



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(Statutory body under an Act of Parliament)

12, SUDDER STREET, KOLKATA- 700 016

TELEPHONES: +91 033 4036 4756

Website: www.icmai.in

Local Purchase Committee

Ref. LPC/Examination/Stationery/2025

13.02.2025

Tender for Envelope etc.

Reputed vendors are invited to offer their rate for supply of Stationery as per the following details: -

Detailed Specifications:

SL. NO	Specifications	QTY.
1	3" White Tape	60 Pcs
2	3" Brown Tape	60 Pcs
3	2" Brown Tape	100 Pcs
4	1" White Tape	100 Pcs
5	4" Rubber Band	15 Kg
6	Luxar Sign Pen(Black)	100 Pcs
7	Luxar Permanent Marker	5 Box
8	4 Folder File	30 Pcs
9	Cobra File	30 Pcs
10	Jute Twin	50 Kg
11	Paper Cup (80ml)	2000 Pcs
12	White Pad (50 Pages)	30 Pads
13	Pioneer Long Exercise Book	6 Pcs
14	Duster	18 Pcs
15	Fevi Stick	12 Pcs
16	Binder Clip	36 Pcs
17	Blue Pen	36 Pcs
18	Red Pen	36 Pcs
19	Black Pen	36 Pcs



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20	Green Pen	36 Pcs
21	Black Jell Pen	36 Pcs
22	Small Punch Machine	36 Pcs
23	Black Hit (small)	3 Pcs
24	Wood Pencil	3 Boxes
25	Eraser	1 Box
26	Scissors (medium)	12 Pcs
27	5' X 4' Plastic Bag	30 Pcs

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

Scope of work:

Stationery are to be supplied as per sample.

Delivery:

Delivery of the Stationery are to be started within 07 (seven) working days and to be completed within 15 days from the date of handing over the order.

Place of Delivery:

The Institute of Cost Accountants of India
CMA Bhawan, 12, Sudder Street, Kolkata – 700 016

Intending bidders are requested to contact **Shri Ashim Kumar Dey, Examination Department**, on any Working Days (Monday – Friday) during office hours for any clarification and sample verification before offering their quotation.

Terms and conditions:

- The rates to be offered should include all Material, print, supply and delivery, tax, etc. No other additional payments would be made.
- Bidders shall bear all costs associated with the preparation and submission of its bid.
- The price quoted by the bidder should remain valid for 90 days.
- Period of contract – One (1) time contract.
- If a firm quotes NIL charges/consideration/abnormal charges, the bid shall be treated as unresponsive and will not be considered.
- Canvassing in any form in connection with the contract is strictly prohibited.
- **L1 will be evaluated on the basis of amount quoted against "Grand Total" in the darkened box of Annexure 1.**
- Institute reserves the right to extend the last date for receipt of bids at its own discretion.
- 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.



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- The Bidder shall not sub-contract the mentioned work to any organization, person, firm or its franchise without the prior approval of the Institute
- 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.
- Institute reserves the right to repudiate the contract and entrust the work to any other third party in the event of breach of terms and conditions of this agreement or in the event of unsatisfactory performance observed by the Institute.
- Institute may ask clarifications if any during the evaluation and the bidders are expected to respond.
- Lack of response from them will enable the Institute arrive at its own decision about such bids.
- The work executed by the vendor should be to the satisfaction of the concerned officer where work was executed. If the same is not found satisfactory, the firm will have to do the job again at its own cost. The decision of the concerned officer and of the Institute in this regard will be final and unassailable and binding on the vendor.
- Upon being selected as the successful bidder and being awarded the order, the bidder is expected to reply to all queries/ complaints that may be raised by the Institute from time to time.
- **A copy of Trade License / Certificate of Incorporation along with GST registration copy is to be compulsorily submitted along with Annexure 1.**
- The order will be placed for the best interest of the Institute.

Payments

- 1 No advance payment will be made. Payment will be made after completion of satisfactory supply and submission of invoice / bill in hard copy.
- 2 The payment will be made in electronic mode only within 30 days of submission of bills.
- 3 Bank Details [(1) Name of the A/c., (2) A/c. No., (3) Type of A/c., (4) Name of the Bank, (5) Branch Name with Address and (6) IFSC Code] should be provided in the Quotation.

Submission of Bids:

The quotations have to be submitted in the **LPC Tender Box** kept at the ground floor of the Institute. Address: **Local Purchase Committee**, CMA Bhawan, 12, Sudder Street, Kolkata – 700 016 in Sealed Envelope, superscribed **“Tender for LPC/Examination/Stationery/2025” (Bid Reference – LPC/Examination/Stationery/2025)** on or before 6th March, 2025, 3.00 P.M.

Convener
Local Purchase Committee



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Format of bid

Annexure -1

Sl. No.	Details Requested	Provide Details
1.	Name of the Company/ Vendor	
2.	Contact person & Mobile number	
3.	Full address of the office With Email Address	
4.	RTGS Bank Account Details	
5.	Certificate of Incorporation / Trade License no. (copy to enclose)	
6.	Details of GSTN (copy to enclose)	
7.	PAN of proprietor	

JOB DESCRIPTION	Quantity	RATE QUOTED# (in Rs)	
		Per Unit	Total Amount
3" White Tape	60 Pcs		
3" Brown Tape	60 Pcs		
2" Brown Tape	100 Pcs		
1" White Tape	100 Pcs		
4" Rubber Band	15 Kg		
Luxar Sign Pen(Black)	100 Pcs		
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5' X 4' Plastic Bag	30 Pcs		
Grand Total			

Rates will be inclusive of all.

Declaration: We /our Company have seen the sample copy and understood the job involved. We agree to all the terms and conditions as indicated in this EOI/Tender Notice.

Signature of bidder:

Date:

Seal:

Place: