



**TENDER NOTICE**

Ref.No.- LPC/04/2019

Date: 11/02/2019

**Sub. : Supply of A4 size Paper with Stickers punch as par Institute sample.**

Quotations are invited from reputed and reliable vendors, having their own infrastructure, for supply of A4 size sticker pages and punch as par Institute sample for registering attendance of the examinees.

Details of the job are as follows –

1. **Scope of Work** :
2. Supply Stickers on A-4 Size of Paper punch as par Institute sample, where details of five examinees will be printed and thereafter they will sign on it. **Quantity**: 32,000 (Thirty two thousand) nos.
3. **Specification of Sticker & Paper** :
  - Novajet levels sticker page with Mat Finish.
  - 110 GSM Silicon Sheet with 80 GSM Paper.
  - Sticker Punch as per Sample.

Intending Tenders are **requested to verify the sample of the job before offering their Tender** by contacting Shri K. Pattanayak, Dy. Director, IT - Examination on any Working Day (Monday – Friday) during Office Hours except Holiday(s) .

Quotation strictly as per the following format and along with sample of sticker and paper, signed by the tenderer, is to be submitted in a sealed envelope, superscribed with “Tender for Exam Attendance Sheet” , to Ms.Moumita Das/Shri Bhavesh Kumar Sinha of The Institute of Cost Accountants of India at 12, Sudder Street, Kolkata – 700016 **on or before 5.00 p.m. of 18<sup>th</sup> February, 2019 .**

<b>Item</b>	<b><u>Quantity</u></b>	<b><u>Rate/1000 nos.</u></b> <b>(Inclusive of all Taxes &amp; Delivery)</b>
Examination – Attendance Sticker	32,000 nos.	Rs. (Rupees.....only)

The Institute is not bound to accept the Highest Tender and reserves the right to cancel any or all the Tenders without assigning any reason thereof.

Term & Condition:

- 100% payment after successful delivery.
- The price quoted by the Tenderer should remain valid for a period of three months from the date of submission of tender.
- The Tenderer should also enclose GST no.(If exempted separate declaration must be attached)
- Work order will be placed in the FY 2019-2020.

(.....)

The Convener/Chairman (Local Purchase Committee- Rule 155 of GFR)  
(Value from Rs. 25000 Up to Rs 2.5 Lakh)