



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/Convocation/Decoration/2022

19.04.2022

Tender for Decoration Items on Hire basis for National Students' Convocation - 2022

Reputed and reliable suppliers / decorators located in and around Kolkata are invited to offer their Package Rate for supply and installation of decoration items (on hire basis) as per details given below -

Detailed Specifications:

Reception	
Buffet Chair with white cover	60 pcs
Tables with white cover and blue frill	6 pcs.
Red Carpet at Back Stage	1600 sqft.
Basement 1	
Wall covering except Air Conditioner's ducts	All four side as all respect
Synthetic mat fixing	As all respect
Tables with white cover and blue frill	35 pcs.
Basement 2	
Wall covering except Air Conditioner's ducts	All four side as all respect
Tables with white cover and blue frill	25 pcs.
1st Floor	
Tables with white cover and blue frill	15 pcs.
Air Cooler	5 pcs.
Ground Floor	
Tables with white cover and blue frill	24 pcs.
Air Cooler	5 pcs.
VIP Guest Room	
Tables with white cover and blue frill	6 pcs.
Sofa	10 nos
At Tea/Coffee counter	
Table with white cover and blue frill	10 nos
Waste bins (Big Size)	6 pcs.
At Kitchen	
Tables with white cover and blue frill	6 nos
Food Takta (Chowki)	6 pcs.
Lights	
Metal Light with Main line charge	10 pcs.
Electrical Plug Point	As required
Generator 1 pc. 125 KVA	14 hours operation

they bidder may visit the venue to check and confirm requirements



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Interested bidders are requested to contact Mr. Trilochan Ghosh at Membership Department of the Institute, 12, Sudder Street, Kolkata – 700 016 during any office hours 10.00 am to 6.00 pm on any Monday – Friday except National Holidays before participating in the bid to understand the scope of work. Contact details: email id: admin.kolkata@icmai.in, Phone no.: 9830466976

Instructions for bidders:

- The rates to be offered should include all supply, commissioning, packing, labour, transportation, loading, unloading etc. No other additional payments would be made.
- The offered rate should be included with all taxes.
- Bidders shall bear all costs associated with the preparation and submission of its bid.

Terms & Conditions:

- Venue of Program where materials decorations are required to be setup – **Science City Auditorium**, JBS Haldane Ave, Mirania Gardens, East Topsia, Topsia, Kolkata, West Bengal 700046.
- Period of Contract – “ONE TIME” will end automatically on satisfactory supply of the items.
- Canvassing in any form in connection with the contract is strictly prohibited.
- **L1 will be decided based on the consolidated amount quoted in the darkened box.**
- 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 shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the engaged personnel of the contracting Firm.
- 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. TDS will be deducted as applicable.
- The payment will be made in electronic mode only within 30 days of submission of bills.
- Payment will be made on actual consumption basis.

Submission of Bids

The quotations STRICTLY AS PER PRESCRIBED FORMAT (Annexure 1) have to be submitted in the **LPC Tender Box** 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 Decoration Items on Hire Basis for National Students’ Convocation - 2022**” (**Bid Reference – LPC/Convocation/Decoration/2022**) on or before 3:00pm, 22nd April, 2022.

CONVENER
LOCAL PURCHASE COMMITTEE



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ANNEXURE 1

(Page 1)

Format of bid

Sl. No.	Details Requested	Provide Details
1.	Name of the Company/ Vendor	
2.	Contact person & Mobile number	Name: Mobile Number:
3.	Full address of the Registered office With Email Address	
4.	RTGS Bank Account Details (attach separate Sheet if required)	
5.	Certificate of Incorporation / Trade License (copy to be enclosed)	
6.	Details of GSTN (if available)	
7.	PAN of the Proprietor / Firm	

Signature of bidder:

Seal:

Date:



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ANNEXURE 1

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Item & Quantity	Package rate including taxes (Rs.)
Items as per Detailed Specifications (page 1)	

* The rate quoted should include all costs & Taxes.

Declaration: We /our Company agree to all the terms and conditions as indicated in this EOI/Tender Notice and have physically visited and understood the scope of Work. We are not debarred by any other department of the Institute.

Signature of bidder:

Seal:

Date: