



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

Tender Cost: Rs. 200/-

ICSI/ADMIN/CONTRACT/TENT HOUSE/904/2017

29th August 2017

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 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 superscribed, "**Quotation for EMPANELMENT OF AGENCIES FOR OUTSOURCING OF TENT SERVICES due on 13th September 2017**" should be addressed to **The Secretary, 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 Building (on below address) & should reach on or before **13th September 2017 by 03.00 PM.**

Address:

The Secretary
The Institute of Company Secretaries of India
ICSI House, C-36, Sector-62, (**IIIrd Floor : Tender Box**)
Institutional Area,
Noida - 201309

3. Quotations received after the stipulated date and time shall not be entertained. The Institute shall not be liable for any postal delays whatsoever 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 **14th September 2017 at 11.00 AM** in the **Institute of Company Secretaries of India, ICSI House, C-36, Sector-62 Noida**, 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, unfaded, 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 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. The GST has rolled out with effect from 01.07.2017. For implementation of GST in ICSI, Firms which have not migrated to or registered with GST regime will not be able to participate in any tender of this Institute. Any offer received from the firms/bidder without GST registration details will be summarily rejected.
19. 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.
20. 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.

21. The ICSI will have the prerogative to take the service of any empanelled parties at any time if so desire.
22. The Institute of Company Secretary of India (ICSI) reserves the right to reject any or all offers received, without assigning any reason.
23. 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.
24. 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.

25. Earnest Money Deposit (EMD)

- A. The **Earnest Money Deposit (EMD) of Rs. 4,000/- (Rupees: Four Thousands 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. 4,000/-) 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.

26. Security Deposit:

Security deposit / performance guarantee of Rs. 10,000/- (Rupees Rs. Ten Thousand Only) in the form of bank guarantee from Govt. Sector Bank is to be submitted by the Agency immediately within 7 days of the execution of the agreement to cover any loss or damage caused to or suffered by the ICSI due to acts of commission and omission by the Agency or any failure on the part of Agency in fulfilment of terms and conditions of the contract and conditions contained in the agreement. The bank guarantee should be valid for a valid a period of up sixty days beyond the expiry of contract period. The vendors registered with NSIC, CPO, DGS&D etc. are also be required to submit requisite Security deposit / performance guarantee. EMD shall be refunded to the successful bidder on receipt of performance guarantee. If desired by the successful bidder in writing, the EMD may be converted into the Performance security and balance amount shall be deposited to complete the Performance Security.

27. 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;

28. 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.

29. 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, **Ms. Achla Kulshreshtha, Deputy Director, ICSI (011-45341023)** E-mail Id: achla.kulshreshtha@icsi.edu may be contacted.

Date: 29th August, 2017

A K Srivastava
Director (Admin.&Purchase)

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

Date:

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

Annexure "A"**Price Bid**

ICSI/ADMIN/CONTRACT/TENT HOUSE/904/2017

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

S. No	Particulars	Unit	Rates(Excluding of GST) (in Rupees - Inclusive of labor charges for fixing /arranging/operating of items)
1.	Banquet Chairs with covers	Per chair	
2.	Banquet Chairs – high back with covers	Per chair	
3.	Table (6x3) with frill & table cloth / paper sheet	Per table	
4.	Round Table with frill & cloth cover	Per table	
5.	Centre Table with cover	Per table	
6.	Ceiling Tent / pipe Pandal– normal	Per square feet	
7.	Ceiling Tent / pipe pandal– water proof	Per square feet	
8.	Food Stall with roof	Per square feet	
9.	Stall Umbrella (Round)	Per piece	
10.	Side Curtain (Parda)	Per square feet	
11.	Kanat	Per square feet	
12.	Mat – Green / Grey/Red	Per square feet	
13.	Carpet Red/Green	Per square feet	
14.	Sofa (3 seater) with cover	Per piece	
15.	Podium	Per piece	
16.	Dustbin (Plastic)	Per piece	
17.	Dustbin (Steel)	Per piece	
18.	Tub/ Patila with lid	Per piece	
19.	Water Drum	Per piece	
20.	Takhat	Per piece	
21.	Masking for Stage (per square feet)+6	Per square feet	
22.	Scaffolding/ Professional Stage	Per square feet	
23.	Canopy/Stall (with 2 Table& chair) (6x6x7ft)	Per piece	
24.	Palang (Bed)	Per piece	
25.	Bed Sheet	Per piece	
26.	Quilt/rajai with Cover	Per piece	
27.	Mattresses / Gadda	Per piece	
28.	Pillow with cover	Per piece	

Date:

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

S. No	Particulars		Rates(Excluding of GST) (in Rupees - Inclusive of labor charges for fixing /arranging/operating of items)
29.	P A System	including two speaker, one ordinary mike with stand & one cordless mike	
30.	Cordless mike (handheld)	Per piece	
31.	Collar mike (cordless)	Per piece	
32.	Ordinary Mike (corded)	Per piece	
33.	Par Cans (colored light cans)	Per light	
34.	Flood Light	Per light	
35.	Halogen Light (500w)	Per light	
36.	Mist Fan	Per piece	
37.	Pedestal fan (Soundless)	Per piece	
38.	Ceiling fan	Per piece	
39.	Air Cooler (Normal Desert Cooler – Medium size)	Per piece	
40.	Commercial Desert Air Cooler(big size)	Per piece	
41.	Coffee Machine (with operator)	Per piece	
42.	Silent Generator 125 KV (12 hrs) including Diesel	Per piece	
43.	Silent Generator 125 KV (24 hrs) including Diesel	Per piece	
44.	Silent Generator 162 KV (12 hrs) including Diesel	Per piece	
45.	Silent Generator 162 KV (24 hrs) including Diesel	Per piece	
46.	Gas Angithi/ Coal Angithi	Per piece including fuel(coal or gas)	
47.	Serving Dish (Hot case) with serving Spoon	Per Dish	
48.	Melamine Full Plate with Spoon & napkin	Per set	
49.	Bone Chine Full plate with spoon & napkin	Per set	
50.	Cup & saucer Bone China	Per set	
51.	Soup Bowl with saucer & spoon	Per set	
52.	Desert/vegetable bowl	Per piece	
53.	Rice Plate	Per piece	
54.	Dinner Spoon/ Fork (good quality)	Per piece	
55.	Ordinary Waiter/labour	Per person	
56.	Steward	Per person	
57.	Cartage (for both side)	Both side (to & fro)	
GST will be paid at prevailing rates			

Date:

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

Annexure – “B”

To,

The Secretary
The Institute of Company Secretaries of India
ICSI House, C-36, Sector-62, (IIIrdFloor : Tender Box)
Institutional Area,
Noida – 201309

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/904/2017** due on **13th September 2017**. 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: