



# 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 /1602FAX:+9133- 2252 1026

Website: [www.icmai.in](http://www.icmai.in)

## Local Purchase Committee

Ref. LPC/Membership/Window envelope/2022

25.07.2022

### Tender for Window envelope

Reputed vendors are invited to offer their rate for supply of window envelope stationery as per the following details: -

Details [ as per sample ]	
Envelope (window)	Size: 9½" X 4½" , Bi colour
Number of envelopes	45000
Estimated Date of Delivery	Within 7 working days from the date of accepting the order.

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

#### Scope of work:

Window Envelopes are to be supplied as per sample.

#### Delivery:

(a) Delivery of the envelopes is to be started within 07 (seven) working days as required by the concerned department.

Intending bidders are requested to contact **Shri Atanu Mukhoty, Asst. Director, Membership Department**, on any Working Days (Monday – Friday) during office hours for any clarification and sample verification before offering their quotation. Mail id. [membership@icmai.in](mailto:membership@icmai.in), (m): 9432325226.

#### Terms and conditions:

- The rates to be offered should include all print, supply and delivery, all taxes etc. No other additional payments would be made.
- 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.
- **In case any vendor has expressed their inability to supply the item of the same specification on previous occasion, will not be eligible to participate in this tender process.**
- Canvassing in any form in connection with the contract is strictly prohibited.
- **L1 will be evaluated on the basis of amount quoted against "Total amount" 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 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 /1602FAX:+9133- 2252 1026

Website: [www.icmai.in](http://www.icmai.in)

## **Local Purchase Committee**

---

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

### **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, superscribed **“Tender for LPC / Membership / Window envelope / 2022” (Bid Reference – LPC / Membership / Window envelope /2022)** on or before 16<sup>th</sup> August, 2022, 3p.m.

**Convener  
Local Purchase Committee**



# 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 /1602FAX:+9133- 2252 1026

Website: [www.icmai.in](http://www.icmai.in)

## Local Purchase Committee

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. <b>(copy to be enclosed)</b>	
6.	Details of GSTN	
7.	PAN of proprietor	

JOB DESCRIPTION	RATE QUOTED (in Rs)	
	Per Unit	Total Amount for 45000 units
Envelope (window) [Size: 9½" X 4½" , Bi colour]		

**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.

Signature of bidder:

Date:

Seal:

Place: