



# 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-HP Printer/ 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-HP Printer/ Dated 10.06.2024., for procurement of 1 (one) HP make LaserJet Tank MFP Model 2606DN 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-HP Printer/ 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. EIRC-LPC-HP Printer/ 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 - EIRC-LPC-HP PRINTER/ 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 Mode I	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>

