



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)

12, SUDDER STREET, KOLKATA - 700 016

TELEPHONES: +91 33 2252 1031 / 2252 1034/35/ 2252 1602/2252 1492 FAX +91 33 2252 1026 / 2252 7993

Website: www.icmai.in,

TENDER NOTICE

Ref. No. : LPC/EXAM/ATTENDANCE/01/2020

March 06, 2020

Sub. : Supply of branded attendance sheet in A4 size of papers with stickers (MPL 01P – 210 x 297 WOD) punch as par Institute sample.

Quotations are invited from reputed and reliable Vendors, for supply of branded A4 size sticker pages (MPL 01P – 210 x 297 WOD) and punch as par Institute sample for registering attendance of the examinees.

Details of the job are as follows –

1. Scope of Work:

- Supply of A4 size sticker pages (MPL 01P – 210 x 297 WOD).
- Customized label as per Institute sample.
- 100 sheets per packet, 1000 sheets per cartoon.

2. Quantity: 40,000 (forty thousand) nos.

3. Specification of Sticker & Paper:

- Premium uncoated wood free paper.
- General purpose Acrylic water based adhesive suitable for application on most surfaces.
- Clay Coated Kraft (CCK) paper.
- 210 mm x 297 mm (W x H).
- Thickness 157 ± 5 gsm

Intending tenders are requested to verify the sample of the job before offering their tender by contacting Shri K. Pattanayak, Dy. Director, IT - Examination on any Working Day (Monday – Friday) during Office Hours except Holiday(s) .

Quotation strictly as per the following format and along with Sample of Sticker and Paper, signed by the tender, is to be submitted in a sealed envelope, superscribed with “Tender for Exam Attendance Sheet” to Ms.Moumita Das/Bhavesh Kumar Sinha of the Institute at 12, Sudder Street, Kolkata – 70001 on or before 5.00 p.m. of 20/03/2020 .

- 100 % Payment against successful delivery of materials and on submission of invoice.

Format of Technical bid

Sl. No	Details requested	Provide details
1.	Name of the Firm/Company	
2.	Registered office/business address Telephone/Mobile Number Email and fax number	
3.	Name of Contact Person (s)	
4.	Address in Kolkata Telephone/Mobile Number Fax Number Email Name (s) of the contact person(s)	
5.	Year of Incorporation/ Constitution	
6.	GSTN (Attach copy of GST registration)	
7.	Work experience with same type of job	1. 2. 3.



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8.	Price Quoted:		
Item	Quantity Rate / 1000 nos	Rate for 40,000 nos	Total rate including Tax/ GST
9.	Any other relevant information		

Signature of bidder:

Date:

Seal:

Place:

The Institute is not bound to accept the Highest Tender and reserves the right to cancel any or all the Tenders without assigning any reason thereof.

Convener

(Local Purchase Committee- Rule 155 of GFR)
(Value from Rs. 25000 Up to Rs 2.5 Lakhs)