Supply, installation, testing and commissioning of ceiling mounted cassette type unit/ Hi - Wall of nominal capacity suitable for heating and cooling mode on R 410A refrigerant with electronic expansion valve, multi speed motor, insulated drain pump & pan, cordless remote with decorative panel of suitable size complete as per specifications etc. as required with Cordless Remotes				
a	4 way Cassette Type - 4.0 TR	Each	2.00		
3	SITC of Refnet Y- Joints suitable for above indoor units complete with all accessories etc. as required.	Each	1.00		
4	REFRIGERANT PIPING				



	Supply, installation, testing & commissioning the interconnecting piping of following sizes (outer diameter) of refrigerant copper pipe insulated with 19/13 mm thick closed cell electrometric nitrile rubber tubular insulation between each set of indoor & outdoor units as per specification laid on existing MS cable tray and piping inside the room shall be properly fixed/supported with existing MS Cable tray/ suitable size of M.S. hanger & clamp as per specification etc. as reqd.				
a	6.4 mm dia. with 13mm thick nitrile rubber insulation	MTR	10.00		
b	9.5 mm dia. with 13mm thick nitrile rubber insulation	MTR	25.00		
c	12.7 mm dia. with 13mm thick nitrile rubber insulation	MTR	15.00		
5.0	<u>Drain Piping</u>				
	Providing & fixing rigid PVC piping of following sizes complete with fittings, supports etc. duly insulated with 6mm thickness of closed cell nitrile rubber complete as required and as per specifications .				
a	32 mm dia. for Cassette Type	Meter	10.00		
6	Providing control cum transmission wiring with 2 core x 1.5 sq.mm PVC insulated PVC sheathed copper conductor cable in existing conduit / surface for indoor & outdoor units complete etc. as required	Meter	50.00		
7	Removing and re-erection, testing and commissioning after servicing of existing branch 2/1.5/1 TR High Wall AC. Item includes all necessary hardware, piping, wire /cable, hanger, clamps other accessories etc. All complete as per approval and instructions of the Architect/ employer.	Nos.	3.00		
8	Supplying and laying of Extra Electrical interconnecting control cable from indoor to outdoor of size as specified by the manufacturer suitable for 1.0 TR/ 1.5 TR/ 2.0 TR Split type AC.	Meter	15.00		
9	DRAIN PIPING				
	Providing and fixing drain piping up to drain as directed by the engineer in-charge with all accessories e.g. elbows, unions, sockets, reducers, reducing tees, nipples etc. Complete job including cutting chiseling in walls, floor and making good of all chases/ cuts etc. and discharging the drain into a floor trap/ gully as per site conditions with insulation, both as specified by the manufacturer.				
a	25 mm dia. PVC drain pipe for Split AC	Meter	10.00		
10	Removing and refixing Stabilizer after servicing of existing branch 2/1.5/1 TR High Wall AC				
A	4 KVA (For 1.0/ 1.5 TR Split AC)	Nos.	3.00		



11	Providing and fixing of lockable caging for outdoor unit grouted on wall or on roof with open able shutter made of 10 X 10 mm MS square bars placed vertically @ 5" c/c welded with 40 X 3 mm MS flat all- round. Item includes all necessary hardware, priming coat, synthetic enamel paint, hanger, clamps other accessories etc. All complete as per approval and instructions of the Architect/ employer.				
A	For 1/1.5/2 TR Hi Wall split units	Nos.	3.00		
Total Amount of Air Conditioning works					
D	SALVAGE (LESS)				
	<p>SALVAGE:- Dismantling, removal and buyback of all existing furniture, wires, cable, conduits, fans, lights, DB's, AC, Drain pipe, Copper pipe & cable etc. specific to the site (if any), light fixtures, being dismantled, removed & including transportation etc. and making the area free from all debris and complete site clearance to receive new works all complete as per the instructions of ICMAI / Architect of the said project.</p> <p>The approx quantity is as stated below: (The numbers are approximate and the bidders should ascertain the exact number after visiting the site before quoting the salvage value)</p> <p>(The Salvage value should not be less than Rs. 50,000 Contractor should visit site for crosschecking the items (condition, location, qty etc) at site, all will be as per site condition and will be variable as per site condition and decision of ICMAI engineer / officials.</p>	L.S	-1		
1	Wirings/ DBs etc. – as and where basis				
2	Down lighter Fixture/ Tube lights CFL type – as & where basis				
3	Ahuja Sound System – amplifier, wires				
4	Lecture stand	No.	1		
5	Table-6" x 2"	Nos.	6		
6	Split AC for Conference room	Nos.	8		
7	Wall fans	Nos.	3		
Total Salvage Amount of Interior, Electrical & AC works					
Total Amount for Interior, Electrical & AC works after deduction Salvage (F = A + B + C + D)					



4TH FLOOR LAYOUT PLAN

I.C.M.A DELHI

CONFERENCE ROOM FINAL LAYOUT PLAN

TANEJA ASSOCIATES PVT. LTD.

ARCHITECTS PLANNERS INTERIOR DESIGNERS

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