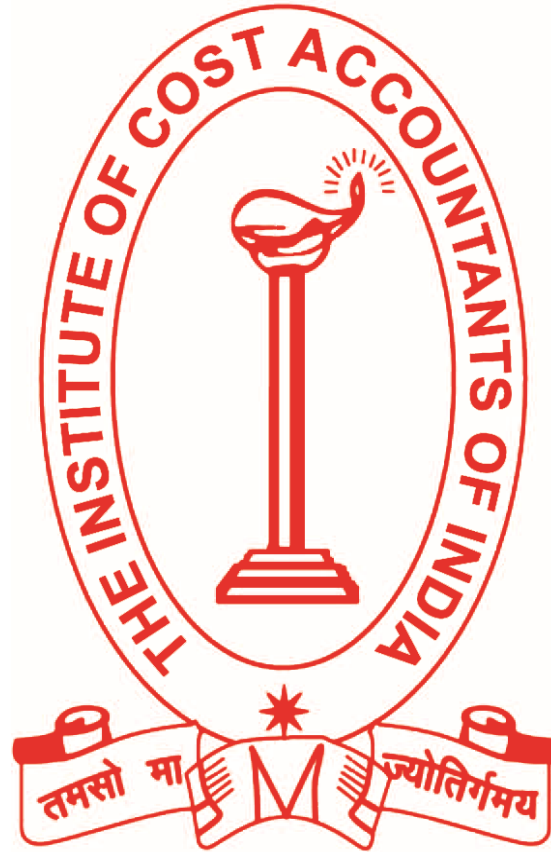


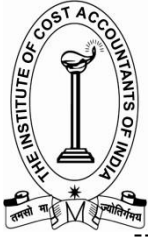
# TENDER DOCUMENT

## Supply of Stationery Items

Last Date of Submission : 24th August, 2018, upto 16:00hrs.



**THE INSTITUTE OF COST ACCOUNTANTS OF INDIA  
12, SUDDER STREET, KOLKATA – 700 016**



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA (STATUTORY  
BODY UNDER AN ACT OF PARLIAMENT) CMA BHAWAN, 12,  
SUDDER STREET, KOLKATA – 700 016

**TENDER NOTICE**

August 3rd, 2018

Ref. No.: TC/Admin/o8/Stationery Items

**SUBJECT: Annual rate for supply of Stationery Items**

The Institute of Cost Accountants of India (herein after called Institute) intends to invite sealed bids for the "Annual Rate Contract for Supply of Stationery items" from reputed, experienced and financially sound Companies/Firms/Agencies for award of Annual Rate Contract for supply of Stationery items through the process of tendering. The interested agencies may send their quote for the aforesaid in a sealed envelope mentioning "CONTRACT RATE FOR SUPPLY OF STATIONERY ITEMS" to be dropped in the tender box on Ground floor, CMA Bhawan, 12, Sudder Street, Kolkata – 700 016.

Bid	Type of work	Supply of Stationery Items
1.	Date of Announcement of	August 3rd, 2018
2.	Last date for submission of Tender	24th August, 2018 by 16:00 hrs  (The Technical bid and Commercial Bid are to be sealed in separate envelope super-scribing Technical Bid and Commercial Bid respectively AND put in 1 common envelop together for submitting)
3.	Address of Submission	Limited Tender Committee, CMA Bhawan, 12, Sudder Street, Kolkata – 700 016.
4.	Contact Person	Shri Kausikmoy Mukherjee (Admin)  Email id : - <a href="mailto:admin.s02@icmai.in">admin.s02@icmai.in</a> Landline: 033 - 22521602, Monday to Friday during office

Tender Document to be downloaded from official website: [www.icmai.in](http://www.icmai.in)

ICAI shall not be liable for any postal delays whatsoever in receipt of tender documents and tender received after the stipulated date and time shall not be entertained.

The tender document contains the following Annexures:

Annexure-I -- General Instructions to Bidders

Annexure-II -- Proforma for Technical Bid

Annexure-III-- Proforma for Financial Bid (for stationery and consumable items)

**CONVENER  
TENDER COMMITTEE  
(FROM Rs. 2.5 Lakhs to Rs. 25 Lakhs)**

**General Instructions to Bidders**

1. Institute intends to enter into an Annual Rate contract with reputed, well established and financially sound Firms for supply of stationery and consumable items.
2. The contract is likely to commence from the date of issuing of contract order and would continue for a period of one year. The period of the contract may be further extended for a period of one year after the completion of contract as per the requirement of the Institute or may be curtailed/ terminated before the contract period owing to deficiency in service or supply of sub-standard quality of materials. Institute, however, reserves right to terminate this initial contract at any time after giving one week notice to the awardees Firm.
3. Please go through the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
4. Incomplete and Conditional bids shall not be considered and will be rejected out-rightly at the very first instance.
5. The bidder shall quote the technical and financial bids only as per the format enclosed at Annexure II and III respectively.
6. Short listing of the vendors would be done considering total value of quotation offered of the stationery to be purchased on annual basis.
7. The bidders may see the samples for all the items (stationeries & consumables) at his own cost and responsibility. Accordingly the bidders will be quoted their rates in the tender document for finalization of the tender.
8. Purchase order, before each time requirement, will be communicated to you through hardcopy or in email.
9. The quantities mentioned in the schedule are the estimated quantities only which are not to be taken as the actual and exact quantity to be supplied by the bidder. The Institute may make any variation of the quantity & quality or any part thereof that may in its opinion be necessary for that purpose as mentioned below :-
  - a) Increase or decrease of the quantities as mentioned in the schedule.
  - b) Omit any such item if found necessary after issue of Purchase Order, if required.
  - c) Change the quality or kind of any such items.
  - d) Additional requirement or any item required may be supplied by the bidder.
10. Delivery of the items should not exceed 7 days from date of placing the Purchase order and no specific document/paper will be provided by ICAI to the vendors for the delivery at Headquarters Office. supplier has to make his own arrangements for the timely and safe delivery of the material
11. In case of any item where no specification is supplied by the Institute as mentioned in the tender document, such items shall be supplied in accordance with the sample of a reputed company/brand.

12. A penalty of 1 % of the order value per day would be imposed per day of delay in delivery from the date given for delivery of items.
13. The quoted rate shall include cost of material, labours, transport, taxes & duties, royalties, octroi and other local taxes or levies etc. if any.
14. Any Cartage/loading and unloading charges for supply of stationery/consumables at the Institute will not be paid extra.
15. Sample for the aforesaid are available with the Institute which could be seen, if so required by contacting Shri Kausikmoy Mukherjee, Senior Officer at the office address between 2.00 to 5.00 PM
16. Taxes shall be paid as applicable and quoted by the vendor.
17. Quantity given above may vary at the time of placing the Purchase order.
18. Payment will be made within 30 days against the invoice along with duly receipted delivery challan and after receipt of all the items as per specifications and in good condition.
19. The Institute reserves the right to award the contract in full or part to any tenderer/applicant without assigning any reasons
20. The quotation and Price must be valid for one year from the date of signing of Contract.
21. All disputes regarding interpretation of the contents of the Agreement or its implementation shall be resolved by Mutual discussion/reconciliation in good faith by the Agency and The Institute of Cost Accountants of India.
22. This Agreement shall be governed by the Laws of India for the time being in force and subject to exclusive jurisdiction of Courts at Kolkata.
23. The Institute reserves the right to accept or reject quotations if all bids fail to justify :
  - a. effective competition is lacking.
  - b. all Bids and Proposals are not substantially responsive to the requirements of the Procurement Documents.
  - c. the Bids'/Proposals' prices are substantially higher than the updated cost estimate or available budget; or
  - d. none of the technical Proposals meets the minimum technical qualifying score.

**Essential Requirements:**

The tendering Firms should fulfill the following technical specifications:

- The Registered Office or one of the Branch Offices of the Firm should be located in Kolkata.
- It should be registered with the appropriate registration authority;
- It should have at least 3 years' experience in providing supply of Stationery and consumables to Public Sector Companies/Banks or Government Departments, etc.
- It should have its own Bank Account.
- It should be registered with the Income Tax, GST and any other authorities of the Government.

PERFORMA OF TECHNICAL BID

## Part A: Details of the Company:

Sl. No.	Details Requested	Provide Details
1.	Name of the Company/ Vendor	
2	Name of Director of Company	
3	Full address of the Registered office With Telephone and Email Address	
4.	Full Address of Operating/Branch Office at Kolkata (with Phone, Mobile, Email)	
5	Year of Incorporation/ Establishment	
6.	PAN No(attach proof)	
7.	TAN/ TIN No	
8.	GST No.(attach proof)	
9.	Complete Address (with Phone, Mobile, Email)	
10.	Turnover of last three consecutive years (attach proof) FY 2016-17 : FY 2015-16 : FY 2014-15 :	
11.	Whether supplied stationery and consumable items to Govt. Departments / Ministries / PSU / Autonomous bodies during last three years (attach proof)	
12	RTGS Bank Account Details	
13.	Additional Information , If any (attach separate Sheet if required)	

Declaration: – I, hereby certify that “I am not debarred by any Department of Commerce or Ministry/Department or any government office concerned.”

Signature of authorized person  
Full Name & Designation with Corporate Seal

## GENERAL TERMS & CONDITIONS

- The contract is to commence from the date of issuance of contract order to the Firm and shall continue for a period of one year, unless it is curtailed or terminated by the Institute owing to deficiency of service or supply of sub-standard quality of materials.
- The contract, if not renewed, shall automatically expire after one year from commencement of the contract unless extended further by the mutual consent of contracting Firm and the Institute.
- The contract may be extended on the same terms and conditions or with some addition / deletion / modification and on satisfactory performance, for a further period of one year.
- The contracting Firm shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other Company/Firm/Agency without the prior written consent of the Institute.
- The contracting Firm will be bound by the details furnished by him/her to the Institute, while submitting the tender or at subsequent stage. In case, any of such documents furnished by him/her is found to be false at any stage, it would be deemed to be a breach of terms of contract making him/her liable for legal action besides termination of contract.
- Financial bids of only those Firms who are technically qualified shall be evaluated.
- Institute reserves right to terminate the contract during initial period also after giving a week's notice to the Firm.
- The contracting Firm should be in a position to supply stationery and consumable items mentioned in the list enclosed on short notice as and when needed. It may be noted that the items entered into Annual Rate contract are to be delivered at CMA Bhawan, 12, Sudder Street, Kolkata – 700 016.
- All expenses for delivery the stationery/consumable items to this Institute should be borne by the firm.
- On their selection as L-1, the firm(s) will have to deposit sample in respect of each items for which they are selected as L-1. The sample deposited will be signed by the owner of the firm along with acceptance letter of each terms and conditions stipulated by the Institute. If it is found that the sample is not of standard quality, the item will not be purchased from the firm even if they are L-1. The Institute will not accept duplicate / substandard items or items not matching the samples/prescribed specifications.
- 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.
- Order for items shall be placed on requirement basis. If the selected firm fails to deliver the items or to replace the defective/spurious items with a valid time, penalty to such effect would be charged, which would be required to be paid to an outside agency by the Institute for the desired items and shall be adjusted against the firm's pending bills.
- The Institute shall not be responsible for any financial loss or other injury to any person deployed by the contracting firm in the course of their performing the duties to the Institute in connection with the purchase/supply order of stationery items.
- In the event of failure to accept the offer of by the successful bidder for whatsoever reason(s), Bidder shall be blacklisted for the future assignment.

- It is not obligatory on the part of the management to accept the lowest offer; Management may summarily reject any or all the offers against the tender without assigning any reason to the bidders participating in the tender.

Annexure-III

<b>SI No.</b>	<b>Material</b>	<b>Make</b>	<b>Approx Annual consumption</b>	<b>Unit</b>	<b>Price inclusive taxes</b>
1	A4 Transferable sheets	OHP	5 Bundle		
2	A4 Paper(Green)	Ballaput	20 Reams		
3	Al pin	Bell	5 Boxes		
4	Album Big	Best Availability	10 Pcs		
5	Album Small	Best Availability	10 Pcs		
6	Arch File	Cosmos	10 Dozen		
7	Attendance Register	Best Availability	20 pcs		
8	Binder Clip 12 MM	Gripix	50 Boxes		
9	Binder Clip 15 MM	Gripix	50 Boxes		
10	Binder Clip 19 MM	Gripix	50 Boxes		
11	Binder Clip 25 MM	Gripix	50 Boxes		
12	Binder Clip 32 MM	Gripix	50 Boxes		
13	Binder Clip 41 MM	Gripix	50 Boxes		
14	Binder Clip 51 MM	Gripix	50 Boxes		
15	Binder Separator 1 to 12	Best Availability	20 pcs		
16	Binder Separator 1 to 31	Best Availability	20 pcs		
17	Board Folder	Best Availability	20 pcs		
18	Board Marker pen	Camel	5 Boxes		



19	Board Pin	Best Availability	5 Boxes		
20	Bothside Pen	Best Availability	5 Packet		
21	Box File Board (Box File)	Best Availability	50 pcs		
22	Brown Tape (Packing Tape) 1"	Best Availability	60 pcs		
23	Brown Tape (Packing Tape) 2"	Wonder	80 pcs		
24	Brown Tape (Packing Tape) 3"	Wonder	100 pcs		
25	Calculator 12 digit	Casio	12 pcs		
26	Calculator Scientific	Casio	10 pcs		
27	Carbon Paper	Kores	10 Bundle		
28	Cartridge HP 88 A / HP 12 A Cartridges	Best Availability	20 times		
29	Cartridge HP 88 A Toner P 1007/1008	Best Availability	80 times		
30	Cartridge Ink of HP 36 A Toner Cartridge	Best Availability	20 times		
31	Cell Pencil Battery (For Clock)	Duracell	30 pcs.		
32	Cell Pencil Battery (For Remote)	Duracell	50 pcs.		
33	Cello Tape 1"	Wonder	300 pcs		
34	Cello Tape 1/2	Wonder	150 pcs		
35	Cello tape 2" white	Wonder	150 Pcs		
36	Cello Tape 3"	Wonder	150 Pcs		
37	Channel File	Best Availability	50 Pcs		
38	Channel Sheet	Best Availability	80 pcs		
39	Cobra Spring File	Cosmos	600 pcs		
40	Correction Pen	Camel	30 pcs		

41	Cover File	Cosmos	500 pcs		
42	Desk Calendar	Best Availability	20 pcs		
43	Desk Calendar Stand	Best Availability	20 pcs		
44	Dot Pen Black	Linc	30 Pkt		
45	Dot Pen Blue	Linc	30 Pkt		
46	Dot Pen Red	Linc	30 Pkt		
47	Drum HP 88 A / HP 12 A Cartridges	Best Availability	50 times		
48	Drum HP 88 A Toner P 1007/1008	Best Availability	30 times		
49	Drum Ink of HP 36 A Toner Cartridge	Best Availability	30 times		
50	Duster (White)	Best Availability	5 Dozen		
51	DVD-Writeable- with Pouch	Moserbaer	1000 pcs		
52	Eraser	Apsara	10 boxes		
53	Exercise Book Long	Pioneer	50 pcs		
54	Exercise Book Small	Pioneer	50 pcs		
55	Executive Bond Paper A4 500 sheet	Executive	3 Ream		
56	Exercise Book No. 4 Big	Pioneer	250 pcs.		
57	Exercise Book No. 4 Small	Pioneer	150 pcs		
58	Fevi Stick	Fevicol	50 pcs		
59	Gala	Best Availability	25 bundle		
60	Gel Pen Black	Linc	20 Pkt		
61	Gel Pen Blue	Linc	20 Pkt		
62	Gel Pen Green	Linc	20 Pkt		

63	Gel Pen Red	Linc	20 Pkt		
64	Gem Clip Box – 28 mm	Bell	24 boxes		
65	Gem Clip Box – 30 mm	Bell	24 boxes		
66	Globe	Best Availability	5 pcs		
67	Gum Bottle Big	Zorex	60 Bottle		
68	Gum Stick	Zorex	50 pcs		
69	Hi-lightner Pen	Faber Castell	100 pcs		
70	Hit Spray	Hit	40 pcs		
71	Lace	Lace	Lot		
72	Legal Paper (Green)	Best Availability	5 Reams		
73	Note Pad 1/4 Rule	Best Availability	5 Dozen		
74	Paper Weight	Best Availability	20 pcs		
75	Pen + Pencil	Linc	5 Packet		
76	Pen Drive (4 GB)	Transcend	10 pcs		
77	Pen Stand	Best Availability	5 pcs		
78	Pen Stand 4 Holder	Best Availability	10 pcs		
79	Pencil	Apsara Platinum	30 Boxes		
80	Peon Book	Best Availability	10 Pcs		
81	Peon Book	Best Availability	10 Pcs		
82	Permanent Marker Pen	Reynolds	5 Packet		
83	Pilot pen Black	Luxor	20 pcs		
84	Pilot pen Blue	Luxor	20 pcs		

85	Plastic Dustbin Big	Best Availability	24 pcs		
86	Plastic Scale 12 inch	Camel	20 pcs		
87	Punch Machine 480	Kangaroo	30 pcs		
88	Punch Machine 600	Kangaroo	30 pcs		
89	Punching Machine Heavy Duty BIG	Kangaroo	5 pcs		
90	Refill Black	Linc	20 Pkt		
91	Refill Blue	Linc	20 Pkt		
92	Refill Red	Linc	20 Pkt		
93	Register - Big	Best Availability	15 pcs		
94	Register - Small	Best Availability	15 pcs		
95	Room Freshener	Odonil	50 pcs		
96	Rough Pad Medium	Best Availability	24 pcs		
97	Rough Pad Small	Best Availability	24 pcs		
98	RUBBER BAND 4" SMALL	Best Availability	20 Kg		
99	Rubber Band BIG	Best Availability	15 Kg		
100	Scissor Big	Kangaroo	30 Pcs		
101	Scissor Medium	Kangaroo	30 Pcs		
102	Sharpener	Apsara	10 boxes		
103	Sketch Pen	Luxor	5 Packet		
104	Sponge cup with cover	Best Availability	20 Boxes		
105	Stamp Pad - Blue Medium Size	Faber Castell	10 pcs		
106	Stamp Pad - Ink	Faber Castell	10 pcs		

107	Stapler 24/6	Kangaroo	100 pcs		
108	Stapler Machine No. 10	Kangaroo	80 pcs		
109	Stapler Machine -Big	Kangaroo	50 pcs		
110	Stapler Pin - Small No.10	Kangaroo	100 boxes		
111	Stapler Pin 24/6 Pin	Kangaroo	50 boxes		
112	Stapler Pin No. 10	Kangaroo	50 boxes		
113	Sticker note pad (3 Colour)	3M	100 pcs		
114	Sticker note pad (3 Colour) 3/4' Big	3M	100 pcs		
115	Tissue Paper Holder	Best Availability	10 pcs		
116	Visiting Book Register	Best Availability	5 pcs		
117	Visiting Card Folder (200 cards)	Best Availability	10 pcs		
118	Visiting Card Folder (400 cards)	Best Availability	10 pcs		
119	Visitor Book	Best Availability	10 pcs		
120	Wall clock	Casio	12 pcs		
121	Xerox Paper 75 GSM A/4	JK Sparkle	1000 Reams		
122	Xerox Paper 75 GSM F/S	JK Sparkle	40 Reams		
123	Xerox Paper 75 GSM, A/3	JK Sparkle	10 Reams		
124	Xerox Paper Color A-4 Size = Yellow Paper A4	JK Sparkle	20 Reams		

Signature of authorized person  
Name  
Company Name