



ICSI/ADMIN/ CONTRACT/TENT HOUSE/904/2016

15 July 2016

**SUB: EMPANELMENT OF AGENCIES FOR OUTSOURCING OF TENT SERVICES FOR FUNCTIONS AT ICSI HQ LODI ROAD, NEW DELHI**

Sealed Quotations are invited for empanelment of agencies for outsourcing of tent, tables, chair, crockery & other items for various functions held at Lodi Road office from time to time 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/enclosed sheet duly stamped, 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 EMPANELMENT OF AGENCIES FOR OUTSOURCING OF TENT SERVICES due on 28 July 2016**" should be addressed to **The President, 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 **28 July 2016 by 11.00 AM**.

Address:

**The President**

The Institute of Company Secretaries of India

ICSI House,

22, Institutional Area, Lodi Road

New Delhi-110003

**(III<sup>rd</sup> Floor: Tender Box)**

3. 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.
4. The quotations shall be opened on **28 July 2016 at 3.00 PM** 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.
5. **Delivery of the goods is be made at The Institute of Company Secretary of India 22, ICSI House, Institutional Area, Lodi Road New Delhi 110003. The vendor has to make his own arrangements to deliver the material.**

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 rates for hiring should be inclusive of fixing charges, operation charges etc.
8. The party must have sufficient workers like Supervisors, electricians, generator operators, helpers etc.
9. Waiters/ Steward should be neatly dressed up.
10. All the items i.e. tent / kanat, carpets, mattress, sofa, chair and linen, supplied by the firm should be neat & clean, un faded, etc. under no circumstance, sub-standard material will be accepted.
11. The color of the tent / frill etc should be matching with the Banquet Chair of or as advised the Authorized Officer.
12. For every program the color of the tent/ parda, frill, and chair colors should be different depending upon the occasion.
13. Pedestal Fan must be in good condition, old and sound creating fans should not be used.
14. Crockery set used should be of good quality and unbreakable.
15. The items must be delivered as per time frame given by the institute.
16. Payment will be made to the party within one month on submission of bill subject to tally of the bill and the supplied items. No advance payment shall be made under any circumstances.
17. The firm will have to bear the cost of damage that may occur during transportation etc.
18. Quotations received by ICSI from various parties/vendors will be scrutinize and compiled for L1 rates as the quotations invited for empanelment of agencies for outsourcing of tent services. Parties whichever is interested in working with ICSI on the compiled L1 rates will be kept in panel for further services.
19. The empanelment shall be initially valid for a period of one year with effect from date of award of work order and may be extended for another year on mutually agreed term and conditions.
20. The ICSI have prerogative to take the service of any empanelled parties at any time if so desire.
21. The Institute of Company Secretary of India (ICSI) reserves the right to reject any or all offers received, without assigning any reason.
22. ICSI will not be responsible for any loss, damages etc. due to negligence of labour/worker, employees of the Tent House agency and natural calamities, fire etc.

23. The agency/contractor shall make adequate arrangements for the safety of his worker and passerby, ICSI shall not be liable for any claim, suit and other legal proceedings that may be brought by any person for injury sustained, any compensation including under worker's compensation act owing to the neglect on the part of the agency/contractor.

**24. Earnest Money Deposit (EMD)/ Security Deposit.**

- A. The **Earnest Money Deposit (EMD) of Rs. 1,000/- (Rupees: One Thousand only)** in the form of Demand Draft/pay order drawn in favour of "THE INSTITUTE OF COMPANY SECRETARIES OF INDIA" payable at New Delhi only.
- B. Quotations/Tenders received without the prescribed Earnest Money Deposit (EMD) of Rs. 1,000/- shall not be entertained
- C. The EMD to the successful bidder shall be refunded after the receipt of the goods as per the terms of purchase order or receipt of Performance Security whichever is earlier. The EMD to the unsuccessful bidder should be refunded within 30 days after award of the contract / work order
- D. The successful bidder would be required to make a Security Deposit of 5 % of the total value of the contract by way of crossed demand Draft drawn in favour of 'The Institute of Company Secretaries of India', payable at 'New Delhi' which will be refunded without interest after expiry of the contract.

**25. Impound of EMD**

EMD of the successful bidder shall be liable to be forfeited if the agency does not fulfil any of the following conditions:

- A. If the Bidder withdraws their offer during the period of tender validity.
- B. If after submission of quotation the Bidder fails to honour the contract or refuses to comply with any or all terms and conditions of the tender.
- C. An agreement is not signed in the prescribed form within ten days of the receipt of the Letter of Award of the Contract;

**26. Liquidated Damaged (LD) Clause**

While awarding a contract, an LD clause for levying penalty on the Supplier in case of delay in effecting delivery of goods/service as under

- 10% of the total value of respective order for each hour of delay in making tent arrangements/other service.

**GENERAL:**

- a) All disputes, differences, claims and demands arising under or pursuant to or touching the contract shall be referred to the arbitrator to be appointed by the Secretary of the Institute of Company Secretaries of India, New Delhi. The award of the sole arbitrator shall be final and binding on both the parties under provisions of the Arbitration and Reconciliation Act, 1996 or any statutory modifications on re-enactment thereof as in force. Place of such arbitration proceedings shall be at Delhi.
- b) 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
- c) For any details / clarifications, Shri Anil Arora, Deputy Director, (011-45341023) may be contacted.

**Dr. Sanjay Pandey**  
**Joint Secretary**

ICSI/ADMIN/ CONTRACT/TENT HOUSE/904/2016

**Quotation for empanelment of agencies for outsourcing of tent services for functions at ICSI  
Lodi Road office New Delhi**

**COMPANY/FIRM PROFILE**

| S.No | Particulars  | To be filled by Vendor/Agency                                   |
|------|--|---|
| 1.   | <b>Full Name of the Firm</b><br>(In Capital letters)   |   |
| 2.   | <b>Firm Address</b><br>Telephone No<br>Fax No<br>Office:-<br>Mobile :-   |   |
|      | Name, Designation and<br>Tel. No(s) of the Contract Person<br>Fax No(s)<br>e-mail address  |   |
| 3.   | Year of commencement of Business   |   |
| 4.   | <b>Statutory Details</b><br>(photocopy to be attached) <ul style="list-style-type: none"><li>• PAN no</li><li>• Registration No. of the Firm if any</li><li>• Service Tax Registration No. if any</li><li>• Registration for Shop And Establishment if any</li></ul> |   |
| 5.   | <b>Earnest Money Deposit (EMD)</b><br>Rs. 1,000/- (Rupees One Thousand only) drawn on in favour of INSTITUTE OF COMPANY SECRETARIES OF INDIA, payable at New Delhi   | Demand Draft No. _____<br><br>Dated _____<br><br>drawn on _____ |

Date:

Signature of the Authorized Signatory  
with Seal of the Agency/ Firm

**Annexure "A"****Price Bid**

ICSI/ADMIN/ CONTRACT/TENT HOUSE/904/2016

**Quotation for Empanelment of Agencies for outsourcing of tent services for functions at ICSI Lodi Road office New Delhi**

| S. No | Particulars  | Rates<br>(in Rupees - Inclusive of labor charges for fixing /arranging/operating of items ) |
|-------|--|---|
| 1.    | Banquet Chairs with covers                         |   |
| 2.    | Table (6x3) with frill & table cloth / paper sheet |   |
| 3.    | Round Table with frill & cloth cover               |   |
| 4.    | Centre Table with cover                            |   |
| 5.    | Tent / pipe Pandal 15 ft x15 ft – normal           |   |
| 6.    | Tent / pipe pandal 15 ft x15 ft - water proof      |   |
| 7.    | Tent / pipe Pandal 15 ft x30 ft – normal           |   |
| 8.    | Tent / pipe pandal 15 ft x30 ft - water proof      |   |
| 9.    | Stall 6x4 with roof                                |   |
| 10.   | Stall 8x6 with roof                                |   |
| 11.   | Stall 12x12 with roof                              |   |
| 12.   | Stall Umbrella                                     |   |
| 13.   | Side Curtain (Parda)                               |   |
| 14.   | Kanat  |   |
| 15.   | Mat - Green / Grey/Red                             |   |
| 16.   | Carpet Red / Green                                 |   |
| 17.   | Sofa (3 seater) with cover                         |   |
| 18.   | Podium   |   |
| 19.   | Dustbin (Plastic)                                  |   |
| 20.   | Dustbin (Steel)                                    |   |
| 21.   | Tub/ Patila with lid                               |   |
| 22.   | Water Drum   |   |
| 23.   | Takhat   |   |
| 24.   | Masking for Stage (per square feet)+6              |   |
| 25.   | Scaffolding/ Professional Stage (per square feet)  |   |
| 26.   | Canopy/Stall (for 2 Table)                         |   |
| 27.   | Palang (Bed)                                       |   |
| 28.   | Bed Sheet  |   |
| 29.   | Quilt with Cover                                   |   |
| 30.   | Mattresses / Gadda                                 |   |
| 31.   | Razai with Cover                                   |   |

Date:

Signature of the Authorized Signatory  
with Seal of the Agency/ Firm

| S. No | Particulars   | Rates<br>(in Rupees - Inclusive of labor charges for fixing /arranging/operating of items ) |
|-------|---|---|
| 32.   | Pillow with cover   |   |
| 33.   | P A System (including two speaker and one ordinary mike with stand and one cordless mike) |   |
| 34.   | Cordless mike (handheld)  |   |
| 35.   | Collar mike (cordless)  |   |
| 36.   | Ordinary Mike (corded)  |   |
| 37.   | Par Cans (colored light cans)   |   |
| 38.   | Flood Light   |   |
| 39.   | Halogen Light (500w)  |   |
| 40.   | Mist Fan  |   |
| 41.   | Pedestal fan (Soundless)  |   |
| 42.   | Ceiling fan   |   |
| 43.   | Air Cooler (Normal Desert Cooler – Medium size)   |   |
| 44.   | Commercial Desert Air Cooler( big size)   |   |
| 45.   | Coffee Machine  |   |
| 46.   | Silent Generator 125 KV (per day)   |   |
| 47.   | Per hour consumption of Diesel for 125 KV   |   |
| 48.   | Silent Generator 62 KV (per day)  |   |
| 49.   | Per hour consumption of Diesel for 62 KVA   |   |
| 50.   | Gas Angithi/ Coal Angithi- with Coal or gas   |   |
| 51.   | Hot case with serving Spoon   |   |
| 52.   | Melamine Full Plate with Spoon & napkin   |   |
| 53.   | Bone Chine Full plate with spoon & napkin   |   |
| 54.   | Cup & saucer Bone China   |   |
| 55.   | Rice Plate  |   |
| 56.   | Dinner Spoon  |   |
| 57.   | Ordinary Waiter   |   |
| 58.   | Steward   |   |
| 59.   | Cartage (both side)   |   |
| 60.   | TAX (If any )   |   |

Date:

Signature of the Authorized Signatory  
with Seal of the Agency/ Firm

**Annexure – “B”**

To,  
The President  
Institute of Company Secretaries of India  
ICSI House, 22, Institutional Area,  
Lodi Road, New Delhi-110003

**Sub: Tender/ Quotation for Empanelment of Agencies for outsourcing of tent services for functions at ICSI Lodi Road office New Delhi**

Sir,

This is with reference to your tender no: **ICSI/ADMIN/ CONTRACT/TENT HOUSE/904/2016** due on **28 July 2016**. We are interested in participate in the tender / quotation for Empanelment of Agencies for outsourcing of tent services for functions at ICSI Lodi Road office New Delhi. We declare that :-

- i) We have read and understood the terms and conditions given in the quotation / tender Document;
- ii) We are eligible for award of the contract as per the qualification criteria mentioned in the quotation / tender Document;
- iii) We accept and agrees to all the terms and conditions of the quotation / tender;
- iv) We shall comply with all the terms and conditions of the quotation / tender;
- v) All the information / documents provided in this bid are true to the best of his knowledge and belief. If at any stage, the information / documents are found to be false, misleading or incorrect then this Bid / Purchase Order shall be cancelled at his cost and risk and he shall indemnify the Institute for the loss caused due to the cancellation and we shall be liable for penal / legal action including black listing.
- vi) We understands that the Institute reserves the right to cancel the quotation / tender at any stage or to cancel / reject any one or more bid without incurring any liability.
- vii) The duly signed copies of all the tender pages are attached herewith.

(Signature of the Bidder)  
Printed Name Designation

Official seal/ stamp  
Date: