



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(Statutory body under an Act of Parliament)
12, SUDDER STREET, KOLKATA - 700 016
TELEPHONES: +91 033 4036 4753 / 4763 / 4755 / 4731
Website: www.icmai.in

Local Purchase Committee

Ref.LPC/CONVOCATION/DECORATOR/2024

02.05.2024

Tender for supply of decorators' items on hire basis

Reputed and reliable decorator located in and around Kolkata are invited to offer their package Rate for supply and installation of decorator's items (one hire basis) as per details given below -

1. Requirements :

Site - Science City Auditorium	
JBS Haldane Ave, Mirania Gardens, East Topsia, Topsia, Kolkata, West Bengal 700046	
Reception	
Chair with white cover	60
Tables with white cover and blue frill (Right Side)	5
Red Carpet at Back Stage 6' X 150' Sqft	
Chair with white cover (Back Stage)	15
Temporary Sun Shade from down stair to Building wall 75 feet	
Platform for AV system	
Wooden platform - Height - 5', Length - 15' & Width - 6'	
Tables with white cover and blue frill	3
Chair with white cover	4
At Kitchen	
Tables with white cover and blue frill	6
Food Takta (Chowki)	6
Basement 2	
Tables with white cover and blue frill	12
Ground Floor VIP Lobby	
Tables with white cover and blue frill for Veg Counter	8
Tables with white cover and blue frill for Non. Veg Counter	12
Tables with white cover and blue frill for Desert	2
Tables with white cover and blue frill for Water	2
Tables with white cover and blue frill for Plate Counter	6
Air Cooler	7
VIP Guest Room S9B	
Tables with white cover and blue frill for Veg Counter	4
Tables with white cover and blue frill for Non. Veg Counter	10
Tables with white cover and blue frill for Desert	2
Tables with white cover and blue frill for Water	1
Sofa	10
At Tea/Coffee counter	
Table with white cover and blue frill	10
Waste bins (Big Size)	7



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for Veg Counters (3)			
Tables with white cover and blue frill for Non. Veg Counters (6)	24	Electrical	
Tables with white cover and blue frill for Desert (4)	8	Generator with Fuel 1 pc. 125 KVA 12 hours operation (for all additional usage i.e. on Stage, for Audio, for Visual, for LED Screen etc)	
Tables with white cover and blue frill for Water (4)	8		
Tables with white cover and blue frill for Plate Counter	10	Electrical Plug Point As required	
Date of event - 23-05-2024			
Decoration to be accomplished before 9.00 am on the day of event.			

Interested vendors may contact Sri Suneel Kaushik, to check the samples at ICMAI, 12, Sudder Street, Kolkata – 700 016 during office hours 10.30am to 4.30pm.

2. Instructions for bidders :

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

3. Terms & Conditions :

- 3.1 Venue of Programme where items are required to be setup – **Science City Auditorium, JBS Haldane Ave, Mirania Gardens, East Topsia, Topsia, Kolkata, West Bengal 700046.**
- 3.2 Period of Contract – **“ONE TIME”** will end automatically on satisfactory supply of the items.
- 3.3 Canvassing in any form in connection with the contract is strictly prohibited.
- 3.4 **L1 will be decided based on the consolidated amount quoted in the darkened boxes of Total Rs.**
- 3.5 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.
- 3.6 The Bidder shall not sub-contract the mentioned work to any organization, person, firm or its franchise without the prior approval of the Institute
- 3.7 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.
- 3.8 **A copy of updated Trade License for the year 2024-25 /Certificate of Incorporation is to be compulsorily submitted.**
- 3.9 The order will be placed for the best interest of the Institute.



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4. Payments :

- 4.1 No advance payment will be made. Payment will be made after completion of satisfactory supply and submission of invoice / bill in hard copy.
- 4.2 The payment will be made in electronic mode only within 30 days of submission of bills.

10. Submission of Bids :

Tenders duly signed by the bidder shall be submitted in sealed envelopes superscribing with **“Tender for supply of decorator items on hire basis” (Bid Reference – LPC/CONVOCATION/DECORATOR/2024)** to be dropped in tender box at the ground floor of the Institute on or before 04:00p.m., May 7, 2024 Address: Local Purchase Committee ,The Institute of Cost Accountants of India, CMA Bhawan, 12, Sudder Street, Kolkata – 700 016

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/ Updated Trade License for the year 2024-25(Copy to be enclosed)	
6.	PAN	
7.	Details of GSTN (if available)	

Item & Quantity	Package rate including taxes
Items as Point <u>1. Requirements</u>	

Total . Rs.only	Total . Rs./-
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Signature of bidder:

Seal:

Date: