CORRIGENDUM

The last date for submission of “Quotation for Sound Proof arrangement at 2nd Floor of HQ Building at Lodi Road, New Delhi” has been extended upto April 22, 2016 by 3:00 PM due to administrative reasons and date of opening the offers shall be on April 25, 2016 at 11:00 AM at ICSI-HQ.

Other terms & conditions of “Quotation for Sound Proof arrangement at 2nd Floor of HQ Building at Lodi Road, New Delhi” dated March 01, 2016 remains the same.

The bidders may take note the above changes.

Date: April 11, 2016

(SANJAY PANDEY)
JOINT SECRETARY
Sub: Quotation for Sound Proof arrangement at 2nd Floor of HQ Building at Lodi Road, New Delhi

Sealed quotations are invited for Sound Proof arrangement at 2nd Floor of HQ Building at Lodi Road, New Delhi 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 duly 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 Sound Proof arrangement at 2nd Floor of HQ Building at Lodi Road, New Delhi” due on March 15, 2016 should be addressed by name to The President, 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 IIIrd floor of Institute’s Headquarter & should reach on or before March 15, 2016 by 3:00 PM.

Address:

The President
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 March 16, 2016 at 11.00 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 installation of music system 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. 12,000/- (Rupees Twelve Thousand only)** by way of demand draft drawn in favour of The Institute of Company Secretaries of India, payable at New Delhi. 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. Inspection of site : Site may be visit prior fixing time with Shri G K Jose (Tel No.011-45341091)

11. Item rate based: Rate should be quoted item wise.

12. Escalation: No escalation in price for entire period of execution.

13. 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.

14. 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.

15. 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).

16. 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.

17. All works of operations and use of materials shall be as per specifications mentioned only and as the directions of the Institute.

18. 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.
cost of the Arbitration proceedings shall be shared equally by both the parties. The decision / award of the arbitrator shall be final and binding.

19. **Jurisdiction**: All disputes arising out of this work order are subject to the jurisdiction of Courts in Delhi.

20. 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.

21. The contractor shall at all times abide by the instructions, directions given in respect of the materials, workmanship etc.,

22. 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 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.

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

24. 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 (011-45341091) may be contacted.

Date: March 1, 2016

(DR. SANJAY PANDEY)
Joint Secretary
ANNEXURE-A’

RATES QUOTED SHOULD BE NET RATE (UNIT PRICE + VAT / TAXES + CARTAGE, IF ANY)

Please arrange to quote for the under listed items as per the quantity and specifications mentioned below.

<table>
<thead>
<tr>
<th>Particulars/Material details</th>
<th>Unit of Measurement</th>
<th>Unit Rate (in Rs.)</th>
<th>Amount (in Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Area 1400 sq feet</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>50mmx50mmx10 marandi wood for frame of Reputed Brand</td>
<td>Per Sq. Ft.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12mm ply of Reputed Brand</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aldrin Oil of Reputed Brand</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1mm sun mica of Reputed Brand</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>50mm Glass wool With 24 density of Reputed Brand</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10 mm glass of Reputed Brand</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Glass Film of Reputed Brand</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adhesive of Reputed Brand</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C P wood beating finishing with polish of Reputed Brand</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Only Labour charge per sq.ft</td>
<td>Per Sq. Ft.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: The vendor(s) should mention the name of the brand for which they have quoted the price in the bid.

Delivery Period: _____________________________________________________

Validity of Offer: _____________________________________________________

Any Special Terms: _____________________________________________________
(Please Specify)

Name and Signature of Bidder with Corporate Seal and Mobile No.