



**The Institute of Cost Accountants of India
Ahmedabad Chapter**

(Statutory Body under an Act of Parliament)

402-403, Shoppers Plaza Unit-III, 4th Floor,
Opp. Municipal Market, C. G. Road, Navrangpura,
Ahmedabad : 380 009
Tele : 079-2640 3616 / 2640 9561



TENDER DOCUMENT



REPAIRING OF BENCHES FOR CLASSROOM

Last Date of Submission: 06/06/2026, up to 05.00 pm.



**THE INSTITUTE OF COST ACCOUNTANTS OF INDIA
AHMEDABAD CHAPTER**

4th Floor, 402-403, Shoppers Plaza Unit-III,
Opp. Municipal Market, C. G. Road, Navrangpura,
Ahmedabad - 380 009

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Date: 29/05/2026

Notice for Bids/Tender

The Institution of Cost Accountants of India – Ahmedabad Chapter, 402-403, Shoppers Plaza Unit –III, 4th Floor, Opp. Municipal Market, C .G. Road, Navrangpura, Ahmedabad - 300 009.



Request for proposal for

ICMAI Ahmedabad Chapter invite proposal in sealed cover from established, reputed and reliable service providers.
Last date of Bid submission – 06 /06/2026 till 05.00pm

ICMAI Ahmedabad Chapter was established in 1966 with the objectives of promoting, regulating and developing the profession of Cost Accountancy as per the guidelines of our Institute (ICMAI). Our institute is set up by an Act of Parliament to develop and regulate the profession of Cost Accountancy in the country.

Sd/-

CMA Sunil Tejwani
Hon. Secretary
ICMAI – Ahmedabad Chapter

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Sub: Inviting bids/Tender for REPAIRING BENCHES

Notice for inviting bids/Tender for REPAIRING OF BENCHES. The bid /Tender is to be submitted for the scope of work given below :

Sr.	Particular	Scope of Work
1	Classroom Benches	Repair, Polishing, Welding, Refurbishment and to put cushion on bench to sit on.

The selected vendor will be required to undertake the repair and refurbishment of approximately **47 Nos of benches**. The scope includes, but is not limited to:

- **Carpentry Work:** Replacing damaged wooden planks, laminates (plywood), and sunmica tops; smoothing rough edges; tightening loose screws and hinges.
- **Welding & Ironwork:** Repairing and welding loose or broken iron/steel frames, supports, and book racks.
- **Finishing & Painting:** Applying primer and high-quality paint/varnish to the metal frames and polishing wooden surfaces to ensure a neat, uniform look.
- **General Alignment:** Ensuring all benches are structurally sound, stable, and safe for student use.



Note : **Scope includes routine maintenance, periodic maintenance, or specific repair works.**

The bid/Tender should be submitted in separate sealed envelopes super-scribed

As **“Quotation for Repairing of Benches” June 2026** and shall reach to Ahmedabad Chapter’s office on or before 6th day June’2026 latest by 05:00pm at the following address:-

To,

The Secretary
ICMAI - CMA Ahmedabad Chapter,
4th Floor, 402-403, Shoppers Plaza Unit-III, Opp. Municipal Market,
C. G. Road, Navrangpura,
Ahmedabad - 380 009



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Terms and Conditions:

1. The Bid /Tender shall contain no erasures or overwriting except as necessary to correct errors made by the Bidder.
2. Bids/Tender must be kept valid for a minimum period of 30 days from 6th June'2026.
3. ICAI - CMA Ahmedabad Chapter takes no responsibility for delays, loss or non- receipt of tender documents or any letters sent by post either way and also reserve the right to reject any offer in part or full without assigning any reasons thereof.
4. ICAI - CMA Ahmedabad Chapter reserves the right to accept or reject any tender including the lowest one, in part or full, without assigning any reason whatsoever.
5. Any clarification required regarding the Request for Proposal may be obtained from any of the following persons or form Chapter's office "ICMAI- CMA Ahmedabad Chapter, 4th Floor, 402-403, Shoppers Plaza Unit-III, Opp. Municipal Market, C. G. Road, Navrangpura, Ahmedabad - 380 009" before submission of the Proposal.



Sr.	Name	Mobile No.	Email ID
1	Mitesh Prajapati	94284 80333	mitesh.prajapati3008@gmail.com
2	Sunil Tejawani	97373 64902	tejwanisunil48@gmail.com
3	Chirag Parmar	70414 03616	ahmedabad@icmai.in

6. The Contract is to commence from the date of signing the Contract with the Agency and shall continue initially unless it is curtailed or terminated by the Institute owing to deficiency of service, substandard quality, breach of contract, reduction or cessation of the requirement of work. The Agency should hand over all the documents /data in whatever format pertaining to the Institute upon completion / termination of the contract.
7. All the conditions are as per General Finance Rules.

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Instructions:

1. Last date to submit the Bid 6th June'2026 on or before 5:00 PM through sealed envelope only with subject "***Tender for REPAIRING of BENCHES***"
2. **Vendor must be located at Ahmedabad only and must have work done in Ahmedabad City area.**
3. **Interested vendor can visit ICMAI-Ahmedabad Chapter premises between 12.00pm to 06.00pm in working days with prior intimation.**

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Annexure – I: Scope of Work

Sr.	Particular	Scope of Work
1	Benches	Repair, Polishing, Welding, Refurbishment and to put cushion on bench to sit on.

The selected vendor will be required to undertake the repair and refurbishment of approximately ___ **Nos of benches**. The scope includes, but is not limited to:

- **Carpentry Work:** Replacing damaged wooden planks, laminates (plywood), and sunmica tops; smoothing rough edges; tightening loose screws and hinges.
- **Welding & Ironwork:** Repairing and welding loose or broken iron/steel frames, supports, and book racks.
- **Finishing & Painting:** Applying primer and high-quality paint/varnish to the metal frames and polishing wooden surfaces to ensure a neat, uniform look.
- **General Alignment:** Ensuring all benches are structurally sound, stable, and safe for student use.

Note : **Scope includes routine maintenance, periodic maintenance, or specific repair works.**

Annexure – II : Financial Bid

- Unit rates and total costs for each item.
- Total tender price in figures and words.
- Applicable taxes (clearly specify the tax components).
- Validity of the financial bid.

Note:

- Please specify the charges excluding GST
- No addition charges will be paid to vendor
- Bidder shall not be allowed to submit more than one Bid.
- Consortium is not allowed.
- The agreement can be terminated by either party giving three months’ notice in advance.
- Selected Bidder :- service provider shall perform the services and carry out their obligations under the contract with due diligence and efficiently. The services provider shall always support and safeguard the interests of ICAI-Ahmedabad Chapter in any dealings with the third party.
- Upon termination of the contract, the work undertaken by the service provider shall become the property of ICAI-Ahmedabad Chapter and all rights shall vests in the Ahmedabad Chapter.
- All disputes between the parties pertaining to the contract shall be subject to jurisdiction of the competent courts of Ahmedabad only.
- All payments will be made only by Cheque / NEFT after deduction of TDS /TCS etc.
- If you need any clarify, please discuss on pre bid meeting.
- **Payment Terms :** 10% in advance on within two days on commencement of work; 70% payment during the work tenure in equal instalment based on progress of work, and balance 20% on completion of satisfactory work.