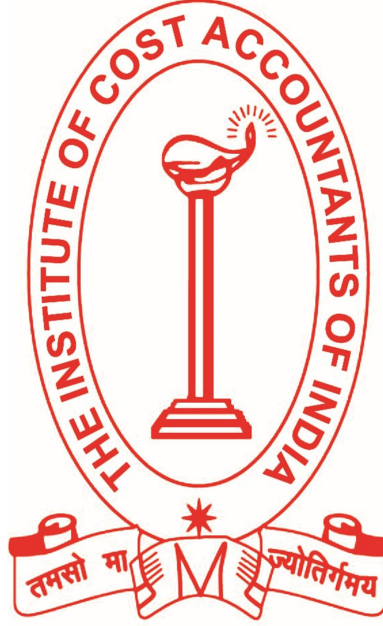


TENDER DOCUMENT

Procurement of **Mementoes for Delegates** for 61st National Cost Convention - 2023

Last Date of Submission: 17.11.2023 (on or before 1100 Hours)



**THE INSTITUTE OF COST ACCOUNTANTS OF INDIA
(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)**
CMA BHAWAN, 3, INSTITUTIONAL AREA, LODHI ROAD, NEW DELHI-110003

TENDER NOTICE

Date: 8th Nov, 2023

Ref. No: Tender/2023-24/NCC-2023/Mementos

Subject: Tender for Procurement of Mementoes for Delegates for 61st National Cost Convention-2023

The Institute of Cost Accountants is organizing National Cost Convention 2023 scheduled to be held at New Delhi during 8th and 9th December, 2023. In this connection quotations are invited from reputed manufacturers/Suppliers/Traders for supplying Mementos. Manufacturers/ Traders based in Delhi NCR region having prior experience of supplying mementos for national level conference/ seminars/ events need to apply.

In case you are interested you may send your quote duly signed to be submitted into three parts in a single sealed envelope super-subscribing with “**Quotation for 61st NCC 2023 Mementos-Delegates**” and addressed to “The Convener, Tender Committee, The Institute of Cost Accountants of India, CMA Bhawan, 3, Institutional Area, Lodhi Road, New Delhi-110003. The tender shall be dropped in the Tender Box of the Institute or reach the Institute positively on or before **1100 hours of 17.11.2023.**

Specifications for Modern Smart watch

Product	Quantity (Nos)	Brands	Functions	Contents	Warranty	Color
Smart watch (with calling feature)	800 (+- 10%)	Boat, Noise, Pebbles Realme	<ul style="list-style-type: none">• Touchscreen LCD Display• Calling function• Blood oxygen monitor,• 24*7 heart rate monitor• 7 days battery Life• Multi Sports Mode	1N Smartwatch, 1N Charging Cable, 1 N User Manual	Minimum 1 year	Jet black, Olive gold, Midnight gold, Silver grey, Rose Pink

* Strap printing with Institute name and logo.

The single sealed envelope must contain:

1. **Technical bid** in a sealed cover ‘A’ mentioning - Quotation for 61st NCC 2023 Mementos-Delegates (Part A)
2. **Financial bid** in a sealed cover ‘B’ mentioning – Quotation for 61st NCC 2023 Mementos-Delegates (Part B)
3. **Sample** in a sealed cover ‘C’ mentioning – Mementos for 61st NCC 2023 Mementos as per specification mentioned above. No handwritten rate to be mentioned on the sample else it will be rejected.
4. One main bid containing both the Technical bid and Financial bid **(A+B)** to be provided in the sealed Envelope super scribed as Quotation for 61st NCC 2023 Mementos-Delegates as main document.

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 Institute 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 Committee 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. Tender, who do not fulfill all or any of these conditions are liable to summary rejection without assigning any reason.
4. Tender incomplete in any respect, are liable to summary rejection without assigning any reason.
5. Tenders incorporating additional conditions are liable to be rejected.
6. 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.
7. Purchase order will be communicated to you by email.
8. Taxes shall be paid as applicable and quoted by the vendor.
9. The items are to be delivered within 7 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 Institute.
10. The average turnover of the bidder for last 3 years will not be less than 25 lakhs.
11. The bidder should attach one proof of similar type of work.
12. 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 Institute.
13. The quantity specified is tentative and may increase/decrease in the final order.
14. For any clarification regarding item specification, please contact the coordinator, Ms Nidhi Verma /Ms Neha Mudgal at 011-24666130/180 during the validity time for receipt of quotations.
15. 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.

Date:

Name and Signature of Bidder with Corporate Seal

Annexure - I

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 (average Rs 25 Lakh PA) (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.....here by certify that I am not debarred by the Department of Commerce or Ministry/Department concerned.

Date:

Name and Signature of Bidder with Corporate Seal

Annexure - II

Part B: Financial Bid

Item	Quantity	Unit Price	Taxes	Total
Mementoes - Branded Smart Watch	800			
Strap printing	800			
Total				

Please Note:

- Delivery at New Delhi in 7 days of placing the Purchase order. No additional Cost will be paid towards packaging and delivery charges.

Date:

Name and Signature of Bidder with Corporate Seal

Convener (LPC)