



# THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)

12, SUDDER STREET, KOLKATA - 700 016

TELEPHONES: +91 33 40364777/22521031/1034/1035/1492

Website: [www.icmai.in](http://www.icmai.in)

Local Purchase Committee

## TENDER NOTICE

STUDENT-CONVO-FLOWER-DECORATION-2024

02.05.2024

### Tender for Flower Decorations

Reputed and reliable flower decorator located in and around Kolkata are invited to offer their package Rate for flower decoration as per details given below -

#### 1. Requirements :

- **Outside Auditorium**
  - Front Carnies decoration by cloth festoon and garden by imported artificial flowers and natural leap.
  - 2 no.s wooden pillar decoration by imported artificial flowers and natural leaps at gate.
  - Making a rangoli of Institute Logo at reception area of the Auditorium.
- **Inside Auditorium**
  - Railing (in front of Stage) garden by imported artificial flowers and natural leaps.
  - Front stage garden by imported artificial flowers and natural leaps.
  - 2no.s fiber pillar decoration by imported artificial flowers and natural leaps.
  - Decoration of podium – 2 no.s
  - Head table decoration imported artificial flowers and natural leaps.
  - 1 no.s special bouquet for VIP by natural bangalore flowers.
  - 9 no.s of bouquet for other guest natural Bangalore flowers.
  - 7 no.s table vase by natural bangalore flowers at head table.
  - Inaugural lamp with rangoli (Electrical).

Interested vendors may contact Mr. Suneel Kaushik, for any further query at ICMAI, 12, Sudder Street, Kolkata – 700 016 during office hours 10.30am to 4.30pm.

#### 2. Instructions for bidders :

- 2.1 The rates to be offered should include all supply, commissioning, packing, labour, transportation, loading, unloading etc. No other additional payments would be made.
- 2.2 Bidders shall bear all costs associated with the preparation and submission of its bid.

#### 3. Terms & Conditions :

- 3.1 Venue of Programme where items are required to be setup – **Science City Auditorium, JBS Haldane Ave, Mirania Gardens, East Topsia, Kolkata, West Bengal 700046.**
- 3.2 Period of Contract – **“ONE TIME”** will end automatically on satisfactory supply of the items.
- 3.3 Work must be completed before 8.00am on the day of the event i.e. 23<sup>rd</sup> May, 2024.
- 3.4 Canvassing in any form in connection with the contract is strictly prohibited.
- 3.5 **L1 will be decided based on the consolidated amount quoted in the darkened box.**
- 3.6 Once the supply order is placed, it will be the vendors’ responsibility to make the project functional. Any additional cost incurred for completing the project and for which the vendor has not bid at the time of submission of the final offer will be borne by the vendor.
- 3.7 The Bidder shall not sub-contract the mentioned work to any organization, person, firm or its franchise without the prior approval of the Institute



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3.8 The Institute shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the engaged personnel of the contracting Firm.

3.9 The order will be placed for the best interest of the Institute.

#### **4. Payments :**

4.1 No advance payment will be made. Payment will be made after completion of satisfactory supply and submission of invoice / bill in hard copy. Taxes will be extra as applicable.

4.2 The payment will be made in electronic mode only within 30 days of submission of bills.

#### **10. Submission of Bids :**

Tenders duly signed by the bidder shall be submitted in sealed envelopes superscribing with “**Tender for Flower Decoration at Science City**” (**Bid Reference – STUDENT-CONVO-FLOWER-DECORATION-2024**) to be dropped in LPC Tender box at the ground floor of the Institute on or before 11:00 a.m., May 07, 2024 or to be posted at The Institute of Cost Accountants of India, CMA Bhawan, 12, Sudder Street, Kolkata – 700 016 addressing to Local Purchase Committee.

**Convener**  
**Local Purchase Committee**



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## Format of bid

<i>Sl. No.</i>	<i>Details Requested</i>	<i>Provide Details</i>
1.	Name of the Company/ Vendor	
2	Contact person & Mobile number	
3	Full address of the office With Email Address	
4.	RTGS Bank Account Details	
5.	Details of GSTN (if available)	

<b>Item &amp; Quantity</b>	<b>Package rate including taxes</b>
Items as Point <b>1. Requirements</b>	

<b>Total . Rs .....only</b>	<b>Total . Rs..... /-</b>
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Signature of bidder:

Seal:

Date: