



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA
(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)
CMA BHAWAN, 12, SUDDER STREET, KOLKATA – 700 016.

Ref. No. : LPC/DFM/2018

November 16, 2018

TENDER NOTICE

Sub. : Supply, installation and commissioning of Digital Franking Machine.

Reputed and authorized Dealers/Suppliers of Digital Franking Machines are invited to offer their quotations as per the following details.

1. No. of Machine	:	1 Nos.		
2. Place of Delivery & Installation	:	Institute of Cost Accountants of India, CMA Bhawan, 12, Sudder Street, Kolkata – 700 016		
3. Terms of Payment	:	a) No Advance payment will be given. Payment will be released on completion of Supply, Installation and satisfactory commissioning of the Machines. b) All Payments will be given to the Bank A/c. through Electronic Mode. c) Installation Cost over Standard Installation will be paid on Actual Basis.		
4. Scope of Work	:	Supply on buy back basis, installation & commissioning of machine. Existing model – DM 40i		
5. Specifications of item for procurement	:	Spec.s/Features	Minimum requirements	Spec.s/Features
		Minimum requirements	Spec.s/Features	Minimum requirements
		Speed : 45 to 55 Letters/Min		Low Ink warning : Yes
		Print Value : 0.00 to 9999.99		Electronics password : Yes 6 to 8 digit
		Weighing : Integrated (up to 5 Kg.)		Self-Locking : Yes
		Max Article thickness : 9.25 mm`		User Account : 50
		Postage, Slogan and tariff download : Through Intellilink		Date & Time for inbound mails : Yes
		Date & Time Setting : Yes		Test Message Entry : Yes
		Automatic Low fund Warning : Yes		Power Supply : 230 V to 350 V
		Warranty : 1 year		

Intending Tenderers are requested to meet Shri Kaushikmoy Mukherjee, ICAI, 12, Sudder Street, Kolkata – 700 016 during any office hours 9.30am to 6.00pm on any Monday – Friday except National Holidays for any query and site visit.

Prices are to be offered within Sealed Envelope in Business letter head, signed, superscribed with **“Tender for Supply of DFM on buy back basis”** and is to be submitted/post strictly as per the following format on or before 4.00 p.m. of November 20, 2018 to Ms. Sucharita Chakroborty/Moumita Das.

Item	Qty.	Rate per machine (Rs.)		
		[With all Taxes, Delivery & Installation(Std.)]		
		Make/Model - no.1	Make/Model - no. 2	Make/Model - no. 3
	1
Less Buy Back Amount			
Total			

The Institute deserves the right – (i) To cancel any or all the offers without assigning any reason thereof, (ii) Process all the offers as per its own procedure and (iii) Contact only selected agency on completion of processing of offers.

**CONVENER
LOCAL PURCHASE COMMITTEE**