



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

Local Purchase Committee

Ref. LPC/RnJ/Online Library/2022

10.10.2022

TENDER FOR E-LIBRARY FACILITY

Quotations are invited from reputed companies / agencies for necessary arrangements to provide online access of National and International journals / research publications in electronic mode through Internet / e-library facility on our Institute's website.

Scope of Work

The e-library is primarily intended to be accessed by professionals of the Institute who would register for the same and read/download literary matters for their professional development.

- Interested professionals / users may access the library resources through user ID and password for viewing and downloading academic matters of their interest.
- The e-library facility would be accessible through the Institute's website www.icmai.in
- The depository to contain open access National and International journals / research articles of multiple subjects, especially for the following disciplines: Accountancy, Management Sciences, Economics, Social Sciences, Commerce and Humanities.
- The estimated registered users could be around 3000 in number.
- The facility is to be accessible by all interested members.
- The digital library to be on single, easy-to-use interface platform and users may be allowed customized search filters
- It must be an electronic gateway to global e-journal literature, efficient and comprehensive platform to access research information

Terms and conditions

- Total price will be inclusive of supply, service, delivery and taxes. No additional charges other than quoted rate will be entertained.
- 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.
- In case of problems related to the online library, the time of attending the call to restoration shall not be more than 24hrs.
- Payment would be in advance, subject to deliver and installation and on submission of Invoice.
- The price quoted by the bidder should remain valid for a period of three months from the date of submission of tender.
- Bidder shall submit this bidding document duly signed and stamped on each page in token of his acceptance to the terms and conditions mentioned herein.
- The bidder must have done business of more than Rs. 4 crores each year for the last three consecutive years from online library services providing national and international journal and research publications. Enclose proof or copies of annual report.
- The bidder needs to submit a list of customers during the last five consecutive years along with address,



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phone no. etc having supplied/provided service e-library for accessibility of national and international journals / research publications.

- The bidder must have minimum of five years' service in providing online library services record to leading academic/education/research or other UGC recognized universities. Declaration to be provided on letter head in this regard.
- 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.
- Initially the contract will be for one year. The same may be renewed for another two years with same terms and conditions on satisfactory performance.
- **L1 will be evaluated on the basis of amount quoted against "Total Price" in the darkened box of Annexure 1.**
- The order will be placed for the best interest of the Institute.
- The Institute holds the right to amend/modify/cancel the contract any time on unsatisfactory performance.

For any further queries, the intending bidders may contact Ms. Sucharita Chakraborty, Additional Director, Journal & Publications, ICAI, 84, Harish Mukherjee Road, Kolkata – 700 025 during office hours 10.30am to 4.30pm on Monday – Friday except National Holidays.

Submission of Bids

Tenders duly signed by the bidder shall be submitted in two parts in separate sealed envelopes superscribing 'Annexure 1' and 'Annexure 2'. Both the envelopes should be put into a third envelope superscribing **"TENDER FOR E-LIBRARY FACILITY" (Bid Reference – LPC/RnJ/Online Library/2022)**. The quotations have to be submitted in the **LPC Tender Box** kept at the ground floor of the Institute at Address: **Local Purchase Committee**, Institute of Cost Accountants of India, CMA Bhawan, 12, Sudder Street, Kolkata – 700 016 on or before 31st October, 2022 (up to 3.00 p.m.).

CONVENER
LOCAL PURCHASE COMMITTEE



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ANNEXURE 1

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Format of bid

Sl. No.	Details Requested	Provide Details
1.	Name of the Company/ Vendor	
2.	Contact person & Mobile number	Name: 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	

All necessary Supporting Documents are to be submitted along with this Annexure

Signature of bidder:

Seal:

Date:



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ANNEXURE 1

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Item No	Description	Price Quoted (Amount in Rs.) (A)	Tax Amount (B)	Total Price (A + B)
1	E Library facility for viewing & downloading of National & International journals / research publications			

* The rate quoted should include taxes and all related costs.

Declaration: We /our Company agree to all the terms and conditions as indicated in this EOI/Tender Notice and have understood the scope of Work. We are not debarred by any other department of the Institute.

Signature of bidder:

Seal:

Date: