



ESM:HK:2012  
May 2012

11th

**TENDER NOTICE**

**Tender for 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/ facade 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 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. Institute desires to undertake the work twice a year.

**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. 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.

**6. 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.

(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 Act or under any other law.

**7. Last date of receipt of Quotation**

The last date of receipt of quotation in a sealed envelope addressed to **Secretary &CEO** of ICSI superscribing "**Offer for Facade Cleaning**" through registered post/ speed post is on or before 28<sup>th</sup> May 2012 at 3.00 pm or same may be dropped before the aforesaid cut off date and time in a sealed tender box kept in 3<sup>rd</sup> floor of Institute's aforesaid building .

The sealed offers will be opened on 29<sup>th</sup> May, 2012 at 3.30 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,DO, may be contacted on contact number 011-45341091.

**P.K.Grover**

**Director (Administration&Purchase)**

The Institute of Company Secretaries of India

ICSI House, 22, Institutional Area

Lodi Road, New Delhi-110003