



April 30, 2026

Tender Notice
for
Procurement of Examination Stationery

The Institute of Cost Accountants of India invites quotations from reputed company with proven track records, for procurement of **Examination Stationery**. Vendors fulfilling the eligibility conditions can submit their quotations.

The quotation should be addressed to
The Convener – Local Purchase Committee
The Institute of Cost Accountants of India
12 Sudder Street
Kolkata – 700 016

Detailed Specifications:

Sl. No.	Specifications	QTY.
1	Banner (as per sample)	200 Pcs
2	I Card for Invigilator (as per sample)	2500 Pcs
3	Ribbon for I Card (as per sample)	3000 Pcs
4	I Card for Observer (as per sample)	300 Pcs
5	I Card for Centre In charge (as per sample)	200 Pcs
6	16"x12" Envelope (as per sample)	1000 Pcs
7	80ml Paper Cup (as per sample)	3000 Pcs
8	Hindi Rubber stamp (as per sample)	200 Pcs
9	A4 Colour Paper (as per sample)	15 Pkts

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

Scope of work:

Stationery Items as mentioned above are to be supplied as per sample.



Delivery:

Delivery of the Stationery Items are to be started within 07 (seven) working days and to be completed within 15 days from the date of issuing the Work Order.

Place of Delivery:

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

Intending bidders are requested to contact **Shri Dipak Kumar Sinha, Examination Department**, on any Working Days (Monday – Friday) during office hours for any clarification and sample verification before offering their quotation.

Instruction to the tenderers

1. The tender shall submit the bid, super-subscribing with “**Quotation for Procurement of Examination Stationery**” (Bid Reference – LPC /Examination/Stationery/2026 Dated 30/04/2026)
2. All the quotations must be submitted within the dates mentioned in the document and The Institute shall not be held liable for any delay.
3. The quotations are to be submitted as per details given in the enclosed **Annexure-I and Annexure-II** on vendor’s letter head duly signed, stamped and dated on each page as their unconditional and explicit concurrence to the terms and conditions laid down by the Institute.
4. ***Incomplete documents or incomplete submission of bids will be liable to be rejected.***

Terms and Conditions

1. The rates quoted should include all material, print, supply, delivery etc. No other additional payments would be made.
2. Bidders shall bear all costs associated with the preparation and submission of its bid.
3. The price quoted by the bidder should remain valid for 90 days.
4. Period of contract – One (01) time contract.
5. If a firm quotes NIL charges/consideration/abnormal charges, the bid shall be treated as unresponsive and will not be considered.



6. Canvassing in any form in connection with the contract is strictly prohibited.
7. **L1 will be evaluated on the basis of amount quoted against “Grand Total” in the darkened box of Annexure II.**
8. 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.
9. The Bidder shall not sub-contract the mentioned work to any organization, person, firm or its franchise without the prior approval of the Institute
10. 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.
11. 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.
12. Institute may ask clarifications if any during the evaluation and the bidders are expected to respond.
13. Lack of response from them will enable the Institute arrive at its own decision about such bids.
14. 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.
15. 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.
16. **A copy of Trade License / Certificate of Incorporation along with GST registration copy is to be compulsorily submitted along with Annexure I.**
17. The order will be placed for the best interest of the Institute.
18. The institute, at its sole discretion, reserves the right to accept or reject any or all the quotations including the lowest tender at any stage without assigning any reason thereof and the decision of the Institute will be final and binding on all concerned.
19. All disputes, claims and demands arising under or pursuant to or effecting/touching the contract shall be referred to the arbitrator appointed by the Secretary of The Institute of cost Accountants of India, Kolkata. The award of the sole 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.

Payment Terms & Condition

1. No advance payment will be made. Payment will be made after completion of satisfactory supply and submission of invoice / bill in hard copy.
2. The payment will be made in electronic mode only within 30 days of submission of bills.
3. 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

The quotations have 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 in Sealed Envelope, superscribed **“Tender for LPC/Examination/Stationery/2026” (Bid Reference – Tender for LPC/Examination/Stationery/2026)** on or before 7th May 2026, 4 p.m.

Convener
Local Purchase Committee



ANNEXURE-I

BIDDER DETAILS

(To be filled by the bidder)

Sl. No.	Details Requested	Provide Details
1.	Name of the Bidder	
2.	Contact Person Name & Mobile number	
3.	Full address of the office with Email Address.	
4.	RTGS Bank Account Details	
5.	Certificate of Incorporation / Trade License no. (Enclose Copy)	
6.	Details of GSTN (Enclose Copy)	
7.	PAN (Enclose Copy)	

Declaration: We / our company, together with this Technical Bid, have submitted all necessary documents required for the Tender.

Date:

Signature of bidder:

Place:

Seal:



ANNEXURE-II

FINANCIAL BID

Sl. No.	Item	Quantity (Nos.)	Unit Price (INR)	Taxes (INR)	Total Price (INR)
01.	Banner (as per sample)	200			
02.	I Card for Invigilator (as per sample)	2500			
03.	Ribbon for I.Card (as per sample)	3000			
04.	I Card for Observer (as per sample)	300			
05.	I Card for Centre In charge (as per sample)	200			
06.	16"x12" Envelope (as per sample)	1000			
07.	80ml Paper Cup (as per sample)	3000			
08.	Hindi Rubber stamp (as per sample)	200			
09.	A4 Colour Paper (as per sample)	15 (Pkts)			
GRAND TOTAL					

Rates will be inclusive of all and taxes

Declaration: We /our Company understood the requirements involved. We agree to all the terms and conditions as indicated in this Tender Notice. We are not debarred by any of the departments of the Organization / Institute.

Date:

Signature of bidder:

Place:

Seal: