



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

Local Purchase Committee

Ref. LPC/Exam/Attendance Sticker/2022

16.09.2022

TENDER NOTICE

Supply of branded attendance sheet in A4 size of papers with stickers (MPL 01P – 210 x 297 WOD) punch as per 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 per Institute sample for registering attendance of the examinees for Examination of the Institute.

The details of the Job are as follows:

Sl. No	Particulars	Item Specification	Quantity Reqd.
1	Branded Gumming sticker page in A4 size of papers punch as per Institute sample	<ul style="list-style-type: none">• 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• Supply of A4 size self adhesive sticker pages (MPL 01P – 210 x 297 WOD).• Customized label as per Institute sample.• 100 sheets per packet, 1000 sheets per carton.	35,000 Nos

Requirement:

- Vender must have office/Press in or around Kolkata
- Attendance sheet (Paper and Punching) should be strictly as per Institute sample.

Delivery:

Delivery of the Attendance Sticker 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 tenders are requested to compulsorily verify the sample before submitting the quotation 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).



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Terms and conditions:

- The rates to be offered should include all Material, 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.
- Canvassing in any form in connection with the contract is strictly prohibited.
- Institute reserves the right to extend the last date for receipt of bids at its own discretion.
- 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 along with GST registration copy is to be compulsorily submitted along with Annexure 1.
- **Paper samples for the attendance sticker have to be submitted in a separate envelope containing the paper samples along with the other documents as per Annexure - 1, titled Technical bid.**
- Financial bids of only those bidders will be opened who have qualified in the technical bid analysis.
- **L1 will be evaluated on the basis of amount quoted against "Total Amount" in the darkened box of Annexure - 2.**
- The order will be placed for the best interest of the Institute.



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Settlement of Dispute

1. All disputes regarding interpretation of the contents of the Agreement or its implementation shall be resolved by Mutual discussion/reconciliation in good faith by the Agency and The Institute of Cost Accountants of India.
2. This contract shall be governed by the Laws of India for the time being in force and subject to exclusive jurisdiction of Courts at Kolkata.

Minimum quantity of contract

The quantity mentioned is tentative. The quantity may be increased and/or decreased by 20% by the competent authority, and the Institute reserve itself the right to increase or decrease the quantity to be procured.

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.
- d. Payment will be made on actual consumption basis.

Submission of Bids:

Tenders duly signed by the bidder shall be submitted in two parts in separate sealed envelopes superscribing 'Technical bid' and 'Financial bid'. Both the envelopes should be put into a third envelope superscribing "**Tender for LPC/Examination/ Attendance Sticker /2022**" (Bid Reference – **LPC/Examination/ Attendance Sticker /2022**). The quotations have to be submitted in the **LPC Tender Box** kept at the ground floor of the Institute at Address: **Local Purchase Committee**, Institute of Cost Accountants of India, CMA Bhawan, 12, Sudder Street, Kolkata – 700 016 on or before 23rd September, 2022 (up to 3.00 p.m.).

Convener
Local Purchase Committee



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Annexure 1

Format of Technical bid

Sl. No.	Details Requested	Provide Details
1.	Name of the Company/ Vendor	
2.	Contact person & Mobile number	
3.	Full address of the office in Kolkata With Email Address	
4.	RTGS Bank Account Details	
5.	Certificate of Incorporation / Trade License no. (copy to enclose)	
6.	Details of GSTN (copy to enclose)	
7.	PAN of proprietor	
8.	Submit sample as per Institute specified format and stander. (copy to enclose)	
9.	Work experience with same type of job	References: 1. 2. 3.

All the necessary documents to be compulsorily submitted.

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.

Signature of bidder:

Date:

Seal:

Place:



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Annexure 2

Format of Financial bid

SI No	Particulars	Item Specification	Quantity Reqd.	Rate per 1000 Nos (A)	Total Amount (Rs.) [B=A X 35]
1	Branded Gumming sticker page in A4 size of papers punch as per Institute sample	<ul style="list-style-type: none">• 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• Supply of A4 size self adhesive sticker pages (MPL 01P – 210 x 297 WOD).• Customized label as per Institute sample.• 100 sheets per packet, 1000 sheets per cartoon.	35,000 Nos		

Rates will be inclusive of all.

Declaration: We agree to all the terms and conditions as indicated in this EOI/Tender Notice. We /our Company have not debarred from any of the department of the Institute.

Signature of bidder:

Date:

Seal:

Place: