TENDOR NOTICE

Tender for Periodical Cleaning of Structural Glazing / Facade of the Institute’s Head Quarters Building at 22, Institutional Area, Lodi Road, New Delhi-110003.

Sealed offers are invited from reputed housekeeping /specialised cleaning agencies for periodical cleaning of facade/ structural glazing work of Institute’s building at 22, Institutional Area, Lodi Road, New Delhi-110003 with the following terms and conditions:

1. **Scope of work**
   Cleaning of structural glazing/ faced work by using cleaning materials with the help of either scaffolding or wire rope trolleys. All the four sides of the building is covered with structural glazing work which is consist of a combination of both glass and aluminium composite panel. The chemical/ cleaning material should be of good quality so that no damage /corrosion occurs to glass and aluminium composite panel. Further, utmost care is to be taken so that no scratch either in glass or Aluminium panel occurs.

2. **Approximate quantity**
   (a) Area of glass panels : 4500 sq. ft.
   (b) Area of aluminium composite panel : 10500 sq. ft.
   Total quantity of both Aluminium panel & glass work - 15000 sqft.

   Above quantities are approximately. However, payment will be made as per actual quantity executed and based on joint measurements.

3. **Height of the building**
   72 feet approx.

4. **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 and also all taxes including service tax. The quoted price should be with unit rate in sq. ft. Further, the procedure including materials to be used may be mentioned clearly in the offer.

5. **EMD**
   The vendor has to submit Rs.2000/- against Earnest Money by the way of Demand Draft in favour of The Institute of Company Secretaries of India.

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6. **Payment terms**

Payment will be made as under:

(a) 90% of bill value will be released based on the actual work executed and joint measurement.

(b) Balance 10% deducted will be retained towards the Security Deposit/Retention Money for entire period of defect liability period of one year.

7. **Safety**

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

8. **Compliance with statutory regulations & work rules:**

(i) You shall be responsible for complying with the applicable laws/bye laws/ Regulations in force from time to time.

(ii) You shall have to bear all statutory liabilities as applicable to your workers/personnel engaged by you for the job. Nothing will be paid extra in this regard. If any amount is paid by us in this regard, the same amount will be deducted from your bill.

(iii) You shall have to arrange insurance cover for the workers/personnel engaged by you for the job.

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

9. **Last date of receipt of offer**

The last date of receipt of offer in a sealed envelope addressed to **Chief Executive & Officiating Secretary** of ICSI superscribing **"Offer for Facade Cleaning"** through registered post/ speed post/ courier is on or before 26th February 2015 at 3.00 pm or same may be dropped before the aforesaid cut-off date and time in a sealed tender box kept on 3rd floor of the Institute’s aforesaid building.

The rate should be most competitive & there will be no further negotiation. The sealed offers will be opened on 26th February 2015 at 4.30 p.m. & representative of tenderer, if they wish, may remain present while opening of tenders. The tenderer may inspect the building/ site on any working day during working hours for collecting any information required. For any clarification regarding site visit or any inputs, Mr. G.K.Jose, SO, 011-45341091 /Firay Ram,SO, 011-45341052 may be contacted at between 9.00 AM to 17.30 hrs on all working days except Saturday & Sunday and public holiday.

Date: February 17, 2015

B Pradhan

(Director)