



**THE INSTITUTE OF COST ACCOUNTANTS OF INDIA**  
**(Statutory body under an Act of Parliament)**  
**EASTERN INDIA REGIONAL COUNCIL**  
**CMA BHAWAN, 84 HARISH MUKHERJEE ROAD, KOLKATA-700025**  
**LOCAL PURCHASE COMMITTEE**

**TENDER NOTICE**

**Ref : - EIRC-LPC-HP Printer/**

**Date: 10.06.2024**

**Subject: Tender Notice for Procurement of 1 HP make Laser Jet Tank MFP. Model- 2606DN**

**Date of Invitation: 10.06.2024**

**Date of Closure: 02.07.2024 at 2pm,**

The Institute of Cost Accountants of India, Eastern India Regional Council, invites quotations from reputed dealers with proven track records, for **Procurement of 1 HP make Laser Jet Tank MFP. Model- 2606DN**. Dealers fulfilling the eligibility conditions can submit their quotation in sealed envelope at the institute's tender box in the below-mentioned address.

**The Convener – Local Purchase Committee.  
The Institute of Cost Accountants of India  
Eastern India Regional Council  
84 Harish Mukherjee Road, CMA Bhawan  
Kolkata 700025**

**Last date of submission of the quotation is 02.07.2024 till 2.00 PM.**

**Date of opening of the tender – 02.07.2024 at 4.00 pm**

**(In the presence of tenderers or their authorized representatives if any)**

**Eligibility Criteria**

1. The tenderer should be a Company registered in India./Partnership firm/ Proprietorship firms
2. The tenderer should have a good reputation in the market.
3. The tenderer should have an appropriate support relationship with OEM Channel/Service partner etc. and must submit authorized dealer certificates and documents.

**Delivery & Installation of the HP Laser Jet Tank MFP . Model- 2606DN and peripherals at**

The Institute Of Cost Accountants Of India  
Eastern India Regional Council  
84, Harish Mukherjee Road  
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**Instruction to the tenderers**

1. The tender shall be submitted in sealed envelope super-subscribed with “**Quotation for Procurement of HP make Laser Jet Tank MFP. Model- 2606DN** ”
2. All the quotations have to be submitted within the date & time 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 liable to be summarily rejected without giving any reason.
3. The quotations are to be submitted as per details given in the enclosed Annexure-III 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 5 years.
2. The tenderer must submit the latest document as proof of Authorized OEM Partner/ Authorised dealer
3. The tenderer shall not sub-contract the mentioned work to any organization, person, firm or its franchisee without the prior approval of the Institute.
4. The price quoted by the Tenderer be Firm & should remain valid for a period of three months from the date of submission of the 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. Upon being selected as the successful tenderer and being awarded the Order, the tenderer is expected to deliver all the items within 2 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.
8. 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.
9. 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.
10. 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 the provisions of the Arbitration and Reconciliation Act, 1996 or any statutory modifications on re-enactment thereof as in force. The place of such arbitration proceedings shall be at Kolkata.



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## **Payment Terms**

**100% Payment will be made after successful delivery within 2 weeks and satisfactory installation subject to submission of invoice.**

### **Statutory Requirements**

1. PAN, GST along with the copy of registration.
2. Bank Account number with IFSC code, Bank name and Branch
3. Proof of document that the tenderer is an authorized HP dealer.
4. Duly filled & signed Annexure I,II & III.

**Chairman –LPC**



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**ANNEXURE-I**

**BIDDER DETAILS**

NAME OF THE ORGANISATION	
ADDRESS	
CONTACT DETAILS TELEPHONE NO: E-MAIL ID:	
PROPRIETORSHIP /PARTNERSHIP FARM/COMPANY REGISTERED IN INDIA UNDER REGISTRAR OF COMPANIES	
PAN NUMBER (COMPANY / PROPRIETOR/PARTNERSHIP) enclose copy of PAN of Proprietor/Partnership firm /Company	
GST REGISTRATION NUMBER Enclose copy	
TRADE LICENCE NO. (attach copy)	
Proof of document that the tenderer is an authorized HP dealer. (Copy Attached)	

**Declaration:** We/our company, are hereby submitting all necessary documents required for the Tender.

**Date:**

**Signature of bidder:**

**Place:**

**Seal:**



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**TECHNICAL**  
**SPECIFICATION**

**ANNEXURE-II**

**HP make Laser Jet Printer (Print, Scan Copy) Model-2606DN**

01.	<p><b><u>HP Make</u> Laser Jet Printer (Print ,Scan Copy) Model-2606DN</b></p> <p>Print ,Scan, Copy &amp; automatic duplex printing Print Speed – Up to 22ppm/14ipm (black) Duty Cycle :- up to 25,000 pages (A4) RMPV :- 250 TO 2500 PAGES Hi-Speed USB (Compatible with USB 2.0 specification ) HP Smart app :- Apple AirPrint “Mopria” certified Input Capacity :- 250sheets Onsite warranty .</p>	
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**Declaration:** We/our company together with this Bid has submitted all necessary document required for the Tender.

**Date:**

**Signature of bidder:**

**Place:**

**Seal:**



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

**FINANCIAL BID FOR HP MAKE SCANNER CUM PHOTO COPIER PRINTER MACHINE**

<b>Sl. No</b>	<b>Item</b>	<b>Quantity (No)</b>	<b>Unit Price (INR)</b>	<b>Taxes (INR)</b>	<b>Total Price (INR)</b>
01.	<b>HP make Laser Jet Printer (Print,Scan Copy) Model-2606DN</b> (Specifications as mentioned in technical specifications) Including Delivery, Installation at ICMAI-EIRC.	1			
<b>GRAND TOTAL</b>					

**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:**

*Kindly note that Institute reserves the right to accept the financial bid for all the items or individually lowest price for any item. The Institute reserves the right to accept either in full or in part of any tender.*