



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/Membership/Stationery/2021

02.12.2021

TENDER NOTICE

Tender for Supply of various Stationery Items

Quotations are invited from reputed and reliable suppliers of stationery for phase wise procurement of the items as per details and specification below:

Item no.	Name of the item	Description(as per sample)	Approx. annual requirement
1	Certificate	Pages: A4 size,130 GSM glossy art paper Print: 4 colour, both side print Types: Two types as per design provided by Institute	4000 +1000 nos.
2	Lamination of certificates	A4 size, both side lamination	5,000 nos.
3	Letterhead (type1)	100 GSM Executive Bond paper	5,000 nos.
4	Letterhead (type2)	80 GSM Maplitho paper	5,000 nos.
5	Envelopes (type2)	Size: 15"X 9", inside laminated Make: 100 GSM glossy brown colour Print: Single (black) colour print Flap: 2.5"	5,000 nos.
6	Members' file	Item: Single colour printed lace file Make: 250 GSM glossy cardboard Size: 13.75"X 10"	5,000 nos.
7	Signature card	Make: 250 GSM cardboard Size: 9"X 7" Single(black)colour	3,000 nos.
8	Photo id card	Size: 3.5"X 2.5" Make: 4 colour, plastic laminated Print: Both sides <u>Data details to be composed as provided by Institute</u> <u>To be supplied in plastic foil as per specification</u>	2,000 nos.

specimen items must be checked by the bidder for its specifications before participating in the bid



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Intending Tenderers may contact Shri Amal Chakroborty, / Shri Kaushik Brata Dutta, Membership Department, for any sample verification during office hours (11 a.m. to 5 p.m.) on Working Days (Monday – Friday). The participating vendors would have to quote for all the items mentioned in the list and shortlisting of the vendors would be done with the **lowest quote (L1) ITEM-WISE**.

General Terms and Conditions

1. Time adherence to schedules as notified by the Institute in printing/binding and strict quality control will be the essence of the transaction.
2. The rates quoted will be binding and valid for a period two months from the date of execution of the contract.
3. The supply of the items may be in phased manner as per requirement of the department.
4. **Paper samples for both the inside text pages and the cover have to be submitted in the envelope containing the bid.**
5. **Paper samples provided by the bidders would be checked for its technical accuracy and only those bidders whose paper samples conform to the requirement of the Institute would be shortlisted for being considered for the price bid.**
6. **The paper sample and the printing quality of the finished item would also be checked and payment to the concerned vendor would be made only after confirming the quality.**
7. The Institute reserves the right, to divide the Job at any point of time, and award any particular segment (s) of it to anyone.
8. Printing and Supply must be adhered to the sample available at the Institute.
9. Delivery should be within 10 days from acceptance of order.
10. Period of Contract – will end automatically on satisfactory supply of the items.
11. If a firm quotes NIL charges /consideration /abnormal charges, the bid shall be treated as unresponsive and will not be considered.
12. Canvassing in any form in connection with the contract is strictly prohibited,
13. Physical inspection of the stationery items to be supplied must be made by intending tenderers before submission of quotation.
14. Institute reserves the right to extend the last date for receipt of bids at its own discretion.
15. Once the supply order is placed, it will be the vendors' responsibility to make the project functional. Any additional cost incurred for completing the project and for which the vendor has not bid at the time of submission of the final offer will be borne by the vendor.
16. The Bidder shall not sub-contract the mentioned work to any organization, person, firm or its franchise without the prior approval of the Institute.
17. 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.
18. **A copy of Trade License / Certificate of Incorporation along with GST registration copy is to be compulsorily submitted.**
19. The order will be placed for the best interest of the Institute.



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Settlement of Dispute

1. All disputes regarding interpretation of the contents of the Agreement or its implementation shall be resolved by Mutual discussion/reconciliation in good faith by the agency and The Institute of Cost Accountants of India.
2. The agreement shall be governed by the Laws of India for the time being in force and subject to exclusive jurisdiction of Courts at Kolkata.

Quoting of rates

1. The rate quoted should include all designing, typesetting, paper, printing, packing, stocking, labour, transportation, loading, unloading, supply, applicable taxes etc. No other additional payments would be made.
2. The rate quoted will be final. No enhancement of rates will be allowed for any reasons viz. Non-availability of materials, hike in prices, increase in labour charges etc. during the period of the contract.
3. Taxes as applicable should be included in the price, failing which the ICAI shall have no liability to pay these charges, and the liability shall be that of the tenderer.
4. **L1 will be evaluated on the basis of amount quoted against "Price per unit" in the darkened box of Annexure 1, item wise.**

Minimum QUANTITY OF CONTRACT

The quantity mentioned is tentative. The quantity may be increased and/or decreased by 20% by the competent authority, and the Institute reserve itself the right to increase or decrease the quantity to be procured.

Place of Delivery:

Membership Department

The Institute of Cost Accountants of India

12, Sudder Street, Kolkata – 700 016.

Payments

- a. No advance payment will be made. Payment will be made after completion of satisfactory supply and submission of invoice / bill in hard copy.
- b. The payment will be made in electronic mode only within 30 days of submission of bills.
- c. Payment will be made on actual consumption basis.

Submission of Bids

The quotations STRICTLY AS PER PRESCRIBED FORMAT (Annexure 1) have to be submitted in the **LPC Tender Box** kept at the ground floor of the Institute. Address: **Local Purchase Committee**, Institute of Cost Accountants of India, CMA Bhawan, 12, Sudder Street, Kolkata – 700 016 in Sealed Envelope, superscribed "**Tender for Supply of various Stationery Items (Membership)**" (**Bid Reference – LPC / Membership /Stationery/2021**) on or before 3:00pm, 14th December, 2021.

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 (copy to be enclosed)	
7.	PAN of the Proprietor / Firm	

Signature of bidder:

Seal:

Date:



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ANNEXURE 1

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Rate Quote

Sl. No.	Items	Quantity	Price for total quantity (Rs.) (Rate X Quantity)
1	Certificate	4000 + 1000 nos.	
2	Lamination of certificates	5,000 nos.	
3	Letterhead (type1)	5,000 nos.	
4	Letterhead (type2)	5,000 nos.	
5	Envelopes (type2)	5,000 nos.	
6	Members' file	5,000 nos.	
7	Signature card	3,000 nos.	
8	Photo id card	2,000 nos.	

* The rate quoted should include all paper, printing, packing, labour, transportation, loading, stocking, unloading, supply, 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 physically visited and understood the scope of Work. We are not debarred by any other Department of the Institute.

Signature of bidder:

Seal:

Date: