



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(Statutory body under an Act of Parliament)
12, SUDDER STREET, KOLKATA - 700 016
TELEPHONES: +91 033 4036 4753 / 4763 / 4755 / 4731
Website: www.icmai.in

Local Purchase Committee

Ref. LPC/Membership/Metal Roller Ball Pen/2026-27

11.09.2026

TENDER NOTICE

Quotations are invited from resourceful suppliers to offer their rates for phase-wise supply of Metal Roller Ball Pen (Black) with Institute's emblem and plastic cover on annual basis. The details are as below:

Detailed Specifications:

<i>Item</i>	<i>Numbers</i>
Metal Roller Ball Pen (Black) with Institute's emblem and plastic cover, strictly as per sample	2000

specimen copy must be checked by the bidder for its specifications before participating in the bid

General Terms and Conditions

- Design matters / logo for the item to be provided by the Institute.
- Annual requirement of the Metal Roller Ball Pen (Black) is to be supplied PHASE-WISE (according to Purchase Orders to be issued) during the period of one year (starting from the date of acceptance of the 1st Order for Supply).
- Interested bidders may check the sample available at the concerned department of the Institute.
- The rate quoted by the bidder shall be firm and fixed for the period of the contract.
- 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.
- 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.
- Time adherence to schedules as notified by the Institute is strictly maintained at all times as it is the essence of the transaction. Delivery should be within 15 days from acceptance of order.
- The Institute reserves the right, to divide the Job at any point of time, and award any particular segment (s) of it to anyone.
- Period of Contract – The contract will be valid for one (01) year from the date of award of the contract and can be extended for two (02) years by mutual consent of both parties with same terms and conditions.**
- If a firm quotes NIL charges /consideration /abnormal charges, the bid shall be treated as unresponsive and will not be considered.
- Canvassing in any form in connection with the contract is strictly prohibited, but if a bidder wants to see a sample of the publication, it may contact, Shri Atanu Mukhoty (Deputy Director) or Shri Kaushik Brata Dutta (Sr. Officer) of membership Department during working days (11a.m. to 6p.m.).
- 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 bidders' responsibility to make the project functional. Any additional cost incurred for completing the project and for which the bidder has not bid at the time of submission of the final offer will be borne by the bidder.



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14. The Bidder shall not sub-contract the mentioned work to any organization, person, firm or its franchise without the prior approval of the Institute.
15. **A copy of Trade License / Certificate of Incorporation along with GST registration copy is to be compulsorily submitted.**
16. Bidder should have been established in the business, as providers of similar items for a minimum period of 3 years.
17. The order will be placed for the best interest of the Institute.
18. The bidder while submitting the tender, must attach a sample of the same as a token of material and size to be supplied.
19. The sample provided by bidder should be strictly as per sample provided by the department.
20. The sample provided by the bidder will be vetted by the department / concerned authorities. Only those who have been shortlisted with the right material will be eligible for further process.
21. If not, delivery made within scheduled date of delivery, the order for delivery shall automatically stands cancelled.
22. Those bidder(s) who had been issued work order earlier but has not been able to deliver the items as per description/time will not be considered for this tender.
23. The sample will be returned back to the non-eligible bidders after completion of the tendering process with permission of the competent authority.

Arbitration Clause

1. All disputes, claims and demands arising under or pursuant to or effecting/touching the contract shall be referred to the arbitrator appointed as per the arbitration and conciliation Act 1996. The award of the Arbitrator shall be final and binding on both the parties under provisions of the Arbitration and Reconciliation Act, 1996 or any statutory modifications on re-enactment thereof as in force. Place of such arbitration proceedings shall be at Kolkata.

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 1 after the sample provided by the bidder are duly vetted by the department / competent authorities.

Minimum QUANTITY OF CONTRACT

The quantity mentioned is tentative. The quantity may be increased and/or decreased by 5% by the competent authority, and the Institute reserve itself the right to increase or decrease the quantity to be procured.



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Place of Delivery:

For Membership Department
The Institute of Cost Accountants of India
CMA Bhawan, 12, Sudder Street, Kolkata – 700 016

Payments

- No advance payment will be made. Payment will be made after completion of satisfactory supply and submission of invoice / bill in hard copy.
- The payment will be made in electronic mode only within 30 days of submission of bills.
- Payment will be made on actual consumption basis.
- 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.

Submission of Bids

Envelope No. I – TECHNICAL BID:

Envelope No. II – BID FORMAT:

Filled in bid format **Annexure-1**.

The Bidder should prepare two separate envelopes – One for submission of Technical Bid and another for submission of Bid format (Annexure-1). These two envelopes need to be sealed super scribing – Technical Bid & Bid Format with the name, address and contact number of the Bidder.

Envelope No. III

Then pre-sealed envelope no. I & II need to be inserted in another envelope i.e. envelope no. III and it also need to be sealed with name address of bidder and the subject heading on it which is as under:

“Tender for Metal Roller Ball Pen (Black) with Institute’s emblem” (Bid Reference – LPC/Membership/Metal Roller Ball Pen (Black)/2026-27

The **final envelope (III)** has to be submitted in the LPC Tender Box kept at the ground floor of the Institute. Address: Local Purchase Committee, ICMAI, CMA Bhawan, 12, Sudder Street, Kolkata – 700 016, on or before **25.09.2026, 4 p.m.**

**CONVENER
LOCAL PURCHASE COMMITTEE**



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ANNEXURE 1

Bid Format

Sl. No.	Details Requested	Provide Details
1.	Name of the Company/ Bidder	
2.	Contact person & Mobile number	
3.	Full address of the Registered office With Email Address	
4.	RTGS Bank Account Details (attach separate Sheet if required)	
5.	Certificate of Incorporation / Trade License (copy to be enclosed)	
6.	Details of GSTN if any (copy to be enclosed)	
7.	PAN of the Proprietor / Firm	

Item No	Name of the Item	Price* per Item (Amount in Rs.)	GST	Total Price (Amount in Rs.)
1	Metal Roller Ball Pen (Black) with Institute's emblem and plastic cover, as strictly per sample			

* 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: