

INDIAN INSTITUTE OF CORPORATE AFFAIRS
PLOT No. P-6,7 & 8, Sector – 5, IMT Manesar
GURGAON – 120050 - Haryana

3rd October, 2013

SHORT NOTICE TENDER

Notice Inviting Tender (NIT) for Annual Maintenance Contract (AMC) for External Cleaning of Façade at the main building of IICA, Manesar

- 1 Indian Institute of Corporate Affairs requires the following services. The interested company/firms may submit their lowest rate quotations by **25th October, 2013 by 3.00 p.m.** alongwith complete specifications to **“Shri B K Malhotra, Administrative Officer, Indian Institute of Corporate Affairs, Plot No. P-6,7 & 8, Sector-5, IMT Manesar, Gurgaon – 122050, Haryana”**. The quotations shall be opened on **25th October, 2013 at 3.30 p.m.** at the office of the Indian Institute of Corporate Affairs, 1st floor, Plot No. 6,7 & 8, Sector -5, IMT Manesar, Gurgaon-122050.

Details	Description of job	Annual Rate
Equipment-wise external cleaning area is as under:- BMU – 3400 sq Mtrs DAVITS -- 2900 Sq. Mtrs GTWY -- 1750 Sq. Mtrs Total -- 8050 Sq. Mtrs (Note: The above equipment is already owned by IICA, Manesar)	External Cleaning of the Façade as Per details in the previous column. This will include all other costs, such as, cost of cleaning material, tool tackles and safety gadgets etc. Note : If the interested vendor, so wish, may contact Shri B K Malhotra, Administrative Officer, IICA, IMT Manesar or contact at Telephone No. 0124 24369794 or 2640059 and visit the Site for necessary measurements etc.	As per annexure I
	TOTAL	

Any other charges and Service Tax or other applicable taxes may be mentioned separately.

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- 2 Only registered and bonafide firms having adequate experience or at least two years in the relevant field need apply. While submitting the Tender, the bidder shall have to furnish to the IICA, proof of experience, financial standing, turnover etc. A firm having any legal suit/criminal case spending against its proprietor or any of its directors (in case of a Private Limited Company) or having been earlier convicted on grounds or moral turpitude or for violation of laws in force shall not be eligible. The following documents in support of their eligibility and experience may be submitted alongwith the quotations :
 - (a) Photocopy of Service Tax/VAT Number ;
 - (b) Income Tax PAN Number;
 - (c) Copy of Income Tax Return of the previous year ; &
 - (d) Work experience in Government Departments / PSUs or other institutions of high standing.
- 2 Earnest money of **Rs.15,000/- (Rupees fifteen thousand only)** in the form of **Demand Draft / Pay Order** in favour of **IICA, New Delhi** must be deposited by bidders alongwith their quotation. The validity of the Demand Draft /Pay order need to be upto three months from the date of submission of the Tender.
3. **Commercial Terms and Conditions** to be complied with are –
 - (i) The successful bidder shall provide the workers at the site with PF, ESI et. They will be responsible for any accident, which may happen during the execution of work , if not caused by building owner’s negligence.
 - (ii) The workers will work in proper uniform. They will be on duty for 8 hours and 26 days. National and gazette holiday will be considered as a holiday.
 - (iii) The bidder will be solely responsible to supervise and control the status of the work.
 - (iv) Taxes will be charged as per applicable.
 - (v) The bidder will ensure compliance based on minimum government wage rates. Any increment in the government basic wage rates will be charged extra proportionately and the arrear bill will also be raised.
 - (vi) All the proposed workers/supervisors shall be at the IICA premises on all working days and the work shall be carried out on a continuous basis.
 - (vii) In case there any damage to the machinery provided by the owner at the site, the bidder shall be responsible for the same and compensate IICA for the same.
- 4 No advance payment will be made for the above mentioned items of work. After the satisfactory completion of the work, the bill in triplicate may be sent to this office for arranging payment. The payment will be made after satisfactory completion of the assigned jobs, on quarterly basis.
- 5 The successful Bidder will have to give a **Performance Security** for an amount of **Rs.2,00,000/- (Rupees two lakhs only)** by way of a **Demand Draft or Fixed Deposit / Bank Guarantee** from a Nationalized bank to safeguard the interest of **IICA, Manesar** towards the performance of the work done in all respect. The **Performance Security** shall remain in force during defect liability period of Six months and therefore will be refundable after Six months of the completion of the period of contract. However, the Earnest Money, deposited with the Tender, will be refunded on receipt of the **Performance Security**.

- 6 The bids will be opened on **25th October, 2013 at 3.30 p.m.** at **Indian Institute of Corporate Affairs, 1st floor, Plot No. 6,7 & 8, Sector -5, IMT Manesar, Gurgaon-122050** in the presence of bidders, who wish to be present.
- 7 Tenders received after stipulated date & time, will not be accepted. Indian Institute of Corporate Affairs reserves the right to reject any or all quotations without assigning any reason for the same.

8. DISPUTE RESOLUTION

- 7.1 Any dispute, controversy or claim (“Dispute”) arising out of, relating to, or in connection with this work, termination or validity here of shall initially be resolved by amicable negotiations between the parties; and if not resolved through such negotiations the same shall be referred for resolution by the Director General of IICA or his nominee. The award passed by the DG, IICA shall be final and binding on the parties.
- 7.2 This work shall be governed by the laws of India. In all respect of all matters arising out or relating to this purchase order, the courts at Delhi shall have exclusive jurisdiction to the exclusion of all other courts.

Annexure I

Sl. No.	Description	Quantity/Number	Rates per month	Amount in Rupees
1.	Supervisor	1		
2.	Operator	2		
3.	Cleaner	6		
4.	Consumable tool tackles and safety gadgets L/S			