



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

Telephones: +91-33- 2252-1031/1034/1035
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Website : www.icmai.in

TENDER NOTICE

Ref. No.: TR/TC/02/2018

February 06, 2018

Sub. : Offer for 1 Year Rate Contract for supply of Paper.

Offers in Sealed envelope are invited from Reputed Paper Suppliers/Mills of Paper for **PHASE-WISE** supply of paper in/around Kolkata under **1 year Rate Contract** strictly as per following format given below:

Instructions to Bidders

All columns of this bid should be filled. Any additional information should be enclosed separately and referred to in the relevant column of the bid form. The Tenderers are invited to submit a Technical Proposal and a Financial Proposal, as specified in the Scope of the Work. The tenderers are required to deposit Earnest Money Deposit of Rs. 40000/- in the form of Demand Draft drawn in favour of The Institute of Cost Accountants of India, payable at Kolkata and the same is to be enclosed with the Technical Proposal. The Technical and Financial proposal will be rejected if the EMD of Rs.40000/- is not attached. The Proposal will be the basis for a signed Contract/Order with the selected Tenderer.

The quotation along with the Sample of Paper, signed by the Tenderer and **within two separate sealed envelope, superscribed with “Quotation for Paper Contract -Technical bid” and “Quotation for Paper Contract -Financial bid” is to be submitted strictly as per the following format on or before 5.30 p.m. of February 27, 2018** in the Tender Box of the Institute at 12, Sudder Street, Kolkata – 700016. Commercial bids will be opened for those parties only whose samples are approved by the technical consultant appointed by the Institute.

Technical bid format:

Documents to be submitted with technical bid:

- Sample of papers should be enclosed with the Tender along with the Labels in the bid document. Same certified sample to be attached by the Paper Mill with the Paper Ream at the time of supply. The sample should not be kept in the envelope containing Commercial Bid.
- Sample of papers enclosed with tender response documents will be evaluated by a technical consultant before opening the commercial bid. Commercial bids will be opened for those parties only whose samples are approved by the technical consultant appointed by the Institute. For evaluation of the sample, the technical consultants report will be the final and Institute reserves the right to accept/reject any party based on the evaluation report of the technical consultant.



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- All Quoted Rates should be FIRM AND VALID DURING THE PERIOD OF CONTRACT and INCLUSIVE OF ALL CHARGES INCLUDING DELIVERY TO THE CONCERNED PRINTERS IN/AROUND KOLKATA, as and when informed. No other Terms & Conditions excluding this will be acceptable.
- List of Clients to whom Papers have been supplied by the Tenderer recently under Rate Contract should be provided with the Tender.
- Copies of the Income Tax Return for last 3 years must be provided with the Tender.
- EMD

Financial bid format:

Specification	Approx. Qty.	<u>RATE/REAM</u> <u>(Inclusive of all Taxes and Delivery Charges for supply in/ around Kolkata)</u>	
		GRADE – A PAPER MILL	GRADE - PAPER MILL
70 GSM Maplitho (Size 64 x 85 cm)-19 kg	2000 Ream	Rs. (Rupees.....only)	Rs. (Rupees.....only)

TERMS OF PAYMENT –

1. NO ADVANCE PAYMENT WILL BE GIVEN.
2. No cost incurred by the Tenderer for providing necessary clarifications or attending discussions will be reimbursed by the ICAI.
3. Payment will be given on actual Supply Order. No round off payment will be given.
4. 100% payment will be made through RTGS to the account of the supplier within 60 working days on receipt of the Invoice/Bill and certificate of receipt of the item as per the Order for Supply. Taxes, if applicable, will be deducted from the Bills of the supplier as per the law. Payment shall be made subject to recoveries, if any. [Please provide Bank Details – (1) Name of the A/c., (2) A/c. No., (3) Bank Name, (4) Branch name with Address, (5) IFS Code and (6) MICR Code]

The Institute is not bound to accept the Highest Tender and reserves the right to conduct tendering as per its own Tender Guidelines and to cancel any or all the Tenders without assigning any reason thereof. On completion of the Tendering Process, only Selected Tenderer will be contacted.

CONVENER
TENDER COMMITTEE
(from Rs. 2.5 Lakhs upto Rs. 25 Lakhs)