



**THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA  
(ICAI)**

**TENDER FOR PROVIDING  
FACILITY/PROPERTY MANAGEMENT & HOUSEKEEPING SERVICES**

**AT**

**CENTRE OF EXCELLENCE (COE) ICAI BHAWAN, PLOT NO. 10& 11, FINANCIAL  
DISTRICT, NANAKRAMGUDA, GACHIBOWLI, HYDERABAD - 500032**

**TECHNICAL BID**

**(Part-I)**

**Particulars of Bidder:-**

**M/s.**

\_\_\_\_\_

**Address**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Tel. No.**

\_\_\_\_\_

**Name of the Person**

\_\_\_\_\_

**Signing the tender**

\_\_\_\_\_

**Mobile No.**

\_\_\_\_\_

**E-mail ID**

\_\_\_\_\_

**LAST DATE FOR SUBMISSION :**

**OF SEALED TENDERS**

**TOTAL NUMBER OF PAGES :**

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**THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA (ICAI)**  
**H.O.: “ICAI Bhawan”, Indraprastha Marg, New Delhi - 110 002**  
**COE: Centre of Excellence, ICAI Bhawan, Plot No.10&11, Financial District,**  
**Nanakramguda, Gachibowli, Hyderabad - 500032**

**NOTICE INVITING TENDER (PRESS)**

ICAI invites sealed tenders in Two Bid system (Techno- commercial and Financial Bids in two separate covers) from reputed Agencies holding valid licenses, for providing Facility/Property Management & Housekeeping Services at its CENTRE OF EXCELLENCE located at **Plot No.10&11, Financial District, Nanakramguda, Gachibowli, Hyderabad - 500032**. The tender forms can be downloaded from ICAI’s website [www.icaai.org](http://www.icaai.org) & [www.coeicai-hyd.com](http://www.coeicai-hyd.com). The last date for submission of sealed tender is **19.03.2021 on or before 02.00 PM**.

**SECRETARY**  
**ICAI**

**THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA (ICAI)**

**H.O.: “ICAI Bhawan’, Indraprastha Marg, New Delhi - 110 002**

**COE: Centre of Excellence, ICAI Bhawan, Plot No.10&11, Financial District,  
Nanakramguda, Gachibowli, Hyderabad - 500032**

**NOTICE INVITING TENDER (WEBSITE)**

ICAI invites sealed tenders in Two Bid system (Techno- commercial and Financial Bids in two separate covers) from reputed and experienced Agencies for providing Facility/Property Management & Housekeeping Services at its Centre of Excellence, **COE: Centre of Excellence, ICAI Bhawan, Plot No.10&11, Financial District, Nanakramguda, Gachibowli, Hyderabad – 500032.**

**RELEVANT INFORMATION AT A GLANCE**

1.	Name of the Work	For providing Facility/Property Management & Housekeeping Services at ICAI CENTRE OF EXCELLENCE located at <b>ICAI Bhawan, Plot No.10&amp;11, Financial District, Nanakramguda, Gachibowli, Hyderabad - 500032</b>
2.	Cost of tender documents	<b>Rs.1,000/- plus GST in the form of demand draft only favouring “Secretary, The Institute of Chartered Accountants of India”, payable at Delhi.</b>
3.	Last date for submission of tenders	<b>Dt.19.03.2021 upto 02.00 PM.</b> Bids may be submitted/dropped in the Box placed at Centre of Excellence, <b>ICAI Bhawan, Plot No.10&amp;11, Financial District, Nanakramguda, Gachibowli, Hyderabad – 500032.</b>  Alternatively, Tenderers may send the Bids through Speed Post or through courier at the address mentioned herein so as to reach before the last date of submission. The ICAI will not be responsible for any postal delay in receipt of Bid documents. Bids received after due date and time shall be rejected summarily.
4.	Earnest Money Deposit	Demand Draft for <b>Rs.2,00,000/-</b> (Rupees Two Lakhs only) drawn in favour of Secretary, The Institute of Chartered Accountants of India, payable at Delhi.
5.	Date of opening the Technical Bid (Cover-1)	<b>The Technical bids shall be opened at 03.00 PM on 19.03.2021</b> or on any other date & time as per discretion of ICAI even if bidders are not present. In the event, the specified date of bid opening is declared as a holiday for ICAI, the bid shall be opened on the next working day at the specified time and location.
6.	Date of opening of Financial bid (Cover–2)	After evaluating the Technical bids on ICAI Parameters, the Financial bids of successful bidders shall be opened on same day or any other date at the discretion of ICAI as notified even if bidders are not present. In the event, the specified date of bid opening is declared as a holiday for ICAI, the bid shall be opened on the next working day at the specified time and location.
7.	Validity of Tender	Tender shall be valid for 90 Days for acceptance from the last date of submission of Bid.
8.	TDS (Income Tax)	As Applicable

9.	Security Deposit/ Performance Bank Guarantee	The successful Bidder shall be required to furnish within 15 days of acceptance of his bid, Bank guarantee / DD in favour of The Secretary, ICAI for performance equal to Rs. 3,00,000/- (Rupees Three Lakhs only) or 10% of the Annual Contract value whichever is higher, with the ICAI in the manner indicated in General Conditions of Contract. In case, the successful Bidder fails or refuses to sign the agreement or furnish the bank guarantee within the period as indicated above, the earnest money shall be forfeited.
10.	Amount in words	Bidder shall write amount in figures and in words, in case of any discrepancy, amount in words shall be considered as final and binding on both parties.

**Note:**

1. Facility/Property Management & Housekeeping Services would be required at Centre of Excellence at **ICAI Bhawan, Plot No.10&11, Financial District, Nanakramguda, Gachibowli, Hyderabad – 500032** spreading in 2.8 acres of land having Admin Block and Residential Block with 39 rooms and 04 flats, 04 classrooms, 01 Auditorium, two storey administrative block and cafeteria. Bidders are advised to visit the premises at aforesaid address in the office hours where they can contact Mr. S.V. Ramana Reddy, Executive Officer, Mobile No.9515378026.
2. ICAI reserves rights to reject any tender / bid at any stage and/or time fully or partly for whole process and/or for particular contractor and also reserves all rights at any time to add, alter, modify, change, edit & delete any item and/or condition at any stage and/or vary all or any of these terms and conditions or replace fully or partly for whole process and/or for particular contractor or vary all or any of these terms and conditions or replace without assigning any reasons whatsoever. In this regard, the decision of ICAI shall be final and binding on all the participants.
3. ICAI reserves right to reject any or all tenders / bids and the entire tender process without assigning any reason whatsoever.
4. Canvassing in any form in connection with the tender is strictly prohibited and the tender submitted by the Housekeeping Agency which resorts to canvassing is liable to be rejected.
5. ICAI or its representatives shall not entertain any bidder, during the period, the selection of Contractor is in process.
6. ICAI reserves the right to verify the particulars furnished by the tenderer/ bidder, independently.
7. In no case, the request of bidder for change or modification in any terms and conditions related to payment shall be entertained.
8. ICAI reserves the right to modify any condition of Tender documents at any time. ICAI can also issue corrigendum to this tender by notifying the same at [www.icai.org](http://www.icai.org).
9. ICAI reserves the right to award contract in full or in part to one or more bidder(s)/ contractor(s) without assigning any reason, whatsoever.
10. ICAI also reserves the right not to accept the lowest bid.

## **Section – I**

### **ELIGIBILITY CRITERIA**

#### **General Eligibility**

This invitation to respond to the Tender is open to such qualified and reputed Agencies which are registered and have their registered office in India. Along with the General Eligibility criteria, bidder has to satisfy the following criteria:

1. The Bidder shall have its registered office, preferably in Hyderabad and in case of firm / company having registered office in any other State/Union Territory; it must have its Branch office in Hyderabad.
2. The Bidder should have average annual turnover of Rs.50.00 Lacs during the last three financial years ending on March, 2020. Copies of the P&L Account and Balance Sheet duly certified by the Chartered Accountant must be enclosed with the Tender document.
3. The bidder shall have experience in providing Facility/Property Management & Housekeeping Services to the Govt. Departments/Autonomous Institutions/Universities/Public Sector Undertakings of the Government of India or State Government or Public Sector Banks or Local Bodies/Municipalities and must have executed or have a running single work order/contract value more than Rs.5 Lakhs, in the last three financial years. The details including names and address of such organizations along with the value of contract to be provided as part of Technical Bid.
4. The Bidder shall have minimum 3 years experience in providing Facility/Property Management & Housekeeping Services and relating manpower supply.
5. The bidder shall have the required strength of Facility/Property Management & Housekeeping Services personnel associated with him.
6. There should be no case pending with the Courts/Arbitral Tribunals against the Proprietor/ Firm/ Partner or the Company (Agency). A Declaration to this effect be provided.
7. The Bidder shall have the following Registrations where ever applicable and details of the same shall be provided in the Technical Bid:
  - (a) PF & ESI Registration as applicable
  - (b) GST Registration
  - (c) Valid License, issued by Regional Labour Commissioner, Govt. of India
  - (d) Proof of compliance of other statutory requirements
  - (e) Income Tax return filed copy
  - (f) Copies of contracts already executed and those in hand along with their value.
  - (g) Statement indicating financial status, total manpower engaged in various other contracts
  - (h) Proof of Registration of firm /Agency along with Proprietary Certificate/Partnership Deed, MOA, AOA, and Incorporation Certificate as the case may be.
  - (i) Profile of the Company / Agency/ Firm
  - (j) Proof of registration with DGR, if any.

## **Section – II**

### **INSTRUCTIONS TO TENDERERS**

- 1.1 The bidders are advised to examine each and every clause of Tender documents carefully. Bidder shall submit the Tender Documents duly signed and stamped on each page of tender in token of his acceptance along with his bid.
- 1.2 Bid shall remain valid for 90 days from the last date of submission of Bids.
- 1.3 Sealed tenders are invited under two bid system directly from the established, registered, reputed Facility/Property Management & Housekeeping agencies/firms/companies having wide infrastructure across the country for providing Facility/Property Management & Housekeeping Services to the ICAI COE, Hyderabad. The cost of tender document is Rs. 1,000/- (Rupees One Thousand Only) plus GST in the form of Demand Draft from any scheduled bank should be drawn in favour of Secretary, The Institute of Chartered Accountants of India, payable at New Delhi is to be submitted along with the Tender/application form. The non- submission of cost of tender form may lead to rejection of the bid.

## 1.1 **CLARIFICATION REQUESTS BY BIDDER**

- 1.4.1 Although the details presented in this Tender Documents comprising of conditions of contract, scope of work etc, have been compiled with all reasonable care, it is the Bidder's responsibility to ensure that the information provided is adequate and clearly understood.
- 1.4.2 Bidder shall examine the Tender documents thoroughly in all respect.
- 1.4.3 Any failure by Bidder to comply with the aforesaid requirement shall not absolve the Bidder from liability, after subsequent award of contract, from performing the work in accordance with the tender Documents.
- 1.4.4 Before tendering, the tenderers are requested to visit the site and satisfy themselves fully regarding the nature of the work and get required clarifications from the ICAI, if any. No plea with respect to want of information or clarification on any particular point shall be entertained after the bid has been received.

## 1.5 **AMENDMENT OF TENDER DOCUMENT**

- 1.5.1 ICAI may, for any reason whether at its own initiative or in response to the clarification requested by the prospective Bidder, issue amendment in the form of addendum / corrigendum during the Bidding period in the abovementioned websites and subsequent to receiving the bids.  

Any addendum / corrigendum thus issued shall become part of Tender document and Bidder shall submit 'original' addendum/corrigendum duly signed and stamped in token of his acceptance.
- 1.5.2 For addendum issued during the Bidding period, Bidder shall consider the impact in his Bid. For addendum issued subsequent to receiving the Bids, Bidder shall follow the instructions issued along with addendum with regard to submission of impact on quoted price / revised price, if any.

## 2. **EARNEST MONEY DEPOSIT**

- 2.1 The bid must be accompanied by Earnest Money Deposit (EMD), for the amount of Rs.2,00,000/- (Rupees Two lakhs only) in the form of a Demand Draft drawn on any Nationalized/Scheduled Bank in favour of Secretary, The Institute of Chartered Accountants of India, payable at New Delhi and the same is to be submitted along with the Technical Bid. No interest shall be payable on EMD.
- 2.2 If the bidder, after submission, revokes his bid or modifies the terms and conditions thereof during the validity of his bid except where the ICAI has given opportunity to do so, the earnest money deposit submitted by Bidder shall, in such case, be forfeited.
- 2.3 ICAI may at any time cancel or withdraw the invitation to bid without assigning any reason and the earnest money deposit submitted by Bidder shall in such case be refunded to him/it.
- 2.4 The successful Bidder shall be required to furnish within 15 days of acceptance of his bid, Bank guarantee for performance equal to Rs.3,00,000/- (Rupees three lakhs only) or equivalent to 10% of the Annual Contract value whichever is higher, with the ICAI in the manner indicated in General Conditions of Contract. In case, the successful Bidder fails or refuses to sign the agreement or furnish the bank guarantee within the period as indicated above, the earnest money shall be forfeited. No interest shall be payable on Performance Security.

## 3. **DOCUMENTS COMPRISING THE BID**

- 3.1 ICAI intends to fully evaluate the technical and commercial submissions.
- 3.2 Bidder is requested to furnish the complete and correct information required for evaluation of his Bid. If the information / documentation forming basis of evaluation is found incomplete / incorrect the same may be considered adequate ground for rejection of the bid.
- 3.3 Bidder shall arrange his/its bid in the following order:

### I) **PART-I TECHNICAL PART (BID)**

Technical part shall comprise of the attachments, specifying attachment number arranged in the order as follows:

- a) Submission of Declaration letter along with Tender document, DD against the cost of tender form, Earnest Money Deposit and its details.

- b) Power of Attorney in favour of authorized signatory of the Bidder.
- c) Organization details
  - In case of a proprietorship firm, the name and address of proprietor, and attested copy of 'Certificate of registration of firm'.
  - In case Bidder is a partnership firm, attested copy of the partnership deed.
  - In case of company (whether private or public), attested copy of the 'Certificate of Incorporation' together with attested Memorandum / Articles of Association, along with certified copy of the Board Resolution for decision of the company to participate in bids.
- d) **Composition of the Agency** – Full particulars (whether contractor is an individual, or a partnership firm, or a company etc) of the composition of the Agency in detail should be submitted along with name(s) & address(es) of the partners/copy of the Articles of Association /Power of Attorney/any other relevant document.
- e) **Work experience during the specified period** Copies of the detailed work orders indicating date of award, value of awarded work should be enclosed as proof of the work experience.
- f) **Details of completed works** – The client-wise names of work(s), year(s) of execution of work(s), awarded and actual cost(s) of executed work(s), name(s) and full contact-details of the officers /authorities /departments under whom the work(s) was/were executed should be furnished.
- g) **Credit worthiness of the Tenderer and its turnover during the specified period**  
Balance sheets of last 3 years should be enclosed ending on March, 2019.
- h) **Name(s) & Address(es) of the bankers of the Tenderer and their contact details.**
- i) List of staff / office bearers with their qualification and experience.
- j) Copies of labour license, works contract registration and GST registration certificate, Proof of registration with DGR, if any, Proof of Registration with ESI & PF Commissioner with separate code, Proof of compliance of other statutory requirements; Income Tax clearance certificate, Profile of the Company / agency/ firm.
- k) Check list of submission of bid.
- l) Any other relevant document, Bidder desires to submit.

## **II) PART-II PRICED FINANCIAL PART (PRICE BID)**

- a) Priced-financial Part shall be submitted duly filled in the prescribed format.
- b) No stipulation, deviation, terms & conditions, presumption, basis etc. shall be stipulated in Price part of bid. ICAI shall not take cognizance of any such statement and may at its discretion reject such price bids.

### **4.0 SUBMISSION OF BID**

#### **4.1 SUBMISSION IN TWO SEPARATE ENVELOPS**

- 4.1.1 Technical and Financial part must be submitted in separate sealed envelopes clearly mentioned as "**Technical Bid**" and "**Financial Bid**" and both the sealed envelopes to be put into another envelope and it should be superscribed as "**Tender for providing Facility/Property Management & Housekeeping Services at ICAI Centre of Excellence located at ICAI Bhawan, Plot No.10&11, Financial District, Nanakramguda, Gachibowli, Hyderabad – 500032.**"

#### **I) PART-I - TECHNICAL PART**

- a) This part shall contain technical bid. This envelope shall comprise the signed copy of Tender documents, addendum (if any), the information listed for submission in Part -I under Para 3.3 (I) above. Techno-commercial bid disclosing prices shall be summarily rejected.
- b) The envelope shall have following information clearly written on the outside of the envelope, failing which ICAI will assume no responsibility for the misplacement or premature opening of the bid.



## **Part-I - Technical Part**

**“Technical Bid for Providing Facility/Property Management & Housekeeping Services at ICAI Centre of Excellence located at ICAI Bhawan, Plot No.10&11, Financial District, Nanakramguda, Gachibowli, Hyderabad – 500032”**

Due date & time of Opening: \_\_\_\_\_

From: Address of Bidder: \_\_\_\_\_

Original earnest money deposit (EMD shall also be enclosed in this part.)

### **II) PART-II SEALED PRICED FINANCIAL PART**

- a) This part of the bid shall contain the Schedule of Rates, duly filled in all respects and other information specifically requested for submission in price part under Para 3.3 (II) above. The envelope shall have the following information clearly written on outside of the envelope, failing which ICAI will assume no responsibility for the misplacement or premature opening of the bid.

#### **PART-II —FINANCIAL/PRICE PART**

**“Financial Bid for Providing Facility/Property Management & Housekeeping Services at ICAI Centre of Excellence located at, ICAI Bhawan, Plot No.10&11, Financial District, Nanakramguda, Gachibowli, Hyderabad – 500032”.**

Name and Address of Bidder: \_\_\_\_\_

#### **4.2 Address to which bids are to be sent (Post/Courier/Hand /etc.)**

**The Secretary  
The Institute of Chartered Accountants of India  
Centre of Excellence  
ICAI Bhawan  
Plot No.10&11, Financial District  
Nanakramguda, Gachibowli  
Hyderabad – 500032**

Bid received after the time and date fixed for receipt of bid is liable for rejection. In case of incomplete submissions, ICAI shall not be under any obligation to give the bidder an opportunity to make good such deficiencies and ICAI may at its discretion treat such bids as incomplete and not consider for further evaluation. Incomplete Bids or Bids received without Earnest Money Deposit (EMD) or Bids received after due date and time of submission will be rejected summarily.

#### **4.3 SIGNING OF TENDER**

The Tender shall contain the name, place of business and other prescribed details of the person(s) making the Tender and shall be sent by the Tenderer under his signature. Partnership firms shall furnish full names of all the partners and shall annex a copy of the Partnership Deed with the Tender. It shall be signed in the partnership name by all the partners or by duly authorised representative followed by the name and designation of the person signing. Tender by body corporate shall be signed in the name of body corporate by a person duly authorised to do so. All the pages/documents of the Tender should bear the signature of the tenderer with date. All the entries by the tenderer should be in one ink & legibly written. Any over-writing, corrections & cuttings should bear dated initials of the tenderer. Corrections should be made by writing again instead of shaping or over-writing.

Rates should be quoted both in figures as well as in words. In case the rates quoted in words & figures are at variance, the rates written in words shall be taken as final.

#### **4.4 TECHNO-COMMERCIAL DISCUSSIONS**

Bid of the bidder who submits the required EMD shall be taken up for detailed evaluation. Techno-commercial discussions with bidder shall be arranged, if needed.

### **5. AWARD OF WORK**

- 5.1** The bidder whose bid is accepted by ICAI shall be issued Letter of Intent (LOI). Bidder shall confirm acceptance by returning a signed copy of the LOI. The successful bidder shall be

required to execute a formal agreement in accordance with the 'Proforma of Articles of Agreement' within 15 days of receipt of LOI/Detailed Letter of Award.

Contract Documents to be signed between ICAI & selected bidder shall consist of the following:

- a) Agreement
- b) Letter of Intent/ Detailed letter of award
- c) Original Tender document
- d) Addendum / Corrigendum issued to bidder, if any.

**5.2** ICAI reserves the right to award the work to more than one bidder on the rates approved by ICAI for better service options.

### Section III

#### SCOPE OF WORK

**Facility/Property Management & Housekeeping Services** would be required at Centre of Excellence at **ICAI Bhawan, Plot No.10&11, Financial District, Nanakramguda, Gachibowli, Hyderabad – 500032** spreading in 2.8 acres of land having residential blocks, classrooms, administrative block and cafeteria.

The bidders should provide Quotations for –

- (i) With the cleaning material &
- (ii) Without cleaning material.

Whereas the machinery required for the facility management services should be provided/locate at the premises by the allocated Agency only.

**Broad Scope of Work expected for CoE of ICAI, premises are as follows:**

***Mechanical Services:***

- Septic Tank Plant (STP) Operations & Maintenance (As per ICAI requirement)
- Plumbing Repairing Services
- Carpentry Repairing Services
- Fire & Safety Operations & Maintenance
- CCTV Operations/Maintenance
- Gym Equipment Operations/Maintenance
- Glass Façade Cleaning
- Audio/Visual Maintenance

***Housekeeping Services:***

- Cleaning of entire CoE of ICAI premises, such as, -
  - **Broad Areas of Cleaning:** Removal of paper, litter, garbage and packing material from all floors/rooms/pantry etc., Vacuum cleaning of carpeted floors & other required areas, Dusting of furniture, telephones, etc., Cleaning and scrubbing of required areas, Cleaning of window glasses, frames & air conditioning grills, etc., Dry & wet mopping of staircases, Pantry & lobby area, Cleaning of planters, Mopping of Reception, lobbies, all wooden & glass doors, conference tables & chairs, carpets, panel posters, paintings, light fittings, furniture & fixtures etc., Scrubbing of staircase, lobbies, outside areas, etc., removal of cobwebs, Brass polishing of brass/copper fixtures, open lawns, footpath area, artificial plants, etc.
  - **Toilets:** Cleaning of doors & windows, Scrubbing of the Urinals & Sinks, Washing of Toilet walls, floor, W/C, Changing of Urinal Cubes, Odonil cubes, Cleaning of Doormats, etc., Trash Removals, Refilling of Soup dispensers, Toilet paper rolls & face tissues, etc., Cleaning of Toilet Fittings, Washbasins, Mirrors, Stairs, etc.
- Housekeeping and Waste Management

- Granite/Marble Maintenance
- External & Internal Glass Facade Cleaning
- Carpet Servicing/Maintenance
- Flower & Indoor Plant Maintenance
- Horticulture/Gardening Services

***Management of Residential Block:***

- Reception/Room Bookings
- Room Services (As specified by ICAI from time to time)
- Laundry Services for the Linen of Rooms and for the Participants of Rooms on direct payment basis.
- Specific Services Required for the Residential Block:
  - Changing & Bed Making of Linen during Residential Programmes, Noting of Issues in the Rooms, Spots cleaning on the walls, dusting & cleaning of Windows, other articles in the room, Furniture & Fixtures, Telephone, etc., skirting, Trash Removals, Emptying of Dustbins, etc.

The Agency would ensure Supervision by a responsible person of the Agency who would be over all responsible for the cleaning and maintenance of the premises and single point contact. Cleaning schedules of the premises would be as per the CoE of ICAI's discretion and as per the schedules provided by CoE of ICAI from time to time.

With regard to requirement of Number of personnel to be deputed for the abovementioned works are as follows:

- Male Supervisor : 01
- Female Supervisor : 01
- Plumber: 01
- Carpenter: 01
- Housekeeping Staff: 10
- Residential Block Reception Manager: 1+1 (Shiftwise)
- Room Service Boys/Girls: 02+01 (During Residential Programmes & other time they would be used for Housekeeping)
- Other Technicians on call basis

In case of requirement of any additional personnel from time to time will be as per the discretion of the ICAI and the wages for the same would be as per the Government's Wages Act.

## **SECTION-IV**

### **GENERAL CONDITIONS OF CONTRACT (GCC)**

**1. SCOPE OF SERVICES:**

Scope of Services shall be as detailed in Scope of Work (Section –III)

**2. EARNEST MONEY DEPOSIT & SECURITY DEPOSIT**

2.1 The bidders shall submit an Earnest Money Deposit (EMD) of 2,00,000/- (Rupees Two Lakhs only), in the form of Demand Draft drawn in favour of "The Secretary, Institute of Chartered Accountants of India", payable at Delhi.

2.2 In case of the unsuccessful bidders, Earnest Money Deposit shall be returned after finalization of the tender process or within three months from the date of opening of tender, whichever is earlier. No interest shall be payable on the EMD.

- 2.3 The successful Bidder shall be required to furnish within 15 days of acceptance of his bid, Bank guarantee for performance for an amount of Rs. 3,00,000/- (Rupees Three Lakhs only) or an amount equivalent to 10% of the Annual Contract value whichever is higher, with the ICAI in the manner indicated herein. In case, the successful Bidder fails or refuses to sign the agreement or furnish the bank guarantee within the period as indicated above, the earnest money shall be forfeited.
- 2.4 The EMD shall be forfeited by ICAI in case, the tenderer withdraws their offer during the period of tender validity or if after submission of quotation the tenderer fails to honour the contract or refuses to comply with any or all the terms and conditions of the tender or/and the contract arising thereunder.
- 2.5 The Security Deposit furnished by the successful bidder will be returned after three months from the expiry or earlier determination of contract, provided the Contractor discharges his services, according to terms & conditions and satisfaction of the ICAI, failing which security deposit shall be forfeited. It is also provided that, if during the currency of contract, if the contractor withdraws his services and/ or fails to discharge his services up to the satisfaction of the ICAI, the security deposit shall be forfeited.

### **3. RATES**

- 3.1 The rates as quoted shall be valid up to a period of one year. PF, ESI and the amounts of statutory contributions will also be suitably computed as per prevailing rates and the Contractor will be paid minimum wages, PF and ESI at enhanced rates. No claim for escalation of Service charges shall be entertained.
- 3.2 Since, the Quotations are invited for both (i) With Material & (ii) Without material, all the housekeeping material required/used for maintenance of the premises will be finalised by the ICAI. However, the bidder has to submit the list of material required along with the approximate rates for the said works.

### **4. PAYMENT TERMS**

The payment would be made on monthly basis. The Agency to whom the Contract is assigned, shall forward its monthly bill so as to reach the ICAI latest by 3<sup>rd</sup> day of each succeeding month. Payment of the Bills shall be made after scrutiny/ verification, by the 7<sup>th</sup> Working Day of every month in respect of the services rendered in the preceding month. TDS will be deducted as per the prevailing rate. The Bills should comprise all documents of the previous month pertaining to Statutory Requirements of the personnel (name-wise) deputed, failing which the Bills will not be processed till the documents are received.

5. The successful Agency shall render the Facility/Property Management & Housekeeping Services as per the Scope of Work in terms of the quality standards as per the terms of the tender. The quality of service shall be outstanding and any deviation on account of quality of services shall give right to ICAI to terminate the contract. In case the Housekeeping Agency to whom the contract has been awarded fails to execute the job as per the terms and conditions of the contract, work will be got executed through other agency at the appointed Agency's risk and cost.

The ICAI reserves the right to appoint alternate source/agency by giving due caution notice and levying penalty as deemed appropriate in this regard.

### **6. PERIOD OF CONTRACT**

The contract shall be valid initially for a period of one year from the date of award of contract. On expiry of contract, ICAI will evaluate the performance of services of the Agency. If the services are found satisfactory, the ICAI reserves the right to extend the contract for another one year or more on the same terms and conditions or the terms as may be mutually agreed.

### **7. ASSIGNMENT**

The Agency shall not assign/sublet the work or any part thereof except with the prior written consent of the ICAI. Such consent even if provided shall not relieve the Housekeeping Agency from any liability or any obligation under the contract.

### **8. TERMINATION OF CONTRACT**

- 8.1 Either party may terminate the Contract, without assigning any reason, by giving a two months notice in writing to the other.

- 8.2 Notwithstanding anything contained at Clause 8.1 herein above and in addition to any other rights or remedy available to ICAI, the ICAI may terminate the contract, at its option in whole or part, by giving a one month notice in writing, in case of any of the following violations by the Agency, if the violations are not remedied in the notice period to the satisfaction of the ICAI.
- i. the Agency refuses to render all or any of the Services which the Agency is required to render under the Contract, or refuse to render the same within the time or in the manner or otherwise according to the Contract;
  - ii. the Agency becomes incapable of or unable to perform the Contract;
  - iii. death of proprietor or dissolution of Agency or commencement of liquidation or winding up proceedings or appointment of a Receiver or insolvency of the Agency;
  - iv. distress execution or other legal process being levied on or upon any of the Agency's assets.
  - v. the Agency or any person employed by him made an offer for any purpose in connection with the Contract by way of any gift, gratuity, royalty, commission, gratification or other inducement (whether in money or in any other form) to any employee or agent of the ICAI. The decision of the ICAI as to whether any of the event/contingencies mentioned above has occurred shall be final and binding upon the Agency
  - vi. The Agency assigns or sub-lets the work under the contract without the prior written permission from the ICAI.
- 8.3 Upon termination of the contract in whole or in part, the Agency shall be entitled only to receive payment in accordance with the Contract for the services rendered under the contract till the date of termination of contract, and shall not be entitled to any other payment or compensation.

## **9. FORCE MAJEURE**

In the event of either party being rendered unable by force majeure to perform any obligation required to be performed under the Contract by such party, the relative obligation of the party affected by such force majeure shall upon notification to the other party be suspended for the period during which such cause lasts. The cost and loss sustained by the either party shall be borne by the respective parties.

The term 'Force Majeure' as employed herein shall mean acts of God, like fire, earthquake, flood, sabotage, and other irresistible cause like war, revolt, riot which are beyond the control of the either party. However, strike, lockout & other labour or student unrest will not constitute 'force majeure' for the purpose of this contract in respect to obligations of Housekeeping Agency.

Upon the occurrence of such cause(s) and upon its termination, the party alleging that it has been rendered unable as aforesaid thereby, shall notify the other party in writing immediately but not later than 72 (Seventy-two) hours of the alleged beginning and ending thereof giving full particulars and satisfactory evidence in support of its claim. Time for performance of the relative obligation(s) suspended by the force majeure shall stand extended by the period during which such cause lasts.

If rendering of services are suspended by force majeure conditions applicable to the Agency for an aggregate period of more than 1 (one) month, the ICAI shall have the option of terminating the contract in whole or in part or re-negotiate the contract provisions.

- 10.** The persons engaged by the Agency shall be the employees of their Agency and in no circumstances shall be entitled to claim relationship of employer-employee with the ICAI.
- 11.** In case the ICAI is made party to any litigation by the employee of the Agency for any reason whatsoever, the Agency shall bear/indemnify any cost incurred by the ICAI.

## **12. INDEMNITY**

The Agency shall at all times indemnify the ICAI and shall keep it indemnified from and against any claim, loss, damage, action, proceedings, costs, charges and expenses that may be suffered or incurred by the ICAI on account of any misrepresentation or material breach of any representation made by the Housekeeping Agency or the terms and conditions herein contained or on account of any default or breach or violation or non-observance or non-performance of any applicable law, statute, rule, regulation, directive or guidelines by Agency or any of its employees or representatives or agents in relation to the contract and attributable to Agency.

### **13. BLACKLISTING**

Without prejudices to the other rights, the ICAI reserves the right to blacklist the Agency in case the Agency commits breach of any terms and conditions of the contract and such blacklisting shall be for the period as decided by the ICAI.

### **14. ARBITRATION CLAUSE**

That in the event of any question, dispute or differences arising out of or in connection with any of the terms and conditions of the tender document or the agreement arising thereunder, in the first instance, the parties hereto shall try to resolve the same by mutual consultation, failing which the same shall be referred to the sole arbitrator to be appointed mutually by the parties. The Arbitration and Conciliation Act, 1996 and any statutory modification or re-enactment thereof, shall apply to these arbitration proceedings. Arbitration proceedings shall be held at Hyderabad and the language of the arbitration proceeding shall be English. The arbitral award shall be final and binding upon both the parties. All Arbitral Awards shall be in writing and shall state the reasons therefor. The cost of the Arbitration shall be borne by both the parties equally.

### **15. JURISDICTION**

Subject to the aforesaid arbitration clause, any dispute between the parties arising out of or in connection with the contract shall be subject to the exclusive jurisdiction of the Courts at Hyderabad only.

### **16. AMENDMENT TO CONTRACT**

The contract shall not be deemed or understood to have been amended unless amended by a document signed by an authorised representative of each of the parties to the Contract.

### **17. COMPLIANCE WITH LAWS**

The Agency shall at its own cost and initiative fully comply with all applicable laws of the land and with all applicable by-laws, rules, regulations and any other provisions having the force of law, made or promulgated or deemed to be made or promulgated by any government, government agency or department, municipal board, or any other government or regulatory body etc. and shall provide all certificates of compliance therewith as may be required by such applicable laws, by-laws, rules, regulations and orders etc. The Housekeeping Agency shall assume full responsibility for discharge of all statutory obligations such as wages, Leave Salary/Leave encashment, allowances, compensations, EPF, Bonus, Gratuity, ESI, etc. relating to personnel deployed in the Premises. The ICAI shall have no liability in regard thereto. In particular, the Agency shall ensure compliance with the following and their re-enactments/amendments:

- I. The payment of Wages Act, 1936
- II. The Employees Provident Fund and Miscellaneous Provisions Act, 1952
- III. The Contract Labour (Regulation and Abolition) Act, 1970
- IV. The Payment of Bonus Act, 1965
- V. The Payment of Gratuity Act, 1972
- VI. The Employees State Insurance Act, 1948
- VII. The Child Labour (Prohibition and Abolition) Act, 1986
- VIII. Minimum Wages Act, 1948

**INFORMATION ABOUT TENDERER**

- 1 Name of Tenderer
- 2 Address with telephone/fax Nos.
  - (A) Head office
  - (B) Branch Office
- 3 Telegraphic Address/E-Mail Address
4. (a) Is your firm registered under the Indian Partnership Act 1932?  
If so, give the name & address of the partners along with the Registration No.
- b) Is your concern a proprietary concern? If so, give  
Name and Address of the proprietor.
- (c) Is your concern incorporated under the Companies Act  
Or any other law in India? If yes, please give copies  
of relevant documents like Memorandum & Articles of  
Association and Incorporation Certificate, Bye laws, etc.
- 5 Have your concern changed its name at any time?  
If so, when and the reasons thereof.
6. Date of commencement of Business
7. No. of housekeeping personnel at its roll
8. (a) GST registration No.
- (b) Details of registration with statutory authorities for (as applicable):
  - (i) PF & (ii) ESI

Please furnish certified copies of Registration and latest returns as filed with above authorities failing which Tender is liable for rejection.

9. Income Tax Assessment / Order for last three years.
10. Name & address of Principal Bankers.
11. Details of Places where Facility/Property & Housekeeping Services are being provided to Govt. / Public Sector Undertaking/ Educational Institutions/ Public Limited co., in the past three years in the format given hereunder?.

Details of Housekeeping Services carried out during the last 3 years

<b>Organisation</b>	<b>Nature of Job</b>	<b>Value</b>	<b>Area covered</b>	<b>Manpower deployed</b>	<b>Contact Person at such orgn with Tel. No. and his designation</b>

12. Details of infrastructure: Please furnish complete details of manpower & Equipment available justifying your case.

13. Turnover/Receipts (last 3 years)

2017-2018	2018-2019	2019-2020

Please enclose copy of latest balance sheet and profit and loss Account.

14. We are enclosing herewith Earnest Money Deposit (Interest free) of Rs. \_\_\_\_\_ through D.D./Pay Order No ..... Dated ..... in favour of the Secretary, the Institute of Chartered Accountants of India payable at Delhi.

15. Any other relevant information.

Signature of the Bidder(s)

Name and Designation of authorised person  
signing the tender on behalf of the Bidder(s)  
with Rubber Stamp

Full Name and address of the Bidder(s).



**DECLARATION LETTER FROM THE CONTRACTOR**

Reference No.....

Date.....

From:

.....  
.....

**SUB: Tender for providing Facility/Property & Housekeeping Services at ICAI Centre of Excellence, at ICAI Bhawan, Plot No.10&11, Financial District, Nanakramguda, Gachibowli, Hyderabad – 500032**

Dear Sir,

Having examined the captioned Tender Documents consisting of Invitation to Tenderer(s), Instructions to Tenderer(s), General Conditions, Scope of Work etc, (hereinafter called the Tender Documents) and having understood the provisions of the said tender documents, having thoroughly studied the requirements mentioned in the Tender documents, I/We hereby submit my/our offer to you in accordance with the terms and conditions and within the time mentioned in the Tender Documents at the price quoted by me/us in the Financial Bid Form along with Technical Bid being submitted separately duly signed in a sealed cover as required. I/We have enclosed herewith duly signed the following documents namely:

1. Instructions to Tenderer(s)
2. Scope of Work
3. General Conditions
4. Information about the Tenderer
5. Technical Bid
6. Price offered Part i.e. Financial Bid
7. Other documents as required

I/We hereby undertake that the statements made herein and the information given by us are true in all respect and that in the event of any such statement or information being found to be incorrect in respect of any of particulars, the same may be construed to be a misrepresentation entitling the ICAI to avoid any resultant contract/to terminate the contract and I/we will compensate the ICAI for any loss/damage caused due to such misrepresentation and the ICAI may also, at its discretion, may blacklist me/us (the Bidder).

The Tenderer shall be required to deposit and keep deposited along with the tender documents Earnest Money Deposit of Rs. 40,000/- with the ICAI in terms of provisions of General conditions.

I/We confirm having deposited two demand drafts: -

- (i) Earnest Money of Rs.....- (Rupees.....only) only by Demand Draft no.....dated.....drawn on..... Bank.....Branch.
- (ii) Cost of Tender Form (Non-Refundable) i.e. Rs. 1,000/- (Rupees One Thousand Only) plus GST by Demand Draft no ..... dated ..... drawn on ..... Bank .....Branch.

We further note that ICAI can amend/alter/ modify the conditions in its discretion.

- (iii) We also agree that the ICAI reserves the right to cancel the entire process of tender without assigning any reason.

Yours faithfully,

Signature(s) of the Tenderer(s)

Name and Designation of authorised Person  
signing the Tender on behalf of the Tenderer(s)

Full Name and Address of the Tenderer(s)



**THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA  
(ICAI)**

**TENDER FOR PROVIDING**

**FACILITY/PROPERTY MANAGEMENT & HOUSEKEEPING SERVICES**

**AT**

**ICAI**

**CENTRE OF EXCELLENCE (COE) AT ICAI BHAWAN, PLOT No.10&11,  
FINANCIAL DISTRICT, NANAKRAMGUDA, GACHIBOWLI, HYDERABAD– 500032**

**FINANCIAL BID**

**(Part-II)**

**Particulars of Bidder :**

**M/s.**

\_\_\_\_\_

**Address**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Tel. No.**

\_\_\_\_\_

**Name of the Person**

\_\_\_\_\_

**Signing the tender**

**Mobile No.**

\_\_\_\_\_

**E-mail ID**

\_\_\_\_\_

**LAST DATE FOR SUBMISSION :  
OF SEALED TENDERS**

## FINANCIAL BID

### Schedule of Rates

Rates are to be provided strictly in the following format, not following this format will lead to cancellation of the tender.

**(Duty Hrs. – 8 hrs.)**

S. No.	Particulars	Rate Per Housekeeping Male/Female (Rs.)	Rate Per Supervisor (Rs.)	Rate per Plumber	Rate per Carpenter
1.	Minimum wages				
2.	PF @12%				
3.	Administrative Charges @ 1%				
4.	ESI @ 3.25%				
5.	Service charges, (in percentage)				
6.	Total				

\* GST to be mentioned extra.

**Note:-**

1. The **boys/maids deployed for the allotted works** will be considered under the **un-skilled category**. The successful bidder shall provide uniformed and trained personnel and use its best endeavour to provide the allotted services to the ICAI. Rates quoted will include all statutory obligations of the contractor under Minimum Wages Act, Contract Labour (R&A) Act, weekly-off replacement charges, cost of uniform of personnel deployed by the contractor, GST, service charges, etc. of the agency. The rate quoted will be for per shift of eight hours per person per day. If the minimum wages is revised by the Government of Telangana, the incremental wages, if applicable, will be provided.
2. The offers/bids which are not in compliance of Minimum Wages Act, 1948 and any other Labour laws will be treated as invalid.
3. The contract is for one year.
4. The number of manpower required shown above is indicative and the actual quantity may vary.
5. The bidders may quote the rates in Indian Rupees.
6. All the columns shall be clearly filled in ink legibly or typed. The tenderer should quote the number, rates and amount tendered by him/them in figures and as well as in words. Alterations, if any, unless legibly attested by the tenderer shall disqualify the tender. The tenderer shall take care that the rate and amount may be written in such a way that interpolation is not possible. No blanks should be left which would otherwise make the tender liable for rejection.

The Price Bid form should be on the agency/company/firm letter head, and be submitted in a separate sealed envelope.

Signature(s) of the Tenderer(s)

Name and Designation of authorised Person  
signing the Tender on behalf of the Tenderer(s)