

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

13 June 2013

SHORT NOTICE TENDER

- 1 Indian Institute of Corporate Affairs requires the following services. The interested company/firms may submit their lowest rate quotations by **27th June, 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 – 120050, Haryana**”. The quotations shall be opened on **28th June, 2013 at 3.30 p.m.** at the office of the Indian Institute of Corporate Affairs, 2nd floor, Plot No. 6,7 & 8, Sector -5, IMT Manesar, Gurgaon-122050.

Details	Description of job	Rate per Unit
Construction of 3 Ramps & Other Misc. work for Medical Room and Mother Dairy & Safal Outlet – complete in all respect.	<p>1. The construction material should be mixture of Solid Rori/ Cement/ Dust/ & Brick (12” below Grass). The Ramps should be covered with branded Non-Glazed tiles (Anti-Skid hardened Johnson brand Tiles) – Size of Ramps : (a) 4 X 20 sft, (b) 4 X 28 sft. & (c) 4 X 35. Total area : 332 sft (approx.)</p> <p>2. Repair of adjoining areas of Doors – Grass/Pit – Existing Granite slab (erected for plantation bay) to be cut for making Ramp slope. It is to be repaired with new granite from front and Johnson tiles to be laid from side to top.</p> <p>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.</p>	

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.5,000/- (Rupees five 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 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.
- 4 The successful Bidder will have to give a **Performance Security** for an amount of **Rs.25,000/- (Rupees Twenty Five thousand 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 work. However, the Earnest Money, deposited with the Tender, will be refunded on receipt of the **Performance Security**.
- 5 The bids will be opened on **28th June, 2013 at 3.30 p.m.** at **Indian Institute of Coporate Affairs, 2nd floor, Plot No. 6,7 & 8, Sector -5, IMT Manesar, Gurgaon-122050** in the presence of bidders, who wish to the present.
- 6 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.