



CORRIGENDUM

The date for submission of **Tender wooden storage work at ICSI, Noida Office** has been extended upto July 22, 2013 by 3:30 PM due to administrative reasons and date of opening the offers shall be on July 23, 2013 at 3:30 PM at ICSI-HQ.

Other terms & conditions of **Tender wooden storage work at ICSI, Noida Office** dated June 17, 2013, remains the same.

The bidders may take note the above changes.

Date: July 12, 2013

(B PRADHAN)
JOINT DIRECTOR



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

TENDER NOTICE

Sealed offers are invited from reputed/ specialized contractors/ firms for execution of wooden storage work at the premises of the Institute at 'ICSI HOUSE, Plot No C-37, Sector-62, Noida. The last date of receipt of offer in a sealed envelope super scribing as "**Tender for wooden storage work at ICSI, Noida Office**" is on or before **27th June 2013 at 3.30 pm** and addressed to

Shri Sutanu Sinha
Chief Executive
The Institute of Company Secretaries of India
'ICSI House', 22 Institutional Area
Lodi Road, New Delhi 110 003

The above may be submitted / dropped in a sealed tender box kept at the 3rd floor of the Institute's premises or the same may be sent by post.

The Institute shall not be liable for any postal delays what so ever in receipt of tender and tenders received after the stipulated date and time shall not be entertained. Incomplete tender received shall be summarily rejected.

The bidder may inspect the site on any working days during working hours before submission of their offers. The terms, conditions and BOQ are as per the **Annexure-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.

Joint Director (Admin)

TERMS AND CONDITIONS FOR EXECUTION OF WOODEN STORAGE WORK AT PREMISES OF INSTITUTE AT 'ICSI HOUSE', PLOT NO C-37, SECTOR-62, NOIDA.

Sealed item rate tenders/offers are invited from reputed interior decorators/ contractors having experience of at least 5 years executing similar type of work in Govt, MNCs and Statutory bodies for wooden work for storage units and paneling shall be received in sealed tender box kept at third floor of the building of the Institute or the same may be sent by post.

Name of the work	Wooden storage work at 1 st floor ICSI-NOIDA building of the Institute
Time of Completion	1 month from the second day of award of work
Security Deposit / Retention Money	10% of total value of work and same will be deducted from each running bill and to be refunded after expiry of defect liability period of 1 year from date of handing over.
Defect liability period	1 year from date of completion and handing over the job executed.
Validity of offer	90 days from the last date of submission of offer
Last date of receipt of the offer	27th June, 2013 before at 3.30 pm.
EMD	Rs.5000/- in the form of in the form of Demand Draft/Pay Order drawn in favour of " THE INSTITUTE OF COMPANY SECRETARIES OF INDIA " payable at New Delhi only is to be submitted along with the bid. EMD of successful bidder will be converted as security deposit. EMDs of unsuccessful bidders will be refunded without any interest.
Date of opening of sealed offers.	28th June, 2013 at 3.30 pm.

1. If an individual makes the tender, it shall be signed with his full name and his complete address shall be given. If it is made by a firm, it shall be signed with the co-partnership name by a member of the firm who shall sign his own name and give names and address of each member of the firm and attach a copy of power of attorney with the tender. A certified copy of the partnership deed shall also be submitted along with the tender. Each tender is to be in a sealed cover super scribing "Tender for Wooden work of two floors of HQs Building" and to be submitted in a sealed tender box kept at the third floor of the building. The offers will be opened on **28th June, 2013 at 3.30 pm.** The representatives of the bidders, if they wish, may remain present while opening of the same.
2. The site can be inspected on any working days with prior intimation to **Ms. Renu Chugh, Administrative Officer, Phone: 0120-4522092.**

3. A schedule of approximate quantities for various items accompanies this tender. The quantity may vary. However, payment will be made as per the actual quantity executed and no extra payment will be made with regard to increase /decrease in quantity of items.
4. The total retention money will be refunded after completion of defect liability period i.e. 12 months from the date of completion & handing over the work. The same can also be refunded on furnishing of a bank guarantee of equal amount in favor of the Institute.
5. The tender form should be filled in English and legible entries made by hand and written ink. Any tender, in which there is overwriting or erasure is liable to be rejected. All corrections should be attested with his dated initials as many times as the corrections occur. Tenders which propose any alteration in the work specified in the said form of invitation to tender or in the time allowed for carrying out the work or which contains any condition of any kind will be liable to rejection.
6. The contractors should fill the rates tendered in figure as well as in words. The amount of each item be worked out and the requisite totals given. The tenders who do not fulfill these requirements are liable to be summarily rejected.
7. If on check, differences are found between the rates given by the contractor in words and figures or in the amounts worked out by him, the following procedure shall be follows:
 - (a) When there is a difference between the rates in figures and words, the rates that correspond to the amount worked out by the contractor shall be taken as correct.
 - (b) Where the amount of an item is not worked out by the contractor or it does not correspond with the rates written either in figures or in words, then the rates quoted by the contractor in words shall be taken as correct.
8. The contractor shall not in any case after the acceptance of a contract rate be paid any extra charges for lead involved in transport of materials to the site of work, erection and hire of T&P, sheds materials, or for any other reason in case the contractor is found later on to have misjudged the materials available. All taxes including Octroi, toll tax or sales tax or any other taxes like Service tax, etc., shall be payable by the contractor and any claim whatsoever in this respect shall not be entertained.
9. (a) **No escalation in rates/prices** will be allowed during the execution period of the work.
 - (b) **No mobilization advance** or any advance payment will be made to the contractor and payment will be made only against running bill only.

10. The contractor will have to make his own arrangement for lifting and taking the materials to the required floors at its own cost.
11. The site for the work is available.
12. The acceptance of the tender will rest with the Institute who does not bind itself to accept the lowest tender and reserves to itself the authority to reject any or all tenders received, without assigning any reason. All tenders in whom any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected.
13. Canvassing in connection with tenders is strictly prohibited and tender submitted by the contractors who resort to canvassing will be liable to rejection.
14. The work shall be carried out with the directions and supervision and in stages as desired by representatives of the Institute. On acceptance of the tender the contractor shall intimate the name of his accredited representative who would be responsible for taking instructions from the representative of the Institute and carrying out the works without any damages.
15. The contractor or his agent shall provide/depute a qualified supervisor for execution / taking instruction from the Institute from time to time.
16. No part of the contract shall be sublet without the written permission of the of the Institute nor shall transfer be made by power of attorney-authorizing others to receive payments on behalf of the Contractors.
17. Tender shall remain open for acceptance for a period 90 days from the date of opening of tender documents.
18. 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.
19. 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.
20. 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).
21. 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.

22. **No bill less than Rs. 1,00,000.00** (Rupees One Lakh only) to be submitted as running bill at one time.
23. All works of operations and use of materials shall be as per specifications mentioned only and as the directions of the Institute.
24. In case of any dispute of difference arising in relation to meaning or interpretation of the order, the same shall be referred to a sole arbitrator to be appointed by the Secretary of the Institute. The Arbitration and Conciliation Act, 1996 will be applicable to the arbitration proceeding and the venue of the arbitration shall be at New Delhi. The award of the arbitrator shall be final and binding.
25. The representative of the Institute shall verify the bills of the contractor at site jointly. The payments shall be made within 21 days of the completion of such verifications & certification.
26. The contractor shall at all times abide by the instructions, directions given in respect of the materials, workmanship etc.,
27. 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 any amount in this regard, the same amount will be deducted from the bill. Contractor shall have to arrange insurance cover 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.
28. The Institute will have the authority cause the demolition of any sub standard work in respect of materials and workmanship or both. The contractor must abide by all such instructions.
29. The contractor shall maintain, "site order book" at site where all instructions by the Institute shall be recorded and the contractor shall abide by such instructions and sign the book against each such instructions after compliance thereof.
30. In case of non-completion of the work within stipulated period, the contractor would be liable to pay penalty at the rate of 0.5% of total contract price per each week or part thereof subject to a maximum of 5% of the total amount of work.
31. **FORCE MAJEURE: -**
If the work delays by: -
 - (i) Acts of God
 - (ii) Abnormally bad weather, or earthquake or floods or similar calamities.
 - (iii) Serious loss or damage by fire or
 - (iv) Civil commotion, local combination of workers strike or lockout or
 - (v) Any other causes, which is the absolute discretion of the Institute and beyond contractor's control.

Then any force majors condition herein mentioned occur and continue for a period exceeding 15 days the parties here to undertake to sit together and devise for expeditious and proper performance of the obligations of the parties under this order.

32. Samples of any materials can be had from the contractor free of cost.
33. The Contractor will quote the rates considering the prevailing taxes. Institute being a statutory body does not have any LST or CST number and no way will bill form (Form-32) be issued in this regard. **TDS and DVAT / WCT will be deducted from the running bill of the contractor at the prevailing rate.**
34. The contractor will provide analysis of rate for any item quoted is so desired by the Institute or architect.
35. During the defect liability period any damage occur or defects pointed out due to bad workmanship or defective material supplied by the contractor same shall be rectified / replaced by the contractor free of cost. If the contractor fails to rectify / replace the same within the time period given, the work will be carried out by the Institute at the risk and cost of the contractor and the amount involve for rectification work will be recovered from the retention money retained from his running bills.
36. 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 material and labour plus 15% towards overhead and profit of the contractor.
37. After completion of the work the contractor is to clean the site and remove the wastage material and to dump the same at the site dump yard duly approved by the MCD at his own cost. No extra payment will be made in this regard.
38. **The materials like ply/ board/ laminate/ hardware to be used shall be of reputed brand and the same may be mentioned separately.** Rates should be quoted without mentioning any conditions.

BILL OF QUANTITIES FOR STORAGE WORK

S. No.	Item	Quantity	Unit Rate (Rs.)	Amount (Rs.)
1	P/f low height 1'3" to 2' deep storage in cabins/workstation areas with 19 mm BWP ply/block boards, with shutter and shelves @15" interval up to 4'6" height. All external area will be pasted with 1.5mm thick laminate of approved colour and all internal areas will be painted with two coats of enamel paints over one coat of primer, margins to be covered with melamine polished teak/ European steam beach wood beadings complete including all necessary hardware fittings such as SS handles, hinges, locks, etc. Required quantity of plywood, block board, laminate and other materials including consumables are to be provided by the contractor.	180 sq.ft		
2	Same as above but for overhead storage with	75 sqft.		

Name of the bidder

Signature of bidder.