



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

LIMITED TENDER ENQUIRY

Ref. LTE/Studies/Disposal – SYLLABUS-2016/2024

19.06.2024

TENDER NOTICE

Tender for Disposal of old Study Materials & Prospectus under Syllabus 2016

Sealed quotations are invited for Disposal of old study materials and Prospectus under Syllabus 2016 ("As is Where is Basis"), **through pulping, to be made in a Paper Mill in Kolkata** and **Original Pulping Certificate** to be submitted to the Institute. The old Study Materials and Prospectus under Syllabus 2016 are stored with the HQ, Kolkata of the Institute and EIRC Office.

Rate is to be offered STRICTLY AS PER PRESCRIBED FORMAT (Annexure A) given in this tender notice, containing signature, date and stamp in a Sealed Envelope, superscribed with "**QUOTATION FOR DISPOSAL OF OLD STUDY MATERIALS & PROSPECTUS**". All Quotations are to be submitted in the **Limited Tender Enquiry Box** in sealed envelopes addressed to LIMITED TENDER ENQUIRY, ICMAI at CMA Bhawan, 12, Sudder Street, Kolkata 700016 on or before 10th July, 2024 (up to 3.00p.m.).

Intending Tenderers may contact **Mr. Debabrata Das (Contact no. 9038807445)** of Central Store, Kolkata, for verification of the stock of the disposable materials during the office hours on any working day (Monday – Friday).

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 to be selected for the work.
- The bidder must submit **Annexure A** duly filled and signed with Seal.
- **Original 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.



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- Waste papers shall only be lifted in the presence of the person deployed by the Institute. And bidder shall only lift the items that will be identified by the person. No item will be lifted in absence of the authorized person of the Institute.
- Care should be taken not to cause any damage to any property of the Institute while lifting / removing the selected waste items from the Institute
- The order will be placed for the best interest of the Institute.

CONVENER
LIMITED TENDER ENQUIRY



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Annexure A

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	
4.	PAN	
5.	GST No.	
6.	Trade License	
7.	Additional Information , If any (attach separate Sheet if required)	

Item	Lot rate (Rs.)
Old Study Materials & Prospectus (after stock verification)	Rs..... (In Figures) (Rupees..... only) (In words)

Declaration: 'I/We have checked the stock of materials to be disposed of and we understand that **Original Pulping Certificate** has to be submitted to the Institute on due course, in this regard.'

Signature of bidder:

Seal:

Date:

Place: