



# THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)

12, SUDDER STREET, KOLKATA - 700 016

TELEPHONES: +91 33 40364777/22521031/1034/1035/1492

Website: [www.icmai.in](http://www.icmai.in)

## TENDER NOTICE

Ref. LPC-ADMN-CIVIL-STUDIES-OCT-2020

October 5, 2020

### Tender for Miscellaneous repairing and table making jobs

Reputed and reliable contractor are invited to offer their Rate for Miscellaneous Civil and Wooden job as per details given below -

#### **1. Scope of work :**

##### **1.1 Civil Part –**

- a) Making of false ceiling with GI angle perimeter, fixed with Gypsum board with dry wall screw in two layers with applying of top coat and making provision of ceiling light Total Area – 324 sft.
- b) Dismantling of existing parapet wall.
- c) Bricks work 125 mm bricks work with BH netting (1:4) cement, sand mortar. Area – 25 sft.
- d) Plaster – Plastering with 20 mm thickness plaster (1:4) cement, sand mortar. Area – 75 sft
- e) Wall panel – Building of a wall panel with wooden structure (2' X 2'). All four side grid will be fixed with four side wall/floor Front and side pasting with Cement US Board. Area – 280 sft
- f) Door – Dismantling of existing door and fixing of one sliding door
- g) Removing of old paint from blistered painted surface of iron fencing by chipping including scraping and cleaning and exposing the original surface. Painting with one coat primer and two coat of synthetic enamel on steel or metal surface with synthetic oil bound primer of approved quality. – 280 sft.
- h) Painting – Painting of wall and ceiling two coat primer and two coats plastic emulsion paints. Area – 800 sft.
  - i) Window – Making provision of two sliding window (aluminium) at the existing wall. Size (4' X 4') each and finishing with venetian blinds hanging.

##### **1.2 Wooden Part –**

- a) Making of cubical type table with 19/12/6 mm BWR ply with provision for one shutter, one drawer and one keyboard tray. Finishing will be side facia and synthetic enamel painting finishing.  
Size – 4' X 2' X 2.5'  
L X B X H  
Quantity – 6 no.s

- 1.3 Any other work related to but not specifically mentioned above, required for completion of the job as per the intent and scope of work.

#### **2. Instructions for bidders :**

- 2.1 The rates to be offered should include all incidentals designing, labour, transportation, loading, unloading, supply, etc. No other additional payments would be made.
- 2.2 Taxes as applicable will be paid extra.



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- 2.3 Any arithmetical error i.e. discrepancy between unit price and in total, error in total corresponding to the addition or subtraction of subtotals, discrepancy between words and figures shall be corrected by examining committee.
- 2.4 Bidders shall bear all costs associated with the preparation and submission of its bid.
- 2.5 Adequate precaution shall be taken to prevent danger from electrical equipment. No materials on any of the sites of work shall be so stacked or placed as to cause danger or inconvenience to any person.
- 2.6 Bidders are requested to visit the site, at their own cost, to assess the quantum of work.

### **3. Terms & Conditions :**

- 3.1 Place of work -
  - a. 2<sup>nd</sup> floor CMA Bhawan, 12, Sudder Street, Kolkata – 700 016.
  - b. Should be completed within 15 days from the date of issuance of order.
- 3.2 The bidder/s should adhere with all seriousness to the time schedule provided by the Institute.
- 3.3 The price quoted by the bidder should remain valid for 90 days.
- 3.4 Period of Contract – **“ONE TIME”** will end automatically on satisfactory supply of the items.
- 3.5 If a firm quotes NIL charges/consideration/abnormal charges, the bid shall be treated as unresponsive and will not be considered.
- 3.6 Canvassing in any form in connection with the contract is strictly prohibited.
- 3.7 L1 will be decided based on the total amount quoted in the darkened boxes of each part of the works mentioned in 1.1 and 1.2 in **Annexure 1**
- 3.8 Institute reserves the right to extend the last date for receipt of bids at its own discretion.
- 3.9 Once the order is placed, it will be the vendors’ responsibility to make the project functional. Any additional cost incurred for completing the project and for which the vendor has not bid at the time of submission of the final offer will be borne by the vendor.
- 3.10 Wherever the ground is dug for cable laying etc, it shall be restored to original condition. All debris etc. shall be disposed off to the nearest defined place by municipal authority or by Institute, as applicable.
- 3.11 The Bidder shall not sub-contract the mentioned work to any organization, person, firm or its franchise without the prior approval of the Institute
- 3.12 The Institute may, for any reason whether at its own initiative or in response to the clarification requested by the prospective bidder, issue amendment in the form of addendum during the bidding period and subsequent to receiving the bids. Any addendum thus issued shall become part of bidding document and bidder shall submit the addendum duly signed and stamped in token of his acceptance.
- 3.13 Institute reserves the right to modify the quantity included in the schedule of requirements at any time after acceptance of tender without a notice. The bidders shall have no claim to any payment of compensation.



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- 3.14 Institute reserves the right to repudiate the contract and entrust the work to any other third party in the event of breach of terms and conditions of this agreement or in the event of unsatisfactory performance observed by the Institute.
- 3.15 Institute may ask clarifications if any during the evaluation and the bidders are expected to respond. Lack of response from them will enable the Institute arrive at its own decision about such bids.
- 3.16 The Institute shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the engaged personnel of the contracting Firm.
- 3.17 The work executed by the vendor should be to the satisfaction of the concerned officer where work was executed. If the same is not found satisfactory, the firm will have to do the job again at its own cost. The decision of the concerned officer and of the Institute in this regard will be final and unassailable and binding on the vendor.
- 3.18 Upon being selected as the successful bidder and being awarded the Order, the bidder is expected to reply to all queries/ complaints that may be raised by the Institute from time to time.
- 3.19 The participating bidder has to submit this tender document signed and sealed on each page as acceptance of the terms and conditions mentioned herein.
- 3.20 The order will be placed for the best interest of the Institute.

## **4. Warranty and Maintenance**

- 4.1 The entire job shall be warrantied to be free from defective workmanship, materials and any defects that may appear within 24 months (two years) from the date of issue of work completion certificate, which in the opinion of the Institute have arisen from bad workmanship or materials, shall upon intimation by the Institute, be made good by the bidder at his own cost within the time specified.
- 4.2 During the said period of 24 months (DLP – Defective Liability Period), the contractor (successful bidder) shall make inspection of the entire system free of charge as and when require, and attend to such other service that may be required of him.
- 4.3 During Defect Liability period the contractor (successful bidder) shall provide on-site comprehensive maintenance, which includes preventive as well as corrective maintenance. The firm awarded with the maintenance contract shall carry out preventive maintenance of equipment on quarterly basis/ as per requirement and shall maintain the proper record thereof.

## **5. Payments :**

- 5.1 No advance payment will be made. Payment will be made after completion of satisfactory supply and submission of invoice / bill in hard copy. Taxes will be extra as applicable.
- 5.2 The payment will be made in electronic mode only within 30 days of submission of bills.

## **6. Submission of Bids :**



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Filled Annexure 1 transformed in a password secured pdf file along with this tender documents signed and stamped have to mailed into the mail id [finance.so3@icmai.in](mailto:finance.so3@icmai.in) with carbon copies (cc: ) marking to [trd.ad1@icmai.in](mailto:trd.ad1@icmai.in) & [hr@icmai.in](mailto:hr@icmai.in) . The last date of bid submission will be 3.00 p.m. of 14th October'2020, after that no bid will be acceptable. The subject of the mail will be captioned "Tender for Miscellaneous repairing and table making jobs" (Bid Reference - Ref. LPC-ADMN-CIVIL-STUDIES-OCT-2020). Complete official address of the bidder along with the contact details must be mentioned in the body of the email.

After expiry of the bid submission date, if the tender not further extended, all the participated vendor will asked to provide passwords of their submitted secured bids which will be provided to the same email ids mentioned above. Any email related to password unless it is not asked or after the time frame drawn for submission of password will be liable to bid cancellation. (Time Frame for sending passwords will be 3 working days from the date of the email sent for approaching passwords).

Format of submission of bid must be followed strictly failing which lead to rejection of bid.

No hard copy tender would be entertained.

Any clarification requires only for submission of bids may be clarified from @ [finance.so3@icmai.in](mailto:finance.so3@icmai.in).

**Local Purchase Committee**



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## Annexure 1

### Format of bid

<i>Sl. No.</i>	<i>Details Requested</i>	<i>Provide Details</i>
1.	Name of the Company/ Vendor	
2	Contact person & Mobile number	
3	Full address of the office With Email Address	
4.	RTGS Bank Account Details	
5.	GSTN No.(Compulsory)	

<u>Job</u>	<u>Quantity</u>	<u>Rate Rs.</u>
As per Para 1. Scope of works 1.1 Civil Part	As per Para 1. Scope of works 1.1 Civil Part	Rs. ....../-  In words  ......./-
As per Para 1. Scope of works 1.2 Wooden Part	As per Para 1. Scope of works 1.1 Wooden Part	Rs. ....../-  In words  ......./-