



**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

July 25, 2022

Tender Notice
for
Procurement of Software

The Institute of Cost Accountants of India invites quotations from reputed Authorized OEM Partner with proven track records, for **Procurement of Printer, Scanner and Software**. 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/B/2379768 Dated July 25 2022 and the last date for submission of bids is 16th August 2022 till 3.00 P.M . Interested Bidders for Procurement of Software 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 18,000/- (Rupees Eighteen 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 successful bidder(s) shall, within 15 days of receipt of Purchase Order is/are advised to submit a Bank Guarantee of 10 % of the Order value having validity of 1 year. On furnishing the Bank Guarantee, EMD of the successful bidder shall be returned.
8. Technical Evaluation will be done based on the eligibility criteria and as per the Configuration mentioned in the Technical Specification (Annexure - I)



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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) Corel Draw –	03
(b) Adobe Package –	03
(c) Math Magic –	01

Instruction to the tenderers

1. The tender shall be submitted into two Technical bid and Financial bid. super-subscribing with “**Quotation for Procurement of Software**”
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. **Earnest Money Deposit of INR 18,000/- (Rupees Eighteen Thousand Only) is to be deposited through NEFT / RTGS as per the Bank Details -.**

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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.



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8. ***The successful bidder(s) shall, within 15 days of receipt of Purchase Order is/are advised to submit a Bank Guarantee of 10 % of the Order value having validity of 1 year. On furnishing the Bank Guarantee, EMD of the successful bidder shall be returned.***
9. ***100% Payment will be made after satisfactory delivery and installation within 3-4 weeks at the specified address (Kolkata & Delhi) of the Institute and on submission of invoice.***
10. ***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.***
11. 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.
12. 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.
13. 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. Proof of document that the tenderer has executed at least five similar work order during the last three years.
7. Cliental List of the tenderer.
8. Proof of document that the tenderer is authorized OEM Partner.



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 (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:



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ANNEXURE-I (To be submitted in Technical Bid)

TECHNICAL SPECIFICATION

Sl. No.	Generic Configuration	Version Name / Number
01.	Corel Draw (Academic Edition, Latest Version)	
02.	Adobe Package (Academic Edition, Latest Version)	
03.	Math Magic (Academic Edition, Latest Version)	

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.	Corel Draw (Academic Edition, Latest Version)	03 <u>Delivery Location</u> Kolkata – 03			
02.	Adobe Package (Academic Edition, Latest Version)	03 <u>Delivery Location</u> Kolkata – 03			
03.	Math Magic (Academic Edition, Latest Version)	01 <u>Delivery Location</u> Kolkata – 01			
GRAND TOTAL					

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: