



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

WESTERN INDIA REGIONAL COUNCIL, ROHIT CHAMBER, 4TH FLOOR,
JANMABHOOMI MARG, FORT, MUMBAI – 400 001.



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA (Statutory Body under an Act of Parliament)

Western India Regional Council, Rohit Chamber, 4th Floor, Janmabhoomi Marg, Fort, Mumbai – 400 001.

TENDER DOCUMENTS

FOR RENOVATION WORK AT THE INSTITUTE OF COST ACCOUNTANTS OF INDIA, WESTERN INDIA REGIONAL COUNCIL, ROHIT CHAMBER, 4TH FLOOR, JANMABHOOMI MARG, FORT, MUMBAI – 400 001.

Client:

The Chairman,
The Institute of Cost Accountants of India,
Western India Regional Council, Mumbai.

To be submitted to : The Chairman,
Institute of Cost Accountants of India,
Western India Regional Council,
Rohit Chamber, 4th Floor,
Janmabhoomi Marg, Fort,
Mumbai – 400 001.

Tender Submitted by:

NAME OF THE FIRM/AGENCY/CONTRACTOR : _____

ADDRESS : _____

DATE : _____



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JANMABHOOMI MARG, FORT, MUMBAI – 400 001.

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JANMABHOOMI MARG, FORT, MUMBAI – 400 001.

Tender No: WIRC/RENOVATION/2024-25/01

Date: 14/10/2024

1. TENDER NOTICE

Sealed competitive tenders superscribed **“FOR RENOVATION and ALLIED CIVIL WORKS OF THE INSTITUTE OF COST ACCOUNTANTS OF INDIA, WESTERN INDIA REGIONAL COUNCIL, ROHIT CHAMBER, 4TH FLOOR, JANMABHOOMI MARG, FORT, MUMBAI – 400 001.** “are invited bid system **“TEHKNICAL BID “& “PRICE BID”** from contractors who have a valid GST Registration & experience of executing similar work in Mumbai & have permanent Office in Mumbai / Navi Mumbai / Thane. Also successfully completed similar type of work & Mumbai Municipal Corporation Contractor / Engineer License / Interior Contractor for more than 5 years.

The application form, the eligibility criteria, the detailed conditions, specifications, time schedule and schedule of quantities for Renovation and Allied Civil Works related at Institute of Cost Accountants of India, Western India Regional Council, Rohit Chamber, 4th Floor, Janmabhoomi Marg, Fort, Mumbai – 400 001.

Tender schedule may be purchased from the Institute of Cost Accountants of India, Western India Regional Council, Rohit Chamber, 4th Floor, Janmabhoomi Marg, Fort, Mumbai – 400 001 by paying the Cost of Tender Documents.

- | | |
|--|--|
| 1. Name of Work | : RENOVATION and ALLIED CIVIL WORKS related to Institute of Cost Accountants of India, Western India Regional Council, Rohit Chamber 4 th Floor, Janmabhoomi Marg, Fort, Mumbai – 400 001. |
| 2. Estimated Contract value | : Rs.25,00,000 including GST as applicable. |
| 3. E.M.D. | : Rs 15,000 /- |
| 4. Security Deposit | : 5% of the contact value including EMD |
| 5. Period for Completion of Work | : 4 Months |
| 6. Last Date and Time of receipt of Completed Tenders | : 4th November, 2024 at 3.00 p.m. |
| 7a. Date and Time of opening of Technical Bids | : 5th November, 2024 at 3.00 pm |
| 7b. Date and Time of opening of Price Bids of Eligible Vendors | : 7th November, 2024 at 3.00 pm |
| 8. Cost of Tender Document | : Rs. 1,000/- |
| 9. GST | : Will be paid by the Contractor. |

Note: The ICAI – WIRC, reserves the right to select or reject any or all tenders without assigning any reason whatsoever and not bound to accept the lowest tender.

Mumbai
Date:14/10/2024

Sd/-
Chairman
ICMAI-WIRC



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WESTERN INDIA REGIONAL COUNCIL, ROHIT CHAMBER, 4TH FLOOR,
JANMABHOOMI MARG, FORT, MUMBAI – 400 001.

TECHNICAL BID

2. LETTER SUBMITTING TENDER (Format I)

Place:

Date:

To
The Chairman,
The Institute of Cost Accountants of India,
Western India Regional Council, Mumbai.

Dear Sir,

Sub: RENOVATION AND ALLIED CIVIL WORKS related to The Institute of Cost Accountants Of India, Western India Regional Council, Rohit Chamber, 4th Floor, Janmabhoomi Marg, Fort, Mumbai – 400 001.

Having examined the drawings, specifications, designs and estimates relating to works specified in the memorandum and having visited and examined the site of the works specified in the said memorandum and affecting the tender, I/We, hereby offer to execute the works specified in the said memorandum at the rates mentioned in the attached schedule and in accordance in all respects with the specifications, designs, drawings and instructions in writing referred to in conditions of tender, special conditions, and the estimate and conditions of contract by and in all other respects in accordance with such conditions so far as they may be applicable.

MEMORANDUM

1. a. Description of the Works : **INTERIOR and ALLIED WORKS related to** Institute of Cost Accountants of India, Western India Regional Council, Rohit Chamber, 4th Floor, Janmabhoomi Marg, Fort, Mumbai – 400 001.
- b. Estimated Cost : Rs.25,00,000 Including GST as applicable.
- c. Earnest Money : Rs. 100,000
- d. Time Allowed for completion of the works from fifth day after the date of written order to commence the work : 4 Months
2. Should this tender be accepted, I/We hereby agree to abide by fulfill the terms and provisions of the conditions of contract annexed hereto so far, they may be applicable or in default thereof to forfeit and pay to the Institute of Cost Accountants of India, Mumbai Chapter.
3. I/We deposit a sum of Rs. 1,00,000/- as earnest money in the form of Institute deposit at call / DD bearing No..... dated..... drawn in favor of **“The Institute of Cost Accountants of India – Western India Regional Council” payable at Mumbai**, which amount is not to bear any interest. Should I/We fail to execute the contract when called upon to do so, I/We do hereby agree that this sum shall be forfeited by me/ us to the Institute of Cost Accountants of India, Mumbai
4. Lists showing the particular type of works carried out are enclosed.

Name and Signature of the Contractor:



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JANMABHOOMI MARG, FORT, MUMBAI – 400 001.

5. Our Bankers are:

(i)

(ii)

6. The names of partners of our firm are:

(i)

(ii)

7. The name of the partner of the firm authorized to sign or the names of persons having Power of Attorney to sign the contract :
(Certified true copy of the Power of Attorney should be attached)

Signature and Address of Witnesses:

1.

2.

Yours faithfully,

Name and Signature of the Contractor:



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

WESTERN INDIA REGIONAL COUNCIL, ROHIT CHAMBER, 4TH FLOOR,
JANMABHOOMI MARG, FORT, MUMBAI – 400 001.

NOTICE

The Institute of Cost Accountants of India, Mumbai Chapter intend to engage contractor / vendor / agencies for carrying out INTERIOR and ALLIED WORKS related to Institute of Cost Accountants of India, Western India Regional Council, Rohit Chamber, 4th Floor, Janmabhoomi Marg, Fort, Mumbai – 400 001. The eligibility criteria, terms and conditions, application format and other details/requirements are as under:

S. No.	Description	
1.	Name of Work	RENOVATION and ALLIED CIVIL WORKS related to The Institute of Cost Accountants of India, Western India Regional Council, Rohit Chamber, 4 th Floor, Janmabhoomi Marg, Fort, Mumbai – 400 001
2.	Date of issue of application Documents form Institute’s Website	14 th October, 2024 Website of the Institute www.icmai.in & www.icmai-wirc.in (under tender section)
3.	Last date & time for submission of Application.	4 th November, 2024 at 3.00 p.m.
4.	Address at Which Application (Hard Copy) has to be Submitted.	The Chairman, The Institute of Cost Accountants of India, Western India Regional Council, Rohit Chamber, 4 th Floor, Janmabhoomi Marg, Fort, Mumbai – 400 001.
5.	Place of opening of application	The Institute of Cost Accountants of India, Western India Regional Council, Rohit Chamber, 4 th Floor, Janmabhoomi Marg, Fort, Mumbai – 400 001.

7. Application can be downloaded from the Institute’s website www.icmai.in & www.icmai-wirc.in (under tender section). It shall be responsibility of the contractor/vendor to arrange and ensure that all pages of the bid are properly bounded. Tenders in loose pages may not be considered for further processing/disqualified.
8. The contractor shall sign and stamp each page of the tender document thereby ensuring the number and sequence of all pages.
9. No conditions other than mentioned in the tender will be considered.
10. The Institute reserve their rights to accept or reject any or all the tenders, either in whole or in part without assigning any reason(s) for doing so and no claim / correspondence shall be entertained in this regard.
11. Contractor/Vendors must have full- fledged service setup at Mumbai. Proof to this effect must be enclosed.
12. For any query regarding this tender, the contractor/vendor may contact the project consultant, [Contact No. _____]

Sd/-
The Chairman,
The Institute of Cost Accountants of India,
Western India Regional Council, Mumbai.



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PRE-QUALIFICATION OF CONTRACTORS / VENDORS / AGENCIES

APPLICATION FORM

(Please strike-off which is not applicable)

APPLIED FOR EMPANELMENT OF CONTRACTORS

Documents, which are to be enclosed with the application should be demarcated as Annexures A, B, C Etc. as mentioned below with Flag .

S. No.	Particulars	To be filled by the Applicant
1	Name of the applicant	
2	Postal Address of the Office (Mandatory)	
	E-mail Id: (Mandatory)	
	Contact telephone/ Mobile No. (Mandatory)	
	Fax No (IF AVAILABLE)	
3	Year of establishment (Mandatory) . Certificate of Incorporation / Memorandum of Association for the proof of establishment (Annexure – “A”) (Please enclose documentary evidence)	
4	(i) Constitution of the firm. (Annexure – “B”) (Enclose certified copies of documents as evidence)	Sole proprietorship/Partnership/ Private Ltd. /Ltd. Co/ Any other (Please specify)
	ii) Name of proprietor / Partners. /Directors. of the organization/firm. (Annexure – “C”) Enclose certified copies of document as evidence	
	iii) Name/s of authorized signatory with designation	
	iii) Mode of Authorization. (Annexure – “D”) Enclose certified copies of document as evidence.	Resolution/Partnership Deed /Registered Power of Attorney/Proprietor/ any other (Please specify)
	iv) Details of registration-whether partnership firm, company, etc. Name of registering authority, date and registration number (Note: Partnership firms not registered with the appropriate authority need not apply) Enclose certified copies of document as evidence. (Annexure – “E”)	
5	Whether registered with Govt. /Semi Govt. / Institutes/ CPWD/Municipal Authorities or any other Public Organization and if so, in which class and since when. Enclose certified copies of document as evidence. (Annexure – “F”) i. Name of organization Category Registration No.& Date i. Name of organization Category Registration No.& Date	YES/NO



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6	No. of years. of experience in the field and details of work in any other field	
7	Yearly turnover of the organization during last 3 years. (Year wise) (Annexure – “G”)	FY -2021-22 → FY - 2022-23 → FY - 2023-24 → Average: _____
8	Bank’s Details (Annexure – “H”) a) Full Postal Address of the branch b) Account No c) IFSC Code No d) Type of Account	
9	Bank’s Solvency Certificate/Limit (Please enclose latest Solvency certificate from the Banker not prior to September 2022) (Mandatory) (Annexure – “I”)	
10	Whether registered with `GST, if yes, GST No. (GST registration should have with AP state) (Mandatory) (Annexure - “J”) Please enclose documentary evidence	
11	Whether an assessee of Income Tax. If so, mention PAN No along with copy of Pan card. (Annexure – “K”)	
12	Furnish audited balance sheet and profit & Loss A/c (Audited) for the last 5 years. Whether last 5 years IT returns filed (Pl. enclose certified copies of the IT return of the year: - 2021-22, 2022-23, 2023-24) (Annexure – “L”)	
13	Whether willing to work anywhere in Maharashtra.	
14	Detailed description and value of works done during the last 5 years. as per Annexure I	
15	Names & addresses of the persons/ organizations who will certify about the quality as well as performance of your organization	
16	Details of technical staff as per Annexure II . Does the applicant have sufficient workforce, plant & machinery, equipment etc. (provide details in Annexure II)	
17	Whether any Civil Suit/litigation arisen in contracts executed during the last 7 years. If yes, please furnish the name of the project, employer, nature of work, contract value, work order and brief details of litigation. Give name of the Court, place, status of pending litigation	
18	Information relating to whether any litigation is pending before any Arbitrator for adjudication of any litigation or else any litigation was disposed of during the last five years by an arbitrator. If so, the details of such litigation are required to be submitted.	
19	Service set up, Registration and Licenses required (Mandatory) Please enclose documentary evidence. (Annexure – “M”)	Having full- fledged service setup at Mumbai. Must have valid licenses for related trades, PAN, GST Registration etc. with respective registering authorities. In addition, the vendors should possess PF Registration and ESIC Registration.



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20	Mandatory registration from Govt. authorities ESIC No: EPF No: Labor license: Enclose copies of registration. (Annexure - "N")	
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NOTE: Photographs of the completed works pasted in A-4 size paper & Photocopies of all self-attested documentary evidences to be enclosed.

Name and Signature of the Contractor **with seal**



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DECLARATION

- i) I / We declare that the information given above are true to the best of my/our knowledge. I / we also understand that if at any stage it is found/noticed by the Institute that any information thus provided by me / us is untrue / incorrect partly or fully and in case of receipt of adverse /unsatisfactory report from other clients/Instituters, the Institute may not consider my/ our application and/or may de-list me/ us and /or may take any appropriate action against me/us.
- ii) I/We also understand that partly / wrongly filled application and / or applications not in prescribed pro-forma and / or applications not accompanying relevant documents / Annexures / annexed documents in sequence wise are liable to be summarily rejected by the Institute without assigning any reason whatsoever. No Correspondence will be made in this regard.
- iii) I / We also declare that I / we will not get myself / ourselves registered as contractor(s) in State Institute of India in more than one name.
- iv) I/ We agree and authorize the Institute to obtain the confidential report from my / our clients, to obtain credit opinion from the Bank and to verify the work executed by us.
- v) I/ We submit all the Certificates and documents as mentioned in the application form/Checklist of the Eligibility Criteria and General Conditions for Empanelment.
- vi) I/ We confirm that all the Rules prevailing in the concerned states, the Labour Laws, Risk Insurance obligations, State & Central Govt. statutory requirements etc. are complied by me/ us.
- vii) I/We understand that this is merely an application and does not entitle me / us to be necessarily qualified by the Institute for awarding the contract and the Institute reserves the right to reject all and / or any application without assigning any reason whatsoever.
- viii) I/We confirm that I/we do not have any close/near relatives in the Institute.
- ix) I/We have read and understood the Press Notice, pre-qualification & this application form along with Annexure and my/our firm full fill the Eligibility criteria as described in the notice.
- x) I/We am/are authorized to sign and submit these documents for empanelment.
- xi) I/We confirm that all the Rules prevailing in Mumbai, Labour Laws, Risk Insurance obligations, State & Central Government statutory requirements are complied by me/us.
- xii) I/We understand that the Application should be submitted in Spiral Binding maintaining serial of Annexures as asked for in the Application format, with proper flagging for each Annexure. Failing which the application will be liable to be summarily rejected by the Institute without assigning any reason whatsoever. No Correspondence will be made in this regard.

Place:

Date:

Signature of the applicant(s) with seal

No. of documents duly signed and attached [_____]



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ELEGIBILITY CRITERIA AND GENERAL CONDITIONS OF SELECTION

Requirement of solvency, value of work executed, and Annual Turnover are as under:

Minimum Amount of Solvency certificate equal to upper limit of the respective category (Certificate should not be prior to March 2024 (Rs.))	Minimum Single Value of One Similar Type of work Completed (Rs.)	(Or) Minimum Single value of each two Similar Type of works Completed (Rs.)	(Or) Minimum Single value of each three Similar Type of works Completed (Rs.)	Minimum Average Annual Turnover of last3 years. (Rs.)
	Works Completed in all respect during the Last 5 Years ended on 30.09.2023.			Years ended on 31.03.2024.
10.00 Lakhs	12.00 Lakhs	8.00 Lakhs	6.00 Lakhs	30.00 Lakhs

NOTE: -

- The applicants should be bona fide resourceful and well experienced contractors/agencies/firms registered with PWD/CPWD/MES/RLY/PSUs for carrying out the Civil & Allied Works for pre-qualification for undertaking Interior, Civil, Electrical Installation and repair works at different places of Mumbai.
- For Electrical Work the respective firm must possess valid Electrical contractor's license under LT/ HT and supervisory license etc. for electrical various work.
- The contractors should be equipped with necessary infrastructure like building construction equipment, machinery and tools, labour strength etc.
- The contractor is required to furnish their Registration details of firm with PAN No, TAN No, GST No etc. The applicant is to furnish the registration details for the EPF/ESI and the Labour license details under the contract labour Act.
- Preference will be given to those who have history of timely completion of works, taken up by them during the last 5 years. If the works could not be completed within the stipulated time in any of the cases it should have been completed within the extended time approved by the appropriate authority of the organization. Relevant work orders and completion certificates mentioning the actual work done value and time of completion for the same issued by the concerned department are to be furnished to fulfill the eligibility criteria. **Please note, without completion certificate of the work mentioned in the work order will not be considered for valid experience certificate for selection. The Format of completion certificate is enclosed as Annexure III. The Value of the work order will be considered for credential/experience.**
- It is mandatory that the applicant/contractors/agencies/firms should have full- fledged service setup/Office at Mumbai. The address of the Office should be furnished with name & cell phone no. of the contact person.**
- For Assessing the Annual Turnover of the last 3 years, Contractor must submit the valid documents viz Copy of Income tax return, Profit & Loss Account and Balance sheet for the last 3 years.
- The applicant should agree and authorize the Institute to obtain the confidential report from the clients of the applicant contractors, to obtain credit opinion from the client and to verify the work executed by the contractors.
- The Institute shall not be responsible for the late receipt due to postal delay, strikes or any other reasons. Application received after stipulated time and date will not be considered and the Institute will not responsible for non-receipt or late receipt of any application send by post/courier service. The incomplete application is liable to be rejected summarily and Institute reserves the right to accept or reject any or all applications without assigning any reasons thereof.



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- j) Any clarification required by the Institute regarding the application should be furnished within the stipulated time instructed by the Institute, failing which the Institute reserves the right to cancel the application for empanelment without assigning any reason thereof.
- k) **Technical bid and Price bid should be submitted in two separate sealed cover and both the covers should be put in a single cover.**

Signature of the applicant(s) with seal

- l) Copy of Press Advertisement, Pre-Qualification Notice, and Application Form along with all details can be downloaded from Institute's website www.icmai.in www.icmai-wirc.in from 14.10.2024 to 04/11/2024
- m) Separate Checklist of Annexures duly signed by applicant to be submitted along with the application.
- n) **Application should be submitted in Spiral Binding maintaining serial of Annexures/ Annexures as asked for in the Application format.**
- o) **Any changes in eligibility criteria or in terms and conditions it will be uploaded in the Institute's web site only, time to time. It is the responsibility of the vendor/agency/contractor etc. to follow the Institute's website for any changes in conditions & eligibility criteria up to the last date of submission of application.**
- p) **Solvency Certificate should be submitted in the format given in Annexure –IV.**

Sd/-
The Chairman,
The Institute of Cost Accountants of India,
Western India Regional Council, Mumbai.

I/We hereby confirm that all information, particulars, copies, of certificates and testimonials in connection with my pre-qualification are correct and genuine. I am/We are, therefore, liable to face appropriate actions as deemed fit by the Institute in the event of any of the information, particulars, copies of certificates and testimonials are not found correct and genuine.

Place:

Date:

Signature of the applicant(s) with seal
No. of documents duly signed and attached [_____]



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ANNEXURE – I

PARTICULARS. IN RESPECT OF WORKS EXECUTED FOR THE LAST 5 YEARS. INCLUDING WORK ON HAND

Name of the Applicant	
Name of Work	
Category	

Sl. No.	Name of work / project with address	Description of work executed	Name and address of the clientele with e- mail address	Nature of work	Period of completion of work as per tender	Actual time of completion	Name of Architect / Consultant with address	Value of work
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

NOTE:

1. Credential issued by the clients shall be enclosed. **Without completion certificate of the work mentioned in the work order will not be considered for valid experience certificate for selection.**
2. Works should have been executed by the firm under the name for which the application is submitted.
3. Information has to be filled up specifically in this format. Please do not write remarks” as indicated in Brochure”
4. Indicate other points, if any, to show your technical competence to indicate any important point in your favour.

Place:

Signature of the applicant(s) with seal

Date:



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ANNEXURE II

KEY PERSONNEL PERMANENTLY EMPLOYED IN THE ORGANISATION

Name of the Applicant	
Nature of Work	
Category	

A.

Sl. No.	Name	Designation	Qualification	Experience	Years. with the firm	Remarks
I.	Technical					
II.	Administration					

(Please enclose the proof of permanent employees such as identity card issued by the company, appointment letter, EPF registration certificate Etc.)

B.

Sl. No.	Work force permanently Employed	Total Nos.	Years. with the firm
i.	Masons		
ii.	Carpenters.		
iii.	Electricians		
iv.	Plumbers.		
v.	Painters.		
vi.	Others.		

C. List of equipment / machinery in possession of the firm / hired.

Sl. No.	List of Major constructional equipment in possession of the firm including testing of project	Total Nos.	Years. with the firm

Notes:

1. Information has to be filled up specifically in this format. Please do not write remarks" as indicated in Brochure"
2. Indicate other points, if any, to show your technical competence to indicate any important point in your favour.

Place:

Signature of the applicant(s) with seal

Date:



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ANNEXURE - III

Format of Completion Certificate Letter Head of the Organization

Date:

TO WHOMSOEVER IT MAY CONCERN

This is to certify that M/s _____, having their registered office at _____ who were awarded the work of _____, have successfully executed and completed the work as detailed below.

01.	Work Order No. & Date	:	
02.	Name of work	:	
03.	Brief scope of work	:	
04.	Location of work	:	
05.	Value of work as per W.O. etc.	:	
06.	Date of commencement of work	:	
07.	Revised Value as per execution	:	
08.	Completion Period	:	
09.	Date of actual completion of work	:	
10.	Reason of delay/extension		
11.	Whether any Penalty/ Liquidated Damages imposed. If yes, please give the reason.		
12.	Whether the contractor employed qualified Engineer/Overseer during		
	i) Quality of work (indicate grading)	:	Outstanding/Very Good /Good/ /Satisfactory / Poor
	ii) Amount of work paid on reduced rates if any		
	i) Did the contractor go for arbitration?		
	ii) If yes, total amount of claim		
	iii) Total amount awarded		
13.	Comments on the capabilities of the contractor		
	a) Technical Proficiency	:	Outstanding/Very Good /Good/ /Satisfactory / Poor
	b) Financial soundness	:	Outstanding/Very Good /Good/ /Satisfactory / Poor
	c) Mobilization of adequate T&P	:	Outstanding/Very Good /Good/ /Satisfactory / Poor
	d) Mobilization of manpower	:	Outstanding/Very Good /Good/ /Satisfactory / Poor

Note: i. All columns should be filled in properly,

ii. Please tick one of the multiple options.

1. Signature of the
Reporting Officer* with office seal

2. "Countersigned"
with official seal

***Officer not below the rank of Superintending Engineer/Head of the Department/Branch Head or equivalent.
(Reports must be submitted in client's official Letter Head and to be addressed to the**

The Chairman,
The Institute of Cost Accountants of India,
Western India Regional Council, Mumbai.



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Annexure – IV

SOLVENCY CERTIFICATE FORMAT

This is to certify that to the best of our knowledge and information M/s (Firm name with address) _____ having marginally noted address, a customer of our Institute are/is respectable firm and can be treated as good for any engagement up to a limit of Rs. _____ (Rupees _____).

(Signature)
For the Bank with Seal

Note:

1. Banks' certificates should be on letter head of the scheduled Bank.
2. In case of partnership firm, certificate to include names of all partners as recorded with the Institute.



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CHECK LIST

Name of the Applicant	
Name of Work	

Annexures:

✓ Tick the column under the head 'submitted'. Please strike out the items which are not applicable.

Sl. No.	Particulars	Submitted	Checked	Verified
			For office use only	
1	Application Form			
2	Copy of Registration of Company/ Memorandum of Articles/Association of Articles/ Partnership Deed			
3	Solvency Certificate as per the format enclosed in ANNEXURE - IV			
4	Institute Credit sanction letter			
5	I.T. Registration and Assessment order			
6	GST Registration and Assessment Order			
7	Copies of Mandatory Registration Certificate with EPF, ESI and Labour Commissioner			
8	Balance Sheet and Profit & Loss Account for the last 7 years.			
9	Copies of Empanelment and registration details with other Dep't/Organization			
10	Work Completion Certificates,			
11	Photographs of completed works			
12	Signature in Applications and Annexure I; II; III and IV.			
13	Annexure I			
14	Annexure II			
15	Annexure III			
16	Annexure IV			
17	Annexure A			
18	Annexure B			
19	Annexure C			
20	Annexure D			
21	Annexure E			
22	Annexure F			
23	Annexure G			
24	Annexure H			
25	Annexure I			
26	Annexure J			
27	Annexure K			
28	Annexure M			
29	Annexure N			

Name of Authorized Signatory



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APPENDIX

(Hereinbefore referred to)

1. Defects Liability Period : 12 Months (12 Months)
2. Date of Commencement : 3rd day after the date of written order to commence
3. Time of Completion : 4 Months
4. Liquidated Damages : An amount equal to one percent of the amount of total value of the work for every 15 days delay, subject to the ceiling of a maximum 10%(Ten) of the total value of the contract.
5. Retention / Security Deposit Percentage : 5% (Five percent) of the Contract value.

Signature of the Contractor

SAFETY CODE

1. There shall be maintained in readily accessible place first aid appliances including adequate supply of sterilized dressings and coting wool.
2. An injured person shall be taken to a public hospital without loss of time, in case where the injury necessitates hospitalization.
3. Suitable and strong scaffolds should be provided for all works that cannot safely be done from ground. No portable single ladder shall be over 8mts in length, the width between the side rails shall not be less than 30cm(clear) and the distance between two adjacent rungs shall not be more than 30cm. When a ladder is used an extra mazdoor shall be engaged for holding the ladder.
4. The excavated material shall not be placed within 1.5mts of the edge of the trench or half of the depth of trench, whichever is more. All trenches and excavations shall be provided with necessary fencing and lighting.
5. Every opening in the floor of a building or in a working platform be provided with suitable means to prevent the fall of persons or materials by providing suitable fencing or railing whose minimum height shall be one meter.
6. No floor, roof or other part of the structure shall be so overloaded with debris or materials as to render it unsafe.
7. Workers employed on mixing and handling material shall be provided with protective footwear and rubber hand-gloves.
8. Those engaged in welding works shall be provided with welder's protective eye-shields and gloves.
9. (i) No paint containing lead or lead products shall be used except in the form of paste or readymade paint.
(ii) Suitable facemasks should be supplied for use by the workers when the paint is applied in the form of spray or surface having lead paint dry rubbed and scrapped.
(iii) Overalls shall be supplied by the contractor to the painters and adequate facilities shall be provided to enable the working painters to wash during the periods of cessation of work.
10. Hoisting machines and tackle used in the works, including their attachments, anchorage and supports shall be in perfect condition. The ropes used in hosting or lowering materials or as a means of suspension shall be of durable quality and of adequate strength and free from defects.

SUBMISSION OF BIDS

- (a) The proposal shall be in two parts. Technical Bid (Format-II and Format III) in cover-A and Financial Bid (Format-IV) in Cover-B shall be submitted in two separate wax sealed envelopes with respective marking in bold letters in the Formats.
- (b) A demand draft for Rs.1,00,000.00 drawn in favor of The Institute of Cost Accountants of India, payable at Mumbai from any Nationalized Institute towards EMD shall be enclosed to the Technical Bid.



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(c) Both the sealed envelopes Cover-A and Cover-B shall again be placed in a Cover- C and the same shall be sealed with wax and dropped in the Tender Box available in the Institute of Cost Accountants of India, Mumbai Chapter, **Mumbai on or before 4th November, 2024 at 3.00 p.m.**

(d) The documents as mentioned in the Annexures shall be furnished along with the Technical Bid.

OPENING OF BIDS

The Cover "A" Containing Technical Bid will be opened by the Convener of Tender Committee, WIRC of the Institute of Cost Accountants of India, Mumbai, in presence of all bidders whoever participated in bidding or their authorized representatives having brought a proper letter of authorization to participate in the bid opening event.

EVALUATION OF BIDS

The evaluation of bids will be done on the basis of 50 points for Technical Bid and the lowest quote for Financial Bid.

The following is the breakup of 50 points in respect of Technical Evaluation:

(i) 5 points per project will be assigned for completion of projects subject to a maximum of 25 points.

(ii) 10 points will be assigned for creativity of completed projects.

(iii) 2 points will be assigned for each retired Assistant Executive Engineer/ Chartered Engineer employed by the firm subject to a maximum of 5 points.

(iv) 5 points will be assigned for location of office at the place of work / project site.

(v) 5 points will be assigned for five or more equipment possessed by the Contractor.

(vi) 3 Points to the firm / Engineer possessing valid Contractor / Engineer / Architect / Interior Designer license from Mumbai Municipal Corporation

Qualifying Marks:

The firms securing minimum 25 points out of 50 points fixed for qualification in "Technical Evaluation" will be considered eligible. The first lowest (L1), the second lowest (L2) and the third lowest (L3) financial bids are identified and work will be awarded to the first lowest (L1) bidder. In case the first lowest bidder (L1) fails to execute the agreement within five days of the award of bid, the Earnest Money Deposit of the defaulting bidder will be forfeited.

AWARD OF CONTRACT

The work will be awarded to the bidder who offered the first lowest (L1) financial bid among the technically qualified bidders.

The Secretary, the Institute of Cost Accountants of India Mumbai may reject any / all of the bids received without assigning any reasons whatsoever.

Validity period of Bid and Agreement:

(i) 180 days shall be the validity period of bid from the date of opening of the Technical Bid.

(ii) 9 Months shall be the validity period of agreement from the date of concluding agreement.

On award of the contract, the firm is expected to take up/commence the assignment within three days of time.



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AGREEMENT

(To be executed on requisite value of Stamp Paper)

THIS AGREEMENT made on _____ day of _____ (month/year) between, The Institute of Cost Accountants of India Mumbai Chapter, Mumbai, Maharashtra, of the one part and _____ (Name and Address of the Contractor) (hereinafter called "the Contractor") of the other part.

WHEREAS the Institute of Cost Accountants of India Western India Regional Council, Mumbai, desirous to get FOR RENOVATION AND ALLIED CIVIL WORKS related to Institute of Cost Accountants of India, Western India Regional Council, Rohit Chamber, 4th Floor, Janmabhoomi Marg, Fort, Mumbai – 400 001, should be executed by the Contractor viz. Contract No. ----- (hereinafter called "the Works") and has accepted a bid by the Contractor for the execution and completion of such works and the remedying of any defects therein.

NOW THIS AGREEMENT WITNESSETH as follows:

1. In this Agreement, words and expressions shall have the same meaning as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement:
 - (a) Notice Inviting Tender
 - (b) Letter of Acceptance of Tender
 - © General and Special Conditions of Contract
 - (d) Technical Requirements and Specifications
 - (e) Structural Specifications
 - (f) Forms of Bids
 - (g) Schedule of Quantities
3. In consideration of the payments to be made by the Institute of Cost Accountants of India Mumbai Chapter to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Institute of Cost Accountants of India Mumbai Chapter to execute and complete the works and remedy any defects therein in conformity in all respects with the provisions of the Contract.
4. The Institute of Cost Accountants of India Mumbai Chapter hereby covenants to pay the Contractor in consideration of the execution and completion of the works and the remedying of defects therein the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement executed the day and year first before written.

(Name, Designation and Address
of the Authorized Signatory)
Signed for and on behalf of the
Contractor in the presence of:

Witness:

1.

2.

(Name, Designation and Address
of the Authorized Signatory)
Signed for and on behalf of the
Institute of Cost Accountants of India
Mumbai in the presence of:

Witness:

1.

2.



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Price Bid (Format IV)

SCHEDULE OF QUANTITIES

Name of work : Proposed RENOVATION AND ALLIED CIVIL WORKS at the Institute of Cost Accountants of India, Western India Regional Council, Rohit Chamber, 4th Floor, Janmabhoomi Marg, Fort, Mumbai – 400 001.

Location : Mumbai

Rates & Amounts are to be written in both figure and in words. If there is a difference in figure and word, then amount written in word should be treated as correct

Net Value in words Rupees:

only.



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BOQ FOR THE PROPOSED RENOVATION AND ALLIED CIVIL WORK

Sr No	Name	Task list	remarks	rate	unit	area / quantity	unit	total cost Rs.
1	store room 1	create new wall panel in ply and laminate with glass door with frosted film			/sqft	112.00	sqft	
		provide chemical water proofing coat wherever required			/sqft	70.00	sqft	
		Luster paint for wall			/sqft	345.00	sqft	
		emulsion paint for ceiling			/sqft	115.00	sqft	
		storage racks in metal frame (4 ft x 10 ft)	buy out item		rs/unit	2.00	/no	
2	staff area	provide chemical water proofing coat wherever required			/sqft	470.00	sqft	
		Luster paint for wall			/sqft	1045.00	sqft	
		modular ceiling (local brand)			/sqft	470.00	sqft	
		modular work desk (pre laminated play top + metal legs) with electrical provision	as per design / buy out		rs/unit	14.00	no	
		modular storage (1 per workstation)			rs/unit	14.00	no	
		office chairs			rs/unit	14.00	no	
		cashiers cubicle in ply and laminate finish with glass window (6 ft x 4 ft x 10 ft)	lum sum			1.00	no	
		create new wall panel in ply, laminate,glass with glass door with frosted film	as per design / buy out		/sqft	300.00	sqft	
3	reception	provide chemical water proofing coat wherever required			/sqft	275.00	sqft	
		Luster paint for wall			/sqft	915.00	sqft	
		modular ceiling (local brand)			/sqft	275.00	sqft	
		Sofa (2 + 2 + 1) center table in glass, side tables in play, dry landscape	buy out item					
		Signage	as actual cost					
4	Chairmain cabin	provide chemical water proofing coat wherever required			/sqft	270.00	sqft	
		Luster paint for wall			/sqft	640.00	sqft	
		modular ceiling (local brand)			/sqft	275.00	sqft	



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		Chairman table (mohogany wood colour, veneer finish, glass top)	as per design / buy out	1.00	no			
		office chairs		4.00	no			
		chairman chair		1.00	no			
		sofa set (2 + 1 + 1)	buy out item					
		Show case unit (ply and glass)	as per design / buy out	1.00	no			
		dry landscape	as actual cost					
5	auditorium	Luster paint for wall			/sqft	1180.00	sqft	
		stage to be built with MS frame and ply top, with engineered wood flooring			/sqft	130.00	/sqft	
		office chairs			/sqft	55.00	no	
6	Toilets	deep / chemical cleaning from local agency	lum sum					
7	Computer lab	provide chemical water proofing coat wherever required			/sqft	400.00	sqft	
		Luster paint for wall			/sqft	800.00	sqft	
8	store room 2	provide chemical water proofing coat wherever required			/sqft	90.00	sqft	
		Luster paint for wall			/sqft	415.00	sqft	
		emulsion paint for ceiling			/sqft	90.00	sqft	
9	server room	provide chemical water proofing coat wherever required	this combined area need to be redesigned to have more effective use		/sqft	35.00	sqft	
		Luster paint for wall			/sqft	225.00	sqft	
		emulsion paint for ceiling			/sqft	35.00	sqft	
		build new wall panels with wooden frame and cement sheets			/sqft	140.00	sqft	
10	pantry	provide chemical water proofing coat wherever required			/sqft	45.00	sqft	
		Luster paint for wall			/sqft	275.00	sqft	
		emulsion paint for ceiling			/sqft	45.00	sqft	
		build new wall panels with wooden frame and cement sheets		/sqft	120.00	sqft		
11	chairman toilet	work as actual (12 ft x 5 ft) tiles, painting, fixtures, sanitarywares	lums sum			60.00	sqft	
12	Electrical work	inspect existing electrical network, provision for new cabling, fixtures of local make (except computer lab, library, toilets, corridor)	lum sum		/sqft	2075.00	sqft	
Total								



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