

TENDER DOCUMENT

Cleaning of Structural Glazing / Facade of the Institute's Building - CMA Bhawan 3, Institutional Area, Lodi Road, New Delhi - 110003

Last Date of Submission : 22nd March, 2019 upto 11 am



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

CMA BHAWAN, 3, INSTITUTIONAL AREA, LODHI ROAD, NEW DELHI-110003

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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
Website: www.icmai.in

March 1, 2019

Ref.No.: Tender/2018-19/04/Admin

Chapter - 1: Notice inviting Tender

Sub : Quotation for cleaning of structural glazing / facade of the Institute's building - CMA Bhawan 3, Institutional Area, Lodi Road, New Delhi - 110003.

The Institute of Cost Accountants of India invites quotations from reputed Housekeeping /Specialized cleaning agencies for cleaning of facade/ structural glazing work of Institute's building at CMA Bhawan, 3, Institutional Area, Lodi Road, New Delhi – 110003.

1.	Type of work	Contract for cleaning of structural glazing/facade
2.	Date of Announcement of Tender	March 1, 2019
3.	Last date for submission of Tender	March 22, 2019 (Uptil 11 am).
4.	Period of Contract	3 years
5.	Cleaning work to be performed	Two times in a Year (Total 6 Times in 3 years contract)
6.	EMD Amount	INR 12000/-
7.	Address of Submission	CMA Bhawan, 3 Institutional Area, Lodi Road, New Delhi-110 003
8.	Mode of Submission of Tender documents	May be submitted by hand or through post/courier so as to reach before the due date and time

Bids are invited under Two-Bid System i.e Technical Bid and Financial Bid from reputed, experienced and financially sound Companies/Firms/Agencies for award of work.

Tenders duly signed by the Tenderer shall be submitted into two parts in separate sealed envelopes super- subscribing Technical bid and Financial bid. Both the envelopes should be put into a third envelope super- subscribing with ***“Quotation for Cleaning of Structural Glazing / Facade of CMA Bhawan, New Delhi”*** (Bid Reference – Tender/2018-19/04/Admin) and addressed to “The Convener, Tender Committee, The Institute of Cost Accountants of India, CMA Bhawan, 3, Institutional Area, Lodhi Road, New Delhi-110003”. The tender shall be dropped positively on or before 11 am of 22nd March 2019 in the Tender Box of the Institute.

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

The tender document contains the following Annexures:

- Annexure-I -- General Instructions to Bidders
- Annexure-II -- Performa for Technical Bid
- Annexure-III-- Performa for Financial Bid

The tenders have to be submitted within the date & time mentioned in the Tender Notice and The Institute shall not be held liable for any postal or any other delays. Tenders received after the stipulated date & time will be liable to be summarily rejected without giving any reason.

The tenders will be opened at the appointed date and time. The tenderer, if they wish, may be present during the opening of the tender on the appointed date and time.

Convener

Tender Committee

Chapter – 2: Scope of Work and Other Details

Scope of Work

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

1. Cleaning from Outside (4 sides)
2. Cleaning from inside (4 Sides)
3. Filling and replacing Silicon in Joints
4. Repair work and replacing the broken panels/Glass
5. Cleaning of Window glass- all floors

The building is G + 4 storied structure having the following features :

- I) Window glazing (openable/partial openable)
- II) Fixed glazing

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

Price

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

Safety

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

Compliance with statutory regulations & work rules:

- (i) The party shall be responsible for complying with the applicable laws/bye laws/ Regulations in force from time to time.
- (ii) The party shall have to bear all statutory liabilities as applicable to its workers/personnel engaged for the job. Nothing will be paid extra in this regard.
- (iii) The party shall have to arrange insurance cover for the workers/personnel engaged for the job.

- (iv) The party shall be responsible for all the dues of the workers/personnel engaged including the liabilities, if any, towards Workmen Compensation Act or under any other law.

Convener - Tender Committee

Chapter – 3: General Terms and Conditions

1. The Institute of Cost Accountants of India does not bind itself to accept the lowest tender and reserves the right to reject or partially accept any or all of the tenders received, without assigning any reason.
2. Tenders, who do not fulfill all or any of these conditions or are in complete in any respect, are liable to summary rejection without assigning any reason.
3. Tenders incorporating additional conditions are liable to be rejected.
4. Canvassing in any form in connection with tenders is strictly prohibited and the tenders submitted by the Agency who resort to such canvassing are liable to rejection on this ground alone.
5. Purchase order will be communicated to the successful bidder by email.
6. Taxes shall be paid as applicable and quoted by the vendor.
7. The delivery charges (if any) should be included in the price quoted. No extra charges would be payable for delivery.
8. Conditional / Incomplete bids would be rejected.
9. For clarification, please contact Sr. Officer (Admin), Contact No: 011-24666125 during the validity time for receipt of quotations
10. The intending bidder needs to submit two bids i.e. (i) Technical bid (ii) Financial bid. Both the Technical bid and Financial bid are to sealed in separate envelopes. The Technical bid and the Financial Bid should be provided strictly as per the format prescribed in the tender document.

Chapter – 4: Instructions to Bidders

1. Sealed offers are invited from eligible service Providers for external and Internal cleaning of glazed window/ window panes). Detailed experience / qualification requirement are as follows :
 - i) The bidder should have experience of cleaning of building of G+ 4 floor. Certificates of similar work experience required to be submitted along with the technical bid.
 - ii) The bidders should be registered with appropriate authority
 - iii) Tools equipment : The bidder should be in possession of the following equipment's:
 - a) Spiderman system / cradle.
 - b) Wipers for glass cleaning.
 - c) Safety belts.
 - d) Rubber shoe and socks.

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

2. TIME PERIOD : The contractor is required to complete one round of cleaning within a maximum period of 15 days time period effective from 7 days from the date of issue of written order by the Institute.

However the contract period is for three years starting from the day of receipt of work order.
3. Offers are required to be made as lump sum per cycle of cleaning including costs of all manpower, equipment & consumable materials as per enclosed Schedule of Rates (Part – II).
4. Adequate Precautions shall be needed by the contractor so that damage to other works like breaking of Glass, air conditioner out door units and pipes, LED panels, Signage/Hordings, rain water pipes, sewerage pipes, etc and other property of CMA Bhawan are not damaged. In case of such damage occurs the Bidder will be responsible for such repair.
5. In case of Tenderers revoking or cancelling their Tenders or varying may terms in regard thereof without the consent of Owner in writing. The Institute shall forfeit Earnest Money paid by them along with their offers.

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

7. EVALUATION OF BIDS:

Technical & Financial/commercial Bids shall be evaluated strictly as per criteria given in the tender.

The Financial bids of those bidders who qualify the Technical bid will only be evaluated.

8. SITE VISIT:

The tenderer must visit and examine the site of works, panel to be replaced and its surroundings and obtain all information that may be necessary for submitting the bids and entering into a contract. The costs of visiting the site shall be at the tenderer, own expense.

The site visit may be done between 10.00 AM to 5.00 PM during Monday – Friday. Any personnel in Administration department may be contacted for the same.

Chapter – 5: Essential Requirements

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

1. The Registered Office or one of the Branch Offices of the Firm should be located either in Delhi or New Delhi or in any of the Satellite Towns of Delhi;
2. It should be registered with the appropriate registration authority;
3. It should have at least 3 years' experience in Public Sector companies/Banks or Government Departments/Autonomous body and reputed Private sector, etc.

TERMS AND CONDITIONS

1. Financial bids of only those Firms who are technically qualified shall be evaluated.
2. Purchase order will be communicated to the selected vendor by email.
3. The quotation must be valid for minimum 30 days from the date of submission of quotations.
4. Taxes shall be paid as applicable and quoted by the vendor.
5. Payment will be made within 30 days against the invoice subject to satisfactory performance/successful completion of work
6. All Payments will be made through Electronic Mode to the Bank Account of the selected vendor.
7. The Institute is not bound to accept the lowest offer and reserves the right to cancel any or all the Tenders without assigning any reason thereof.
8. Selected vendor will share details of the manpower engaged for the event in advance.
9. All miscellaneous charges for cleaning work shall be included in the total value of quote. Selected vendor shall include cost of transportation of such items and any other logistics cost in the financial bid.
10. The assigned work should be finished as per time frame given in this tender document.
11. The cleaning material must be of the best of the quality in the industry. Please enclose the list & brand of such material used for cleaning.

12. The Institute, under any circumstances, shall not be responsible for any financial loss or other injury to any person deployed by the contracting firm in the course of their performing the task of facade cleaning.
13. The mounting and the stand shall be erected firmly and there should not be any mishap due to the erection.
14. The vendor shall indemnify, defend and hold harmless the Institute from and against any and all liability, including all loss, damage, cost, expense or otherwise which shall be incurred by the Institute by reason of any default on the part of vendor in execution of work.
15. In the event of failure to accept the offer by the successful bidder for whatsoever reason(s), Bidder shall be blacklisted for the future assignment & the earnest money will be forfeited.
16. The vendor shall be responsible for taking permissions and necessary approvals from any concerned authorities with regard to this facade cleaning job work.
17. The Cleaning work may vary (increase/ decrease) at the time of placing the order.
18. All disputes regarding interpretation of the contents of the Agreement or its implementation shall be resolved by Mutual discussion/reconciliation in good faith by the Agency and The Institute of Cost Accountants of India.
19. This Agreement shall be governed by the Laws of India for the time being in force and subject to exclusive jurisdiction of Courts at Delhi.
20. Sealed envelope mentioning "**Quotation for Cleaning of Structural Glazing / Facade of CMA Bhawan, New Delhi**" to be dropped in the tender box at 3rd Floor, CMA Bhawan, 3, Institutional Area, Lodhi Road, New Delhi – 110003 through Post/Courier and By Hand on or before 22nd March, 2019 (11.00 Hrs.)
21. For any query/clarification for Tender document, please contact at 011-24666130/125 during the validity time for receipt of quotations.

Annexure -II

PERFORMA OF TECHNICAL BID		
Part A: Details of the Company:		
S.No.	Details Requested	Provide Details
1.	Name of the Company/ Vendor	
2	Name of Director of Company	
3	Full address of the Registered office With Telephone and Email Address	
4.	Full Address of Operating/Branch Office at Delhi (with Phone, Mobile, Email)	
5	Year of Incorporation/ Establishment	
6.	PAN No(attach proof)	
7.	TAN/ TIN No	
8.	GST No.(attach proof)	
9.	Complete Address (with Phone, Mobile, Email)	
10.	Turnover of last three consecutive years (attach proof) FY 2017-18 : FY 2016-17 :	

FY 2015-16 :	
11. Whether performed facade cleaning work in Govt.Dept./Ministries/PSU/ Autonomous Bodies and reputed Private Sectors during last three years (attach proof)	

Declaration:-

I have enclosed cheque/DD in favor of "The Institute of Cost Accountants of India" amounting to INR 12,000/- towards EMD amount.

I, hereby declare that "I am not debarred by the Department of Commerce or Ministry/ Department concerned".

Date:

Place :

Signature of authorized person

Full Name & Designation with
Corporate Seal

Annexure –III

Financial Bid

S.No.	Description of Work	Rate lump-sum (Rs.)	Applicable taxes (Rs.)	Total Amount (Rs.)
	Cleaning of whole façade of CMA Bhawan Building including cost of manpower, equipments, tools, cleaning materials i.e brand TASKI & tackles consumables, safety gears etc, complete for one round of cleaning. The rates shall be inclusive of all taxes, duties applicable in New Delhi.			
a.	Cleaning from Outside (4 sides)			
b.	Cleaning from inside (4 sides)			
c.	Filling and replacing Silicon in Joints (Silicon may be provided by the Institute, If required)			
d.	Repair work and replacing the broken panels / glass etc.			

Signature and seal of the Contractor

Name:

Contact No.

Dated: