



ADMN-CONSUMABLES-2024-003

06.11.2024

NOTICE INVITING APPLICATIONS FOR EMPANELMENT of GENERAL /
MISCELLANEOUS / CONSUMABLE GOODS SUPPLIER

The Institute of Cost Accountants of India intends to engage / empanel state / central government affiliated suppliers / multistate consumer cooperative societies / bodies and the like based in Kolkata for the supply of various general / miscellaneous / consumable items to the Institute. Interested parties are invited for empanelment purpose for supplies to the Headquarters of the Institute at Kolkata in the prescribed form enclosed with this document for a period of three years from the date of issue of work order with provision of further extension for two more years at the same terms and conditions if mutually agreed.

The details of the tender are as under:

1	Type of work	Empanelment of General / Miscellaneous / Consumable Goods Suppliers for The Institute of Cost Accountants of India, Kolkata
3	Last date of submission of EOI	27th November, 2024 4:00 PM
4	Address of submission	Tender Box number -2 labelled as "Limited Tender Committee" situated at ground floor of the ICMAI, 12 Sudder Street, Kolkata – 700 016
5	Mode of submission of EOI documents	Applications expressing willingness to be enlisted may be submitted by hand or through post/courier so as to reach before the due date & time. Format of Annexure A to be used.
6	Contact person	For further clarification, the interested parties may contact Administration mail id.: admin.kolkata@icmai.in , Contact no. : 033 4036-4709 Monday to Friday during office hours

The Institute shall not be liable for any postal delays whatsoever in receipt of the EOI applications and therefore offer received after the stipulated date and time shall not be entertained.

Limited Tender Enquiry



Important note:

The anticipated annual consumption of the goods mentioned in Annexure – B is estimated to be around Rs. Sixteen lakhs. However, definite volume of purchase cannot be guaranteed.

GENERAL TERMS AND CONDITIONS

1. Please go through this EOI notice carefully to understand the documents required to be submitted as part of the application. Major deviations from these may lead to rejection of the application.
2. The supplier will have to ensure prompt and timely delivery at the Institute HQs or at the venue specified in purchase order.
3. The contract is likely to commence from the date of issuing of enlistment letter and would continue for a period of three years. The period of the contract may be further extended for a period of two years after the completion of contract as per the requirement of the Institute or may be curtailed / terminated before the contract period owing to deficiency in service or supply of sub-standard quality of materials. Institute, however, reserves right to terminate this initial contract at any time after giving one week notice to the empaneled firm.
4. The Institute may, for any reason whether at its own initiative or in response to the clarification requested by the prospective parties, issue amendment in the form of addendum during the bidding period and subsequent to receiving the applications. Any addendum thus issued shall become part of this EOI notice and party/agency shall submit the addendum duly signed and stamped in token of his acceptance.
5. Although the details presented in this EOI notice consisting of conditions of contract, scope of work and technical specifications have been compiled with all reasonable care, it is the party/agency's responsibility to ensure that the information provided is adequate and clearly understood.
6. Conditional applications shall not be considered and will be rejected out-rightly at the very first instance.
7. The parties / agency may see the samples for the given categories of items (stationeries & consumables) at his/their own cost and responsibility.
 - a. Stationery & Office Equipment.
 - b. Grocery
 - c. Consumables.
 - d. Electrical Apparatus.
 - e. IT consumables.
 - f. Housekeeping and cleaning materials.
 - g. Any other items for office use
8. The materials and quantities mentioned in the schedule (Annexure B), list of usual items (if any) are not to be taken as the actual exact items, to be supplied by the supplier. The Institute may make any variation of the & quality or any part thereof that may in its opinion be necessary for that purpose as mentioned below:-
 - a. Omit any such item if found necessary after issue of Purchase Order, if required.
 - b. Additional requirement or any item required may be supplied by the party/agency. The list is only illustrative and not to be taken as exhaustive list.



9. The Institute reserves the right to empanel any other supplier or cancel empanelment of any agency without assigning any reason by serving one month's notice even before expiry of the period of empanelment.
10. The list of items and their consumptions mentioned in Annexure B are only indicative and the Institute does not guarantee any minimum business or assignment which will depend on the requirements, financial resources available and the party's / agency's performance.
11. The list in Annexure B is not exhaustive, and there may be requirement for similar / different items for procurement.
12. Items to be procured have to be of standard quality and of durable make.
13. Delivery of the items should not exceed the stipulated days mentioned in the Purchase Order and no other specific document / paper will be provided by the Institute to the party / agency for the delivery at Headquarters office. Supplier has to make his own arrangements for the timely and safe delivery of the material.
14. In case for any item where no specification is provided by the Institute, such items shall be supplied in accordance with the sample or of a reputed company/brand.
15. Rates, whenever asked to offer, shall include cost of material, labours, transport, royalties, octroi etc. if any.
16. In no case the price of goods purchased should exceed MRP of the product.
17. Any cartage/loading and unloading charges for supply of stationery/consumables at the Institute will not be paid extra.
18. Taxes shall be paid as applicable.
19. Payment will be made within 40 days against the invoice along with duly receipted delivery challan and after receipt of all the items as per specifications and in good condition.
20. All disputes regarding interpretation of the contents of the Agreement or its implementation shall be resolved by Mutual discussion/reconciliation in good faith by the Agency and The Institute of Cost Accountants of India.
21. Sealed and signed EOI applications submitted by supplier will be treated as acceptance of terms & conditions of this notice.
22. This Agreement shall be governed by the Laws of India for the time being in force and subject to exclusive jurisdiction of Courts at Kolkata.
23. The orders will be placed for the best interest of the Institute.

ELIGIBILITY CRITERIA:

The applicants have to be Central / State government / multistate consumer cooperative societies / bodies and the like based in Kolkata.

TERMS OF PAYMENT:

1. No payment shall be made in advance nor any loan from any bank or financial institution recommended on the basis of the order awarded for work.
2. Necessary TDS will be deducted from the bill as per rule.
3. The Institute shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties if any.
4. Payments, in the normal course, shall be processed within 40 days of the submission of the complete documents.



AWARD OF WORK

1. For each time requirement, empaneled parties will be asked to offer their quote and L1 vendor amongst them will be awarded with the particular job.
2. Orders may be issued to multiple parties who become L1 as per items
3. Purchase order of requirement will be communicated to the supplier through hardcopy or in email.
4. The Institute would go by the number of quotes received from the empaneled vendors within the stipulated time and in no case delay the process of procurement.
5. The Institute may not ask quotations from all empaneled vendor for petty/urgent orders.
6. The Institute may also purchase goods from other sources than the empaneled vendor.

PERIOD OF CONTRACT

1. The contract will be valid for three years from the date of award of the contract and can be extended for two years at same terms and conditions by mutual consent of the parties.
2. In case of unsatisfactory performance by the vendor, Institute may terminate the contract having served one month's notice. On the other hand if the vendor decides to discontinue its services, three months' advance notice must be served to Institute.

SUBMISSION OF BIDS

1. EOI applications duly signed by the interested party / agency shall be submitted in a sealed envelope subscribing "EMPANELMENT of GENERAL / MISCELLANEOUS / CONSUMABLE GOODS SUPPLIER" (Bid Reference – ADMN-CONSUMABLES-2024-003 and addressed to 'The LTE, The Institute of Cost Accountants of India, CMA Bhawan, 12, Sudder Street, Kolkata – 700016 to be deposited to Tender Box as mentioned above.
2. The necessary documents shall be furnished along with this offer document, duly signed, as a token of acceptance of points mentioned herein.
3. The format as in Annexure A, with this EOI notice, signed by the firm / agency with stamp seal, shall be furnished.

ACCEPTANCE OF APPLICATIONS

Applications will be evaluated by the concerned Tender Committee of the Institute and letters of empanelment would be issued to the qualified parties / agencies.

NON ASSIGNMENT

The supplier shall not, at any time, assign, sub-let or make over the contract or the benefit thereof or any part thereof to any person or persons, whatsoever.

TERMINATION CLAUSE:

1. The Institute reserves its right to terminate the contract for any reason at its absolute discretion including but not limited to the following:
 - a. If the Supplier is adjudicated insolvent by a Competent Court or files for insolvency or if the bidder being a company is ordered to be wound up by a Court of Competent Jurisdiction



ICMAI

THE INSTITUTE OF
COST ACCOUNTANTS OF INDIA
(Statutory Body under an Act of Parliament)



- b. Supplier commits any breach of the terms of this contract / offer document
 - c. The supplier is involved in wrongful billing d. In the event of unsatisfactory service / goods
 - d. If the information furnished in the documents is found to be incorrect.
- The decision of the Institute in terminating the contract will be final and binding on the bidders.

LIMITED TENDER ENQUIRY



Annexure A

INFORMATION SHEET

Sl. No.	Details Requested	Provide Details
1	Name of the Supplier	
2	Name of Director of Company	
3	Contact person's Name, designation and contact number	
4	Full address of the Registered office With Telephone and Email Address	
5	Full Address of Operating/Branch Office at Kolkata (with Phone, Mobile, Email)	
6	Year of Incorporation/ Establishment / Registration	
7	PAN No. (attach proof)	
8	TAN/ TIN No	
9	GST No.	
10	Whether supplied items (given in 'Annexure – B' to Govt. Departments / Ministries / PSU / Autonomous bodies during last three years (attach proof)	
11	Additional Information , If any (attach separate Sheet if required)	

Declaration: – I on behalf ofhereby certify that
“We are not debarred by any Department of Commerce or Ministry / Department or any
government office concerned.

Signature:

Name & designation:

Name & address of the firm:

Date:

Place:

Stationery material	
Items	items
A4 Transferable sheets	Duster (White)
A4 Paper(Green)	DVD-Writeable- with Pouch
Al pin	Eraser
Album Big	Exercise Book Long
Album Small	Exercise Book Small
Arch File	Executive Bond Paper A4 500 sheet
Attendance Register	Exercise Book No. 4 Big
Binder Clip 12 MM	Exercise Book No. 4 Small
Binder Clip 15 MM	Fevi Stick
Binder Clip 19 MM	Gala
Binder Clip 25 MM	Gel Pen Black
Binder Clip 32 MM	Gel Pen Blue
Binder Clip 41 MM	Gel Pen Green
Binder Clip 51 MM	Gel Pen Red
Binder Separator 1 to 12	Gem Clip Box – 28 mm
Binder Separator 1 to 31	Gem Clip Box – 30 mm
Board Folder	Globe
Board Marker pen	Gum Bottle Big
Board Pin	Gum Stick
Both-side Pen	Hi-lighter Pen
Box File Board (Box File)	Hit Spray
Brown Tape (Packing Tape) 1"	Lace
Brown Tape (Packing Tape) 2"	Legal Paper (Green)
Brown Tape (Packing Tape) 3"	Note Pad 1/4 Rule
Calculator 12 digit	Paper Weight
Calculator Scientific	Pen + Pencil
Carbon Paper	Pen Drive (4 GB)
Cartridge HP 88 A / HP 12 A Cartridges	Pen Stand
Cartridge HP 88 A Toner P 1007/1008	Pen Stand 4 Holder
Cartridge Ink of HP 36 A Toner Cartridge	Pencil
Cell Pencil Battery (For Clock)	Peon Book
Cell Pencil Battery (For Remote)	Peon Book
Cello Tape 1"	Permanent Marker Pen
Cello Tape 1/2	Pilot pen Black
Cello tape 2" white	Pilot pen Blue
Cello Tape 3"	Plastic Dustbin Big
Channel File	Plastic Scale 12 inch
Channel Sheet	Punch Machine 480
Cobra Spring File	Punch Machine 600
Correction Pen	Punching Machine Heavy Duty BIG
Cover File	Refill Black
Desk Calendar	Refill Blue
Desk Calendar Stand	Refill Red
Dot Pen Black	Register - Big
Dot Pen Blue	Register - Small
Dot Pen Red	Room Freshener

Drum HP 88 A / HP 12 A Cartridges	Rough Pad Medium
Drum HP 88 A Toner P 1007/1008	Rough Pad Small
Drum Ink of HP 36 A Toner Cartridge	RUBBER BAND 4" SMALL
Rubber Band BIG	Cobra file
Scissor Big	4 Folder file
Scissor Medium	Novajat Labels (sticker 100 x 44 mm)
Sharpener	HIT Black Spray (Mosquito)
Sketch Pen	Room Freshener Spray
Sponge cup with cover	Lock (As per sample)
Stamp Pad - Blue Medium Size	Jute Twin
Stamp Pad - Ink	36" Plastic Roll
Stapler 24/6	24" x 30" Plastic Packet
Stapler Machine No. 10	3" Pouch packet
Stapler Machine -Big	White Pad (1/8)
Stapler Pin - Small No.10	White Duster (24" x 24"- ordinary)
Stapler Pin 24/6 Pin	Register Book (550 pages)
Stapler Pin No. 10	Art line correction pen (whitener)
Sticker note pad (3 Colour)	Tea cup (50ml paper)
Sticker note pad (3 Colour) 3/4' Big	Gel Pen(Blue, Green & Black)
Tissue Paper Holder	Arch File
Visiting Book Register	Scissor
Visiting Card Folder (200 cards)	Stapler
Visiting Card Folder (400 cards)	Gum Tube
Visitor Book	Gum (750 ml. per bottle)
Wall clock	Stainless steel scales 12"
Xerox Paper 75 GSM A/4	Rubber Band 4"/4.4"
Xerox Paper 75 GSM F/S	Pen (0.5 mm)Black, Red & Blue
Xerox Paper 75 GSM, A/3	Brown tape 3" & 4"
Xerox Paper Color A-4 Size = Yellow Paper A4	4"White tape
3" White Tape (70 mt)	Letter Pad (1/8" size 70 pages each)
3" Brown Tape (70 mt)	Cotton Duster
1" White Tape	Wooden Pencil
4" Rubber band	Eraser
Signing pen (Black & Blue)	Pencil Spanner
Pen (Blue 10 pcs in a packet)	Highlighter (Orange, pink & yellow)
DVD Pouch	Whitener
Wood Pencil	Crystal Damper
Stapler Pin (Big 20 boxes in each packet)	Stapler Pin
Measuring scale steel	Glue Stick 15 gm
Water Pad (sponge)	Four Folder File
Arch file	James Clip
	DVD

Housekeeping Materials	
Items	Items
Hand Wash	Wet Mop Refill
Collin	Soft Broom
Wet Mop With Rod	Urinal Cube
Dry Mop	Room freshener
Spray Guns	Cobweb Brush
Garbage Bag (24x30)	Odonil
Garbage Bag (17x23)	Bleaching Powder
Naphthalene Balls	Harpic
Scotch Brite	Black Hit
Floor Scrubbing Brush	Toilet Paper
Stick Broom With Handle	Floor Cleaner
Table Duster	Surf
Floor Duster	Wiper
Glass Duster	Phenyl
Bucket (16Ltr.)	W.C Brush(Hockey Brush)
Mug	Dry Mop Refill

Electrical apparatus	
Items	Items
Fibre Board 5 X 9	Starter
Fibre Board 8 X 10	P L Holder
Flexible Pipe (Various diameters)	P L Light 11W
Fuse 5A - 15 A	P L Chock 11W
LED Lights (Various types / watts)	4 Pole MCB (63 A) 440V
Plug 15amp	3 Pole MCB (63 A) 440V
Plug 5amp	Switches
PVC Tape	Fuse
Starter Holder	Single Phase Starter (A/C)
Switch 15amp	Armature re-wiring
Switch Modular	Bush
Transformer 50 W	Capacitor
Tube Holder	Fan Penium
Tube Light	Fan belt
Wire 2.5 mm	Tube light set
Wire 0.75 mm	Tube lights
Wire 1.5 mm	Door bell
Wooden Gutka	4 Coil Wire
1 way MCB box	Wall Fan
2 ways MCB	Stand Fan
P. L. Light 36 W	CFL Light
Chalk 40 w	

IT Peripheral
Items
Logitech Keyboard & Mouse (Wireless/USB - Wired, Combo Pack)
Logitech USB Keyboard
Logitech USB Optical Mouse
12 Volt, 7.5 Ah SMF UPS Exide Battery on buy-back basis
1 TB / 2 TB External HDD (Make – Seagate)
1 TB Internal HDD (Make – Seagate)
RAM DDR2 / DDR3 – 2 GB / 4 GB
Core 2 Duo / Dual Core / PIV supported Motherboard
Pen Drive 8 GB / 16 GB / 32 GB
131A Cartridge (Black, Magenta, Cyan, Yellow) for HP 200 Laserjet Printer
88A / 50A / 12A Toner for Refilling
Frontech SMPS (500 W)
Maxell CR2032 CMOS Battery
HW 9 Volt Battery
SATA Power Cable (Make – Dlink)
SATA Data Cable (Make – Dlink)
Power Cable (3 Mtr.)
VGA Cable (1.5 Mtr.)
LAN Cable Extender (Make – Dlink)
CAT6 UTP Cable (Make – Dlink)
RJ45 Connector (Make – Dlink)
PATA to SATA Power Converter (Make – Dlink)
Isopropyl Alcohol

Note:

- I. The above list is not exhaustive and is only indicative of the materials that are usually procured for official use
- II. The above list may contain some make / brand names; it is just to identify the items, but no brand specific choice is being made here. The Institute's objective is to procure standard and durable quality of products at reasonable rate and therefore supply of substandard products is discouraged.