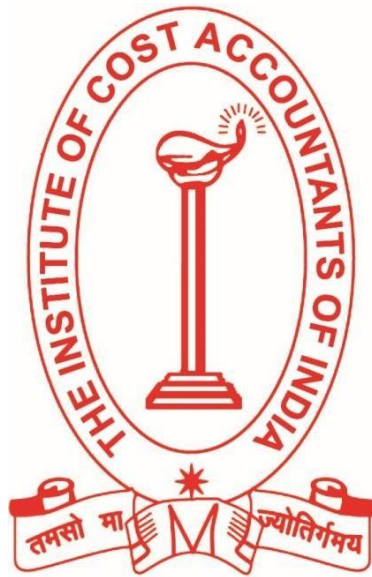


# **TENDER DOCUMENT**

## **Procurement of Souvenir Items for PR activities**

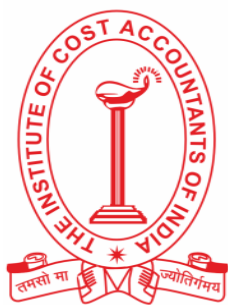
**Last Date of Submission of Bid:** December 15, 2025 up to 11:30 AM



## **The Institute of Cost Accountants of India**

*(Statutory Body under an Act of Parliament)*

3, Institutional Area, Lodhi Road, New Delhi - 110003



# ICMAI

## THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

### भारतीय लागत लेखाकार संस्थान

Statutory Body under an Act of Parliament  
(Under the jurisdiction of Ministry of Corporate Affairs)



Ref. ICMAI/PR Items/LTE/2025-26

December 03, 2025

### TENDER NOTICE

The Institute of Cost Accountants of India invites quotations from resourceful suppliers to offer their rates for supply of Souvenir items for Institute's PR Activities.

In case you are interested, please submit the technical Bid (Annexure A) duly filled in and signed & stamped on all the pages and kept in a separate sealed envelope marked "A" super scribing as "Technical Bid for Procurement of Souvenir Items for PR activities". Name and Address of the bidder has to be mentioned on the envelope.

The Financial Bid (Annexure B) duly filled and signed should be sealed in a separate envelope marked "B" super scribing as "Financial Bid for Procurement of Souvenir Items for PR activities". Name and Address of the bidder has to be mentioned on the envelope.

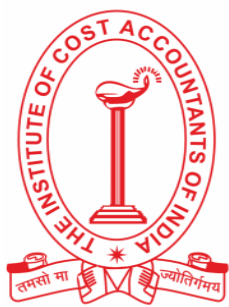
i) The Envelope "B" should contain **the financial bid only**.

ii) The sealed envelopes marked as A and B to be put in a Master Envelope super scribed as "Procurement of Souvenir Items for PR activities". The bidder must mention his name address, telephone no. and email id on the main cover.

The bidder can submit the bid by hand or send courier at The Institute of Cost Accountants of India, CMA Bhawan, 3, Institutional Area Lodhi Road, New Delhi – 110003

The details of Souvenir items and quantity are as below:

Sl. No	Item	Quantity
1	Jute Bag	500
2	Paper Bag	500
3	Metal Key Chain	500
4	Mouse Pad	500
5	Mug (with two side Institute Branding)	500
6	Pen ( Metal - Black Golden color)	500
7	Women's Wallet	200
8	Men's Wallet	300
9	Tea Coaster	500
10	Visiting Card Holders	250
11	TIE (Navy Blue/Maroon Color)	250
12	Pen Stand	300
13	Notebook	400
14	T-Shirt	300
15	Vasket	200



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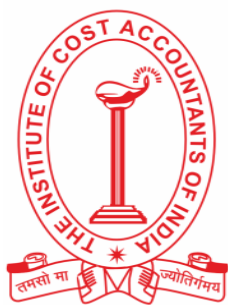


#### General Terms and Conditions

1. Design matters / logo for the item to be provided by the Institute
2. During the FY 2025-26, considering total quantity, requirement of PR Items, may be placed in discrete manner with the same rate, terms and conditions.
3. **Interested bidders may check the sample available at the concerned department of the Institute at CMA Bhawan, C-42, Sector 62, Noida - 201309 Noida offices.**
4. Interested bidder should submit the bids only after checking the sample and understanding the requirement, no compromise will be done with respect to quality of items, and prices quoted in financial bid will be final.
5. The rate quoted by the bidder shall be firm and fixed for the period of the contract during the FY 2025-2026.
6. 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.
7. Although the details presented in this Tender Document consisting of conditions of contract, scope of work and technical specifications have been compiled with all reasonable care, it is the bidder's responsibility to ensure that the information provided is adequate and clearly understood.
8. Time adherence to schedules as notified by the Institute in printing/binding and strict quality control will be the essence of the transaction. Delivery should be within 10 days from acceptance of order.
8. The Institute reserves the right, to divide the Job at any point of time, and award any particular segment(s) of it to anyone.
9. If a firm quotes NIL charges /consideration /abnormal charges, the bid shall be treated as unresponsive and will not be considered.
10. Canvassing in any form in connection with the contract is strictly prohibited, but if a bidder wants to see a sample of the item, it may contact at CMA Bhawan, Noida, Shri Rahul Arya, Joint Director (PR) during working days (11a.m. to 4 p.m.).
11. Institute reserves the right to extend the last date for receipt of bids at its own discretion.
12. 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.
13. The Bidder shall not sub-contract the mentioned work to any organization, person, firm or its franchise without the prior approval of the Institute.
14. **A copy of updated Trade License / Certificate of Incorporation is to be compulsorily submitted with the bid.**
15. Bidder should have been established in the business, as supplier of similar items for a minimum period of 2 years.
16. The order will be placed for the best interest of the Institute.
17. If not delivery made within scheduled date of delivery, the order for delivery shall automatically stands cancelled.

#### Settlement of Dispute

1. All disputes regarding interpretation of the contents of the Agreement or its implementation shall be resolved by Mutual discussion/reconciliation in good faith by the agency and The Institute of Cost Accountants of India.
2. The agreement shall be governed by the Laws of India for the time being in force and subject to exclusive jurisdiction of Courts at New Delhi.



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#### Quoting of rates

1. Rates will be inclusive of print, supply, delivery and taxes, no additional charges other than quoted rate will be entertained.
2. The rate quoted will be final. No enhancement of rates will be allowed for any reasons viz. Non-availability of materials, hike in prices, increase in labour charges etc. during the period of the contract.
3. Taxes as applicable should be included in the price, failing which the Institute shall have no liability to pay these charges, and the liability shall be that of the tenderer.
4. **L1 will be evaluated on the basis of amount quoted against "Total Price" in the darkened box of Annexure B.**

#### QUANTITY OF CONTRACT

The quantity mentioned is tentative. The quantity may vary within limit i.e. may be increased and/or decreased by the competent authority, and the Institute reserve itself the right to increase or decrease the quantity to be procured.

#### Place of Delivery:

##### Public Relation Department

The Institute of Cost Accountants of India

CMA Bhawan C-42, Sector 62, Noida - 201309

#### 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. Payment will be made on actual consumption basis.
- d. 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.

**CONVENOR**  
**LTE COMMITTEE**



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#### TECHNICAL SPECIFICATIONS

##### (1) Jute Bag



- |      |                        |   |
|------|------------------------|---|
| i)   | <b>Item Weight</b>     | 200 gm  |
| ii)  | <b>Item Dimensions</b> | LxWxH 10.5 x 5.57 x 12.5 inches   |
| iii) | <b>Dye Printing</b>    | Double Color on both side (Institute's Name & emblem)                                   |
| iv)  | <b>Other</b>           | Jute Bags for Multi-Purpose ,Eco-Friendly and Reusable,<br>Handle with Comfortable Grip |

##### (2) Paper Bag



- |      |                        |   |
|------|------------------------|---|
| i)   | <b>Item color</b>      | White   |
| ii)  | <b>Item Dimensions</b> | LxWxH 10.5 x 5.57 x 12.5 inches                       |
| iii) | <b>Dye Printing</b>    | Double Color on both side (Institute's Name & emblem) |
| iv)  | <b>Other</b>           | 160 gsm matte paper                                   |



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#### (3) Metal Key Chain



- |      |                      |  |
|------|----------------------|--|
| i)   | Item Weight          | 25 gm  |
| ii)  | Item Dimensions      | LxWxH 8 x 3 x 0.5 Centimeters                      |
| iii) | Included Components  | Ring   |
| iv)  | Generic Name         | Key Chain  |
| v)   | Shape                | Rectangular  |
| vi)  | Sublimation Printing | Double Color (Institute's Name & emblem) both side |

#### (4) Mouse Pad



- |      |                      |  |
|------|----------------------|--|
| i)   | Product Dimensions   | 24 x 20 x 20 cm;                         |
| ii)  | Item Weight          | 289 g                                    |
| iii) | Color                | Light Blue                               |
| iv)  | Material             | Rubber                                   |
| v)   | Shape                | Square                                   |
| vi)  | Sublimation Printing | Double Color (Institute's Name & emblem) |



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#### (5) Coffee Mug



#### Specifications:

Material: Ceramic

Capacity: 325 ML

Printing with Institute's Name & emblem (Double Color)

#### (6) Pen

Pen (Pierre cardin- Metal - Black Golden color, with Institute branding) Printing with Institute's Name & emblem (Double Color)



#### (7) Women's Wallet



- i) Dimensions
- ii) Closer
- iii) Color
- iv) Material

(LxHxW):20X9.5 Cms

Flap

Tan Brown embossing of Institute emblem/logo  
High quality Lather





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#### (8) Men's Wallet



- i. Dimensions
- ii. INSIDE:
- iii. Color
- iv. Material

(LxH): 11x9cms  
8 cc slots with RFID, 2 slip pocket, 2 money compartments  
Tan Brown embossing of Institute emblem/logo  
High quality Lather

#### (9) Tea Coaster



- i. Dimensions
- ii. Material
- iii. Color

(LxH): 9x9cms sq  
Aclaric  
White with printing of institute logo

#### (10) Visiting Card Holder



Metal visiting card holder with Institute emblem/logo printing

#### (11) Tie



- i) Item Color Blue and red
- ii) Item CMA embroidery





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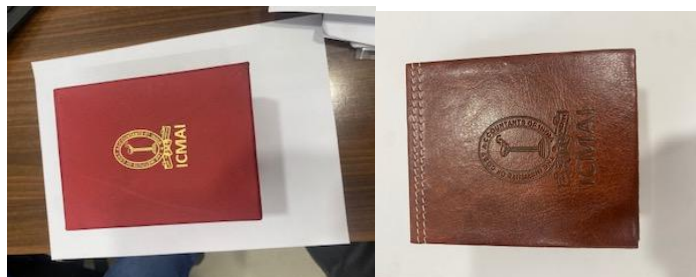
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#### (12) Pen Stand



- |     |            |  |
|-----|------------|--|
| i)  | Item Color | Tan brown with Institute logo Blue and red |
| ii) | Item box   | Red box for pen stand with institute logo  |

#### (13) Note book



- |       |               |                                      |
|-------|---------------|--------------------------------------|
| i)    | Color         | Black/Navy Blue                      |
| ii)   | Size          | DIN A5 (145 x 210 mm)                |
| iii)  | Paper         | Lamy Plain paper                     |
| iv)   | Pages         | 192 pages,                           |
| v)    | Paper quality | 90 g/m2, chamois                     |
| vi)   | Other         | Pen loop for writing instruments     |
| vii)  | Book mark     | 1 bookmarks and elastic band closure |
| viii) | Printing      | Institute Logo                       |
| ix)   | Packaging     | Paper cover with Branding            |



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#### (14) T-shirt

- |           |   |
|-----------|---|
| a. Type   | Formal/ Half sleeves                          |
| b. Color  | Navy Blue or Black with Institute name & Logo |
| c. Size   | Mix of all sizes                              |
| d. Fabric | Cotton  |

\*sample to be submitted by the bidder

#### (15) Jacket/Vasket

- |           |   |
|-----------|---|
| a. Type   | Formal  |
| b. Color  | Navy Blue or Black with Institute name & Logo         |
| c. Size   | Mix of all sizes                                      |
| d. Fabric | Wool blends, twills, and mid-weight technical fabrics |

\*sample to be submitted by the bidder



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ANNEXURE A

#### Technical bid

#### Details of the Company

S.No.	Details Requested	Provide Details
1.	Name of the Company/ Vendor	
2.	Year of Incorporation/ Establishment (attachproof)	
3.	PAN No	
4.	TAN/ TIN No	
5.	GST No.	
6.	Contact No. & email id	
7.	Complete Address	
8.	Turnover/business Volume per year during last three financial year (Attach proof)- Average <b>Turnover for following three years must be INR 40 lacs.</b>  2023-24 2022-23 2021-22	
9.	RTGS Bank Account Details Bank Name & Address: Bank Account No: IFSC Code: MICR Code: Branch:	

#### Declaration:-

I, \_\_\_\_\_ hereby certify that "I am not debarred by Department of Commerce or any Central or State Ministry/Department concerned."

*Name and Signature of Bidder / printer with Corporate Seal*

Date:



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ANNEXURE B

**Financial Bid - bid**

LIST OF BRAND PROMOTION SOUVENIR ITEMS					
Sl. No	Item	Quantity	Approx. Price in INR	GST	Total Price in INR
1	Jute Bag	500			
2	Paper Bag	500			
3	Metal Key Chain	500			
4	Mouse Pad	500			
5	Mug (with two side Institute Branding)	500			
6	Pen (Metal - Black Golden color)	500			
7	Women's Wallet	200			
8	Men's Wallet	300			
9	Tea Coster	500			
10	Visiting Card Holders	250			
11	TIE (Navy Blue/Maroon Color)	250			
12	Pen Stand	300			
13	Notebook	400			
14	T-Shirt	300			
15	Vasket	200			
Total INR					

\* Rates will be inclusive of print, supply, delivery and taxes, no additional charges other than quoted rate will be entertained.

**Declaration:** We /our Company agree to all the terms and conditions as indicated in this EOI/Tender Notice and have physically visited and understood the scope of Work. We are not debarred by any other Department of the Institute.

Signature of bidder:

Seal:

Date: