



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)

CMA BHAWAN

12, SUDDER STREET, KOLKATA – 700 016.

TELEPHONES: +91033 2252 1031 / 1034 / 1035, 22521492 / 1602 FAX+9133- 2252 1026

Website: www.icmai.in

Local Purchase Committee

Ref. No: LPC/JnP/Book Fair Stall Erection/2024

10th January, 2024

Tender for Layout and Erection of Stall at 47th International Kolkata Book Fair – 2024

Sealed Tenders are invited from reputed, experienced agencies / firms / companies for Layout & Erection of pavilion (stall) of the ICMAI at 47th International Kolkata Book Fair – 2024. The last date for submission of the sealed bids is January 15, 2024 up to 11.00 hours. The work is to be done at the 47th International Kolkata Book Fair scheduled to be held from 18th January, 2024 to 31st January, 2024, organized by the Publishers and Book Sellers Guild at Central Park of Karunamoyee, Salt Lake. The stall space is of 9 sq. mtr. (approx.)

Scope of work:

- The bidder shall layout and erect the stall with fire resistant materials.
- Stall to be erected and dismantled as per rules of the organizer
- Platform (wooden / ply) will be prepared with mat/carpet in the stall area.
- LOGO of the Institute of Cost Accountants of India will be displayed at the conspicuous place.
- All kind of electrical fixtures like spot lights, halogens, power plugs sockets etc. for proper illumination of the stall.
- Sample pictures confirming the work done must be submitted to the concerned dept.
- Any other relevant document, bidder desires to submit.
- The bidder should have experience in erecting pavilions (stall) of corporates/ corporations/ undertakings/ institutes fairs and festivals in the last 3 years.
- The bidder shall have an office in Kolkata.

Job Description:

- **Internal Design-** Making stall at book fair inside area providing platform with wood / ply and 19 mm ply and laying jute carpet over it, making of side walls with wood (batten) structure and pasting 44 mm. ply and including painting covering the ceiling with fabrics and complete in all respect (Total area 9 square meter).
- **External Design** – Making stall outside providing side wall and front wall with wood structure and pasting with ply and plastic paints, fixing all banner & flex (including printing of banner & flex) and complete in all respect. (Total area 9 square meter).
- Wooden cabinet & table (Temporary).
- Collapsible Gates



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Others:

The design conceptualization and layout proposed shall have to be approved by the Competent Authority of the Institute. The selection will be made on the basis of the design and the layout or the rates or both subject to the decision of the Competent Authority. The Institute reserves the rights to reject any or all the bidder applied for the purpose without assigning any reasons thereof.

Intending bidders are requested to contact CMA Dr. Sumita Chakraborty, Additional Director, Career Counseling & Placement Committee / CMA Sucharita Chakraborty, Additional Director, Journal Department, on any Working Days (Monday – Friday) during office hours for any clarification and picture / job details before offering their quotation.

Terms and conditions:

- The rates to be offered should include all print, supply and delivery, tax, etc. No other additional payments would be made.
- Bidders shall bear all costs associated with the preparation and submission of its bid.
- The price quoted by the bidder should remain valid for 30 days.
- Period of contract – One (1) time contract.
- If a firm quotes NIL charges/consideration/abnormal charges, the bid shall be treated as unresponsive and will not be considered.
- Canvassing in any form in connection with the contract is strictly prohibited.
- ***L1 will be evaluated on the basis of amount quoted individually against each kind of Stall “Rate” in the darkened box of Annexure 1.***
- Institute reserves the right to extend the last date for receipt of bids at its own discretion.
- 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.
- The Bidder shall not sub-contract the mentioned work to any organization, person, firm or its franchise without the prior approval of the Institute
- The Institute may, for any reason whether at its own initiative or in response to the clarification requested by the prospective bidder, issue amendment in the form of addendum during the bidding period and subsequent to receiving the bids. Any addendum thus issued shall become part of bidding document and bidder shall submit the addendum duly signed and stamped in token of his acceptance.
- Institute reserves the right to repudiate the contract and entrust the work to any other third party in the event of breach of terms and conditions of this agreement or in the event of unsatisfactory performance observed by the Institute.



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- Institute may ask clarifications if any during the evaluation and the bidders are expected to respond.
- Lack of response from them will enable the Institute arrive at its own decision about such bids.
- The work executed by the vendor should be to the satisfaction of the concerned officer where work was executed. If the same is not found satisfactory, the firm will have to do the job again at its own cost. The decision of the concerned officer and of the Institute in this regard will be final and unassailable and binding on the vendor.
- Upon being selected as the successful bidder and being awarded the order, the bidder is expected to reply to all queries/ complaints that may be raised by the Institute from time to time.
- **A copy of Trade License / Certificate of Incorporation is to be compulsorily submitted along with Annexure 1.**
- The order will be placed for the best interest of the Institute.

Payments:

- No advance payment will be made. Payment will be made after completion of satisfactory supply and submission of invoice / bill in hard copy.
- The payment will be made in electronic mode only within 30 days of submission of bills.
- Bank Details [(1) Name of the A/c., (2) A/c. No., (3) Type of A/c., (4) Name of the Bank, (5) Branch Name with Address and (6) IFSC Code] should be provided in the Quotation.

Submission of Bids:

The quotations have to be submitted in the **LPC Tender Box** kept at the ground floor of the Institute. Address: Local Purchase Committee, ICAI, CMA Bhawan, 12, Sudder Street, Kolkata – 700 016 in Sealed Envelope, superscribed “Tender for Layout and Erection of Stall at 47th International Kolkata Book Fair – 2024” (Bid Reference – LPC/JnP/Book Fair Stall Erection/2024) on or before 15th January, 2024, 11 a.m.

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.	Certificate of Incorporation / Trade License no. (copy to enclose)	
6.	Details of GSTN	
7.	PAN of Bidder	

JOB DESCRIPTION	RATE# (in Rs.)	
	Corner Plot (with double door)	Middle Plot (with Single door)
COST OF LAYOUT AND ERECTION OF STALL (ALL INCLUSIVE - SPACE 9 SQ METER)		

Rates will be inclusive of all.

Declaration: We /our Company have understood the job involved. We agree to all the terms and conditions as indicated in this EOI/Tender Notice. We are not debarred by any dept.

Signature of bidder:

Date:

Seal:

Place: