



File No.ICSI/Repairing/HQ-2014

14<sup>th</sup> October 2014

**Quotation for Repairing /replacement of ACP sheet/ window glasses of outside structural glazing and roof of guard room and repairing of leakage of water window.**

Sealed Quotations are invited for repairing as per the details given in Annexure 'A'. The terms and conditions are as under:

1. The sealed quotations are to be submitted in prescribed format on your business letter head duly stamped and signed and dated on each page. Details/supporting documents wherever applicable, if attached with the quotation should be dully authenticated by the vendor/s. No over-writings shall be accepted unless authenticated with full signature of the vendor/s.
2. The sealed quotations duly super scribed, "Quotation for Repairing of structural glazing" due on 27th October 2014", should be addressed by name to Shri Sutanu Sinha, Chief Executive & Officiating Secretary, The ICSI and sent at the Institute's address given below either by registered post/speed post/or by dropping in the tender box placed at Illrd floor of Institute's Headquarter & should reach on or before 27<sup>th</sup> October 2014 by 3:00 PM.

**Address:**

Shri Sutanu Sinha  
Chief Executive & Officiating Secretary  
The Institute of Company Secretaries of India  
ICSI House, 22,  
Institutional Area, Lodi Road  
New Delhi-110003

Quotations received after the stipulated date and time shall not be entertained. The Institute shall not be liable for any postal delays what so ever and quotations received after the stipulated time/date are liable to be rejected summarily without giving any reason.

3. The quotations shall be opened on **28<sup>th</sup> October 2014 2013 at 11.30 AM** in the Institute of Company Secretaries of India at ICSI House, 22 Institutional Area, Lodi Road, New Delhi in the presence of those tenderer(s) who wish to be present. No separate communication will be sent in this regard. In the event of due date being a close holiday or declared Holiday for Central Government offices, the due date for opening of the bids will be the following working day at the appointed date, time and venue.
4. The job with regard repairing as mentioned in Annexure 'A' which may be inspected at the Institute.
5. The material to be used should be mentioned in the quotation indicating complete specifications otherwise your quotation is liable to be rejected summarily.
6. Cutting and overwriting should be avoided. Every cutting and overwriting must be duly initialed, otherwise the quotation / proposal is liable to be rejected.
7. The bidder are required to deposit an earnest money of Rs. 1500/- (Rupees One Thousand Five Hundred only) by way of demand draft drawn in favour of The Institute of Company Secretaries of India, payable at New Delhi. Vendor can deposit Rs.1500/- in cash also at Reception Counter at ICSI HQ. The tender not accompanied with earnest money shall be rejected summarily. The earnest money of the tenderers will be refunded without any interest/bank commission/collection charges after the order has



- been issued in favour of successful party. EMD of the successful bidder will be refunded after completion of defect liability period i.e. one year.
8. During the execution of the work if any extra item is to be executed same shall be informed to the Institute by the contractor along with his offer for the item and same shall be executed only after approval of the Institute. The basis for payment for extra items will be the actual cost involved for both material and labour plus 15% towards overhead and profit of the contractor.
  9. Warranty: The defect liability period is one year from the date of completion the work. During this defect liability period if any defects found /pointed out in material installed /workmanship, the work is to be rectified/the material to be replaced free of cost. In case of delay in attending the defects pointed out within 10 days from the date of issue of work order, the work will be carried out by the Institute at your risk and cost. The total financial implication for rectification of the defective work will be recovered from you.
  10. Completion of period: The total completion period for above mentioned scope of work in all respect is 20 days from the date of receipt of the order.
  11. Inspection of site :Site may be visit prior fixing time with Shri G K Jose, SO (Tel No.011-45341091)
  12. Item rate based: Rate should be quoted item wise per sqft.
  13. Escalation: No escalation in price for entire period of execution.
  14. The contractor shall make his/their own arrangements for water and electric connection required for the work at his own cost. However, same will be made available at single point by the client.
  15. Contractor shall have to provide all safety appliances i.e. safety helmet, safety belt etc. to his workers while working at height at his own cost and follow all regulation and all statutory provisions also covering the working areas etc. in force. He shall be liable to incur all the expenses in consequence thereof and Institute is in no way responsible for any damages arising out of this work contract.
  16. The contractor shall indemnify for all kinds of injury or death on account of any labor engaged by the contractor as well as property of the institute at the site of work. The contractors in this regard shall pay any compensation. The contractor shall be responsible for all implications under labor Laws and Act of Delhi and New Delhi. (Including fire insurance).
  17. The contractor shall be totally responsible for any damage to the building, building material and his materials, equipment, caused due to his negligence. Proper planning / precaution shall be taken while executing the work to avoid any hindrance in working of the Institute.
  18. All works of operations and use of materials shall be as per specifications mentioned only and as the directions of the Institute.
  19. In case of any dispute or difference arising in relation to meaning or interpretation of this Order, the authorised official of the Institute and the contractor will address the disputes/ differences for mutual resolution and failing which the matter shall be referred to the sole arbitration of Secretary, The Institute of Company Secretaries of India or his nominee. The provisions of the Arbitration and Conciliation Act, 1996 will be applicable to the arbitration proceedings. The venue of the arbitration shall be at New Delhi. The cost of the Arbitration proceedings shall be shared equally by both the parties. The decision / award of the arbitrator shall be final and binding.
  20. **Jurisdiction:** All disputes arising out of this work order are subject to the jurisdiction of Courts in Delhi.
  21. The representative of the Institute shall verify the bills of the contractor at site jointly. 90% payments shall be made within 21 days of the completion of such verifications & certification and balance 10% will be released after completion of defect liability period or against equivalent amount of bank guarantee.
  22. The contractor shall at all times abide by the instructions, directions given in respect of the materials, workmanship etc.,
  23. Contractor shall be responsible for complying with the applicable laws/bye laws/Regulations in force from time to time. Contractor shall have to bear all statutory liabilities as applicable to his workers/personnel engaged by him for the job. Nothing will be paid extra in this regard. If Institute pays



**THE INSTITUTE OF  
Company Secretaries of India**  
**IN PURSUIT OF PROFESSIONAL EXCELLENCE**  
Statutory body under an Act of Parliament

any amount in this regard, the same amount will be deducted from the bill. Contractor shall have to arrange insurance cover and workmen compensation for the workers/personnel engaged by you for the job. Also he will be responsible for all the dues of the workers/personnel engaged by him including the liabilities if any towards workmen compensation or under any other law.

24. Storage of Material: Material would be stored in open area inside the building.

25. Scrap material is under buy back.

**GENERAL:**

**(a)** The Institute reserves the right to accept or reject any or all tenders including the lowest tender/s without assigning any reason at its sole discretion and the decision of the Institute will be final and binding on all concerned

**(b)** For any details / clarifications, Shri G K Jose, SO/Firay Ram, SO, (011-45341052) may be contacted.

October 14, 2014

**( B PRADHAN )  
DIRECTOR**



**'ANNEXURE-A'**

**Rates Quoted should be all inclusive.**

S No.	Item Name/Specification	Unit of Measurement	Quantity	Unit Rate in Rupees	Amount in Rupees
1	Replacement of damaged external Aluminium Composite Panel(ACP) cladding by supplying and fixing new ACP of 3 mm thick of approved make (Alstone/Gurind/ Alucobond) with skin material of 0.25 mm thick aluminium sheet cover material natural polythene aluminium cladding panel fixed with weather sealants, rivets etc complete in all respect including scaffolding and labour charges. The colour of ACP sheet to be same as existing panel.	Sqft	130 sqft		
2	Repairing of roof of security guard room by removing the existing ACP sheets and relaying with the same by giving proper slope for drainage of rain water complete in all respect. The damaged ACP sheet is to be replaced with new sheet. A. Total repairing. B. Cost of new sheet	Sqft	160 80		
3	Replacement of damaged glass by supplying and fixing 5 mm thick reflective glass in window panels at ground floor in all respect by providing silicon, fastener, screws etc . The colour of Glass of panel to be same as existing panel.	Sqft	50		
4.	Repairing of leakage of rain water through window glass by providing silicon fillings	Rft	100		
5	Buy back of scrap material	Lot	1		

Name and Signature of Bidder with Corporate Seal  
& Mobile Number