

**Indian Institute of Corporate Affairs**  
**Ministry of Corporate Affairs (Govt. of India)**  
**Plot No- 6, 7 & 8, Sec. - 5, IMT Manesar, Gurgaon**

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**TENDER FOR ERECTION AND OPERATIONALISATION OF NINETEEN GLASS**  
**CUBICLES AT IICA MANESAR.**

Indian Institute of Corporate Affairs, Plot No.P- 6, 7 & 8, Sector – 5, IMT Manesar, Gurgaon invites reputed vendors/ / firms who are dealing in the trade of erection, operationalisation and provisioning of glass cubicles at IICA, Manesar.

**SCHEDULE**

Last Date/Time for receipt of Bids	:	10-03-2013/3:00 PM.
Date/Time of Opening of Tech Bids	:	10-03-2013/3:00 PM.
Place of Opening of Bids	:	Indian Institute of Corporate Affairs Plot No P – 6, 7 & 8, Sector – 5, IMT, Manesar, Gurgaon.
Address for Communication	:	Indian Institute of Corporate Affairs Plot No P – 6, 7 & 8, Sector – 5, IMT, Manesar, Gurgaon.

**ELIGIBILITY CRITERIA FOR BIDDERS**

- A. Bidder should be a reputed dealer/ firm engaged in the trade of erection, operationalisation and provisioning of glass cubicles, refurbishing, office setting, interior decoration & designing, provisioning electrical/ mechanical/ wooden fixtures and miscellaneous items to Govt. Departments/ PSUs/ Reputed Private Companies.
- B. Bidder should have a minimum experience of at least 2 years in the field as mentioned above.
- C. Bidder should be registered with Sales Tax/VAT Department; copy of certificate must be attached with bid.
- D. Bidders to give an undertaking that they have not been blacklisted by any Govt. Department and that no Criminal Case/Complaint is pending against them anywhere in India may be attached with bid.

**GLASS CUBICLES ERECTION AND REFURBISHING WORK SPECIFICATIONS & STANDARDS**

1. Glass cubicles erection and refurbishing work and provisioning of interior fixtures for operationalising the 19 Rooms in the administrative building at IICA, Manesar will be executed as per the details given in the attached Tender Proforma.
2. All fixtures & provisioned items used by the selected bidder for erection of glass cubicles/refurbishing should have the relevant ISI mark/ ISO standards wherever applicable.
3. Warranty obligations, on mechanical items as specified by the manufacturing company will remain on the selected bidder.

4. The firm will quote the rates inclusive of all taxes as per the list in the Tender Performa. No delivery charges will be admissible.
5. The rates quoted shall be valid for next one year and IICA reserves the right to reduce/increase the quantity or prefer additional orders as required.

### **COMPLETION OF WORK**

The selected bidder will have to complete the work within three months from the date of work order.

### **TERMS AND CONDITIONS**

1. Only bidders who satisfy the eligibility condition may apply. Sealed tenders as a single composite bid are to be delivered by hand/post at IICA, Manesar by the last date & time as mentioned below.
2. All sealed envelopes shall be clearly marked with name of work and name of bidder and shall be submitted before 3:00 PM on 10-03-2013. Tenders received after due date will not be entertained.
3. The bid should be accompanied by an Earnest Money Deposit (EMD) of Rs 50,000 (Fifty Thousand only), by Demand Draft/Pay Order in favour of Indian Institute of Corporate Affairs, Payable at New Delhi, drawn on any schedule Bank. Tenders without EMD will be rejected.
4. Tenders should sign at the bottom space of all pages of tender document. The tender bid shall be opened at IICA, Manesar.
5. EMD of the successful bidder shall be forfeited in the event of withdrawal of his bid before the bid validity period (45 days) or non-completion of the task.
6. EMD of unsuccessful bidder shall be returned after a decision on the tender is taken. No interest will be paid by IICA on the EMD.
7. Performance Security at the rate 10 percent of the Gross amount of each running bill shall be deducted after adjustment of the Earnest Money Deposit subject to a maximum of Rs. 2.0 Lacs (Rupees Two Lacs only). The Security amount deducted in the above manner shall be refunded after the defect liability period of six months is over.
8. Defect liability for all fixtures and fabrications inside the room executed by the bidder as per Tender Proforma, will rest with the bidder for next six months including repair/replacement warranty from the date of completion of work.
9. No bidder shall contact the IICA on any matter relating to its bid, from the time of bid opening till the contract/ work order is awarded.
10. Any effort by a bidder to influence the IICA in the IICA's bid evaluation, bid comparison or contract award decisions may result in rejection of the bidders bid.
11. The notification of award will constitute the formation of the contract/ work order.

12. The Tenders submitted beyond the date and time fixed shall be summarily rejected. Partial quotations of items will make the tender liable for rejection. Bidder has to give quotation for all items in the Tender Performa.
13. Any postal delay or loss in transit will not be binding on IICA.
14. Indian Institute of Corporate Affairs, reserves the right either to accept or reject any or all the tenders at any time prior to award of contract.
15. No request for increase in the rates will be entertained during the period of supply of items/material. No advance payment will be made. Also, no interest will be paid on delayed payment.
16. The IICA reserves the rights to reject any or all tenders. The IICA, in order to satisfy itself can get a spot enquiry to verify soundness, capability and viability of the tendering firm.
17. All disputes are subject to the jurisdiction of courts in the National Capital Territory of Delhi.
18. In case of any differences the firms can be called for negotiation. DG & CEO, IICA will be the Sole Arbitrator on all matters and his decision will be binding on the bidder.
19. In case of breach of any clause of contract the firm can also be black listed.

**TENDER DOCUMENT TO BE SUBMITTED**

1. Duly Filled Tender Performa.
2. EMD – DD/Pay Order.
3. Eligibility/ Experience/ Qualification Certificates as given in eligibility criteria.

Administrative Officer

SIGNATURE OF TENDERER.....

DATE:

**The Items / works required for erection of Glass Cubicles**

**TENDER PROFORMA**

**NINETEEN GLASS CUBICLES AT IICA MANESAR**

<b>Sr. No</b>	<b>Particulars</b>	<b>Qty</b>	<b>Rate /Unit</b>	<b>Total</b>
1.	Toughened Glass (Polished) extra large size with holes/ Cutouts (as per hardware)	3600 sqft		
2.	Ozone Hardware <ul style="list-style-type: none"> <li>• 'L' Connectors – 2pc</li> <li>• Top Patch</li> <li>• Bottom Patch</li> <li>• Floor Spring</li> <li>• Lock</li> <li>• 24 " Two tone steel handle</li> </ul>	19 nos		
3.	<ul style="list-style-type: none"> <li>• Lifting charges ( 2<sup>nd</sup> floor / 3<sup>rd</sup> floor)</li> <li>• Thiri Cutting for channel /floor springs</li> <li>• 'U' Aluminium channel for bottom of fixed glasses</li> <li>• Silicon / Masking Tape</li> </ul>	3600 sqft		
4.	Anodized Aluminum tube with solid wood inside – 2" x 2" ¾" x ¾" square tube from both sides.	210 Rft		
5.	Wood Work Framing with 2"x 2" wood sections to be done at end of glass walls near exterior reflective glass elevation	60 sqft		
			<b>Total</b>	