

**Ref-ICWA/867/1/2009**  
**Indian Council of World Affairs,**  
**Sapru House, Barakhamba Road,**  
**New Delhi.**

**Tender Notice**

The Indian Council of World Affairs invites technical sealed bids for complete solution for cleaning of the books as well as the whole area of ICWA-Library along with the cleaning material and equipments.

As you are aware, ICWA-Library is one of the reputed Libraries, being used by a lot of scholars, academicians and the research-fellows. About 1,25,000 books and lacs of journals, magazines, newspapers, press-clippings and other valuable bibliographies are there in the Library.

Indian Council of World Affairs had been declared as an institute of National Importance by promulgation of an ordinance in the year 2000 and constituted as a body-corporate. It is being fully funded by Ministry of External Affairs as well as widely acclaimed the world over for organising events on important national and international issues. The participants of events include foreign dignitaries, academicians, scholars, diplomats and high ranking government officials. Besides, it is having a research-Library catering to the need of large number of readers.

Sapru House is the name of the building, wherein the ICWA-Library and its various wings are housed. It is situated near Mandi House on Barakhamba Road, New Delhi. The total area of the plot on which Sapru House is built is: 8100 sq.meters (approx.) and the area of the building is : 3200 sq. meters(approx.). Main building is having two floors and the annexe is having 3 floors.

The ICWA-Library exists in the main building and there are ground-floor, basement and mezzanine-floor.

The representatives of firms interested in offering their services for maintenance of cleaning works alongwith the material and equipments as well as cleaning of the books of the ICWA-Library alongwith required equipments are invited to have an onsite assessment of the work and thereafter submit their technical bids alongwith the exhaustive itemised detail as to how the cleaning is to carried out, the type of material as well as the equipments are to be used.

Please visit the Sapru House Premises as early as possible between Monday to Friday to have an onsite assessment of the work and discuss with the **Assistant Director(A&E),**

**Terms & Conditions:**

1	Material to be used should be branded, brand name should be indicated in the technical bid
2	sealed technical bids should be sent along with copy of PAN Number on company's letter-head
3	Last date for submitting the technical bids 1 <sup>st</sup> December 2011
4	Copy of the similar work order carried out by the firm(at least 3-4 reputed institutions)
5	The department reserves the right to reject or accept any application without assigning any reason.
6	Information about approval of the sealed technical bids as per the requirement of ICWA will be conveyed to the approved one.
7	Technical bids should be supported by the company's profile
8	Sealed technical bids should be addressed to: <b>Assistant Director(A&amp;E), Indian Council of World Affairs, Sapru House, Barakhamba Road, New Delhi.</b>
9	Only those firms will be invited to submit their estimates whose technical bids are approved by the competent authority in the Council.