



# 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/Metal Badge/2023-24

21.08.2023

### **TENDER NOTICE**

Reputed and resourceful suppliers are requested to offer their rates for Phase-wise supply of the printed stationery items on annual basis. The description of the items is as below:

#### **Detailed Specifications:**

<i>Item</i>	<i>Numbers</i>
Metal badge with logo	3500

**# specimen copy must be checked by the bidder for its specifications before participating in the bid. The descriptions are only indicative, and therefore for exact specification, vendors may check sample from the office.**

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

1. Design matters / logo for the item to be provided by the Institute
2. Annual requirement of the neckties 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).
3. Interested bidders may check the sample available at the concerned department of the Institute.
4. The rate quoted by the bidder shall be firm and fixed for the period of the contract.
5. 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.
6. 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.
7. 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.
8. The Institute reserves the right, to divide the Job at any point of time, and award any particular segment (s) of it to anyone.
9. Period of Contract – will end automatically on satisfactory supply of the items.
10. If a firm quotes NIL charges /consideration /abnormal charges, the bid shall be treated as unresponsive and will not be considered.
11. Canvassing in any form in connection with the contract is strictly prohibited, but if a bidder wants to see a sample of the publication, it may contact, Shri Kaushikbrata Dutta, Membership Department during working days (11a.m. to 5p.m.).



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12. Institute reserves the right to extend the last date for receipt of bids at its own discretion.
13. 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.
14. The Bidder shall not sub-contract the mentioned work to any organization, person, firm or its franchise without the prior approval of the Institute.
15. **A copy of Trade License / Certificate of Incorporation is to be compulsorily submitted.**
16. Bidder should have been established in the business, as printers of similar items for a minimum period of 3 years.
17. 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. Rates will be inclusive of print, supply and delivery, no additional charges other than quoted rate will be entertained. Taxes paid to be extra.
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 ICAI 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" 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.

### Place of Delivery:

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



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### 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.

### 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 Metal Badge Stationery**” (**Bid Reference – LPC/Membership/Metal Badge/2023-24**) on or before 3:00pm, 18<sup>th</sup> September, 2023.

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

Item No	Name of the Item	Price* per Unit (p.u.) (Amount in Rs.)	Total Price Price p.u. × 3500 pcs (Amount in Rs.)
1	<b>Metal badge with logo</b>		

\* Rates will be inclusive of print, supply and delivery, no additional charges other than quoted rate will be entertained. Taxes paid to be extra.

**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: