



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(Statutory body under an Act of Parliament)

12, SUDDER STREET, KOLKATA- 700 016

TELEPHONES: +91033 2252 1031 / 1034 / 1035, 22521492 / 1602 FAX+9133- 2252 1026

Website: www.icmai.in

Local Purchase Committee

Ref. LPC/Membership/Stationery- Certificate, Letter Head/2024

20.06.2024

TENDER NOTICE FOR STATIONERIES - CERTIFICATE, LETTER HEAD

Reputed vendors are invited to offer their rate for supply of various types of stationery items as per the following details: -

Detailed Specifications:

<i>Sl. No</i>	<i>Type of Stationery</i>	<i>Description</i>		<i>Quantity(nos)</i>
1	CERTIFICATE	Pages:	A4 size, 130 GSM glossy art paper	4,000 for Type I
		Print:	4 colour, both side print	
		Types:	Two types as per design provided by Institute	1,000 for Type II
2	LETTER HEAD	Type - 1	100 GSM Executive Bond paper Bi-colour Print	5,000 nos. of each variant
		Type - 2	80 GSM Maplitho paper Single colour (black) print	

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

Scope of work:

Stationery items are to be printed and supplied as per sample.

Delivery:

Delivery of the stationery items 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:

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

For any queries and sample verification, the intending bidders may meet Shri Amal Chakroborty, / Shri Kaushik Brata Dutta, Membership Department, at CMA Bhawan, 12, Sudder Street, Kolkata–700016 during office hours (10.30am to 4.30pm) on Monday–Friday except Holidays.

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.



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- 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.
- 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 is to be compulsorily submitted along with Annexure 1.**
- The order will be placed for the best interest of the Institute.

Payments

- a. No advance payment will be made. Payment will be made after completion of satisfactory supply and submission of invoice / bill in hard copy.
- b. The payment will be made in electronic mode only within 30 days of submission of bills.
- c. 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.



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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**, ICAI, CMA Bhawan, 12, Sudder Street, Kolkata – 700 016 in Sealed Envelope, super scribed **“Tender for LPC/Membership/Stationery - Certificate, Letter Head/2024” (Bid Reference – LPC/Membership/Stationery - Certificate, Letter Head/2024)** on or before 3.00 p.m. of 11th July, 2024.

Convener
Local Purchase Committee



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Annexure 1

Format of bid

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 be enclosed)	
6.	PAN of proprietor	

JOB DESCRIPTION	Quantity (A)	RATE QUOTED# (in Rs)	
		Rate (Rs.) Per Unit (B)	Total Amount (Rs.) [C= A X B]
CERTIFICATE [TYPE 1] [As per sample]	4,000 Pcs		
CERTIFICATE [TYPE 2] [As per sample]	1,000 Pcs		
LETTER HEAD BI COLOUR [As per sample]	5,000 Pcs		
LETTER HEAD SINGLE (BLACK) COLOUR [As per sample]	5,000 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. We are not debarred by any dept.

Signature of bidder:

Date:

Seal:

Place: