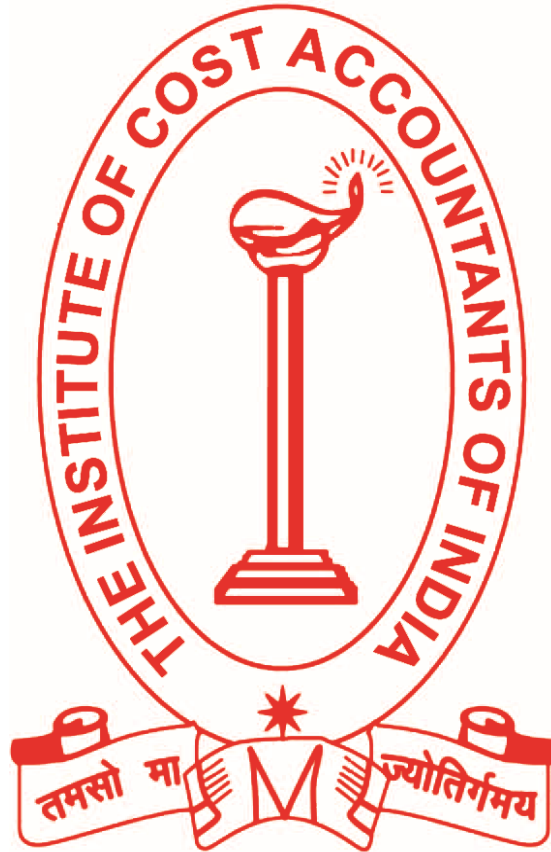


TENDER DOCUMENT

SUPPLY OF CONFERENCE BAGS FOR THE NATIONAL COST CONVENTION 2023

Last Date of Submission : 20th November 2023, upto 11 AM



**THE INSTITUTE OF COST ACCOUNTANTS OF
INDIA**

CMA BHAWAN, 3, INSTITUTIONAL AREA, LODHI ROAD, NEW DELHI-110003

November 10, 2023

Ref.No.: Tender/NCC2023/CB

SUBJECT: TENDER FOR SUPPLY OF CONFERENCE BAGS FOR THE NATIONAL COST CONVENTION - 2023

The Institute of Cost Accountants is organizing its National Cost Convention- 2023 at Delhi during 8-9th November, 2023. In this connection quotations are invited from reputed manufacturers/Suppliers/Traders for supplying 800 (Number of) Conference Bags. Manufacturers/Suppliers/Traders based in Delhi / NCR region and having prior experience of supplying for national level conferences and/or seminars in large quantities may apply. The place of Delivery for the bags shall be at the Delhi.

In case you are interested you may send your quote for the supplying the desired quantities of the item (as per specifications) for the event in a sealed envelope mentioning “**Quotation for NCC 2023 – Conference Bags**” to be dropped in the tender box on **the ground floor of the CMA Bhawan, 3, Institutional Area, Lodhi Road, New Delhi – 110003** or to be sent by post to **The Convenor – Tender Committee, CMA Bhawan, 3 Institutional Area, Lodi Road, New Delhi -110 003** so as to reach us latest by **1100 hours on 20th November, 2023**.

The specification of the bag is as follows:

Item Specifications	Qty	Colour	Size	Fabric
1. Executive Conference Bag of size 16*12 inches approx 2. Material: Good quality Leatherite (1 mm) 3. Pockets: 4 with 1 laptop sleeve 4. Chains and lining of superior quality (as per sample) 5. Printing of the Organization/ Sponsor details on the bag	800 The final order quantity might vary by plus/minus 20%	Dark Brown	16*12 (in inches) approx	Leatherite

- **The images of the sample bag are appearing in Annexure C for reference purpose.**
- **It is mandatory for the interested vendors to visit the Institute’s Office and refer to the sample available with Ms. Isha Jain at location of New Delhi Office during the office hours on working days (Mon-Fri) except on Government Holidays. Please inform prior to visiting the office premises by calling at 011-24666181/ 9868769888.**
- **It is mandatory for the bidders to submit a sample bag along with the bid, without which the bid will be outrightly rejected.**
- **Any sample of bag varying from the original sample displayed by means of quality or design shall be outrightly rejected.**
- **The tenders have to be submitted within the date & time mentioned in the Tender**

Notice and The Institute shall not be held liable for any postal or any other delays.

- The tenders will be opened at the appointed date and time. The tenderer, if they wish, may be present during the opening of the tender on the appointed date and time.

Convener
Tender Committee

GENERAL TERMS AND CONDITIONS

1. The Institute of Cost Accountants of India does not bind itself to accept the lowest tender and reserves the right to reject or partially accept any or all of the tenders received, without assigning any reason.
2. Tenders, who do not fulfill all or any of these conditions or are incomplete in any respect are liable to summary rejection without assigning any reason.
3. Tenders incorporating additional conditions are liable to be rejected.
4. Canvassing in any form in connection with tenders is strictly prohibited and the tenders submitted by the Agency who resort to such canvassing are liable to rejection on this ground alone.
5. Purchase order will be communicated to you by email.
6. Taxes shall be paid as applicable and quoted by the vendor.
7. The delivery charges (if any) should be included in the price quoted. No extra charges would be payable for delivery. ***Delivery of the conference bags have to be made at Delhi.***
8. Conditional / Incomplete bids would be rejected.
9. The items are to be delivered within 10 days of placing the Purchase order otherwise the firm shall be liable to a penalty of 1% of the total order value per day.
10. The quotations should be duly signed by the tenderer.
11. Payment will be made within 30 days against the invoice subject to satisfactory performance/successful delivery of products.
12. **All the interested manufacturers/traders to submit their quotations (Two bids Quote Technical and Financial bids separately in the envelope) along with the sample of the bags at CMA Bhawan, 3 Institutional Area, Lodi Road, New Delhi .**
13. **It may be noted that the bid has to mandatorily be accompanied by a sample bag, without which the bid shall stand rejected.**
14. **The bidder should have an experience of supplying conference bags in similar workshops/ seminars/ programmes/ conferences preferably for Govt. Departments/Ministries/PSUs/Autonomous bodies etc. As an essential clause of the technical bid of the tender, the bidder has to submit documentary proof of**

supplying a minimum quantity of 100 bags per event for 3 such workshops/ seminars/ programmes/ conferences in the last 5 years.

15. The delivery/ transportation/cartage charges should be included in the price quoted. No extra charges would be payable for delivery of bags at Delhi.
16. If any bag or bags found to be different from the approved sample or of poor quality/substandard or damaged the same shall be immediately replaced by the supplier at no additional cost.
17. For any clarification regarding Item specification, please call at 011-24666181/ 9868769888 during the validity time for receipt of quotations.

The quotation should be in the following format:

Annexure A

Part A: Technical Bid (Details of the Company):

S.No.	Details Requested	Provide Details
1.	Name of the Company/ Vendor	
2.	Year of Incorporation/ Establishment	
3.	PAN No	
4.	TAN/ TIN No	
5.	GST No.	
6.	Complete Address (with Phone, Mobile, Email)	
7.	Turnover of last three consecutive years (attach proof)	
8.	Whether supplied conference bags (minimum quantity 100 in numbers) to Govt. Departments/Ministries/PSU/Autonomous bodies etc during last five years ending Mar, 2023. (attach proof)	
9.	RTGS Bank Account Details	

Part B: Financial Bid

Item Specifications	Qty	Unit Price (Rs)	Taxes (Rs.)	Total (Rs.)
Executive Conference Bag (as per specifications in the tender document)	For order quantity 800 The final order quantity might vary by plus/minus 20%			
Printing of Organization Details and / or sponsor details on the bag				
Grand Total (Rs.)				

- **THE BID HAS TO MANDATORILY BE ACCOMPANIED BY A SAMPLE BAG, WITHOUT WHICH THE BID SHALL STAND REJECTED.**

Convenor (Tender Committee)

Declaration:-

I, hereby certify that "I am not debarred by Department of Commerce or any Ministry/Department concerned."

Date:

Name and Signature of Bidder / printer with Corporate Seal

Annexure C

