



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(Statutory body under an Act of Parliament)

12, SUDDER STREET, KOLKATA- 700 016

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

Website: www.icmai.in

Local Purchase Committee

Ref. LPC/Ctrl - Stores/01/2023-24

12.03.2024

Supply of Cloth Line Sheets, Corrugated Carton Boxes and Cloth Line Envelops for Dispatch of Study Materials & Prospectus

Reputed vendors are invited to offer their rate for supply of Cloth Line Sheets, Corrugated Carton Boxes and Cloth Line Envelops as per description below:

Detailed Specifications

Table A : Cloth Line Sheets

<ul style="list-style-type: none">Annual Requirement = 5000 sheets [Minimum order quantity = 1000 sheets]	<ul style="list-style-type: none">Current Size = 35" X 44"
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Table B : Corrugated Carton Box (Single Color)

Intermediate	Final
<ul style="list-style-type: none">Annual Requirement = 2,500 nos. [Minimum order quantity = 500 nos.]Current Size = 240 mm x 185 mm x 220 mmPaper = 140 GSM - 5 PlyWeight of Study Materials (set of 9 books) - 6 Kg. 500 gm. (approx.)	<ul style="list-style-type: none">Annual Requirement = 3,000 nos. [Minimum order quantity = 500 nos.]Current Size = 250 mm x 185 mm x 250 mmPaper = 140 GSM – 5 PlyWeight of Study Materials (set of 8 books) - 8 Kg. (approx.)

Table C: Cloth Line Envelops

<ul style="list-style-type: none">Annual Requirement = 4000 envelops (white Color) [Minimum order quantity = 1000 envelops]	<ul style="list-style-type: none">Current Size = A4 size, 12" X 10"
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Samples of Cloth Line Sheet, Corrugated Carton Box and Cloth Line Envelop are available at the Institute for viewing. Sample must be checked by the bidder for its specifications before participating in the bid.

Scope of work:

Cloth line sheets, Corrugated Carton Box, Cloth Line Envelops are to be supplied as per sample.

Delivery:

The delivery of the items is to be made within 7 days from the date of placing the order. Place of Delivery is The Institute of Cost Accountants of India, CMA Bhawan, 12, Sudder Street, Kolkata – 700 016.

Terms and conditions:

- The rates to be offered should include all Material, supply and delivery, tax, etc. No other additional payments



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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 90 days.
- 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.
- 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.
- 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.
- Size(s) of the Cloth Line Sheets, Corrugated Carton Boxes and Cloth Line Envelops as stated above, may be modified/ altered under advance intimation and upon mutually agreed terms.
- L1 will be evaluated on the basis of rate(s) quoted by the bidders as per the individual item (as mentioned in the Price Bid Tables). The bidder(s) quoting the lowest rate will be the L1. Order shall be placed accordingly to the selected bidder/bidders.
- The bidders must quote for all the items i.e. for Cloth Line Sheets, Corrugated Carton Boxes and Cloth Line Envelops separately and not in a consolidated term.
- The quantity may be increased/ decreased by 10% based on the exact requirements.
- Initially the period of contract is for one year. If the work is found satisfactory, the contract period may be extended for further one year with same rate, terms & conditions.



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- For any further clarification/inspection of the items, please contact with Shri Abhijit Pramanick, Asst. Gr. III, Central Stores, Directorate of Studies (Mob. No. 9734687915) on any Working Day (Mon-Fri) during Office Hours.

Payments

- a. No advance payment will be made. Payment will be made after completion of satisfactory supply and submission of invoice / bill in hard copy.
- b. The payment will be made in electronic mode only within 30 days of submission of bills.
- c. 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 “**Supply of Cloth Line Sheets, Corrugated Carton Boxes and Cloth Line Envelops for Dispatch of Study Materials & Prospectus**” (LPC/Ctrl - Stores/01/2023-24) on or before 19th March, 2024, 3p.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 proprietor	

Table A

Item	Total Quantity	Rate/ Sheet (Rs.)
Cloth Line Sheet (35" X 44")	5,000 nos.	

Table B

Item	Total Quantity	Rate/ Box (Rs.)
Carton Box for Intermediate Books (240 mm x 185 mm x 250mm)	2,500 nos.	
Carton Box for Final Books (250 mm x 185 mm x 250mm)	3,000 nos.	

Table C

Item	Approx. Annual Qty.	Rate/100 Cloth Line Envelop (Rs.)
Cloth Line Envelops (12" x 10")	4000 nos.	

Rates will be inclusive of all.

Declaration: We /our Company have seen the sample copy and 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:

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