

TENDER NOTICE

Ref. no. LPC/EXAM-Disposal/2020

17th Sep.,2020

Quotation for Disposal of stock of old answer scripts, question papers and roll sheet

Quotations are invited for Disposal on "As is Where is Basis" of stock of old answer scripts, question papers and roll sheet **through pulping, to be made in a Paper Mill in/around Kolkata**, and Pulping Certificate to be submitted to the Institute.

Intending bidders may contact the office of Additional Director – Examinations or mail to exam.addldir1@icmai.in for verification of the stock of materials to be disposed off, during the office hours on any working day (Monday – Friday).

Submission of Bids :

Quotation signed by tenderer transformed in a password secured pdf file along with this tender documents signed and stamped have to mail into the mail id finance.so3@icmai.in with carbon copies (cc:) marking to trd.ad1@icmai.in & hr@icmai.in .

The last date of bid submission will be 4.00 p.m. of 21stSep.' 2020, after that no bid will be acceptable.

The subject of the mail will be captioned "Quotation for Disposal of stock of old answer scripts, question papers and roll sheet". Complete official address of the bidder along with the contact details must be mentioned in the body of the email.

After expiry of the bid submission date, if the tender not further extended, all the participated vendor will be asked to provide passwords of their submitted secured bids which will be provided to the same email ids mentioned above. Any email related to password unless it is not asked or after the time frame drawn for submission of password will be liable to bid cancellation. (Time Frame for sending passwords will be 3 working days from the date of the email sent for approaching passwords).

Format of submission of bid must be followed strictly failing which lead to rejection of bid.

No hard copy tender would be entertained. Any clarification requires only for submission of bids may be clarified from finance.so3@icmai.in .

Terms and conditions:

- Disposable matter will be allowed to be lifted only when the full payment of the quoted price is deposited with the Institute.

- Conditional / Incomplete bids shall be rejected.
- The bidder with the **highest quote (H1)** is likely to be selected for the work.
- The bidder must submit **Annexure 1** duly filled and signed.
- **Pulping Certificate** has to be submitted at the Institute office without fail.
- 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.
- Although the details presented in this Tender Document consisting of conditions of contract, scope of work and technical specifications have been compiled with all reasonable care, it is the bidder's responsibility to ensure that the information provided is adequate and clearly understood.
- The order will be placed for the best interest of the Institute.

Annexure 1

Format of bid

| <i>Sl. No.</i> | <i>Details Requested</i> | <i>Provide Details</i> |
|----------------|---|------------------------|
| 1. | Name of the Company/ Vendor | |
| 2. | Contact person & Mobile number | |
| 3. | Full address of the office | |
| 4. | Additional Information , If any (attach separate Sheet if required) | |

| Item | Lot rate (Rs.) |
|---|---|
| Old answer scripts and question papers and roll sheet | Rs..... (Rupees..... only) |

Signature of bidder:

Seal:

Date:

Place: