



**The Institute of Cost Accountants of India
Eastern India Regional Council
CMA Bhawan, 84, Harish
Mukherjee Road , Kolkata 700025
LOCAL PURCHASE COMMITTEE**

TENDER NOTICE

Ref LPC/ IT/2023-24/NIKKON Digital Camera, Cordless microphone, Wireless collar microphone /03) Date: 20.2.2024

Date of Invitation: 20.2.2024

Date of Closure: 11.3.2024

Subject: Tender Notice for Procurement of Nikon Digital Camera, cordless microphone, wireless collar microphone.

The Institute of Cost Accountants of India invites quotations from reputed dealers with proven track records, for **Procurement of one 1 NIKKON Digital Camera , 1 cordless microphone , 1 wireless collar microphone.** Dealers fulfilling the eligibility conditions can submit their quotations at the following address:

**The Institute of Cost Accountants of India
Eastern India Regional Council
CMA Bhawan,84, Harish Mukherjee
Road , Kolkata 700084**

The quotation should be addressed to Convenor and drop at the tender box available at the Institute ground floor:

**The Convener – Local Purchase Committee/Tender Committee
The Institute of Cost Accountants of India
Eastern India Regional Council
84 Harish Mukherjee Road,
Kolkata 700025**

Last date of submission of the quotation is 11.3.2024 till 4.00 pm

Eligibility Criteria

1. The tenderer should be a Company registered in India/ Partnership firm /Proprietorship firm
2. The tenderer should have a good reputation in the market and their clientele shall preferably include reputed Govt. Private concerns /PSUs
3. The tenderer should have an appropriate support relationship with service partner etc. and **must submit authorized dealers certificates and documents.**
4. **The tenderer should have executed at least three similar work order of same or higher value during the last three years -2022–2023, 2021–2022, 2020 -2021**



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Scope of work – Camera and Microphones to be delivered to

The Institute Of Cost Accountants Of India
Eastern India Regional Council
84, Harish Mukherjee Road
Kolkata 700084

NIKON Digital Camera	01
Cordless Microphone	01
Wireless collar microphone	01

Instruction to the tenderers

1. The tender shall be submitted in envelope super-subscribing Financial bid. The envelope should be super-subscribing with “**Quotation for Procurement of 1 NIKKON Digital Camera ,1 Cordless microphone, 1 Wireless collar microphone (Bid Reference - LPC/ IT/2023-24/ NIKKON Digital Camera, Cordless microphone, Wireless collar microphone /03)**”
2. All the quotations have to be submitted within the dates mentioned in the document and The Institute shall not be held liable for any postal delays. Tender received after the stipulated time/date will be liable to be summarily rejected without giving any reason.
3. The quotations are to be submitted as per details given in the enclosed **Annexure-II in Financial Bid** on vendor’s letter head duly signed, stamped, and dated on each page as their unconditional and explicit concurrence to the terms and conditions laid down by the Institute.

Terms and Conditions

1. The tenderer must be in its legal existence for more than a minimum period of 5years.
2. The tenderer must submit the latest document as proof of Authorized dealer .
3. The tenderer shall not sub-contract the mentioned work to any organization, person, firm or its franchisee without the prior approval of the Institute.
4. The price quoted by the Tenderer should remain valid for a period of three months from the date of submission of the tender.
5. ***The Institute is not bound to accept the lowest tender and reserves the right to accept either in full or in part of any tender. The Institute also reserves the right to reject the tenders without assigning any reason thereof***
6. All Payments will be made through Electronic Mode to the Bank Account of the selected Tenderer. Please mention Bank Details [(i) Name of the A/c., (ii) A/c. No., (iii) Type of A/c., (iv) Name of the Bank, (v) Name of the Branch with address, (vi) IFS Code No. and (vii) MICR No.] in the Quotation.
7. Upon being selected as the successful tenderer and being awarded the Order, the tenderer is expected to deliver all the items within 2 weeks, failing which LD will be imposed based on the calculation 0.5% per week of the quoted price of the delayed item(s) and the same would be deducted from the submitted Invoice, while releasing the payment.
8. Upon being selected as the successful tenderer and being awarded the Order, the tenderer is expected to reply to all queries/ complaints that may be raised by the Institute from time to time.
9. The institute, at its sole discretion, reserves the right to accept or reject any or all the quotations including the lowest tender at any stage without assigning any reason thereof and the decision of the Institute will be final and binding on all concerned.



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10. All disputes, claims and demands arising under or pursuant to or effecting/touching the contract shall be referred to the arbitrator appointed by the Secretary of The Institute of cost Accountants of India, Kolkata. The award of the sole Arbitrator shall be final and binding on both the parties under the provisions of the Arbitration and Reconciliation Act, 1996 or any statutory modifications on re-enactment thereof as in force. The place of such arbitration proceedings shall be at Kolkata.

Payment terms

100 % Payment will be made after successful delivery within 2 weeks and subject to submission of invoice

Statutory Requirements

1. PAN, TAN, GST along with the copy of registration.
2. IT Return of last three assessment years.
3. GST Return for last three quarters.
4. Bank Account number with IFSC code, Bank name and Branch
5. Proof of document that the tenderer has executed at least three similar work order during the last three years.
6. Cliental List of the tenderer.
7. Proof of document that the tenderer is an authorized dealer.



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ANNEXURE-I

BIDDER DETAILS

NAME OF THE ORGANISATION	
ADDRESS	
CONTACT DETAILS TELEPHONE NO: E-MAIL ID:	
PROPRIETORSHIP/ PARTNERSHIP FIRM /COMPANY REGISTERED IN INDIA UNDER REGISTRAR OF COMPANIES (Attach a copy of Certificate/Partnership deed)	
PAN NUMBER (PROPRIETORSHIP/ PARTNERSHIP/COMPANY) enclose copy of PAN	
GST REGISTRATION NUMBER Enclose copy	
TRADE LICENCE NO. (attach copy)	
Undertaking – Company is not debarred from any Govt/ PSU organizations.	

Declaration: We/our company together with this Bid has submitted all necessary documents required for the Tender.

Date:

Signature of bidder:

Place:

Seal:



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TECHNICAL SPECIFICATION

Branded NIKKON Digital camera, Cordless microphone, Wireless collar microphone

1.	Body type DIGITAL CAMERA	
	Body type	SLR-style mirrorless
	Sensor	
	Max resolution	5568 x 3712
	Image ratio w:h	1:1, 3:2, 16:9
	Effective pixels	21 megapixels
	Sensor photo detectors	22 megapixels
	Sensor size	APS-C (23.5 x 15.7 mm)
	Sensor type	CMOS
	Processor	Expeed 6
	Image	
	ISO	Auto, 100-51200 (expands to 204,800)
	Boosted ISO (maximum)	204800
	Custom white balance	Yes
	Image stabilization	No
	Uncompressed format	RAW
	JPEG quality levels	Fine, normal, basic
2.	<u>Cordless microphone.</u>	Compatible with Digital camera/Desktop or Laptop specifications and operations.
3.	<u>Wireless collar microphone</u>	Compatible with Digital camera/Desktop or Laptop specifications and operations.

Declaration: We/our company have submitted all necessary documents required for the Tender.

Date:

Signature of bidder:

Place:

Seal:



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ANNEXURE-II(To be submitted in Financial Bid)

FINANCIAL BID FOR DIGITAL CAMERA, CORDLESS MICROPHONE, WIRELESS COLLAR MICROPHONE

Sl. No	Item	Quantity (No)	Unit Price (INR)	Taxes (INR)	Total Price (INR)
01.	NIKON DIGITAL CAMERA Model Name: _____ (Specifications as mentioned in technical specifications)	01			
GRAND TOTAL					

02.	CORDLESS MICROPHONE Model Name: _____ (Specifications as mentioned in technical specifications)	01			
GRAND TOTAL					

03.	WIRELESS COLLAR MICROPHONE Model Name: _____ (Specifications as mentioned in technical specifications)	01			
GRAND TOTAL					

Declaration: We/our Company understood the requirements involved. We agree to all the terms and conditions as indicated in this Tender Notice. We are not debarred by any of the departments of the Organization / Institute.

Date:

Signature of bidder:

Place:

Seal:

Kindly note that Institute reserves the right to accept the financial bid for all the items or individually lowest price for any item. The Institute reserves the right to accept either in full or in part of any tender.