

**Tender No:-IICA 8-01/2016**

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

**Tele: 0124-2290400**

**Email:chopra.iica@gmail.com**

**Supply and Provisioning of Toughened Glass at Indoor Badminton Court, IICA,  
Manesar.**

**Dated:- 31/03/2016**

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 designing, providing and fixing of toughened glazing (External) at Badminton Court IICA, IMT Manesar

**SCHEDULE**

Last Date/ Time for receipt of Bids	:	15-04-2016/2:30 PM.
Date/ Time of Opening of Tech Bids	:	15-04-2016/3:00 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**

- Bidder should be a reputed dealer/ firm engaged in the trade of designing, supply and installation of 12 mm toughened glass.
- Bidder should have a minimum experience of at least 2 years in the field as mentioned above. Work order for at least Rs. Two Lakhs should have been undertaken by the bidder.
- Bidder should be registered with Sales Tax/ VAT Department; copy of certificate must be attached with bid.
- 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.

## **Supply and provisioning of toughened glass at the Indoor Badminton Court at IICA, Manesar**

1. Warranty obligations, on mechanical items as specified by the manufacturing company will remain on the selected bidder.
2. The firm will quote the rates inclusive of all taxes as per the list in the Tender Performa. No delivery charges will be admissible.
3. 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 one month 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 selected envelopes shall be clearly marked with name of work and name of bidder and shall be submitted before 2:30 PM on 15-04-2016. Tenders received after due date will not be entertained.
3. The bid should be accompanied by an Earnest Money Deposit (EMD) of Rs. 20,000 (Twenty 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. Tenderers 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. 50, 000/- (Fifty Thousand 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 executed by the bidder as pretender Performa, 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 for all 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.

(B.S. Chopra)  
Sr. Executive (Admin)

SIGNATURE OF TENDERER.....

Date:

**The Items/ Works required for provisioning of toughened Glass**

**TENDER PROFORMA**

**Covering of GRC Jali with toughened glass**

Sr. No	Particulars	Qty	Rate/Unit	Total
1.	Designing, providing and fixing 12mm thick toughened glazing (External) using specially designed framework including mullions, transom with anodised aluminium including providing sealants (Butyl as primary and structural silicone as secondary sealant) etc. as per approved sample, of approved make complete to make the glazing air tight and water tight as per IS/BS standards including scaffolding and required all civil works etc.	430 sqft		
			Total	

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Signature and Seal of the Tenderer