



# THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)

12, SUDDER STREET, KOLKATA - 700 016

TELEPHONES: +91 33 40364757, +91 11 24666125

Website: [www.icmai.in](http://www.icmai.in) e-mail: [cpu.hod@icmai.in](mailto:cpu.hod@icmai.in)

## Local Purchase Committee

### TENDER NOTICE

Ref. no. LPC/MEMBERSHIP/printed-stationery/1

Dated : 24/02/2020

### Supply of Metal Badge printed stationery items (MEMBERSHIP)

Reputed and resourceful printers/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:

Item	Metal badge with logo	As per sample available at office	2,000 nos.
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- The descriptions in the above table are only indicative, and therefore for exact specification, vendors may check samples from the office.

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For any queries and sample verification, the intending bidders may meet Shri Sanjoy Mukherjee, Dy. Director – Membership, ICAI, 12, Sudder Street, Kolkata – 700 016 during office hours 10.30am to 4.30pm on Monday – Friday except National Holidays.

#### Terms and conditions

- Rates will be inclusive of print, supply, and delivery, no additional charges other than quoted rate will be entertained. (Taxes will be extra as applicable).
- No advance payment is to be done. All payment(s) is/are to be given to the Bank A/c through Electronic Mode, hence 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.
- **L1 party would be considered section wise only, i.e. lowest of the total quotes (of all items together) in a particular section.**
- Design matters / logo for the items to be provided by the Institute



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- Annual requirement of the item(s) is/are to be supplied PHASE-WISE (according to Purchase Order (s) issued) during the year period (starting from the date of acceptance of the 1<sup>st</sup> Order for Supply).
- **The bid shall be submitted in the format provided in Annexure-A, duly signed by the bidder, in sealed envelope, superscribed 'SUPPLY OF metal badge (MEMBERSHIP)'**.
- All items should meet the specifications (sample available at the dept. for reference) as much as possible.
- Bidder shall submit the Tender Documents duly signed and stamped on each page of tender in token of his acceptance along with his bid.
- The rates quoted by the bidder shall be firm and fixed for the period of the contract.
- Payment of bills would be done after each order and on successful delivery of the items on full satisfaction of the user department.
- 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.
- 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.
- The order will be placed for the best interest of the Institute.

The quotations have to be submitted to Ms. Moumita Das/Shri Bhavesh Sinha LPC ICAI, CMA Bhawan, 12, Sudder Street, Kolkata – 700 016 in Sealed Envelope, superscribed 'SUPPLY OF METAL BADGES (MEMBERSHIP)' on and before 26/02/2020 within 2.00 pm

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### Annexure A

#### 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	
5	RTGS Bank Account Details	
6.	Additional Information, If any (attach separate Sheet if required)	
7.	Details of GSTN (if available)	
8.	PAN	

Item No.	Name of the item	Quantity	All inclusive Unit Rate (Rs.)	All inclusive bulk Rate (Rs.)
ITEM	Metal badge with logo	2,000 nos.		
Grand Total (Rs.)				

Signature of bidder:

Seal:

Date:

Place: