



**The Institute of Cost Accountants of India**  
(Statutory body under an Act of Parliament)  
CMA Bhawan, 3 Institutional Area, Lodi Road, New Delhi-110003  
**Website: [www.icmai.in](http://www.icmai.in)**

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

Sealed offers are invited 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.

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.

1.	Type of work	Contract for cleaning of structural glazing/facade
2.	Date of Announcement of Tender	10 <sup>th</sup> May, 2019
3.	Last date for submission of Tender	3 <sup>rd</sup> June, 2019 by 15.00 Hrs.  (The Technical bid and Financial Bid are to be sealed in separate envelope super-scribing Technical Bid and Commercial Bid respectively)
4.	Date of Opening of Technical Bid	3 <sup>rd</sup> June, 2019 at 4.00 PM
5.	Period of Contract	1 year which may be extended for another one year on satisfactory performance
6.	Cleaning work to be performed	Two times in a Year
7.	Date of Opening of Price bids	6 <sup>th</sup> June, 2019 at 11.00 AM
8.	EMD Amount	Rs. 15000/- (refundable)  (To be submitted along with the Technical bid in the form of DD in favor of 'The Institute of Cost Accountants of India', payable at New Delhi)
9.	Address of Submission	CMA Bhawan, 3 Institutional Area, Lodi Road, New Delhi-110 003.
10.	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.

Tender Document to be downloaded from official website: [www.icmai.in](http://www.icmai.in)

The bidders may visit the office for assessment of the work during working days (Monday to Friday) between 10.00 hrs. – 17.00 hrs.

ICAI shall not be liable for any postal delays whatsoever in receipt of tender documents and tender received after the stipulated date and time shall not be entertained.

The tender document contains the following Annexures:

Annexure-I -- General Instructions to Bidders

Annexure-II -- Performa for Technical Bid

Annexure-III-- Performa for Financial Bid

### **1. 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 (3 Sides)
3. Filling and replacing Silicon in Joints
4. Repair work and replacing the broken panels/Glass
5. Cleaning of Window panes (ground to 4<sup>th</sup> floor)

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.

### **2. Price**

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

### **3. Safety**

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

### **4. Compliance with statutory regulations & work rules:**

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

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

### **5. Last date of receipt of Quotation**

The last date of receipt of quotation in a sealed envelope addressed to **The Convener** super scribing "**Offer for Facade Cleaning**" through Post/Courier and By Hand on or before 3<sup>rd</sup> June 2019 (15.00 Hrs.) or the same may be dropped before the aforesaid cutoff date and time in a sealed tender box kept at 3<sup>rd</sup> floor of The Institute's aforesaid building .

### **General Terms and Conditions**

1.0 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.

### **2.0 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.  
The contract period is for one year (complete cleaning process to be undertaken 2 times in a year) from the day of receipt of work order. The contract may be renewed for further period of one year on satisfactory performance of the party.

**3.0** Offers are required to be made as lump sum per cycle of cleaning including costs of all manpower, equipment & consumable materials as per enclosed Schedule of Rates (**Part – II**).

4.0 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.

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.

**6.0 COMPENSATION FOR DELAY:** The time period allowed for carrying out the work as entered in the contract, shall be strictly observed. The work shall continue throughout the stipulated period of contract to be proceed with due diligence by the contractor (time will be the essence of the

contract), and the contractor shall pay as compensation amount equal to 0.5 % on the amount of contract value for every week that the work remain incomplete as per time schedule, subject to a maximum compensation of 10 % of the contract value.

#### **7.0 EVALUATION OF BIDS:**

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

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

#### **8.0 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 to Friday. Any personnel in Administration department may be contacted for the same.

### **Annexure-1**

#### **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 / Delhi NCR 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 “**Offer for Facade Cleaning**” 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 3<sup>rd</sup> June, 2019 (15.00 Hrs.)
21. For any query/clarification for Tender document, please contact Ms. Usha Negi, HOD Admin at 011-24666130/146 during the validity time for receipt of quotations.

**PERFORMA OF TECHNICAL BID**

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 Telephone and Email Address (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 2018-19 :	
	FY 2017-18 :	
	FY 2016-17 :	
11.	Whether performed facade cleaning work in Govt. Dept./Ministries/PSU/ Autonomous Bodies and reputed Private Sectors during last three years (attach proof)	
12	Mention/enclose the List with brand name of the cleaning Material to be used	
13	RTGS Bank Account Details	
14	Additional Information, if any (attach separate sheet if required)	

Declaration:–

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

Date :

Place :

Signature of authorized person  
Full Name & Designation with  
Corporate Seal

**Financial Bid**

S.No.	Description of Work	Rate lump-sum (Rs.)	Applicable taxes (Rs.)	Total Amount (Rs.)
<b>A. Quote for 1<sup>st</sup> time cleaning –</b> 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 (3 sides)			
c.	Filling and replacing Silicon in Joints (Silicon to be provided by the Institute)			
d.	Repair work and replacing the broken panels / glass etc. ( quote for each panel repair)			
<b>B. Quote for subsequent cleaning on half yearly basis</b> 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 (3 sides)			
c.	Filling and replacing Silicon in Joints (Silicon to be provided by the Institute)			
d.	Repair work and replacing the broken panels / glass etc. (quote for each panel repair)			

**Signature and seal of the Contractor**  
**Name:**

**Contact Number:**

**Dated :**

**Central Purchase Unit**