



# THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(Statutory body under an Act of Parliament)  
12, SUDDER STREET, KOLKATA - 700 016  
TELEPHONES: +91 033 4036 4753 / 4763 / 4755 / 4731  
Website: [www.icmai.in](http://www.icmai.in)

## Local Purchase Committee

Ref. LPC/Membership/Stationery (File)/2023-24

19.01.2024

### **Tender for procurement of Files of Membership Department (as per sample)**

Reputed and resourceful printers/suppliers are requested to offer their rates for **Phase-wise supply** of the printed stationery items (Members' File) on annual basis. The description of the items is as below:

Item no.	Types of Stationery	Annual Quantity (Pcs)
1.	<b>MEMBERS' FILE</b> Description: <ul style="list-style-type: none"><li>• Single colour printed lace file</li><li>• 250 GSM glossy card board</li><li>• Size: 13.75" X 10"</li></ul>	5,000 PCS

**# Please note sample verification is compulsory before participating in the tender so that the items of same specification should be supplied**

For item details / sample verification, please contact Shri Kaushik Brata Dutta / Shri Atanu Mukhoty – Membership Department, Institute of Cost Accountants of India, Kolkata, during office hours (11.30 a.m. to 5.30p.m.) on any Working Day (Monday – Friday).

#### **Place of Delivery:**

Membership Department  
The Institute of Cost Accountants of India  
CMA Bhawan, 12, Sudder Street, Kolkata – 700 016.

#### **General Terms and Conditions**

1. Time adherence to schedules as notified by the Institute in printing/binding and strict quality control will be the essence of the transaction.
2. The rates quoted will be binding and valid for a period three months from the date of execution of the contract.
3. Supply must be adhered to the sample available at the Institute.
4. Delivery should be within 10 days from acceptance of order.
5. Period of Contract – will end automatically on satisfactory supply of the items. The total period of contract is one time within which the items have to be supplied.
6. If a firm quotes NIL charges/consideration/abnormal charges, the bid shall be treated as unresponsive and will not be considered.
7. Canvassing in any form in connection with the contract is strictly prohibited,



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8. Institute reserves the right to extend the last date for receipt of bids at its own discretion.
9. 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.
10. The Bidder shall not sub-contract the mentioned work to any organization, person, firm or its franchise without the prior approval of the Institute.
11. 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.
12. **A copy of Trade License / Certificate of Incorporation is to be compulsorily submitted.**
13. The order will be placed for the best interest of the Institute.

### 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. The agreement shall be governed by the Laws of India for the time being in force and subject to exclusive jurisdiction of Courts at Kolkata.

### Quoting of rates

1. The rate quoted should include all printing, supply, packing, labour, transportation, loading, unloading, supply, applicable taxes etc. No other additional payments would be made.
2. The rate quoted will be final. No enhancement of rates will be allowed for any reasons viz. Non-availability of materials, hike in prices, increase in labour charges etc. during the period of the contract.
3. Taxes as applicable should be included in the price, failing which the Institute shall have no liability to pay these charges, and the liability shall be that of the tenderer.
4. L1 will be evaluated on the basis of amount quoted against "**Total Price (Rs.) of procurement**" in the darkened box of Annexure 1.

### Minimum QUANTITY OF CONTRACT

The quantity mentioned is tentative. The quantity may be increased and/or decreased by 10% 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. Payment will be made on actual consumption basis.



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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 procurement of Files of Membership Department (as per sample)**” (**Bid Reference – LPC/Membership/Stationery (File)/2023-24**) on or before 3:00pm, 9<sup>th</sup> February, 2024.

**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 (if any)	
6	PAN of the Proprietor / Firm	
7	Certificate of Incorporation / Trade License ( <b>copy to be enclosed</b> )	

<b>Total Price (Rs.) of procurement (Inclusive of all costs &amp; Taxes)</b>	Rs.
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**Declaration:** We /our Company agree to all the terms and conditions as indicated in this EOI/Tender Notice and have physically visited and understood the specification of items to be supplied. We will be able to supply all the items mentioned. We are not debarred by any other Department of the Institute.

Signature of bidder:

Seal:

Date: