



**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](http://www.icmai.in)

**December 19, 2022**

**Tender Notice**  
for  
**Procurement of Printer**

The Institute of Cost Accountants of India invites quotations from reputed Authorized OEM Partner with proven track records, for **Procurement of Printer**. Vendors fulfilling the eligibility conditions can submit their quotations in through the GeM portal

The quotation should be addressed to

**The Convener – Limited Tender Committee**  
**The Institute of Cost Accountants of India**  
**12 Sudder Street**  
**Kolkata – 700 016**

**The bid document is published on GeM Portal with Bid Ref no : Bid Number: GEM/2022/2875740 Dated December 19, 2022 and the last date for submission of bids is 09 January 2023 till 4.00 P.M . Interested Bidders for Procurement of Printer may apply via GeM portal.**

**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 (2021–2022, 2020–2021, 2019–2020).**
5. **Tenderer must be a profit making organization in the previous three financial years with an annual turnover of at least 1.0 crore per year for last three financial years (2020–2021, 2019–2020, 2018–2019).**
6. Earnest Money Deposit of INR 15,000/- (Rupees Fifteen Thousand Only) is to be deposited through **NEFT / RTGS as per the Bank Details -**

Account Name: The Institute of Cost Accountants of India  
Name of the Bank: Punjab National Bank  
Branch Address: New Market, Kolkata-700 087.  
Current A/c No.: 0093002109030025  
IFSC Code: PUNB0009300

The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM General Terms & Condition with the bid. Unsuccessful Bidder's EMD shall be returned within thirty (30) days after the contract is awarded to the successful bidder.

7. The EMD of the successful bidder(s) shall be returned after successful delivery and satisfactory installations of the items, subject to certification by the indenting department.
8. **Technical Evaluation will be done based on the eligibility criteria and as per the Configuration mentioned in the Technical Specification [Annexure – I (Page 4 & 5)]**



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**Scope of Work:**

Delivery & Installation of the Computer Peripherals at

The Institute of Cost Accountants of India CMA Bhawan 12, Sudder Street Kolkata – 700 016	
(a) Normal Mono LaserJet Printer –	03
(b) All-in-One Mono LaserJet Multifunction Printer (Duplex Network) –	11
(c) All-in-One Colour LaserJet Multifunction Printer –	02

**Instruction to the tenderers**

1. The tender shall be submitted into two Technical bid and Financial bid. super-subscribing with “**Quotation for Procurement of Printer**” **(Bid Reference - GEM/2022/2875740 Dated 19/12/2022)**
2. All the quotations have to be submitted within the dates mentioned in the document and The Institute shall not be held liable for any postal delays. Tender received after the stipulated time/date will be are liable to be summarily rejected without giving any reason.
3. The quotations 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.

**Terms and Conditions**

1. The tenderer must be in its legal existence for more than a minimum period of 10 years.
2. The tenderer must submit the latest document as a proof of Authorized OEM Partner.
3. The tenderer shall not sub-contract the mentioned work to any organization, person, firm or its franchisee without the prior approval of Institute.
4. The price quoted by the Tenderer should remain valid for a period of three months from the date of submission of tender.
5. **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.**
6. 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.
7. **100% Payment will be made after successful delivery within 3-4 weeks and satisfactory installation subject to submission of invoice.**
8. **Upon being selected as the successful tenderer and being awarded the Order, the tenderer is expected to deliver all the items within 3-4 weeks, failing which LD will be imposed based on the calculation 0.5% per week of the quoted price of the delayed item(s) and the same would be deducted from the submitted Invoice, while releasing the payment.**



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9. 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.
10. 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.
11. 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, 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. Proof of document that the tenderer has executed at least five similar work order during the last three years.
7. Proof of document that the tenderer is authorized OEM Partner.



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**ANNEXURE-I (To be submitted in Technical Bid)**

**BIDDER DETAILS**

NAME OF THE ORGANISATION	
ADDRESS	
CONTACT DETAILS TELEPHONE NO: E-MAIL ID:	
COMPANY REGISTERED IN INDIA UNDER REGISTRAR OF COMPANIES (Attach a copy of Certificate)	
PAN NUMBER (COMPANY / PROPRIETOR) enclose copy of PAN	
GST REGISTRATION NUMBER Enclose copy	
TRADE LICENCE NO. (attach copy)	

**Declaration:** We / our company, together with this Technical Bid has submitted all necessary documents required for the Tender.

**Date:**

**Signature of bidder:**

**Place:**

**Seal:**



**ANNEXURE-I (To be submitted in Technical Bid)**

**TECHNICAL SPECIFICATION**

Sl. No.	Generic Configuration	Bidders to specify the Model Name along with Actual / Proposed Configuration
01.	<b>Normal Mono LaserJet Printer</b> i. Print Speed 34 ppm (A4 size) or higher ii. Paper Capacity 250 sheets iii. Connectivity USB 2.0 iv. Interface USB 2.0 v. Resolution 600 X 600 DPI or higher vi. First print out 8.5 sec vii. Duplex Automatic viii. Duty Cycle up to 15000 Pages ix. Toner capacity 2600 pages x. Supported OS Windows 10/8/7/XP Professional xi. Warranty Three years onsite	
02.	<b>All-in-One Mono LaserJet Multifunction Printer (Duplex Network)</b> i. Print Speed 34 ppm (A4 size) or higher ii. Paper Capacity 250 sheets iii. Connectivity USB 2.0 iv. Interface IEEE 802.11b/g/n, WIFI direct v. LAN 10 Base - T / 100 Base - TX vi. Resolution 600 X 600 DPI or higher vii. Duplex Automatic viii. ADF Yes ix. ADF Tray Capacity 50 Sheets or higher x. Duty Cycle up to 15000 Pages monthly xi. First print out 8.5 sec xii. Toner capacity 2600 pages or above xiii. Supported OS Windows 10/8/7/XP Professional xiv. Warranty Three years onsite	
03.	<b>All-in-One Colour LaserJet Multifunction Printer</b> i. Print Speed 24 ppm or higher ii. Paper Capacity 250 sheets iii. Connectivity USB 2.0, wifi iv. Interface 10Base-T/100Base-TX, IEEE 802.11b/g/n (Wireless), IEEE 802.11g/n (Wi-Fi Direct) v. LAN 10 Base - T / 100 Base - TX vi. Resolution 600 X 600 DPI or higher vii. Duplex Automatic viii. Duty Cycle 30,000 Pages or higher ix. First print out 14 sec x. Toner capacity 1000 (Black) & 1000 (Colour) or higher xi. Supported OS Windows 10/8/7/XP Professional xii. Warranty Three years onsite	



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**Declaration:** We / our company, together with this Technical Bid has submitted all necessary documents required for the Tender.

Date:

Signature of bidder:

Place:

Seal:

**ANNEXURE-II (To be submitted in Financial Bid)**

**FINANCIAL BID**

Sl. No.	Item	Quantity (no.)	Unit Price (Rs.)	Taxes (Rs.)	Total Price (Rs.)
01.	<b>Normal Mono LaserJet Printer</b> <b>Model Name :</b> _____ i. Print Speed 34 ppm (A4 size) or higher ii. Paper Capacity 250 sheets iii. Connectivity USB 2.0 iv. Interface USB 2.0 v. Resolution 600 X 600 DPI or higher vi. First print out 8.5 sec vii. Duplex Automatic viii. Duty Cycle up to 15000 Pages ix. Toner capacity 2600 pages x. Supported OS Windows 10/8/7/XP Professional xi. Warranty Three years onsite	03			
02.	<b>All-in-One Mono LaserJet Multifunction Printer (Duplex Network)</b> <b>Model Name :</b> _____ i. Print Speed 34 ppm (A4 size) or higher ii. Paper Capacity 250 sheets iii. Connectivity USB 2.0 iv. Interface IEEE 802.11b/g/n, WIFI direct v. LAN 10 Base - T / 100 Base - TX vi. Resolution 600 X 600 DPI or higher vii. Duplex Automatic viii. ADF Yes ix. ADF Tray Capacity 50 Sheets or higher x. Duty Cycle up to 15000 Pages monthly xi. First print out 8.5 sec xii. Toner capacity 2600 pages or above xiii. Supported OS Windows 10/8/7/XP Professional xiv. Warranty Three years onsite	11			
03.	<b>All-in-One Colour LaserJet Multifunction Printer</b> <b>Model Name :</b> _____ i. Print Speed 24 ppm or higher ii. Paper Capacity 250 sheets iii. Connectivity USB 2.0, wifi iv. Interface 10Base-T/100Base-TX, IEEE 802.11b/g/n (Wireless), IEEE 802.11g/n (Wi-Fi Direct) v. LAN 10 Base - T / 100 Base - TX vi. Resolution 600 X 600 DPI or higher vii. Duplex Automatic viii. Duty Cycle 30,000 Pages or higher ix. First print out 14 sec x. Toner capacity 1000 (Black) & 1000 (Colour) or higher xi. Supported OS Windows 10/8/7/XP Professional xii. Warranty Three years onsite	02			



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<b>GRAND TOTAL</b>
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**Declaration:** We /our Company understood the requirements involved. We agree to all the terms and conditions as indicated in this Tender Notice. We are not debarred by any of the departments of the Organization / Institute.

**Date:**

**Signature of bidder:**

**Place:**

**Seal:**