



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA NORTHERN INDIA REGIONAL COUNCIL

(Setup under an Act of Parliament)

CMA Bhawan, 3, Institutional Area,
Lodhi Road, New Delhi-110003.

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TENDER NOTICE

No. / NIRC - 568

Date: 21.01.2025

Date of Invitation: 21st Jan. 2025

Last Date of Submission: 31st Jan. 2025

Subject: Tender for Procurement of Mementoes for Chief Guests, Guest of Honor, Honorable Guests and Speaker for Symposium "Adoption to Changing Landscape - My Viksit Bharat - 2047"

The Northern India Regional Council of the Institute of Cost Accountants of India is organizing Symposium on "Adoption to Changing Landscape- My Viksit Bharat- 2047" at Vigyan Bhawan, New Delhi on 28th February and 1st March 2025. In this connection quotations are invited from reputed manufacturers/ Suppliers / Traders for supplying Mementoes. Manufacturers/ Traders based in Delhi NCR, region having prior experience of supplying mementos for national level conference/seminars/ events need apply.

In case you are interested you may send your quote duly signed in a single sealed envelope super-subscribing with "**Quotation for Symposium- My Viksit Bharat- 2047 Mementos for Guests/Speakers**" and addressed to **The Northern India Regional Council of The Institute of Cost Accountants of India**, CMA Bhawan, 3, Institutional Area, Lodhi Road, New Delhi-110003. The tender shall be dropped at NIRC of ICAI positively on or before 31.01.2025.

The single sealed envelope must contain:

1. Technical bid in a sealed cover 'A' mentioning - Mementos (Symposium)
2. Financial bid in a sealed cover 'B' mentioning - Mementos (Symposium)

The rates of the samples to be serially mentioned in the Financial Bid clearly mentioning the rate of samples as per mementoes.

S.No.	Specifications of Mementoes	Size	Quantity
1	<u>Symposium Memento 1st</u> Brass artefact branch tree mounted on wooden base and chemical etching nameplate with custom matter and enamel lacquered with premium velvet box packaging.	Hight: 13 Inches	4-8
2	<u>Symposium Memento 2nd</u>	Size of wooden app. 10.8"x10.8" inner size area-7"x7" with digital multicolor printing	8-12
3	<u>Symposium Memento 3rd</u> 10 Round metal plate in inner circle app. 7" Diameter with digital printing	Wooden size app. L 12.5" x W 12.5" Inner circle size app. L 7.5" x W 7.5"	8-12

Behind Every Successful Business Decision, There is always a CMA

Head Office : CMA Bhawan, 12, Sudder Street, Kolkata-700016 Phones.: +91-33-22521031/34/35

Fax: +91-33-22527993/1026, Website: www.icmai.in

The quantity specified is tentative and may increase/decrease in the final order. The tender along with samples have to be submitted within the date & time mentioned in the Tender Notice and the NIRC of ICAI shall not be held liable for any postal or any other delays. Tenders received after the stipulated date & time & without sample will be liable to be summarily rejected without giving any reason.

GENERAL TERMS AND CONDITIONS

1. The NIRC of ICAI does not bind itself to accept the lowest tender and reserves the right to reject or partially accept any or all of the tenders received, without assigning any reason.
2. The delivery of the order has to be made at New Delhi. The delivery & packing charges should be included in the price quoted. No extra charges would be payable for delivery & packaging.
3. The sample of the mementoes may be seen at the following office address: NIRC of ICAI, CMA Bhawan, 3, Institutional Area, Lodhi Road, New Delhi – 110003.
4. Tender, who do not fulfill all or any of these conditions are liable to summary rejection without assigning any reason.
5. Tender incomplete in any respect, are liable to summary rejection without assigning any reason.
6. Tenders incorporating additional conditions are liable to be rejected.
7. Canvassing in any form in connection with tenders is strictly prohibited and the tenders submitted by the Agency who resort to such canvassing are liable to rejection on this ground alone.
8. Purchase order will be communicated to you by email.
9. Taxes shall be paid as applicable and quoted by the vendor.
10. The items are to be delivered within 5 days of placing the Purchase order otherwise the Firm shall be liable to a penalty as may be decided by the competent authority of the NIRC of ICAI.
11. If any item(s) are found to be different from the approved sample or of poor quality / substandard the payment will be released after deducting a penalty as may be decided by the competent authority of the NIRC of ICAI.
12. The quantity specified is tentative and may increase/decrease in the final order.
13. If any item is found to be different from the approved sample or of poor quality/substandard the same shall be immediately replaced by the supplier at no additional cost.
14. For any clarification regarding item specification, please contact the coordinator, Ravi Shankar at 8800383496 during the validity time for receipt of quotations.

Date:

Name and Signature of Bidder with Seal

TECHNICAL BID

Part A: Details of the Company:

S. No.	Details Requested	Provide Details
1	Name of the Company/ Vendor	
2	Year of Incorporation/ Establishment	
3	PAN No	
4	TAN/ TIN No	
5	GST No.	
6	Contact No. & email id	
7	Complete Address	
8	Turnover of last three consecutive years (attach proof)	
9	Whether supplied mementos to Govt. Departments/Ministries/PSU/Autonomous bodies during last three years ending.	
10	RTGS Bank Account Details	

Declaration:

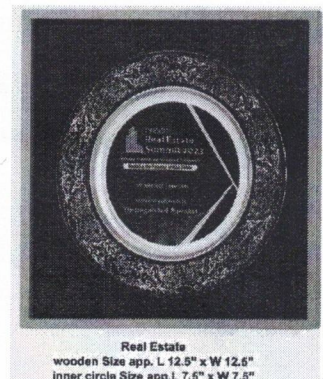
I hereby certify that I am not debarred by the Department of Commerce or Ministry/Department concerned.

Date:

Name and Signature of Bidder with Seal

Part B: Financial Bid

S.No.	Specifications of Mementoes		Qty.	Unit Price	Taxes	Total (Rs.)
1	Symposium Memento 1st Brass artefact branch tree mounted on wooden base and chemical etching nameplate with custom matter and enamel lacquered with premium velvet box packaging.	Hight: 13 Inches	4-8			
2	Symposium Memento 2nd	As per sample photo	8-12			
3	Symposium Memento 3rd 10 Round metal plate in inner circle app. 7" Diameter with digital printing	As per sample photo	8-12			

Sample Photo:Memento 1stMemento 2ndMemento 3rd

Date:

Name and Signature of Bidder with Corporate Seal