



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(Statutory body under an Act of Parliament)

12, SUDDER STREET, KOLKATA- 700 016

TELEPHONES : +91033 2252 1031 / 1034 / 1035, 22521492 / 1602 FAX +9133- 2252 1026

Website: www.icmai.in

Ref. LTC/Examination/Envelope/2022

26.10.2022

Tender for Envelope

Reputed vendors are invited to offer their rate for supply of Envelope stationery as per the following details: -

Detailed Specifications:

Sl. No	Types of Envelopes	Size	Quantity (Pcs.)
1	Secretary Envelope (Laminated)	as per sample	2,500
2	Chairman Envelope (Laminated)	as per sample	2,500
3	Cloth line Green Envelope	6"x 4"	2,000
4	Cloth line Brown Envelope	16"x12"	1,000
5	Cloth line Green Envelope	16"x12"	25,000
6	Cloth line Green Attendance printed Envelope	16"x12"	500
7	Cloth line Brown Sheets	30"x42"	200

Sample must be checked by the bidder for its specifications before participating in the bid

Scope of work:

Envelopes are to be supplied as per sample.

Delivery:

Delivery of the envelopes is to be started within 07 (seven) working days and to be completed within 15 days from the date of handing over the order.

Place of Delivery:

The Institute of Cost Accountants of India

CMA Bhawan, 12, Sudder Street, Kolkata – 700 016

Intending bidders are requested to contact **Shri Dipak Kumar Sinha, Examination Department**, on any Working Days (Monday – Friday) during office hours for any clarification and sample verification before offering their quotation.

Terms and conditions:

- The rates to be offered should include all print, supply and delivery, tax, etc. No other additional payments would be made.
- Bidders shall bear all costs associated with the preparation and submission of its bid.
- The price quoted by the bidder should remain valid for 90 days.
- Period of contract – One (1) time contract.
- If a firm quotes NIL charges/consideration/abnormal charges, the bid shall be treated as unresponsive and will not be considered.
- A bidder have to quote for all the items.
- Canvassing in any form in connection with the contract is strictly prohibited.
- **L1 will be evaluated on the basis of amount quoted against "Grand Total" in the darkened box of Annexure 1.**
- Institute reserves the right to extend the last date for receipt of bids at its own discretion.



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- 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 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.
- Institute reserves the right to repudiate the contract and entrust the work to any other third party in the event of breach of terms and conditions of this agreement or in the event of unsatisfactory performance observed by the Institute.
- Institute may ask clarifications if any during the evaluation and the bidders are expected to respond.
- Lack of response from them will enable the Institute arrive at its own decision about such bids.
- The work executed by the vendor should be to the satisfaction of the concerned officer where work was executed. If the same is not found satisfactory, the firm will have to do the job again at its own cost. The decision of the concerned officer and of the Institute in this regard will be final and unassailable and binding on the vendor.
- Upon being selected as the successful bidder and being awarded the order, the bidder is expected to reply to all queries/ complaints that may be raised by the Institute from time to time.
- A copy of Trade License / Certificate of Incorporation is to be compulsorily submitted along with Annexure 1.
- The order will be placed for the best interest of the Institute.

Payments

- a. No advance payment will be made. Payment will be made after completion of satisfactory supply and submission of invoice / bill in hard copy.
- b. The payment will be made in electronic mode only within 30 days of submission of bills.
- c. Bank Details [(1) Name of the A/c., (2) A/c. No., (3) Type of A/c., (4) Name of the Bank, (5) Branch Name with Address and (6) IFSC Code] should be provided in the Quotation.

Submission of Bids:

The quotations have to be submitted in the **LTC Tender Box** kept at the ground floor of the Institute. Address: **Limited Tender Committee**, ICAI, CMA Bhawan, 12, Sudder Street, Kolkata – 700 016 in Sealed Envelope, superscribed "**Tender for LTC/Examination/Envelope/2022**" (**Bid Reference – LTC / Examination / Envelope /2022**) on or before 4th November, 2022 4 p.m.,.

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 / Trade License no. (copy to enclose)	
6.	Details of GSTN	
7.	PAN of proprietor	

JOB DESCRIPTION	Quantity	RATE QUOTED# (in Rs)	
		Per Unit	Total Amount
Secretary Envelop (Laminated) [as per sample]	2,500		
Secretary Envelop (Laminated) [as per sample]	2,500		
Cloth Line Envelop [Size: 6" X 4" , Green colour]	2,000		
Cloth line Brown Envelop [Size: 16" X 12" , Brown colour]	1,000		
Cloth line Green Envelop [Size: 16" X 12" , Green colour]	25,000		
Cloth line Attendance Printed Envelop [Size: 16" X 12" , Green colour]	500		
Cloth line Sheets [Size: 30"x42" , Brown colour]	200		
Grand Total			

Rates will be inclusive of all.

Declaration: We /our Company have seen the sample copy and understood the job involved. We agree to all the terms and conditions as indicated in this EOI/Tender Notice. We are not debarred by any dept.



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Signature of bidder:

Date:

Seal:

Place: