



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

Local Purchase Committee

Ref. LPC/Membership/New Cartridge/2024-25

14.05.2024

TENDER NOTICE

Quotations are invited from resourceful suppliers to offer their rates for phase-wise (as and when required) supply of new printer cartridge of HP Laser Jet Pro 400 Color printer. The details are as below:

Detailed Specifications:

	<i>Item</i>	<i>Numbers</i>
1	HP Laser Jet 305A Toner Cartridge Black	4 sets
2	HP Laser Jet 305A Toner Cartridge Yellow	4 sets
3	HP Laser Jet 305A Toner Cartridge Magenta	4 sets
4	HP Laser Jet 305A Toner Cartridge Cyan	4 sets

specimen copy must be checked by the bidder for its specifications before participating in the bid

General Terms and Conditions

1. Annual requirement of the cartridges is to be supplied PHASE-WISE (according to Purchase Orders to be issued) during the period of one year (starting from the date of acceptance of the 1st Order for Supply).
2. Interested bidders may check the sample available at the concerned department of the Institute.
3. The rate quoted by the bidder shall be firm and fixed for the period of the contract.
4. 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.
5. Although the details presented in this Tender Document consisting of conditions of contract, scope of work and technical specifications have been compiled with all reasonable care, it is the bidder's responsibility to ensure that the information provided is adequate and clearly understood.
6. Time adherence to schedules as notified by the Institute in printing/binding and strict quality control will be the essence of the transaction. Delivery should be within 10 days from acceptance of order.
7. The Institute reserves the right, to divide the Job at any point of time, and award any particular segment (s) of it to anyone.
8. Period of Contract – will end automatically on satisfactory supply of the items completely.
9. If a firm quotes NIL charges /consideration /abnormal charges, the bid shall be treated as unresponsive and will not be considered.
10. Canvassing in any form in connection with the contract is strictly prohibited. but if a bidder wants to contact, please may contact with Shri Trilochan Ghosh, or Shri Kaushik Brata Dutta of membership Department during working days (11a.m. to 5p.m.) regarding any queries in this matter.
11. Institute reserves the right to extend the last date for receipt of bids at its own discretion.
12. Once the supply order is placed, it will be the vendors' responsibility to make the project functional.



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

Local Purchase Committee

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.

13. The Bidder shall not sub-contract the mentioned work to any organization, person, firm or its franchise without the prior approval of the Institute.
14. **A copy of updated Trade License / Certificate of Incorporation is to be compulsorily submitted.**
15. Bidder should have been established in the business, as supplier of similar items for a minimum period of 3 years.
16. The order will be placed for the best interest of the Institute.
17. If not delivery made within scheduled date of delivery, the order for delivery shall automatically stands cancelled.

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. Rates will be inclusive of item, supply, delivery and taxes, no additional charges other than quoted rate will be entertained.
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**
 - a) **amount quoted against "Total Price" in the darkened box of Annexure 1.**

Place of Delivery:

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

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.
- d. Bank Details [(1) Name of the A/c., (2) A/c. No., (3) Type of A/c., (4) Name of the Bank, (5) Branch Name with Address and (6) IFSC Code] should be provided in the Quotation.



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

Local Purchase Committee

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, super scribed “**Tender for New Cartridges - HP Laser Jet 305A Toner Cartridge Black, Yellow, Magenta, Cyan of Printer Laser Jet Pro 400 Color**” (Bid Reference – **LPC/Membership/ New Cartridge /2024-25**) on or before 3:00pm, of 4th June, 2024

CONVENER
LOCAL PURCHASE COMMITTEE



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

Local Purchase Committee

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 (attach separate Sheet if required)	
5.	Certificate of Incorporation / Trade License (copy to be enclosed)	
6.	Details of GSTN (if any)	
7.	PAN of the Proprietor / Firm	

Item No	Name of the Item	Price* per Item (Amount in Rs.)	Total Price (Amount in Rs.)
1	New Cartridges - HP Laser Jet 305A Toner Cartridge Black, Yellow, Magenta, Cyan of Printer Laser Jet Pro 400 Color		

* Rates will be inclusive of print, supply, delivery and taxes, no additional charges other than quoted rate will be entertained.

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 scope of Work. We are not debarred by any other Department of the Institute.

Signature of bidder:

Seal:

Date: