



**THE INSTITUTE OF COST ACCOUNTANTS OF INDIA**

(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)

CMA Bhawan, 3 Institutional Area, Lodi Road, New Delhi – 110 003.

TELEPHONES: +91 11 24666100 Extn. 130/116

Website: [www.icmai.in](http://www.icmai.in) e-mail: [lpccdelhi.convenor@icmai.in](mailto:lpccdelhi.convenor@icmai.in)

Local Purchase Committee

**Last date extended upto 10th December 2021 on or before 6 PM**

**Tender Notice**

**LPC/DEL/Infrastructure/21**

**Date: 24.11.2021**

**Date of Closure: 3rd December 2021 on or before 6 PM**

The Institute of Cost Accountants of India intends to undertake the work of Interior work- Installation of workstations & Fire Works, in the 1<sup>st</sup> floor Hall of the CMA Bhawan, 3 Institutional Area, Lodi Road, New Delhi – 110 003.

The interested bidders may send their quote for the supply and installation as per specifications given below in a sealed envelope mentioning “**Quotation for Interior work- Installation of Work Stations & Fire Works, CMA BHAWAN, New Delhi**” to be dropped in the Tender Box, Ground Floor, The Institute of Cost Accountants of India, CMA Bhawan, 3 Institutional Area, Lodi Road, New Delhi-110 003.

**TECHNICAL SPECIFICATIONS**

S. No.	Particulars	Unit	Qty.
1	WORK STATION :- (Size:- 4'-0"x 2'-6") ht. 2'-6" :- Providing and fixing tables made out of 19mm thk Comm. block board of approved make clad with 1mm thk. Laminate (color with vertical grain) as per design in all visible areas. All the exposed edges to be covered with wooden steam beech lippings and mouldings duly malamine polish. The drawers to be made out of 19mm thk board with 1.0 mm laminate finish in the front ,sides to be made out of 12mm plywood and bottom to be made out of 6mm plywood and it should play in drawer sliding telescopic channels. The inside of the drawer to be duly paint & Table back side will be 1mm laminate. A leg rest to be provided duly polished made out of 3"x2" Wooden Section. A shutter to be made by 19mm Block board clad with 1.0mm laminate .The necessary locks handles to be provided in each drawers and shutters. 3" x 1/2" wooden skirting to be provided in all visible areas duly polished. On top of the table 10mm thk glass to be placed duly edge polished.. The necessary wire managers to be provided on the tables and provision for lights to be kept if required in the front of the table. All the exposed areas to be duly malamine polished The work to be completed as per design and approval of the Bank. The table should have key board tray and CPU Trolley to be Modular. All as per the design and instructions Bank.	No.	8
2	UTILITY COUNTER ( 1'-4" WIDE ) :- Providing and fixing of Utility Counter 2'-0" wide top made up of 19mm board pasted on 1.0 mm thk. laminate. The Top of table will be finish with 1.00 thk laminate. all hardware fittings fixtures etc. The drawers to be made out of 19mm thk board with 1.0 mm laminate finish in the front ,sides to be made out of 12mm plywood and bottom to be made out of 6mm plywood and it should play in drawer sliding telescopic channels. The inside of the drawer to be duly paint. All exposed edges to have wooden lipping stained to match the desk and melamine finished. Design and detail of the table shall be as per design. (As per Site, Designing of Table and specification may be Changed). The works to include a keyboard try and CPU trolley to be modular. All as per the design and instructions Bank. (S.S. Finish Lock & Handle to be included )	R.Ft.	3
3	Providing, fixing, testing and commissioning of extension of flexible metal pipe for fire sprinkler as per the standard specification, all complete.	No.	9



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I/We, agree that this Tender will remain valid for a period of 100 (one hundred) days from the date of opening of tenders.

Name & signature of the Bidder: \_\_\_\_\_

Address: \_\_\_\_\_

1	Name of work	Interior work- Installation of Work Stations & Fire Works
2	Date of Announcement of Tender	24 <sup>th</sup> November 2021
3	Last date for Submission of Tender	3rd December 2021
4	Address of Submission of Tender	Tender Box, Ground Floor, The Institute of Cost Accountants of India, CMA Bhawan, 3 Institutional Area, Lodi Road, New Delhi-110 003.
5	Mode of Submission of Tender documents	By hand or through post/speed post/courier so as to reach before the due date and time i.e. 6 pm of 3rd December 2021. The tender submitted through any mode must mention on the main envelope <b>Tender for Interior work- Installation of Work Stations &amp; Fire Works</b>  The main envelope must contain two separate envelopes (i) Technical Bid and other relevant documents (ii) Financial Bid (ONLY)
6	Period of Completion of project	Maximum 20 days from the date of issuance of work order. Working Hours will be 9:00 A.M. to 6:00 P.M.
11	Payment Terms	100% payment after the completion of the Job
12	Estimated Cost of the Project	Rs.86000.00 (rupees eighty six thousand only)
13	Contact Person	The Deputy Director (Infrastructure) & The Convener (Delhi Office) The Institute of Cost Accountants of India CMA Bhawan, 3 Institutional Area, Lodi Road, New Delhi Contact no- 91 11 24666116/167/130

a) **Eligibility Criteria**

The following are the eligibility criteria for the contractors to participate in the tender bid:

1. Average annual financial turnover during the last three years ending 31<sup>st</sup> March 2020 should be at least Rs 5 lakhs (Audited P&L and Balance (3 yrs.) Sheets to be enclosed)



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2. The bidder should have experience of having successfully completed 3 similar types of works during the last 7 years ending 31<sup>st</sup> March, 2020. Similar work means carrying out Interior work.
- b) **Time** is the essence of contract. The work should be completed within 15 days from the issuance of work order. Working Hours will be between 9:00 A.M. to 6:00 P.M. on all days. In case work extends beyond such period, the same would be done on written approval of the Institute.
- c) Financial Evaluation would be made on Lowest (L1) basis of rates quoted in the Financial Bid. No alteration in Financial Bid will be entertained. If so done by bidder or any condition is imposed on the Financial Bid, bid will be considered null and void.
- d) Mode of submission of tender:
- The Technical Bids Format should be duly filled in and signed. The Tender Document must be signed on all the pages, the audited P&L and balance sheet for last 3 years, proof of submission of Income tax returns (last 3 years), PAN, GSTN, trade license, completion certificate of 3 similar works with specifications to be kept in a separate sealed envelope marked "A" super scribing as "**TECHNICAL BID, for Interior work- Installation of Work Stations & Fire Works**".
  - The Price bid duly filled and signed should be placed in a separate sealed envelope marked "B" super scribing as "**FINANCIAL BID Interior work- Installation of Work Stations & Fire Works**". The Envelope "B" must contain the price bid only.
  - The sealed envelopes marked as A and B to be put in a Master Envelope marked "C" superscribed as "**TENDER for Interior Works – Work Stations & Fire Works**".
- 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 and dropped in the tender box available/ laid in the Ground Floor **on or before 3rd December 2021**.
- v) 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. of contact person and also email id to intimate about the corrigendum, in case bids are submitted before the issue of corrigendum.
- The tenders submitted shall remain valid for acceptance for a period of 100 days from the date of awarding of Work Order/LOI.
  - The Price bid of only those Bidders who satisfies the eligibility criteria and qualifies in the technical bid will be opened.
  - ICAI in its sole discretion & without having to assign any reason reserves to itself the rights to
    - Accept or reject the lowest Tender or any other tender or all the Tenders.
    - Reject the offers not confirming to the tender Terms & Conditions.
    - Reject any conditional and/or incomplete Tender.
- h) The bidder must carefully read and examine the whole tender document, and also visit the site at his own expenses, study the technical specifications, etc before submitting the tender. Any discrepancy if found shall be brought to the notice of the Convener (Local Purchase Committee) or the contact person as mentioned above.
- i) 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.



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- j) The Tender form shall be signed by a person on behalf of the bidder organization, who is duly authorized to do so.
- k) Each page of Tender Document shall be properly signed along with seal of the bidder.
- l) In absence of any required document/Certificate, the bidder should clearly indicate in the format as 'not available'.
- m) The original bid (Technical bid and financial bid) shall contain no interlineations over writing, except as necessary to correct errors made by the Contractor himself. The person who signed the bid must initial such corrections.
- n) It should definitely be understood that ICAI does not accept any responsibility for the correctness or completeness of this tender document & schedule and is liable to alterations by ICAI.
- o) 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 Annexure 1.
- p) Letter of acceptance (Annexure 2) of tender terms and conditions must be submitted.

### 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, 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 will 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.



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- 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 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, ICAI, would be authorized to approve the same.



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**Annexure -1**

**TECHNICAL BID**

**PARTICULARS OF THE BIDDER TO BE FURNISHED FOR THE PURPOSE OF PRE-QUALIFICATION**

The quotation should be in the following format:

**Part A: Details of the Company:**

Sl. No.	SUBJECT	DETAILS
1	Name of Proprietors/ Firm / Company	
2	Contact Address, Telephone No., and Email ID	
3	Year of incorporation (attach trade licence)	
4	Status of the firm (Company / Firm/ Proprietary)	
5	Name of Directors / Partners/ proprietor(s) (Please enclose relevant documents/deed)	
7	PAN No.	
8	TAN/TIN No.	
9	GSTN	
10	Bank details	
11	Furnish copies of income tax returns for three years duly certified.	2019-20: 2018-19: 2017-18:



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Sl. No.	SUBJECT	DETAILS
12	State Annual turnover of the Bidder with following : Copies of Audited Balance Sheet, Trading/Revenue A/c and Profit & Loss A/c for these three years duly Certified (minimum 30 lakhs per annum)	2019-20: 2018-19: 2017-18:
13	Documentary proof in support of Satisfactory completion of three similar works as per eligibility criteria.	
Seal & Signature of the Bidder		

**Note:** Should be supported by related documents.

Place:

Date:

Signature of Contractor/Bidder with seal



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**TERMS & CONDITIONS OF TENDER**

1. The tender form must be filled in English and all entries must be made by hand with blue/black ink and written in ink.
2. **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.
3. **Provisional Items** shall mean items for which only very approximate quantities have been included in the tender documents.
4. 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.
5. The bidder shall quote his rates inclusive of cost of materials, corresponding wastages, labour, duties.. The rates quoted will be firm and no escalation on any account shall be allowed on the accepted rates.
6. 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.
7. 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.
8. 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.
9. 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.
10. 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.
11. 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.





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12. 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.
13. The Contractor shall indemnify the Owner against liability in respect of any fees/ charges legally demandable under any Act of Parliament, instrument, rule order or any regulation or Bye-law or any local authority in respect of work.
14. 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. The Contractor shall if required submit satisfactory evidence as to the kind and quality of material.
15. The bidder is not authorised to make alterations in the specifications or in probable quantities accompanying the tender. Any alterations made in the tender document will liable to be rejected and invalidated.
16. 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 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 9:30 AM to 5 P.M. (except public holidays).**
17. 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.
18. Before award of contract, all original documents will be checked by the Institute and at that time attested photo copies may required to be furnished.
19. **COMPLETION PERIOD:**  
The entire work shall be completed by the contractor within **20 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.
20. 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 ICAI shall not be liable for such loss.
21. The work or any part of it shall not be transferred/ assigned or subject to without the consent of ICAI.
22. 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 **ICAI** on other works / sub works in connection with the work.



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**SPECIAL TERMS AND CONDITIONS**

23. 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. Annexure-I(b)
24. **The Bidder** should be a registered organisation.

**CONDITIONS OF CONTRACT**

**ICAI Instructions :**

1. The contractor shall execute the whole and every part of the work in the most substantial and workmanship like manner.
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.
3. **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.
4. **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.
5. Similarly the contractor is eligible for extra time and payment on mutually agreed terms with the Institute.
6. **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.
7. **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.
8. **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



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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 Institute are not in accordance with the specifications.

**9. 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.

**10. 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.

**11. Failure of contractor to comply with Institute Instruction:** If the contractor, after receipt of written notice from Institute requiring compliance within a week fails to comply with such specifications & terms and conditions, 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.

**12. 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,



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- 5) Has abandoned the contract, or
- 6) 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
- 7) 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
- 8) 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.
- 9) 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.
- 10) Has to determine and ensure good workmanship or without the consent in writing of the Institute to sublet any part of the Contract.

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

**13. 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.

**14. 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.

**15. SETTLEMENT OF DISPUTE**

- 15.1 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 Agency and the Institute.
- 15.2 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.

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**THE INSTITUTE OF COST ACCOUNTANTS OF INDIA**

(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)

CMA Bhawan, 3 Institutional Area, Lodi Road, New Delhi – 110 003.

TELEPHONES: +91 11 24666100 Extn. 130/116

Website: [www.icmai.in](http://www.icmai.in) e-mail: [lpcdelhi.convenor@icmai.in](mailto:lpcdelhi.convenor@icmai.in)  
Local Purchase Committee

**Annexure 1(b)**

**UNDERTAKING**

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



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**Annexure-2**

**TENDER FORM FOR WORKS**

The Secretary,  
The Institute of Cost Accountants of India  
CMABhawan,  
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 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.
4. It is understood that the lowest or any tender will not necessarily be accepted and ICAI reserves the right to accept or reject any or all the tenders and that ICAI 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

Dated .....day of .....2021.

Place :



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**Annexure 3**

**Financial Bid**

**Tender Name : Interior work- Installation of Work Stations & Fire Works**

The Institute of Cost Accountants of India  
CMA Bhawan, 3 Institutional Area,  
Lodhi Road, New Delhi – 110 003.

Gentlemen,

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:

S. No.	Particulars	Unit	Qty.	Rate (Rs.) P/U	Total (Rs.)	GST	Total with GST (Rs.)
1	WORK STATION :- (Size:- 4'-0"x 2'-6") ht. 2'-6" :- Providing and fixing tables made out of 19mm thk Comm. block board of approved make cladded with 1mm thk. Laminate (color with vertical grain) as per design in all visible areas. All the exposed edges to be covered with wooden steam beech lippings and mouldings duly malamine polish. The drawers to be made out of 19mm thk board with 1.0 mm laminate finish in the front ,sides to be made out of 12mm plywood and bottom to be made out of 6mm plywood and it should play in drawer sliding telescopic channels. The inside of the drawer to be duly paint & Table back side will be 1mm laminate. A leg rest to be provided duly polished made out of 3"x2" Wooden Section. A shutter to be made by 19mm Block board cladded with1.0mm laminate .The necessary locks handles to be provided in each drawers and shutters. 3" x 1/2" wooden skirting to be provided in all visible areas duly polished. On top of the table 10mm thk glass to be placed duly edge polished.. The necessary wire managers to be provided on the tables and provision for lights to be kept if required in the front of the table. All the exposed areas to be duly malamine polished The work to be completed as per design and approval of the Bank. The table should have key board tray and CPU	No.	8				



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	Trolley to be Modular. All as per the design and instructions Bank.						
2	UTILITY COUNTER ( 1'-4" WIDE ) :- Providing and fixing of Utility Counter 2'-0" wide top made up of 19mm board pasted on 1.0 mm thk. laminate. The Top of table will be finish with 1.00 thk laminate. all hardware fittings fixtures etc. The drawers to be made out of 19mm thk board with 1.0 mm laminate finish in the front ,sides to be made out of 12mm plywood and bottom to be made out of 6mm plywood and it should play in drawer sliding telescopic channels. The inside of the drawer to be duly paint. All exposed edges to have wooden lipping stained to match the desk and melamine finished. Design and detail of the table shall be as per design. (As per Site, Designing of Table and specification may be Changed). The works to include a keyboard tray and CPU trolley to be modular. All as per the design and instructions Bank. (S.S. Finish Lock & Handle to be included )	R.Ft.	3				
3	Providing, fixing, testing and commissioning of extension of flexible metal pipe for fire sprinkler as per the standard specification, all complete.	No.	9				
	Total						

**Signature of Bidder with seal**

**Dated .....day of .....2021**

**Place:**