

Tender Notice

CPU/DLI/ADMIN/2019/6R(ii)

Date: 8th May, 2019

Date of Invitation: 8th May, 2019

Date of Closure: 15:00 hours on 20th May, 2019

The Institute of Cost Accountants of India is a statutory body set up under an Act of Parliament. The Institute imparts education and conducts qualifying examination for Cost and Management Accountants and regulates & develops the Cost Accounting Profession.

The institute invites sealed quotations for procurement of 4 Filing cabinets from reputed manufacturers and suppliers of Delhi NCR.

Technical specification of the filing cabinet is as follows:

SPECIFICATION	
Sheet Thickness Of Side, Back Top And Bottom	0.5 mm Minimum
Sheet Thickness Of Filing Drawer	0.5 mm Minimum
Clutch Compressor Strip Or Cradle Strip	made of steel sheet of 1 mm thickness(min)
Check	Positive stop to prevent inadvertent movement and rebound
Drawer Suspension	Ball bearing roller
Finish	powder coated
Height	1325 mm
Depth	620 mm
Width	460 mm
Number Of Drawer	4 Nos

Date:

Name and Signature of Bidder / printer with Corporate Seal

General Instructions

- Purchase order will be communicated to you by email/Post.
- Delivery of the filing cabinet should not exceed 20 days from date of placing the Purchase order.
- A penalty of 1 % per day would be imposed per day of delay in delivery from the date given for delivery of items.
- No delivery charges will be paid extra.
- Taxes shall be paid as applicable and quoted by the vendor.
- Quantity given above may vary at the time of placing the Purchase order.
- Payment will be made within 30 days against the invoice along with duly receipted delivery challans and after receipt of all the items as per specifications and in good condition.
- The quotation and Price must be valid for 90 days from the last date of quotations.
- For any query/clarification, please contact HOD-Admin at 011-24666130 during the validity time for receipt of quotations.
- The committee reserves the right to reject any/ all quotations without assigning any reason there for.
- Sealed envelope mentioning “**Quotation for filing Cabinets**” to be dropped in the Tender box at 3rd Floor, CMA Bhawan, 3, Institutional Area, Lodhi Road, New Delhi – 110003.
- The Last date of the submission of quotation is **15:00 hours on May 20, 2019**

Date:

Name and Signature of Bidder / printer with Corporate Seal

The quotation should be in the following format:

Part A: Details of the Company:

S.No.	Details Requested	Provide Details
1.	Name of the Company/ Vendor	
2.	Year of Incorporation/ Establishment	
3.	Complete Address (with Phone, Mobile, Email)	
4.	Name of the Contact person with mobile phone & Email	
5.	PAN No (attach proof)	
6.	GST Registration No (attach proof)	
7.	Turnover of last three consecutive years	
8.	At least 3 Similar Work done for Govt./ PSU / University / Institute/any reputed organization. (give details)	
9.	Empanelment with Certified Govt. Agency / Press, if any. (attach proof)	
10.	RTGS Bank Account Details	

* Please fill all the columns

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

Part B: Format of Financial Bid for filing cabinets

S.No	Filing Cabinets	Rate	Taxes	Total Amount
1.	Supply of 4 Nos. of filing cabinet with - <ul style="list-style-type: none">• Sheet Thickness of Side, Back Top And Bottom-0.5 mm Minimum,• Sheet Thickness of Filing Drawer - 0.5 mm Minimum,• Clutch Compressor Strip or Cradle Strip- made of steel sheet of 1 mm thickness(min),• Positive stop to prevent inadvertent movement and rebound,• Drawer Suspension- Ball bearing roller,• Finish- powder coated,• Height-1325 mm,• Depth-620 mm,• Width-460 mm• Drawers-4 Nos.			
	Total			

Date:

Name and Signature of Bidder / printer with Corporate Seal

Central Purchase Unit