



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. 116 /181

Website: www.icmai.in e-mail: lpcdelhi.convenor@icmai.in
Local Purchase Committee

Tender Notice

ICMAI/2023/NCC/Kit/WP

Date:10.11.2023

Date of Invitation: 10.11.2023

Date of Closure: 11:00 AM, 20.11.2023

The Institute of Cost Accountants is organizing its National Cost Convention 2023 at Delhi during 8-9 December, 2023. In this connection, quotations are invited from reputed manufacturers/Suppliers/Traders for supplying 800 (Number of) Writing Pads and Gel Pens. Manufacturers/ Traders based in Delhi / NCR region and having prior experience of supplying for national level conference and seminars 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 and pens (as per specifications) for the event in a sealed envelope mentioning “**Quotation for NCC 2023 – Writing Pads and Pens**” 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 – Tender Committee, CMA Bhawan, 3 Institutional Area, Lodi Road, New Delhi -110003** so as to reach us latest by **1100 hours on 20th November,2023.**

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

Item Specifications	Qty.
Writing Pad (24 + 4 Cover pages) Cover Page Design : As per sample to be provided by the Institute Inside Pages: Plain white sheets with 80 gsm paper quality Style: Top Paste Binding Cover Pages: 300 gsm Color Printing with lamination Inner Paper: 80 gsm plain white sheets Height : 25 CM Width : 18 CM	800 The final order quantity might vary by plus/minus 20%

- **The interested vendors are requested to visit the Institute’s Office and refer to the sample available with Ms. Isha Jain at location of New Delhi Office and Ms. Suman Ahlawat at Noida Office location, during the office hours on working days (Mon-Fri) except on Government Holidays.**

(B) The specification of the Pen is as follows:

Item Specifications	Qty.
Gel Pen with Institute’s name (The Institute of Cost Accountants of India) Printed on the body. Good quality branded gel pen within the price range of 15/- per piece (including applicable taxes)	800 The final order quantity might vary by plus/minus 20%



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- **The bids have to be accompanied by samples of pens quoted for.**
- **A bidder may submit as many samples as he wants with different price range within the mentioned budget.**

Terms and Conditions

1. The L1 for writing pads and pens shall be determined separately.
2. The place of delivery will be Delhi based on location of L1 party.
3. Sample of Pen and Note Pad has to be submitted along with tender document
4. Purchase order will be communicated to you by email.
5. Taxes shall be paid as applicable and quoted by the vendor.
6. Payment will be made within 15 days against the invoice subject to successful delivery of all the items with the quality as per the specifications as per the tender.
7. The committee reserves the right to reject any/ all quotations without assigning any reason there for.
8. The delivery charges (if any) should be included in the price quoted. No extra charges would be payable for delivery.
9. Conditional / Incomplete bids would be rejected.
10. The items are to be delivered within 10 days of placing the Purchase order otherwise the firm shall be liable to a penalty of 1% of the total order value per day.
11. If any item writing pad/penis 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.
12. 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 100 per event for 3 such workshops/ seminars/ programmes/ conferences in the last 5 years.
13. For any clarification regarding Item specification, please call at 011-24666181/ 9868769888 during the validity time for receipt of quotations.

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:

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.	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	



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ANNEXURE B

Part B: Financial Bid

a) For Writing Pads:

Item Specifications	Qty.	Unit Price (Rs)	Taxes (Rs.)	Total (Rs.)
Writing Pad (24 + 4 Cover Pages) including cover page design	800			
Grand Total (Rs.)				

b) For Gel Pens:

Item Specifications	Qty.	Unit Price (Rs.)	Taxes (Rs.)	Total (Rs.)
Gel Pen with Institute's name Printed on the body as per specification	800			
Printing of Institute name on the pen				
Grand Total (Rs.)				