



**THE INSTITUTE OF COST ACCOUNTANTS OF INDIA**

(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)

CMA Bhawan, 3 Institutional Area, Lodi Road, New Delhi – 110 003.

TELEPHONES: +91 11 24666100 Extn. 118 /116

Website: [www.icmai.in](http://www.icmai.in) e-mail: [lpcdelhi.convenor@icmai.in](mailto:lpcdelhi.convenor@icmai.in)  
Local Purchase Committee

**Tender Notice**

**ICMAI/2023/Delhi Office/Admin/2023-24**

**Date: 06.09.2023**

**Date of Invitation: 06.09.2023**

**Date of Closure: 11 AM of 15.09.2023**

The Institute of Cost Accountants of India is invited sealed quotations from reputed manufacturers/Suppliers/Traders for supplying of Writing Pad. Manufacturers/ Traders based in Delhi / NCR region and having prior experience of supplying material in large quantities may apply. The place of Delivery is Delhi.

In case you are interested you may send your quote for the supplying the desired quantities of Writing pads (as per specifications) for the event in a sealed envelope mentioning “**Quotation for Writing Pads**” to be dropped in the tender box on **the ground floor of the CMA Bhawan, 3, Institutional Area, Lodhi Road, New Delhi – 110003** or to be sent by post to **The Convenor – Local Purchase Committee, CMA Bhawan, 3 Institutional Area, Lodi Road, New Delhi -110003** so as to reach us latest by **11 AM of 15<sup>th</sup> September 2023**.

(A) The specification of the Writing pad is as follows:

<b>Item Specifications</b>	<b>Qty.</b>
Writing Pad (48 + 4 Cover pages) including cover page design Cover Page Design : As per sample to be provided by the Institute Inside Pages: Scaling in black colour with Institute’s logo printed on all pages (in red colour) Style: Wiro Binding Cover: 300 gsm Color Printing (Glossy) Paper: 100 gsm printing Height : 25 CM Width : 18 CM	2000 Nos.



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### Terms and Conditions

1. The place of delivery will be Delhi and delivery of material to the Institute will be the responsibility of the vendor.
2. Purchase order will be communicated to you by email.
3. Taxes shall be paid as applicable and quoted by the vendor.
4. Payment will be made within 15 days against the invoice supported by challans subject to successful delivery of all the items with the quality as per the specifications as per the tender.
5. The committee reserves the right to reject any/ all quotations without assigning any reason there for.
6. The delivery charges (if any) should be included in the price quoted. No extra charges would be payable for delivery.
7. Conditional / Incomplete bids would be rejected.
8. The items are to be delivered within 7 working days of placing the Purchase order otherwise the firm shall be liable to a penalty of 1% of the total order value per day.
9. If any writing pad 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. Quality of the material must be as per the sample and before final printing sample to be approved by the Administration Department.
10. The bidder should have an experience of supplying Writing Stationery items in similar workshops/ seminars/ programmes/ conferences preferably for Govt. Departments/Ministries/PSUs/Autonomous bodies etc. As an essential clause of the technical bid of the tender, the bidder has to submit documentary proof of supplying a minimum quantity of 200 per event for 3 such workshops/ seminars/ programmes/ conferences in the last 5 years.
11. The quantity to be ordered may be increase / decrease @ 20% (approx) of the quantity specified in the Tender Notice. The supply order may be placed in multiple lots of minimum 400 quantities each time in a lot.
12. **The bidders are to submit a sample of the paper and the same will form part of technical bid.**



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13. The sample of writing pad is available with Mr. Amit (Contact No. 9560813959) and can be viewed for reference. The bidder may visit the office with prior intimation within office timings from 11:00 am to 5:00 pm.
14. Bidder must refer the sample which is available with the Administration Department, Delhi Office before offering their rates.
15. The interested vendor may send their quote for the Printing of Writing Pad in a sealed envelope mentioning “**Quotation for Printing of Writing Pad**” to be dropped in the tender box at CMA Bhawan, 3, Institutional Area, Lodhi Road, New Delhi – 110003 latest by **11 AM of 15th September 2023.**

The quotation should be submitted as per the format in Annexure A and Annexure B



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**ANNEXURE A**

**Part A: Details of the Company:**

Sl. 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.	Complete Address (with Phone, Mobile, Email)	
7.	Turnover of last three consecutive years (attach proof)	
8.	Whether supplied stationery items to Govt. Departments/Ministries/PSU/Autonomous bodies during last three years ending Mar, 2023. (attach proof)	
9.	RTGS Bank Account Details (cancelled cheque)	

**Declaration:-**

I, hereby certify that “I am not debarred by Department of Commerce or any Ministry/ Department concerned.”

Date:

Name and Signature of Bidder / printer with Corporate Seal



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**ANNEXURE B**

**Part B: Financial Bid**

**a) For Writing Pads:**

<b>Item Specifications</b>	<b>Qty.</b>	<b>Unit Price (Rs)</b>	<b>Taxes (Rs.)</b>	<b>Total (Rs.)</b>
Writing Pad (48 + 4 Cover Pages) including cover page design  Cover Page Design: As per sample to be provided by the Institute.  Inside Pages: Scaling in black colour with Institute's logo printed on all pages (in red colour)  Style: Wiro Binding Cover: 300 gsm Color Printing (Glossy) Paper: 100 gsm printing Height : 25 CM Width : 18 CM	2000 Nos.			
<b>Grand Total (Rs.)</b>				