



# THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(Statutory body under an Act of Parliament)

## EASTERN INDIA REGIONAL COUNCIL

CMA BHAWAN, 84, HARISH MUKHERJEE ROAD, KOLKATA-700025

### LOCAL PURCHASE COMMITTEE

**Corrigendum to Tender Notice No – EIRC-LPC/2024-24/ HP Laptops /2 Dated 10.06.2024**

The Local Purchase Committee of Eastern India Regional Council of the Institute of Cost Accountants of India, 84, Harish Mukherjee Road, Kolkata – 700025 hereby notifies the following corrigendum to the Tender Ref No – EIRC- LPC/2024-24/ HP Laptops /2 Dated 10.06.2024., for procurement of 2 nos. HP make laptops with windows 11 professionals for information of all prospective bidders. The corrigendum is notified in conformity to form No – ICMAI/S/02 and form No – ICMAI/S/03 as annexed herewith, issued by The Institute of Cost Accountants of India dated 10.06.2024, as a part of Uniform Purchase Procedure, of the Institute.

The amended terms and conditions as mentioned here under will form an integral part of the original Tender no -EIRC-LPC/2024-24 /Laptops /2 dated 10.06.2024. All other information specifications and instructions to bidders as mentioned in the original tender document will hold good, along with the amended terms & conditions as notified here.

#### **Amended Terms & Conditions**

S. No.	Clause	Description
1.	Reference Number	The Reference No. <b>EIRC-LPC/2024-24 /Laptops /2</b> of the Notice Inviting Tender Dated 10.06.2024 should be clearly mentioned on all envelopes and any correspondence including e-mails with the Institute.
2.	Mode of submission	Hand-written (manuscript) bids and bids submitted through e-mail shall not be accepted. All pages of the tender document must be signed by the authorised representatives of bidder, in token of having accepted the terms and conditions incorporated in the tender notice.

3.	Two bid System, (This clause is applicable only when NIT is invited involving two bid system).	Bidders to abide by the stipulations of clause 3 mentioned herewith as applicable, read with the terms mentioned in the original tender document. As Per Tender Document No - <b>EIRC-LPC/2024-24 /Laptops /2</b> Dated 10.06.2024 Bidders are to submit technical specifications in Annexure- II and financial bids in Annexure – III as specified in the tender document.
4.	Certificate from original manufacturers	If the bid is not from the original equipment manufacturer, the suppliers/ dealers should submit an “authorized agency certificate” from the manufacturer. Tenders received without Authorization Certificate from the original manufacturer will summarily be rejected.
5.	Make and Model	The Vendor/Supplier is required to clearly mention the make, model, size and other specifications along with the unit price. Items with better specifications may also be offered / quoted and the decision of the Institute in this regard is final. Appropriate brochures / pamphlets / literature (original and not photo copies) for each item providing full technical details must be attached to enable their verification.
6.	Bidder Details	The bidder’s complete correspondence address, phone numbers and e- mail ids, and website details (if any), must be clearly mentioned in the technical bid documents. (Pamphlet / Brochure depicting the profile and organisation structure may be enclosed.) The details of PAN, GSTIN, EPF, ESIC, Registered License Certificate, Labour License etc., are to be mentioned and supporting documents shall be enclosed along with the technical bid.
7.	Validity bids	Prices quoted in the bid (financial bid) shall be valid for a minimum period of 90 days from the date of opening of the financial bids. No upward revision of the prices will be permitted during the said validity period.

8.	Basic Price	The bidder should clearly indicate price per unit. If the bidder quotes nil charges / consideration in respect of service contracts, the bid shall be treated as unresponsive and will not be considered.
9.	Taxes: GST & Customs Duty	The bidder should clearly indicate all applicable taxes separately for each item along with <b>HSN Code</b> and then arrive at a total price of all the items indicated in the Notice Inviting Tender. GST is applicable for all indigenous items.
10.	Other costs / charges	The bidder should clearly indicate all applicable other charges, if any, separately viz., transportation, packing, loading, unloading, insurance, installation, commissioning, testing, training, etc.,



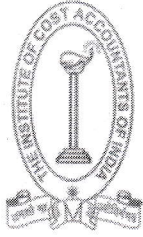
11.	Earnest Money Deposit (EMD) / Bid Security	<p>The bidders should furnish bid security for Rs. NA along with their technical bid in the form of Account Payee Demand Draft / Banker's Cheque from any of the Commercial Banks in an acceptable form. The MSE units registered with MSME and certificates obtained from NSIC under the Single Point Registration Scheme (SPRS) shall be exempted from payment of Earnest Money Deposit (EMD) on production of requisite proof in respect of valid certification from NSIC. (This clause shall be incorporated in all the NIT, where the estimated cost of purchase exceeds Rs.10 lakh.)</p> <p>The bidders should take note of the the above and do the needful while submitting their tender documents.</p>
12.	Warranty	<p>The bidders should offer a minimum period of 3 years warranty for all the quoted items from the date of successful installation of the equipment/ item. The quoted price shall be inclusive of warranty costs. AMC/FMC charges for fourth and fifth year shall be quoted separately, if applicable.</p>
13.	Comprehensive Annual Maintenance Contract (CAMC)	<p>Bidders shall quote Comprehensive Annual Maintenance (CAMC) charges for a period of 2 years after expiry of the initial warranty period of 3 years. In all other cases, rate for at least three years AMC be quoted.</p>
14.	Agreement	<p>An Agreement in the format prescribed by the Institute of Cost Accountants of India is required to be entered into by the Suppliers or their authorised Representative with the Institute in respect of purchase of Goods / Services valuing Rs. 10 lakh and above, within a period of 15 days from the date of issue of Purchase Order / Work Order. In cases of AMC, agreements are to be entered into on case-to case basis duly customizing the format of agreement. In cases of works awarded by Institute, template is to be adopted.</p> <p>The bidders should take note of the same as applicable.</p>
15.	Performance Security / Performance Bank Guarantee	<p>Successful bidder should submit a Performance Security (in all cases of purchases valuing above Rs. 10 lakh in the form of Performance Bank Guarantee for an amount equivalent to [three to ten percent (3-10%) of the total basic price of the Goods / Services (exclusive of taxes and duties) within a period of 15 days from the date of issue of Purchase Order/ Work Order. Performance Security should remain valid for the entire warranty period plus additional (grace) period of 60 days, from the date of successful installation of the equipment/item.</p> <p>Performance Security shall be submitted in the form of Account Payee Demand Draft / Fixed Deposit Receipt / Banker's Cheque / Bank Guarantee from any of the</p>

		Commercial Banks in an acceptable form, drawn in favour of The Institute of Cost Accountants of India. Where performance security submission is not mandatory, the bidders should act accordingly taking into consideration the specifications and quotations incorporated in their bid documents.
16.	Payment	92.5 % of the total cost will be released after delivery, satisfactory installation, commissioning, testing and training (if any), against submission of valid TAX Invoice (with HSN code) with GSTIN number of the supplier. The remaining 7.5 % will be released on submission of a Performance Bank Guarantee (PBG) for an equivalent amount. Where performance bank guarantee is not applicable payment will be made after successful delivery within 2 weeks and satisfactory installation subject to submission of invoices.
17.	Delivery Location	The items shall be delivered to: Department: Eastern India Regional Council The Institute Of Cost Accountants Of India CMA BHAWAN, 84, Harish Mukherjee Road Kolkata 700025
18.	Delivery Period	The supplier should be able to deliver the items within 1 week of placing of work order.
19.	Liquidated damages for late Delivery	In the event of delay in delivery beyond stipulated period indicated in the Purchase Order, liquidated damages @ 1% per each week of delay subject to a maximum of 5% of the cost of the order will be levied and collected by the Institute, by way of deduction from the payments due to the vendor/supplier.
20.	Risk Purchase Clause	If the Supplier fails to deliver the ordered materials within the stipulated delivery period specified in the Purchase Order, the Institute may resort to procure such items and in such a manner as deemed appropriate, goods or services similar to those undelivered, and the Supplier will be liable to reimburse the Institute for any excess costs for such similar goods or services.
21.	Right to reject	The Institute reserves the right to reject any or all the bids or accept a part of the quotation without assigning any reasons therefor. The decision of the Institute in this regard is final and binding on all the suppliers.
22.	Resolution of Disputes	Any disputes arising out of this contract shall be referred to the Institute, and if any of the parties hereto is dissatisfied with the decision, the dispute shall be referred to the decision of the Arbitrator, who should be acceptable to both the parties, to be appointed by the Secretary of the Institute. The decision of such



		Arbitrator shall be final and binding on both the parties.
23.	Jurisdiction of Courts	Disputes, if any, arising during course of execution of the order are to be settled within the jurisdiction of Kolkata Court only.
24.	Opening of tenders / bids	The bids will be opened in the office of  The Convener – Local Purchase Committee The Institute of Cost Accountants of India Eastern India Regional Council CMA BHAWAN, 84, Harish Mukherjee Road, Kolkata: 700025 on 2/7/2024 (date) at 4.30 PM (time) in the presence of bidders or their authorized representatives. The authorised representative shall bring the authorisation letter and submit the same to the Institute before opening of bids. On failure to do so, the Representative loses the right to participate in the bid opening process.
25.	Delay in submission	The ICMAI will not in any way be responsible for any postal /courier delay. Bids received beyond the stipulated date and time of submission are summarily rejected. Tenders incomplete in any respect will be summarily rejected.
26.	Due date of submission of bids	Sealed Bids should be submitted to the office of  The Convener – Local Purchase Committee The Institute of Cost Accountants of India Eastern India Regional Council CMA BHAWAN, 84, Harish Mukherjee Road, Kolkata: 700025 Closure Date and time- 2/7/2024 2.00 PM

Signature of /Head/Director/Convener Name: Chulimoy 29/6/24  
Department: Local Purchase Committee  
Phone No. 033-4951-1391  
E-mail ID: ere@icmai.in



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(Statutory body under an Act of Parliament)**

**EASTERN INDIA REGIONAL COUNCIL  
CMA BHAWAN, 84, HARISH MUKHERJEE ROAD, KOLKATA-700025  
LOCAL PURCHASE COMMITTEE**

**Form No. ICMAI/S/03: Declaration of the Firm**

To: .....

ICMAI Ref: .....

NIT No. : ..... Dated: .....

Sir,

1. We have examined the details of NIT document referred above.
2. We hereby submit the prequalification documents and other relevant information
3. We, the undersigned, are submitting our Bid for supply of ..... with reference to the above-mentioned NIT.
4. We hereby certify that all the statements made, and information supplied in the statements are true and correct to the best of our knowledge and belief
5. We understand that if any information is found incorrect at a later date, the order/application is liable to be cancelled with costs.
6. We have furnished all information and details necessary for pre-qualification and have no further pertinent information to supply
7. We certify that our firm is not blacklisted / banned from business by any organization viz. Central Bureau of Investigation/Department of Central Government or any State Government/ Institute. We hereby accept the rules and procedures of the Institute for prequalification of contractor and agree that the Institute has the right to accept or reject any application without assigning a reason thereto.
8. We have not tampered/modified the tender forms in any manner. In case, if the same is found to be tampered/modified, we shall lose our right to be pre-qualified and we understand that our tender will be summarily rejected, EMD forfeited and we are liable to be banned from doing business with the Institute of Cost Accountants of India and /or prosecuted.

Place \_\_\_\_\_ Date \_\_\_\_\_

(Signature of authorized person)

Full Name of Signatory:

Designation of Signatory:

Seal of the Agency/Firm