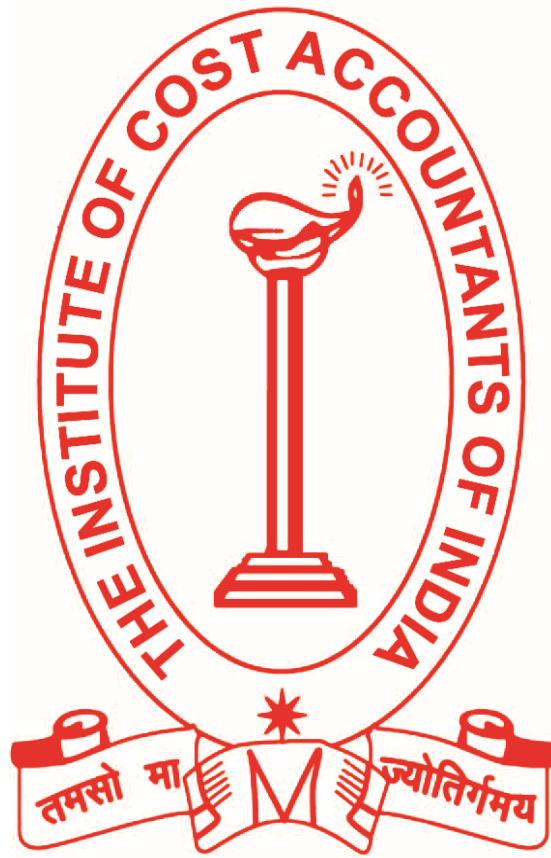


# TENDER DOCUMENT

Supply of Institute's Broche for the NCC 2023

Last Date of Submission: 20<sup>th</sup> November 2023, upto 11 AM



**THE INSTITUTE OF COST ACCOUNTANTS OF  
INDIA**

CMA BHAWAN, 3, INSTITUTIONAL AREA, LODHI ROAD, NEW DELHI-  
110003

10 November, 2023

Ref.No: Tender/NCC-2023/Broche

**SUBJECT: TENDER FOR SUPPLY OF INSTITUTE'S BROCHE FOR THE  
61<sup>st</sup> NATIONAL COST CONVENTION (NCC)- 2023**

The Institute of Cost Accountants is organizing its National Cost Convention 2023 at Delhi during 8-9 December, 2023. In this connection quotations are invited from reputed manufacturers/Suppliers/Traders for supplying 800 (Number of) Institute's Broche (The order quantity may vary by plus/minus 20%). Manufacturers/Suppliers/Traders based in Delhi / NCR region and having prior experience of supplying for national level conferences and/or seminars in large quantities may apply. The place of Delivery for the item shall be at the Delhi.

In case you are interested you may send your quote for the supplying the desired quantities of the item (as per specifications) for the event in a sealed envelope mentioning "**Quotation for NCC 2023 -Broche**" to be dropped in the tender box on **the ground floor of the CMA Bhawan, 3, Institutional Area, Lodhi Road, New Delhi - 110003** or to be sent by post to **The Convenor - Tender Committee, CMA Bhawan, 3 Institutional Area, Lodi Road, New Delhi - 110003** so as to reach us latest by **1100 hours on November 10, 2023**.

- *The sample picture of the broche is annexed for ready reference. The interested vendors are requested to visit the Institute's Office and refer to the sample available with Ms. Isha Jain at location of New Delhi Office and Ms. Suman Ahlawat at Noida Office location, during the office hours on working days (Mon-Fri) except on Government Holidays.*

The tenders have to be submitted within the date & time mentioned in the Tender Notice and The Institute shall not be held liable for any postal or any other delays.

The tenders will be opened at the appointed date and time. The tenderer, if they wish, may be present during the opening of the tender on the appointed date and time.

Convener  
Tender Committee

## **GENERAL TERMS AND CONDITIONS**

1. The Institute of Cost Accountants of India does not bind itself to accept the lowest tender and reserves the right to reject or partially accept any or all of the tenders received, without assigning any reason.
2. Tenders, who do not fulfill all or any of these conditions or are incomplete in any respect, are liable to summary rejection without assigning any reason.
3. Tenders incorporating additional conditions are liable to be rejected.
4. Canvassing in any form in connection with tenders is strictly prohibited and the tenders submitted by the Agency who resort to such canvassing are liable to rejection on this ground alone.
5. Purchase order will be communicated to you by email.
6. Taxes shall be paid as applicable and quoted by the vendor.
7. The delivery charges (if any) should be included in the price quoted. No extra charges would be payable for delivery. ***Delivery of the Broche has to be made at Delhi.***
8. Conditional / Incomplete bids would be rejected.
9. The items are to be delivered within 10 days of placing the Purchase order otherwise the firm shall be liable to a penalty of 1% of the total order value per day.
10. The quotations should be duly signed by the tenderer.
11. Payment will be made within 30 days against the invoice subject to satisfactory performance/successful delivery of products.
12. **All the interested manufacturers/traders to submit their quotations (Two bids Quote Technical and Financial bids separately in the envelope) along with the sample of the Broche at CMA Bhawan, 3 Institutional Area, Lodi Road, New Delhi.**
13. **IT MAY BE NOTED THAT THE BID HAS TO MANDATORILY BE ACCOMPANIED BY A SAMPLE OF THE BROCHE, WITHOUT WHICH THE BID SHALL STAND REJECTED.**
14. **The bidder should have an experience of supplying Broche/Mementoes/ Related corporate gifting items in similar workshops/ seminars/ programmes/ conferences preferably for Govt. Departments/Ministries/PSUs/Autonomous bodies etc. As an essential clause of the technical bid of the tender, the bidder has to submit documentary proof of supplying a minimum quantity of 100 of such items per event for 3 such workshops/ seminars/ programmes/ conferences in the last 5 years.**

15. The delivery/ transportation/cartage charges should be included in the price quoted.  
No extra charges would be payable for delivery of Broche Delhi.
16. If any Broche is found to be different from the approved sample or of poor quality/substandard or damaged the same shall be immediately replaced by the supplier at no additional cost.
17. For any clarification regarding Item specification, please call at 011-24666181/ 9868769888 during the validity time for receipt of quotations.
18. The bidders should visit the Institute for referring to the sample of the items to be procured.

***The quotation should be in the following format:***

***Annexure A***

**Part A: Technical Bid (Details of the Company):**

<b>S.No.</b>	<b>Details Requested</b>	<b>Provide Details</b>
1.	Name of the Company/ Vendor	
2.	Year of Incorporation/ Establishment	
3.	PAN No	
4.	TAN/ TIN No	
5.	GST No.	
6.	Complete Address (with Phone, Mobile, Email)	
7.	Turnover of last three consecutive years (attach proof)	
8.	Whether supplied Broche/Mementoes/ Related corporate gifting items (minimum quantity 100 in numbers/ event) to Govt. Departments/Ministries/PSU/Autonomous bodies etc during last five years ending Mar, 2023. (attach proof)	
9.	RTGS Bank Account Details	

**Part B: Financial Bid**

<b>Item Specifications</b>	<b>Qty</b>	<b>Unit Price (Rs)</b>	<b>Taxes (Rs.)</b>	<b>Total (Rs.)</b>
Institute's Broche	For quantity 800			

- **It may be noted that the final order quantity may vary by plus/minus 20%.**

**Convenor (Tender Committee)**

**Declaration:-**

I, hereby certify that "I am not debarred by Department of Commerce or any Ministry/Department concerned."

Date:

*Name and Signature of Bidder / printer with Corporate Seal*

*Image for Reference of Broche*



*The approximate size of the Broche is 1.5 inches\* 1 inch.*