



# 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](http://www.icmai.in)

## Local Purchase Committee

Ref. LPC/IT-Peripherals/Disposal/2024

29/05/2024

### Disposal of IT Peripherals

The Institute of Cost Accountants of India invites quotations for disposal of IT Peripherals of various make and models from the likely dealers / buyers in this trade and registered dealers under E-Waste Management with concerned authorities. Vendors fulfilling the eligibility conditions can submit their quotations in sealed envelope at the institute's tender box addressed to The Convener – Local Purchase Committee, The Institute of Cost Accountants of India 12, Sudder Street, Kolkata – 700 016 on or before 19.06.2024.

#### Eligibility Criteria

1. The tenderer should have a good reputation in the market and their clientele shall preferably include reputed Govt. & Private concerns.
2. The tenderer should have executed at least three similar work order of same or higher value during the last five years.
3. Earnest Money Deposit of INR 5,000/- (Rupees Five Thousand Only) is to be deposited in the form of Demand Draft favoring 'The Institute of Cost Accountants of India' payable at Kolkata. No applications / tenders would be considered without the EMD. Unsuccessful Bidder's EMD without any interest shall be returned within thirty (30) days after the tax invoice is raised by the Institute to the successful bidder.
4. The EMD of the successful bidder(s) shall be returned within thirty (30) days after receiving the payment of the total sale value and picking up of the disposable items, subject to certification by the indenting department.
5. The EMD will be forfeited in case, where a bidder withdraws its bid during the period of bid validity specified by the bidder on the bid document.
6. The EMD will be forfeited in case, the successful bidder fails to sign the contract or breaches any of the conditions of the contract.
7. *Technical Evaluation will be done based on the eligibility criteria as mentioned in [Annexure-I].*

#### Scope of Work:

#### Picking up of the disposable items from

1. HQ. & Exam Dept. Kolkata	2. R&J Dept. EIRC (4 <sup>th</sup> Floor)	3. Delhi Office
The Institute of Cost Accountants of India CMA Bhawan 12, Sudder Street Kolkata – 700 016 Mobile no. 9804502948 / 7003575197	The Institute of Cost Accountants of India 84, Harish Mukherjee Road Kolkata – 700 025 Mobile no. 9804502948 / 7003575197 / 9635770719	The Institute of Cost Accountants of India CMA Bhawan 3, Institutional Area, Lodhi Road. New Delhi – 110003 Mobile no. 9015624512

#### Instruction to the tenderers

1. The tender shall be submitted into two Technical bid and Financial bid. super-subscribing with "Quotation for Disposal of IT Peripherals" (Bid Reference - LPC/IT-Peripherals/Disposal/2024



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Dated 29.05.2024)

2. All the quotations have to be submitted within the date mentioned in the document and The Institute shall not be held liable for any delay.
3. Bidders are sincerely advised to inspect, examine the site/material and its surrounding and satisfy themselves before submitting their tenders. Booting or opening of Desktop/ Laptop/ Printer will not be permitted. A tenderer shall be deemed to have full knowledge of the site/material whether he/she inspects it or not and no extra charges consequent on misunderstanding or otherwise shall be allowed. For inspection, bidders may contact on Mobile no. 9804502948 / 7003575197 for Kolkata and Mobile no. 9015624512 for Delhi location on any working days (Monday to Friday) from 10.00 AM to 5.00 PM.
4. The inspection for disposable items should be carried out in presence of authorized staff of the office only.
5. Bidders or his authorized agents with valid identity proof shall at all-time be accompanied by authorized personnel of the office when undertaking site visit between 10.00 AM to 5.00 PM under prior intimation to this office up to two days before last date of submitting the tender.
6. The quotations are to be submitted as per details given in the enclosed Annexure-I in Technical Bid and Annexure-II in Financial Bid on vendor's letter head duly signed, stamped and dated on each page as their unconditional and explicit concurrence to the terms and conditions laid down by the Institute.
7. *Incomplete documents or incomplete submission of bids will be liable to be rejected.*

### Terms and Conditions

1. The tenderer shall not sub-contract the mentioned work to any organization, person, firm or its franchisee without the prior approval of Institute.
2. The price quoted by the Tenderer should remain valid for a period of three months from the date of submission of tender.
3. *The Institute reserves the right to accept or reject any bid and to annul the bidding process and reject all bids at any time prior to award of contract without assigning any reason whatsoever may be and without thereby incurring any liability to the bidder(s).*
4. *Any deviation/irrelevant specifications in this tender will not be accepted. The final decision for accepting or rejecting any/all bid(s) will be at the absolute discretion of the competent authority of the Institute and binding on the bidders.*
5. *Finalization of the tender will be done based on the recommendation by the appropriate level committee constituted by competent authority for the purpose. Award of the contract shall be considered on the bidder whose offer has been found technically and financially acceptable. The competent authority has full right to place order on fully or partially.*
6. *Tax invoice will be raised by the Institute. Payment of total sale value shall be made in favor of "The Institute of Cost Accountants of India" within 7 days from the issue of sale order.*
7. *Disposable Items will be released only after receipt of payment in full amount.*
8. *Removal of items has to be taken within 10 days from the date of sale order. The material will be given only after realization of DD/Banker's cheque for full value. Bidder shall obtain confirmation well in advance for removal of items and can contact at Mobile no. 9804502948 / 7003575197 / 9432289561 for the purpose.*
9. If the bidder/contractor is not able to lift the material within 10 days, demurrage will be charged @0.5% of the sale value for each and every day up to 5% maximum. If the material is not removed even after 20 days from the date of order, the EMD amount and total sale amount paid will be



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- forfeited and order will be cancelled. Decision of the competent authority of this Institute shall be final in this regard and binding on the contractor.
10. The material shall be removed by the contractor or its duly authorized agent in presence of authorized official (s) of the Institute.
  11. The bidder with the highest quote (H1) is likely to be selected for the work.
  12. The bidder must submit Annexure I duly filled and signed with Seal.
  13. The bidder/contractor shall arrange his own person/labour for counting/weighing loading and transportation for removal of material from the site.
  14. Contractor will leave storage place of the material quite clear.
  15. The contractor shall comply with all safety measures and indemnify the Institute against any liability for compensation due to injury to his own labour/person or to other persons inside the Institute premises while taking out the material under the contract and for any losses or damages to the building/structure/property of this Institute due to any fault or negligence or willful acts, omission or any other reasons whatsoever.
  16. Upon being selected as the successful tenderer and being awarded the Order, the tenderer is expected to reply to all queries/ complaints that may be raised by the Institute from time to time.
  17. The institute, at its sole discretion, reserves the right to accept or reject any or all the quotations including the lowest tender at any stage without assigning any reason thereof and the decision of the Institute will be final and binding on all concerned.
  18. The order will be placed for the best interest of the Institute.
  19. All disputes, claims and demands arising under or pursuant to or effecting/touching the contract shall be referred to the arbitrator appointed by the Secretary of The Institute of Cost Accountants of India, Kolkata. The award of the sole Arbitrator shall be final and binding on both the parties under provisions of the Arbitration and Reconciliation Act, 1996 or any statutory modifications on re-enactment thereof as in force. Place of such arbitration proceedings shall be at Kolkata.

### 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 Disposal of IT Peripherals" (Bid Reference – LPC/IT-Peripherals/Disposal/2024). 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 19<sup>th</sup> June, 2024 (up to 3.00 p.m.). If posted, the same have to reach us by 19/06/2024, 3p.m.

**CONVENER**  
**LOCAL PURCHASE COMMITTEE**



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### ANNEXURE-I (To be submitted in Technical Bid)

#### BIDDER DETAILS

Name of the Company/ Vendor	
Full address of the office	
Contact person & Mobile number	
PAN NUMBER (COMPANY / PROPRIETOR) <b>enclose</b> copy of PAN	
GST REGISTRATION NUMBER ( <b>Enclose copy</b> )	
TRADE LICENCE NO. ( <b>Enclose copy</b> )	
Proof of document that the tenderer has executed at least three similar work order during the last five years. ( <b>Enclose copy</b> )	
Declaration w.r.t. recycling/re-use/re-sale of computer hardware and consumable as per E- Waste (Management) Rules as amended from time to time or other stipulations by Authority concerned to this effect. ( <b>Enclose copy</b> )	
EMD of Rs.5000/- ( <b>enclosed</b> )	

**Declaration:** We / our company, together with this Technical Bid has submitted all necessary documents required for the Tender. We have understood the scope of work mentioned in this document.

**Date:**

**Signature of bidder:**

**Place:**

**Seal:**



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### Part of ANNEXURE-I (To be submitted in Technical Bid)

#### DISPOSABLE ITEM LIST

HQ Kolkata:

Sl. No.	Item Name	Quantity	Remarks	Acceptable (Yes / No)
1.	All-In-One – <b>HQ. Kolkata</b>	01	More than 15 Years old. [Beyond repairable].	
2.	Desktop Computer (CPU & Monitor) – <b>HQ. Kolkata</b> (29 nos.) Desktop Computer (CPU & Monitor) – <b>Exam Dept. Kolkata</b> (04 nos.)	33	More than 15 Years old. [Beyond repairable].	
3.	Only CPU – <b>R&amp;J Dept. EIRC</b>	05	More than 15 Years old. [Beyond repairable].	
4.	Single Monitor – <b>HQ. Kolkata</b> (01 no.) Single Monitor – <b>Exam Dept. Kolkata</b> (05 nos.)	06	More than 15 Years old. [Beyond repairable].	
5.	Scanner – <b>HQ. Kolkata</b> (06 Nos.) Scanner – <b>R&amp;J Dept. EIRC</b> (01 No.)	07	More than 15 Years old. [Beyond repairable].	
6.	LaserJet Printer – <b>HQ. Kolkata</b> (08 nos.) Dot Matrix Printer – <b>HQ. Kolkata</b> (03 nos.) LaserJet Printer – <b>Exam Dept. Kolkata</b> (01 no.) LaserJet Printer – <b>R&amp;J Dept. EIRC</b> (01 No.)	13	More than 15 Years old. [Beyond repairable].	
7.	UPS (600 VA) – <b>HQ. Kolkata</b> (20 Nos.) UPS (600 VA) – <b>Exam Dept. Kolkata</b> (10 nos.) UPS (600 VA) – <b>R&amp;J Dept. EIRC</b> (02 Nos.)	32	[Beyond repairable].	
8.	UPS (3 KVA) – <b>R&amp;J Dept. EIRC</b>	01	More than 14 Years old. [Beyond repairable].	
9.	SMPS – <b>HQ. Kolkata</b> (40 nos.) SMPS – <b>Exam Dept. Kolkata</b> (02 nos.)	42	[Beyond repairable].	
10.	Keyboard & Mouse – <b>HQ. Kolkata</b> (20 nos.) Keyboard & Mouse – <b>Exam Dept. Kolkata</b> (01 no.)	21	[Beyond repairable].	
11.	Network Switch – <b>HQ. Kolkata</b> (05 nos.)	05	[Beyond repairable].	



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### Delhi Office:

Sl. No.	Item Name	Quantity	Remarks	Acceptable (Yes / No)
1.	Servers	03	2 more than 15 Years Old and 1 more than 10 years old. [Beyond repairable].	
2.	All-In-One	01	More than 11 Years old. [Beyond repairable].	
3.	Desktop Computer (CPU & Monitor)	14	12 desktops are more than 15 Years, two are more than 12 Years. [Beyond repairable].	

Sl. No.	Item Name	Quantity	Remarks	Acceptable (Yes / No)
4.	Laptops	16	14 Laptops more than 11 Years. 1 around 8 Years and 1 purchased in 2020 (problem with motherboard). [Beyond repairable].	
5.	Scanners	04	3 Scanners are more than 15 Years. 1 more than 10 Years. [Beyond repairable].	
6.	Printers	07	All the printers are more than 12 years old. [Beyond repairable].	
7.	UPS (600 VA)	06	[Beyond repairable].	
8.	UPS (2 KVA)	01	More than 14 Years Old. [Beyond repairable].	

### Note –

**Only those bidders who accept to lift / purchase all the items (either Kolkata or Delhi or both) would be considered for further evaluation.**

**The bidder may either quote for Kolkata location or Delhi location or for both the locations.**

**Declaration:** We / our company, together with this Technical Bid has submitted all necessary documents required for the Tender.

**Date:**

**Signature of bidder:**

**Place:**

**Seal:**



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### ANNEXURE-II

### FINANCIAL BID

Rates shall include cost of transportation, taxes and other overheads.

#### HQ Kolkata:

Sl. No.	Item Name	Quantity
1.	All-In-One – <b>HQ. Kolkata</b>	01
2.	Desktop Computer (CPU & Monitor) – <b>HQ. Kolkata</b> (29 nos.) Desktop Computer (CPU & Monitor) – <b>Exam Dept. Kolkata</b> (04 nos.)	33
3.	Only CPU – <b>R&amp;J Dept. EIRC</b>	05
4.	Single Monitor – <b>HQ. Kolkata</b> (01 no.) Single Monitor – <b>Exam Dept. Kolkata</b> (05 nos.)	06
5.	Scanner – <b>HQ. Kolkata</b> (06 Nos.) Scanner – <b>R&amp;J Dept. EIRC</b> (01 No.)	07
6.	LaserJet Printer – <b>HQ. Kolkata</b> (08 nos.) Dot Matrix Printer – <b>HQ. Kolkata</b> (03 nos.) LaserJet Printer – <b>Exam Dept. Kolkata</b> (01 no.) LaserJet Printer – <b>R&amp;J Dept. EIRC</b> (01 No.)	13
7.	UPS (600 VA) – <b>HQ. Kolkata</b> (20 Nos.) UPS (600 VA) – <b>Exam Dept. Kolkata</b> (10 nos.) UPS (600 VA) – <b>R&amp;J Dept. EIRC</b> (02 Nos.)	32
8.	UPS (3 KVA) – <b>R&amp;J Dept. EIRC</b>	01
9.	SMPS – <b>HQ. Kolkata</b> (40 nos.) SMPS – <b>Exam Dept. Kolkata</b> (02 nos.)	42
10.	Keyboard & Mouse – <b>HQ. Kolkata</b> (20 nos.) Keyboard & Mouse – <b>Exam Dept. Kolkata</b> (01 no.)	21
11.	Network Switch – <b>HQ. Kolkata</b> (05 nos.)	05
(In words- ..... ) <b>TOTAL</b>		

#### Delhi Office:

Sl. No.	Item Name	Quantity
1.	Servers	03
2.	All-In-One	01
3.	Desktop Computer (CPU & Monitor)	14



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### ANNEXURE-II (page 2)

Sl. No.	Item Name	Quantity
4.	Laptops	16
5.	Scanners	04
6.	Printers	07
7.	UPS (600 VA)	06
8.	UPS (2 KVA)	01
(In words- ..... ) TOTAL		

**Note –**

- i. The bidder has to give consolidated quote in TOTAL.*
- ii. The bidder may either quote for Kolkata location or Delhi location or for both the locations.*

**Declaration:** We /our Company understood the requirements involved. We agree to all the terms and conditions as indicated in this Tender Notice. We are not debarred by any of the departments of the Organization / Institute.

**Date:**

**Signature of bidder:**

**Place:**

**Seal:**