



October 1, 2020

Tender Notice
for
Procurement of Printer & Scanner on Buy-Back basis.

The Institute of Cost Accountants of India invites quotations from reputed Authorized OEM Partner with proven track records, for **Procurement of Printer & Scanner on Buy-Back basis.**

Eligibility Criteria

1. The tenderer should be a Company registered in India.
2. The tenderer should have a good reputation in the market and their clientele shall preferably include reputed Govt. & Private concerns.
3. The tenderer should have appropriate support relationship with OEM Channel/Service partner etc. and **must submit OEM authorization documents.**
4. **The tenderer should have executed at least three similar work order of same or higher value during the last three years.**
5. **Tenderer must be a profit making organization in the previous three financial years.**

Scope of Work:

Delivery & Installation of the Printer & Scanner at

The Institute of Cost Accountants of India CMA Bhawan 12, Sudder Street Kolkata – 700 016	
(a) Printer –	05
(b) Scanner –	05

Note – The buy-back items to be collected from the corresponding delivery location.

Instruction to the tenderers

1. All the quotations have to be submitted within the dates mentioned in the document and The Institute shall not be held liable for any delays. Tender received after the stipulated time/date will be are liable to be summarily rejected without giving any reason.
2. The quotation are to be submitted as per details given in the enclosed **Annexure-I in Technical Bid** and **Annexure-II in Financial Bid** on vendor's letter head duly signed, stamped and dated on each page as their unconditional and explicit concurrence to the terms and conditions laid down by the Institute.



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(Statutory body under an Act of Parliament)
12, SUDDER STREET, KOLKATA – 700 016

Telephones: +91-33-2252-1031/34/35
+91-33-2252-1602/1492/1619
Fax: +91-33-2252-1723/7993/1026

Website: www.icmai.in

Terms and Conditions

1. The tenderer must be in its legal existence for more than a minimum period of 5 years. The tenderer must submit the latest document as a proof of Authorized OEM Partner.
2. The tenderer shall not sub-contract the mentioned work to any organization, person, firm or its franchisee without the prior approval of Institute.
3. The price quoted by the Tenderer should remain valid **for a period of three months** from the date of submission of tender.
4. The Institute is not bound to accept the lowest tender and reserves the right to accept either in full or in part of any tender. The Institute also reserves the right to reject the tenders without assigning any reason thereof.
5. All Payments will be made through Electronic Mode to the Bank Account of the selected Tenderer. Please mention Bank Details [(i) Name of the A/c., (ii) A/c. No., (iii) Type of A/c., (iv) Name of the Bank, (v) Name of the Branch with address, (vi) IFS Code No. and (vii) MICR No.] in the Quotation.
6. **100% Payment will be made after satisfactory delivery and installation and on submission of invoice.**
7. Upon being selected as the successful tenderer and being awarded the Order, the tenderer is expected to reply to all queries/ complaints that may be raised by the Institute from time to time.
8. The institute, at its sole discretion, reserves the right to accept or reject any or all the quotations including the lowest tender at any stage without assigning any reason thereof and the decision of the Institute will be final and binding on all concerned.
9. All disputes, claims and demands arising under or pursuant to or effecting/touching the contract shall be referred to the arbitrator appointed by the Secretary of The Institute of cost Accountants of India, Kolkata. The award of the sole Arbitrator shall be final and binding on both the parties under provisions of the Arbitration and Reconciliation Act, 1996 or any statutory modifications on re-enactment thereof as in force. Place of such arbitration proceedings shall be at Kolkata.

Statutory Requirements

1. PAN, TAN, GST along with the copy of registration.
2. Audited Balance Sheet of last three financial years.
3. IT Return of last three assessment years.
4. GST Return of last three quarters.
5. Bank Account number with IFSC code, Bank name and Branch
6. Compliance of PF, ESI matter.
7. Proof of document that the tenderer has executed at least three similar work order during the last three years.
8. Cliental List of the tenderer.
9. Proof of document that the tenderer is authorized OEM Partner.

Submission of Bids :

Tenders duly stamped and signed by the bidder shall be sent in two separate password protected PDF file. Both the password protected PDF file should be sent as per the online modalities mentioned below on or before **04:30 p.m., October 7, 2020.**



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Online Modalities

- i) The interested bidder would send both the Technical Bid & Financial Bids through email to the Convener (finance.so3@icmai.in) of the Local Purchase Committee with carbon copies (cc:) marking to trd.ad1@icmai.in & hr@icmai.in .
- ii) The Bid would be in the form of a scanned PDF file properly named as Technical & Financial in the bidder letter head, duly sealed & signed by the bidder.
- iii) The file(s) would be password protected for opening.
- iv) Complete official address of the bidder along with the contact details must be mentioned in the body of the email, while sending the bid to the Convener.
- v) All emails received after the cut-off date and time of the Tender Document shall be treated as void.
- vi) After expiry of the bid submission date, if the tender not further extended, all the participated vendor will be asked to provide passwords of their submitted secured technical bids which will be provided to the same email ids mentioned above. Any email related to password unless it is not asked or after the time frame drawn for submission of password will be liable to bid cancellation. (Time Frame for sending passwords will be 2 working days from the date of the email sent for approaching passwords).
- vii) Upon technical evaluation done by the committee internally, the Convener will request only to the technically qualified bidders for the password of opening the Financial Bid (Time Frame for sending passwords will be 2 working days from the date of the email sent for approaching passwords).
- viii) No hard copy Tender would be entertained.
- ix) Any further correspondence related to tendering would be done through email only.

Local Purchase Committee



ANNEXURE-I (To be submitted in Technical Bid)

TECHNICAL SPECIFICATION

Sl. No.	Generic Configuration	Model Name along with Actual / Proposed Configuration
01.	<u>MONO LASERJET PRINTER</u> Print Technology <ul style="list-style-type: none">• Laser Mono Paper Handling <ul style="list-style-type: none">• A4, A5, A6, B5, C5, DL, postcards Print Speed <ul style="list-style-type: none">• Up to 14 ppm (in Normal Mode) Resolution <ul style="list-style-type: none">• 600 X 600 dpi Memory <ul style="list-style-type: none">• 2 MB (Not expandable) Recommended Volume <ul style="list-style-type: none">• 250 – 2000 pages per month Paper trays, maximum <ul style="list-style-type: none">• 1 (plus single-sheet priority input slot) Connectivity, Standard <ul style="list-style-type: none">• Hi-Speed USB 2.0 port Warranty <ul style="list-style-type: none">• 1 year onsite warranty	Model No. - _____
02.	<u>SCANNER</u> Type <ul style="list-style-type: none">• Flatbed colour image scanner Optical Resolution <ul style="list-style-type: none">• 4800 dpi X 4800 dpi Document Size <ul style="list-style-type: none">• Upto 216 X 297 mm / A4 Size Optical Sensor <ul style="list-style-type: none">• Contact Image Sensors Light Source <ul style="list-style-type: none">• LED Warranty <ul style="list-style-type: none">• 1 year onsite warranty	Model No. - _____



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ANNEXURE-II (To be submitted in Financial Bid)

FINANCIAL BID

Sl. No.	Item	Quantity (Nos.)	Unit Price (Rs.)	Taxes (Rs.)	Total Price (Rs.)
01.	<u>MONO LASERJET PRINTER</u> Model No. - _____ Print Technology <ul style="list-style-type: none">• Laser Mono Paper Handling <ul style="list-style-type: none">• A4, A5, A6, B5, C5, DL, postcards Print Speed <ul style="list-style-type: none">• Up to 14 ppm (in Normal Mode) Resolution <ul style="list-style-type: none">• 600 X 600 dpi Memory <ul style="list-style-type: none">• 2 MB (Not expandable) Recommended Volume <ul style="list-style-type: none">• 250 – 2000 pages per month Paper trays, maximum <ul style="list-style-type: none">• 1 (plus single-sheet priority input slot) Connectivity, Standard <ul style="list-style-type: none">• Hi-Speed USB 2.0 port Warranty <ul style="list-style-type: none">• 1 year onsite warranty	05			
02.	<u>SCANNER</u> Model No. - _____ Type <ul style="list-style-type: none">• Flatbed colour image scanner Optical Resolution <ul style="list-style-type: none">• 4800 dpi X 4800 dpi Document Size <ul style="list-style-type: none">• Upto 216 X 297 mm / A4 Size Optical Sensor <ul style="list-style-type: none">• Contact Image Sensors Light Source <ul style="list-style-type: none">• LED Warranty <ul style="list-style-type: none">• 1 year onsite warranty	05			
GRAND TOTAL (A)					



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(To be submitted with Financial Bid)

Against Buy-Back of the following items

Sl. No.	Item Specification / Model Name	Quantity (no.)	Unit Buy-Back Price (Rs.)	Total Buy-Back Price (Rs.)
01.	PRINTER Brother All-in-One 2820 / HP LJ 1020 / HP P1008 / Samsung ML 1610	10		
GRAND TOTAL (B)				

NET TOTAL = GRAND TOTAL (A) - GRAND TOTAL (B)
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Note – Printers identified for Buy-Back may not be in working condition.