



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(Statutory body under an Act of Parliament)

12, SUDDER STREET, KOLKATA - 700 016

TELEPHONES: +91 033 2252 1031 / 1034 / 1035, 2252 1492 / 1602 FAX +91 33-2252 1026

Website: www.icmai.in

Local Purchase Committee

Ref. LPC/Exam/Attendance Sticker - 1/2021

13.04.2021

TENDER NOTICE

"Supply of attendance sheet in A4 size of papers with stickers (MPL 01P – 210 x 297 WOD) punch as par Institute sample".

Quotations are invited from reputed and reliable Vendors, for supply of A4 size sticker pages (MPL 01P – 210 x 297 WOD) and punch as par Institute sample for registering attendance of the examinees for June and December, 2021 term of Examinations.

The details of the Job are as follows:

SI No	Particulars	Item Specification	Quantity Req'd.
1	Attendance Sheet in A4 size of papers with stickers (MPL 01P – 210 x 297 WOD) punch as par Institute sample	<ul style="list-style-type: none">• Premium uncoated wood free paper.• General purpose Acrylic water based adhesive suitable for application on most surfaces.• Clay Coated Kraft (CCK) paper.• 210 mm x 297 mm (W x H).• Thickness 157 ± 5 GSM• Supply of A4 size sticker pages (MPL 01P – 210 x 297 WOD).• Customized label as per Institute sample.• 100 sheets per packet, 1000 sheets per cartoon.	40000 Nos

Requirement:

- Vendor must have office/Press in Kolkata
- 'A' Grade quality sticker paper

Intending tenders are requested to compulsorily verify the sample of the job before offering their tender by contacting Shri K. Pattanayak, Dy. Director, IT - Examination on any Working Day (Monday – Friday) during Office Hours except Holiday(s).

Quotations signed with seal by the Tenderer in a sealed envelope superscribed with "**QUOTATION FOR ATTENDANCE SHEET (EXAMINATION)**" is to be submitted strictly as per the format given below (**Annexure A**) and positively on or before 4.00 p.m. of April 21, 2021 in the 'Box No: 1 – Local Purchase Committee' of the Institute at Ground Floor, CMA Bhawan, 12, Sudder Street, Kolkata 700016.



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The bids will be valid for 30 days. Incomplete bids will be considered unresponsive. The order will be placed for the best interest of the Institute. The bids would be summarily rejected; in case it deviates from the prescribed format.

No advance amount will be payable. All Payments will be made through Electronic Mode to the Bank Account of the selected Tenderer.

Please mention Bank Details [(i) Name of the A/c., (ii) A/c. No., (iii) Type of A/c., (iv) Name of the Bank, (v) Name of the Branch with address, (vi) IFS Code No. and (vii) MICR No.

CONVENER
LOCAL PURCHASE COMMITTEE



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Annexure A

Format of bid

Sl. No.	Details Requested	Provide Details
1.	Name of the Company/ Vendor	
2.	Contact person & Mobile number	
3.	E- Mail Address	
4.	Full address of the office	
5.	Year of Incorporation/ Constitution	
6.	GSTN (Attach copy of GST registration)	
7.	PAN No (Proprietor)	
8.	Bank Details	(i) Name in the A/c: (ii) A/c. No: (iii) Type of A/c: (iv) Name of the Bank: (v) Name of the Branch with address: (vi) IFS Code No: (vii) MICR No:
9.	Work experience with same type of job	References: 1. 2. 3.



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SI No	Particulars	Rate per 1000 Nos [Inclusive of all Taxes and Delivery]
1	Attendance Sheet in A4 size of papers with stickers (MPL 01P – 210 x 297 WOD) punch as par Institute sample	

Declaration: 'I/We have checked the samples to be supplied'

Signature of bidder:

Seal:

Date:

Place: