



# THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(Statutory body under an Act of Parliament)

12, SUDDER STREET, KOLKATA - 700 016

TELEPHONES: +91 033 2252 1031 / 1034 / 1035, 2252 1492 / 1602 FAX +91 33- 2252 1026

Website: [www.icmai.in](http://www.icmai.in)

## Local Purchase Committee

Ref. LPC/Membership/Envelope/2024-25

25.07.2024

### **Tender for Printing and Supply of Window Envelope**

Reputed vendors are invited to offer their rate for printing and supply of window envelopes as per the following details: -

Details [ as per sample ]	
Envelope (window)	Size: 10 " X 4½" , Bi colour
Number of envelopes	20000

# sample must be checked by the bidder for its specifications before participating in the bid

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

Envelopes are to be supplied as per sample.

#### **Delivery:**

Delivery of envelopes is to be started within 07 (seven) working days and to be completed within 15 days from the date of handing over the order.

For any clarification and sample verification before offering their quotation, intending bidders are requested to contact **Shri Amal Kumar Chakraborty, SRAP, Membership Department**, Mail id. [membership.helpdesk@icmai.in](mailto:membership.helpdesk@icmai.in), (M): 6291469773 and **Shri Kaushik Brata Dutta, Senior Officer, Membership Department**, Mail id. [membership.so1@icmai.in](mailto:membership.so1@icmai.in), (M): 9903624988 on any Working Days (Monday – Friday) during office hours.

#### **Terms and conditions:**

- The rates to be offered should include all print, supply and delivery etc. No other additional payments would be made.
- Prices should be inclusive of Taxes.
- Bidders shall bear all costs associated with the preparation and submission of the 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 amount quoted in the darkened boxes of 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.



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- 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.
- 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, super scribed **“Tender for LPC/Membership/Window Envelope/2024” (Bid Reference – LPC/Membership/Envelope/2024-25)** on or before 16<sup>th</sup> August, 2024 3.00 pm.

**Convener  
Local Purchase Committee**



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Annexure 1

### Format of bid

<i>Sl. No.</i>	<i>Details Requested</i>	<i>Provide Details</i>
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 enclose)</b>	
6.	PAN of proprietor	

JOB DESCRIPTION	RATE QUOTED# (in Rs)	
	Per Unit	20000 units
Envelope (window) [Size: 1 0 " X 4½" , Bi colour]		

# Inclusive of all and Taxes

**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: