



# 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/CD/2024

14.06.2024

### **Tender for Page make Up of "List of Members 2024" and Supply with writing in pen drive.**

Reputed vendors are invited to offer their rate for Page make Up and Supply of 'List of Members' loaded in a Pen Drive as per following: -

SI No	Details	
1	Estimated number of pages	4700 +/- 10%
2	No. of Pen Drives	1 nos
3	Estimated Date of Delivery	Within 10 days from the day of handover the database

#### **Scope of work:**

Interested vendors may visit the concerned department to understand the scope of work. Data sorting and processing as per specimen for:

#### **[I] Producing:**

- Geographical location-wise alphabetical List of Members.
- Alphabetical index of towns with corresponding state, region and page no., where they appear.
- Alphabetical index of Members along with Membership No. and Page No. where they appear (both surname-wise and membership number-wise).

#### **[II] Others:**

- Necessary indexing of data both Memberships Number-wise and Surname-wise is to be prepared. Index to City/Town is also to be prepared. In addition, complete page make-up of the preliminary and concluding portion of the List of Members in soft copy including cover should be prepared in terms of the specimen provided to you by the Membership Department.
- Pen Drives containing complete information will also have to handed over to our Membership Dept. in Page Maker file, and in pdf format file as in the final List of Members, 2024 (i.e. as on 31.03.2024) which should be fully compatible with our in-house computer system.

#### **Delivery:**

- The job is **to be completed within 10 (ten) working days** from the date of handing over the database by the Membership Department. **Penalty @ 1% of the order value for every day of delay will be imposed for any delay in completion** of the job within the aforesaid period. In case of failure to complete the job within the aforesaid period, the order may be cancelled summarily before or after due date with prior notice of three days. In that case, penalty @ 1% of order value for every day of delay till the due date of completion will be realized from other bills of the party.
- Compatible Pen Drive in Page Maker file & PDF file are to be delivered after completion of the entire job as above.



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- (c) The entire database handed over to the party should be kept confidential and no part of the same should be handed over to anybody in any form whatsoever. A declaration in this regard should also be furnished.

Intending bidders are requested to contact **Shri Atanu Mukhoty, Asst. Director, Membership Department**, on any Working Days (Monday – Friday) during office hours for any clarification and sample verification before offering their quotation. Mail id. [membership@icmai.in](mailto:membership@icmai.in), (m): 9432325226.

### **Terms and conditions:**

- The rates to be offered should include all supply, commissioning, packing, labour, transportation, loading, unloading etc. No other additional payments would be made.
- **Only taxes as applicable will be paid extra.**
- Bidders shall bear all costs associated with the preparation and submission of its bid.
- The price quoted by the bidder should remain valid for 90 days.
- Period of contract – One (1) time contract.
- If a firm quotes NIL charges/consideration/abnormal charges, the bid shall be treated as unresponsive and will not be considered
- Canvassing in any form in connection with the contract is strictly prohibited.
- **L1 will be decided based on the consolidated amount quoted in the darkened boxes of Total Rs. (Annexure 1).** The annexure should be properly signed stamped and dated.
- Institute reserves the right to extend the last date for receipt of bids at its own discretion.
- 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.
- The Bidder shall not sub-contract the mentioned work to any organization, person, firm or its franchise without the prior approval of the Institute
- 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.
- Institute reserves the right to repudiate the contract and entrust the work to any other third party in the event of breach of terms and conditions of this agreement or in the event of unsatisfactory performance observed by the Institute.
- Institute may ask clarifications if any during the evaluation and the bidders are expected to respond. Lack of response from them will enable the Institute arrive at its own decision about such bids.
- The work executed by the vendor should be to the satisfaction of the concerned officer where work was executed. If the same is not found satisfactory, the firm will have to do the job again at its own cost. The decision of the concerned officer and of the Institute in this regard will be final and unassailable and binding on the vendor.
- Upon being selected as the successful bidder and being awarded the order, the bidder is expected to reply to all queries/ complaints that may be raised by the Institute from time to time.



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- A copy of Trade License / Certificate of Incorporation along with GST registration copy is to be compulsorily submitted along with Annexure 1.
- The order will be placed for the best interest of the Institute.

### **Submission of Bids:**

The quotations have to be submitted in the **LPC Tender Box** kept at the ground floor of the Institute. Address: **Local Purchase Committee**, ICAI, CMA Bhawan, 12, Sudder Street, Kolkata – 700 016 in Sealed Envelope, superscribed “**Tender for List of Members - 2024**” (**Bid Reference – LPC/Membership/CD/2024**) on or before 3:00pm, 5<sup>th</sup> July, 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 office With Email Address	
4.	RTGS Bank Account Details	
5.	Certificate of Incorporation / Trade License no. <b>(copy to be enclosed)</b>	
6.	Details of GSTN <b>(copy enclose)</b>	
7.	PAN of proprietor	

JOB DESCRIPTION	RATE QUOTED# (in Rs)	
	Per Unit	All units (4700 Pages +/-10%)
Page Make-up Charges (in soft copy only) Per page		(A)
Cost of <b>one</b> Pen Drive with writing		(B)
<b>Total</b> for Page make Up and Supply of Pen Drive loaded		<b>(A) + (B)</b>

# Applicable taxes rate..... % (Please Mention)

**Declaration:** We /our Company have seen the sample copy and understood the job involved. We agree to all the terms and conditions as indicated in this EOI/Tender Notice.

Signature of bidder:

Date:

Seal:

Place: