



# THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(Statutory body under an Act of Parliament)

12, SUDDER STREET, KOLKATA - 700 016

TELEPHONES: +91 033 2252 1031 / 1034 / 1035, 2252 1492 / 1602 FAX +91 33- 2252 1026

Website: [www.icmai.in](http://www.icmai.in)

## Local Purchase Committee

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Ref. LPC/Exam/IT/HP Maintenance Kit/2022

21.04.2022

### **Tender for replacement of HP LaserJet M602dn Maintenance Kit including installation**

Quotations are invited for replacement of HP LaserJet M602dn Maintenance Kit. The product must be original HP product.

#### **GENERAL TERMS AND CONDITIONS**

1. The difference between the Date of Delivery and Manufacturing Date of the battery supplied should not be more than two months.
2. The price quoted by the Tenderer should remain valid for a period of three months from the date of submission of tender.
3. **A copy of Trade License along with GST registration copy is to be compulsorily submitted along with Annexure 1.**
4. The rates quoted will be binding and valid for execution of the entire contract period.
5. **L1 would be selected for qualified bidders quoting the lowest in 'Total price' (Darkened Box) as per 'Annexure 1'**

#### **TIME LINE**

- The delivery must be done within 7 days of placing of the order

#### **QUOTING OF RATES**

1. Quotations must be submitted in sealed envelopes. The rate quoted will be final. No enhancement of rates will be allowed.
2. Taxes as applicable would be included in the quoted price.

#### **TERMS OF PAYMENT**

1. No payment shall be made in advance.
2. Payments will be released only after delivery and successful installation.
3. The rate quoted shall remain firm throughout the contract period. However, no other incidental charges shall be payable.
4. All the terms and conditions for the payment shall be made as mentioned herein and no change in the terms and conditions will be acceptable during the contract period.

For any further clarification, please contact Shri Kamallesh Pattanayak DD- Examination, at ICAI, 12, Sudder Street, Kolkata – 700 016 during office hours 10.30 am to 4.30 pm on Monday – Friday except National Holidays. Contact details: email id: exam.dd2@icmai.in, Phone no.: 9830833568.



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### **SUBMISSION OF BIDS**

The quotations STRICTLY AS PER PRESCRIBED FORMAT (Annexure 1) have to be submitted in the **LPC Tender Box** kept at the ground floor of the Institute. Address: **Local Purchase Committee**, Institute of Cost Accountants of India, CMA Bhawan, 12, Sudder Street, Kolkata – 700 016 in Sealed Envelope, superscribed **“Tender for replacement of HP LaserJet M602dn Maintenance Kit including installation” (Bid Reference – LPC/Exam/IT/HP Maintenance Kit/2022)** on or before 03:00p.m. of 29<sup>th</sup> April, 2022.

**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 Registered office With Email Address	
4	RTGS Bank Account Details	
5	Details of GSTN	
6	PAN of the Proprietor / Firm	
7	Certificate of Incorporation / Trade License (copy to be enclosed)	

Sl. No.	Item	Quantity	Total Price (Inclusive of all and Taxes)
1.	<b>HP LaserJet M602dn Maintenance Kit</b>	1	Rs. (Rupees.....only)

**Declaration:** We /our Company agree to all the terms and conditions as indicated in this EOI/Tender Notice and understood the scope of Work. We are not debarred by any other Department of the Institute.

Signature of bidder:

Seal:

Date: