



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/Election 2023/Scan/2023

06.05.2023

Tender for Scanning of Photo & Signature of Members of the Institute

Quotations in sealed envelopes are invited from reputed firms / companies / agencies for scanning of Photo & Signature as per the jobs mentioned below

Sl. No.	Job description
1.	<p>Scanning of Photo & Signature in JPG format.</p> <p>Note –</p> <ul style="list-style-type: none">i. The scanned images should be capable of being read electronically and to be provided in CD/DVD/Pen Drive.ii. The scanned images files should be named as Membership Number.iii. Total job is to be done in the Institute premises.

Scope of Work

1. The specified documents (**Approx. 16,000 in numbers**) have to be collected from the Membership department, scanned and returned back to the same department after completion of job.
2. The Documents (**Only Photo & Signature in JPG format**) have to be scanned, arranged and transformed into such an electronic format and to be provided in CD/DVD/Pen Drive.
3. The scanned image files should be named as **Membership Number** (as mentioned in the documents).
4. The complete job has to be carried out in the Institute premises. The bidder has to bring equipment (Scanner, Laptop etc.) of their own. Only space and electricity will be provided by the Institute.

Term & Condition:

1. The tenderer should have office at Kolkata for performing the job.
2. Sample documents may be inspected by the tenderer prior to the submission of the offer.
3. The specified documents are to be taken out from each file and again to be kept in the file after completion of the scanning job.
4. The documents should be kept confidential and not to be shared.
5. The offer should be inclusive of all taxes and duties, if any, and delivery and other charges.
6. Tenders submitted not in the above format are liable to be cancelled.
7. Tenders are also liable to be cancelled for uncertainty/absurdity/inconsistency in the offer.
8. Tenderers are not allowed to subletting the said job.
9. Payment will be released online upon satisfactory completion of the job.
10. Tenderer should have experience in handling similar jobs earlier.



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11. The price quoted by the Tenderer should remain valid for a period of three months from the date of submission of tender.
12. Institute will not be responsible for safety of the equipment brought by the vendor.
13. Interested vendors are needed to **fill up the bid format, Annexure 1** of this tender notice and submit as per instructions within due time.
14. Selection of L1 vendor would be based on the highlighted black box in Annexure 1.
15. The Institute is not bound to accept the lowest quotation. If thought fit, the Institute may also divide the job among several parties or take away any segment of the job from the ambit of quotation and undertake/process separately. The Institute reserves the right to cancel any or all quotations without assigning any reason, for the best interest of the Institute.

Documents to be submitted:

1. The tenderer should enclose documents in support of performing similar nature of jobs of same or higher volume as well as their credential. Enclose copies of at least three (03) work orders showing experience in handling similar jobs previously.
2. Copy of GST registration.
3. Copy of valid trade license

For any further clarification/information please contact: Membership Department, Mail id. membership@icmai.in, (m): 9432325226, 9831238961, on any Working Day (Mon-Friday) during Office Hours.

Submission of Bids:

The quotations STRICTLY AS PER PRESCRIBED FORMAT (Annexure 1) have to be submitted in the **LPC Tender Box (box 1)** kept at the ground floor of the Institute. Address: **Local Purchase Committee**, Institute of Cost Accountants of India, CMA Bhawan, 12, Sudder Street, Kolkata – 700 016 in Sealed Envelope, superscribed **"Tender for Scanning of Photo & Signature of Members of the Institute"** on or before 13th May, 2023, 3:00pm.

CONVENER
LOCAL PURCHASE COMMITTEE



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Annexure 1

Format of bid

Sl. No.	Details Requested	Provide Details
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.	GSTN	
6.	PAN of proprietor	

Sl. No.	Item	Unit Price (Rs.)	Taxes (Rs.)	Total Price (Rs.)
1.	Scanning of Photo & Signature in JPG format. Note – <i>i. The scanned images should be capable of being read electronically and to be provided in CD/DVD/Pen Drive.</i> <i>ii. The scanned images files should be named as Membership Number.</i> <i>iii. Total job is to be done in the Institute premises.</i>			

We have enclosed all the three (3) types of documents mentioned on page 2 under the 'documents to be submitted' in this envelope.

Declaration: We /our Company have understood the job involved. We agree to all the terms and conditions as indicated in this EOI/Tender Notice.

Signature of bidder:

Date:

Seal:

Place: