



# 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/Amin/Mementos/2021

04.10.2021

### **Tender for procurement of Mementos as per sample**

Reputed and reliable gift items supplier/ Silver items supplier located **in and around Kolkata** are invited to offer their Rate for as per details given below:

Item	Sample	Specification	Quantity
<b>Memento 1</b>		Lord Ganesha Silver make statue frame into German silver body size 5" X 7"  Institute name and logo will be engraved in plastic body	20 pcs.
<b>Memento 2</b>		Showpiece silver make framed in plastic box size 6" X 5"  Institute name and logo will be engraved in plastic body	5 pcs.

**Samples of all items are available at the Administration dept. of the Institute for viewing. The interested bidders are requested to view the samples before participating in the tender.**

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

- To supply of above items; will be engraved with Institute name and logo.
- To perform design and typesetting work.
- Any other work related to but not specifically mentioned above, required for completion of the job as per the intent and scope of work.

Interested vendors may contact Shri Suneel Kushik at the Administration, to check the samples at ICAI, 12, Sudder Street, Kolkata – 700 016 during office hours 10.30am to 4.30pm on Monday – Friday except National Holidays. Contact details: email id: [traveldes.kolkata2@icmai.in](mailto:traveldes.kolkata2@icmai.in), Phone no.: 033-40364799.



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### **Instructions for bidders:**

- (a) The rates to be offered should include all designing, typesetting, printing, packing, labour, transportation, loading, unloading, supply, etc. No other additional payments would be made.
- (b) **Taxes as applicable will be paid extra.**
- (c) Bidders shall bear all costs associated with the preparation and submission of its bid.

### **Terms & Conditions:**

- (a) Supply must be adhered to the sample available at the Institute.
- (b) Design matters / logo for the items to be provided by the Institute.
- (c) Printable designs may be modified / altered under advance intimation
- (d) Schedule of delivery –  
Time – Within 3-4 days from acceptance of order.  
Place of Delivery – CMA Bhawan, 12, Sudder Street, Kolkata – 700 016
- (e) The bidder/s should adhere with all seriousness to the time schedule provided by the Institute.
- (f) The price quoted by the bidder should remain valid for 60 days.
- (g) Period of Contract – **“ONE TIME”** will end automatically on satisfactory supply of the items.
- (h) If a firm quotes NIL charges/consideration/abnormal charges, the bid shall be treated as unresponsive and will not be considered.
- (i) Canvassing in any form in connection with the contract is strictly prohibited.
- (j) L1 will be decided based on the consolidated amount quoted in the darkened boxes of Grand Total Rs. (Annexure 1).** The annexure should be properly signed stamped and dated.
- (k) Institute reserves the right to extend the last date for receipt of bids at its own discretion.
- (l) 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.
- (m) The Bidder shall not sub-contract the mentioned work to any organization, person, firm or its franchise without the prior approval of the Institute
- (n) Institute reserves the right to modify the quantity included in the schedule of requirements at any time after acceptance of tender without a notice. The bidders shall have no claim to any payment of compensation.
- (o) 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.
- (p) 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.
- (q) 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.



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The decision of the concerned officer and of the Institute in this regard will be final and unassailable and binding on the vendor.

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

### **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. Taxes will be extra as applicable.
- (b) The payment will be made in electronic mode only within 30 days of submission of bills.

### **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 procurement of Mementos as per sample**” (**Bid Reference – LPC/Amin/Mementos/2021**) on or before 4:00pm, 18<sup>th</sup> October, 2021.

**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 to be enclosed)</b>	
7.	PAN of proprietor	

Item	Rate per piece (Rs.)	Quantity	Total Amount (Rs.) [Rate per piece × Quantity]
<b>Memento 1</b>		<b>20 pcs.</b>	
<b>Memento 2</b>		<b>5 pcs.</b>	
<b>Grand Total</b>			

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

**Declaration:** We /our Company have seen the sample copy physically 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: