

No. IICA 08-10/2014
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

TENDER FOR FABRICATION AND INSTALLTION OF LED SIGNANGE AT
IICA MANESAR CAMPUS.

SECTION 1

NOTICE INVITING TENDER

1.1 GENERAL

1.1.1 **INDIAN INSTITUTE OF CORPORATE AFFAIRS.** Invites sealed tenders from reputed agencies for contract no. IICA 08-10/2014 for "FABRICATION AND INSTALLTION of LED SIGNANGE at IICA Manesar Campus.

1.1.2 Indian Institute of Corporate Affairs Invites sealed tenders from eligible Tenderers for the above-mentioned work (clause 1.1.1).

Last Date/Time for Receipt of Bids	: 30 th March, 2015 /3:00 PM.
Date/Time of Opening of Bids	: 30 th March, 2015/ 4:00 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.
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1.1.3 Tender document to be submitted on the prescribed date at the following address:

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Administrative Officer,
Indian Institute of Corporate Affairs,
Plot P- 6, 7, & 8, sector- 5,
IMT Manesar,
Gurgaon 122051
Phone: 0124-2290400,
E-mail: chopra.iica@gmail.com

ELIGIBILITY CRITERIA FOR BIDDERS

- A. Bidder should be a reputed dealer/ firm engaged in the business of FABRICATION AND INSTALLTION of LED SIGNANGE for the reputed firms/PSUs etc.
- B. Bidder should have a minimum experience of at least 2 years in this field. Certificate or at least one work order may be provided.
- C. Bidder should be registered with Sales Tax/Vat Department; copy of certificate must be added 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.
- E. Bidder should submit their work experience letters/orders/POs.

DECLARATION:

The submission of a tender by a tenderer implies that he/she has read the notice and conditions of the tender and the terms and conditions of contract and has made himself/herself aware of scope and specifications of the supplies and fabrication to be made and satisfied himself/herself regarding the quality and specifications of the work.

2.0 Tender submission:

- 2.1 The tender shall be submitted in sealed cover, consisting of separate Technical and Financial Bids. This sealed cover shall contain Technical Bid and Financial Bid sealed in separate envelopes. All the sealed envelopes shall be clearly marked with name of work and name of bidder. The EMD shall be kept in the envelop for technical bid. The complete tender must be submitted on or before 3 p.m. on 23rd January 2014.
- 2.2 The tender should be sent by registered or speed post so as to reach the IICA, Manesar on or before scheduled time and date. If the tenderers do not propose to send the tenders by registered or speed post and if they wish to hand over personally the sealed tenders addressed to Admin Officer, IICA Manesar, they are permitted to do so.
- 2.3 Tenders received by telegram, e-mail or Fax will not be considered. However, amendments sent by telegram, email or fax will be considered, provided the same are received before the opening of the tender and confirmed by post.
- 2.4 Individual signing on the tender and other related documents must specify whether he/she has signed as:
 - a. The sole proprietor of the firm or constituted attorney of such proprietor.
 - b. A partner of the firm, if it is a partnership firm in which case he/ she must have authority to refer to the arbitration disputes concerning the business of the partnership either by virtue of partnership deed or by power of attorney.
- 2.5 The tenderer(s) should clearly state in their offer (SCHEDULE III), the address, telephone, Fax, E-mail, PAN No. TIN No, Service Tax No. and other technical details. Any change in the address should immediately be communicated to the Admin Officer, IICA Manesar and correspondence thereafter will be made at the changed address.
- 2.6 Each Bidder shall submit only one tender bid from partner in joint venture or as a member of consortium are not acceptable.

3.0 EARNEST MONEY DEPOSIT

- 3.1 All the tenderer(s) shall be required to deposit Earnest Money of Rs. 10,000/- , as specified in tender document, in the form of Demand Draft/Pay order drawn in favour of Indian Institute of Corporate Affairs, New Delhi. Submission of earnest money by any other mode than specified above shall not be acceptable and the related tender shall not be eligible for consideration.
- 3.2 Any tender which is not accompanied by Earnest Money deposit is liable to be rejected. Earnest money deposit of unsuccessful tenderers will be returned within 30 clear days from the date of opening of the tender. The earnest money deposit of the successful tenderers will be released on completion of supply/work as the case may be within the stipulated period.

- 3.3 No interest will be paid on the earnest money for the period during which the EMD lies in deposit with the IICA, Manesar. EMD deposited by successful bidder will be refunded after a successful of the work.
- 3.4 Draft towards earnest money or the details of deposits should be submitted along with the financial bid form to reach Admin officer, IICA Manesar, before stipulated time.
- 3.5 The successful bidder will have to furnish performance security equivalent to 5% of the contract value in the form of fixed deposit pledged in favour of Indian Institute of Corporate Affairs or in the form of bank guarantee from nationalized bank in favour of Indian Institute of Corporate Affairs for a period of 6 month.

4.0 Visit to IICA.

IICA is a rapidly growing institute spread over approx. 14 acre of land. Besides various academic departments, there are hostels, residential houses etc. There are several entry/exit points in the campus and the boundary wall is complete on all sides. The bidders are therefore advised to visit the campus and acquaint themselves with the area, scope of work and operational system thoroughly. The costs of visit shall be borne by the bidder. It shall be deemed that the contractor has undertaken a visit to IICA and is fully aware of the scope of work and operational conditions prior to the submission of the tender documents.

5.0 PRICES

- 4.1 Rate should be quoted for the work as specified in the tender document.
- 4.2 In case of any doubt as to the meaning of any of the terms & conditions or the specifications, the tendering firm may set forth the particulars there of and submit them to the Admin Officer, IICA Manesar in writing so that such doubts may be removed before submitting the tender.
- 4.3 The rates should be quoted in prescribed format provided in tender document. (Schedule IV)
- 4.4 Prices offered by the tenderers should be firm and free from all escalations and shall be valid for at least a period of 12 months from the date of approval of rates. We would communicate our rate approval within 30 days of opening of tender.
- 4.5 The lowest rate shall not be the only criteria for approving the tender.

6.0 PAYMENT

- 6.1 Payment shall be made within 30 days of installation and commissioning of LED signage,

7.0 PENALTY

- 7.1 The tenderer shall have to provide maintenance services for a period of six month of installation and if not done, the performance security furnished by the vendor will not be realised.

8.0 GENERAL TERMS & CONDITIONS

- 8.1 The acceptance of the tender and award of the Work order will be the sole right of the DG & CEO, IICA Manesar who does not bind himself to accept a tender in whole

or in part or reject any or all the tenders received without assigning any reasons and no explanation can be demanded of the cause of rejection of the tender by any tenderer.

- 8.2 Negligence on the part of tenderer in filling the tender offers has no right to withdraw the tender after it has been submitted.
- 8.4 The Admin Officer, IICA, reserves the right to place order for whole requirement with any tenderer or split the orders among one or more tenderers.
- 8.6 The submission of a tender by a tenderer implies that he/she has read the notice and conditions of the tender and the terms and conditions of contract and has made himself / herself aware of scope and specifications of the work to be carried out.
- 8.7 The tenderers should submit the tender in the prescribed formats only.
- 8.8 The conditional tenders are liable to be rejected.
- 8.9 No person or firm is permitted to submit more than one tender under different names.
- 8.10 The tenderer shall not sublet the contract or assign to any other party or parties, the whole or any portion of the contract without prior written permission of the Admin Officer, IICA Manesar.
- 8.11 At the time of submitting the tender, tenderer shall supply detailed information about their activities in the specific space provided in the tender document.
- 8.12 The tenderer should not be blacklisted by any Govt. undertaking.

9.0 Scope of work for fabrication and installation of LED signage board.

- 9.1 The scope of work covers designing, taking approval from IICA office, fabrication of board and installation at space earmarked.
- 9.2 The Tenderer shall have to provide electrical connection to the signage board along with suitable cable, MCB, switch etc.
- 9.3 The Tenderer shall also be responsible for maintenance of the board for a period of one year after installation.
- 9.4 the work of fabrication and installation of LED Signage should be completed within 30 days from the date of receipt of work order.

10.0 TERMINATION OF CONTRACT

- 10.1 If any act of commission or omission of the selected bidder bring the DG & CEO, IICA to disrepute, the Institute shall be competent to debar/blacklist the unit from further business with the IICA.

11.0 CONSEQUENCES OF BREACH OF AGREEMENT

- 11.1 If the authorized person of the firm or a partner in the contract/tendering firm commit breach of any of the conditions of agreement it shall be lawful for the DG & CEO, IICA to cancel the contract and purchase or authorize to purchase stores at the risk and costs of the firm.

12.0 DISPUTE ARBITRATION & FINAL AUTHORITY

- 12.1 For matters of dispute, relating to the interpretation of the above Clauses, the decision of the DG & CEO, IICA shall be final and binding on all concerned.
- 12.2 It should be clearly understood that in the event of tenderer failing to accept and execute the work order, if a dispute arises the decision and award of the DG & CEO, IICA who will be sole arbitrator in this respect will be final and binding on the Tenderer.
- 12.3 For all disputes, the venue shall be at Delhi.

Admin Officer

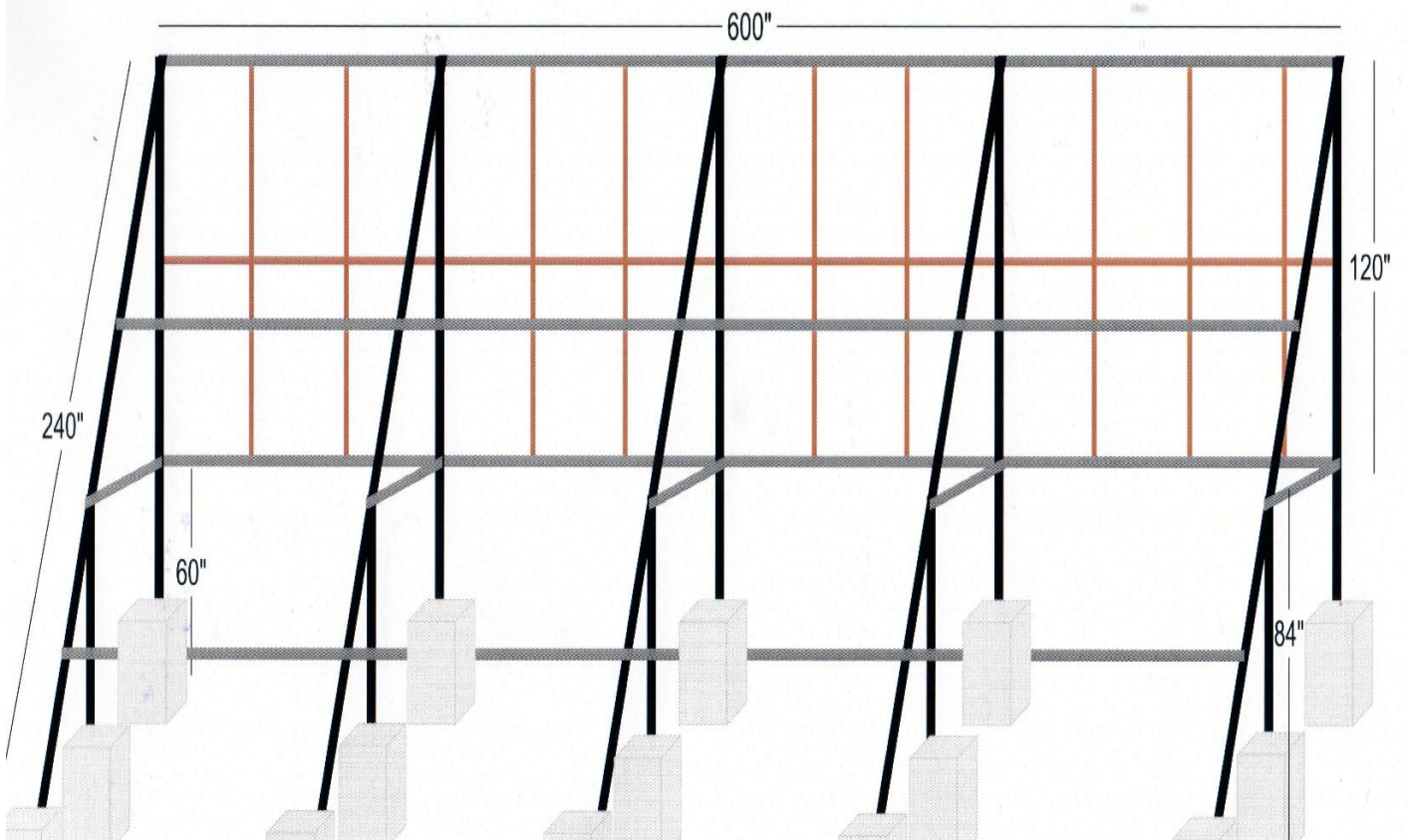
**SPECIFICATION OF LED FRONTLIT SIGNAGE TYPE OF GLOW SIGN BOARD
TO BE INSTALLED IN IICA, Manesar**

<p>1</p>	<p style="text-align: center;">Frontlit LED Signage</p> <p>□ Specification: 3mm ACP sheet base with mount on 2"MS Pipe Tube Frame 3mm & 3D plastic letters made in 4mm imported acrylic plastic sheet of raising 3" by acrylic plastic sheet and channel letter 26 gauge imported powder coated sheet. Lighting provide by SAMSUNG 12 volt 3 LED modules also with its rain proof power supply of warranty 1 year from installation. Signage size 120" X 600" as per logo & color + MS iron structure with attach design and dimensions of board & structure.</p> <p>□ DC Power Supply : IP 67 Grade with aluminium heat shrink case.</p> <p>□ External Wire : 1.5 sq.mm copper wire. (Finolex/R. Cable)</p> <p>The rates should be inclusive of all kind cartage & installation.</p>	<p>1</p>
<p>2</p>	<p>Design/Logo of IICA (English)</p>	<p>As per schedule II-B</p>

EMD required for Board.
Rs. 10,000/-

MS Iron Structure Detail for SIGNAGE 96" X 144"

- 50 mm X 50 mm X 3 mm MS Tube
- 75 mm X 75 mm X 6 mm MS Angle
- 100 mm X 100 mm X 6 mm MS Angle
- Bricks Pillars



120"
96"
38"



Indian Institute of
Corporate Affairs
Partners in Knowledge Governace Transformation.

600"

144"
104"

327"
361"

120"
96"
38"



Indian Institute of
Corporate Affairs
Partners in Knowledge Governace Transformation.

30" & 20"
34" & 23"
18" 12" & 8"

600"

TECHNICAL DETAILS OF BIDDER

FORM

I/We hereby furnish following particulars about our Firm:

1. Name of Firm : M/s.
2. Address of the Firm : 1. Office
: 2. Factory
- 3 Name of proprietor/ Partner : 1
: 2.
: 3.
4. Name with designation of other person : 1.
authorized to : 2.
sign the documents on
behalf of the firm, if any.
5. Telephone nos. & Mobile No. : Office
Factory.
6. Particulars of the registration :
certificate issued by the competent
authority. Registration No. & date
- 7 C.S.T No..... datedMPCT/TIN
No..... date
- 8 PAN Number(Permanent Account
- 9 TIN No. :
- 10 Whether the Firm or sister concerned : Yes/No
firm or any firm of their Proprietorship
or partnership, if any has been black-
listed/debarred or penalized by any
Central or State Government /Organization at any time
- 11 If the reply is 'Yes', when & why? Give
- 12 Service Tax No. :
- 13 EMD deposit details DD/MR No.....Dt..... Rs.
..... enclosed.
- 14 Any other details :

**Signature of the authorized
Signatory of the firm**

