



The Institute of Cost Accountants of India

(Statutory body under an Act of Parliament)

Bhubaneswar Chapter

CMA Bhawan, A/122/2, Nayapalli, Nilakantha Nagar, Bhubaneswar-751012, Tel: 0674-2396622

Email: cbc@icmai.in, web: www.icmaibbsr.in

Tender Ref: ICMAI/BBSR/ 31817 /Tender/2025 ,Date : 09.05.2025

Invitation of Tender Documents

For

Supply of Executive Chair Godrej Make for Mini Conference Hall

Deb



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TENDER FOR EXECUTIVE CHAIR GODREJ MAKE FOR MINI CONFERENCE HALL

The Institute of Cost Accountants of India - Bhubaneswar invites sealed tenders of the following materials from the reputed Suppliers for Renovation Work of Mini Conference Hall at CMA Bhawan, Nayapalli, Nilakantha Nagar, Bhubaneswar-12 as detailed below.

1. Requirements: - Supply of Executive Chair (Gogrej Make).
2. Bidder may quote for supply of all items. But for consideration of L1 Bidder, the item wise quoted amount shall be taken into consideration.
3. The tender documents in this regard comprises of
Scope of work as Annexure-I, Terms and conditions as Annexure-II, Financial Bid as Annexure-III. The Bidder should go through in detail before participation in tendering process and submit the quotation as per the Financial Bid format (Annexure-C)
4. Last date for submission of Tender at CMA Bhawan in Drop Box is 16.05.2025 by 6.00 P.M (No Tender document will be accepted through email or postal or courier mode.
5. The Tender documents shall be opened on 16.05.2025 at 6.00 P.M at CMA Bhawan in the presence of Tenderer or his authorized representative if interested.
6. The ICMAI – Bhubaneswar Chapter reserve the right to reject the tender without assigning any reasons thereof. No correspondence in this regard will be entertained. The tender found to be incomplete in any respect will be rejected.

(CMA Ramesh Chandra Patra)
Chairman

Copy to:-

1. Notice Board of the ICMAI- Bhubaneswar Chapter.
2. Concerned Staff in charge of ICMAI- Bhubaneswar Chapter for uploading the tender documents in the Chapter website.

SCOPE OF WORKS

The Bidder shall undertake to supply following materials:

Sl no	Particulars	Brand	Mention different model number	Unit price
1	Godrej Make- Executive Chair	Godrej		

DECLARATION BY THE BIDDER

This is to certify that I/We have understood the “Scope of Work” as per the tender have read and fully understood the same and undertake myself/ourselves to abide by them.


(Signature of the Tenderer)

Name:

Address:

TERMS AND CONDITIONS

1. This contract shall remain valid until the delivery of the material. The material must be delivered immediately upon receipt of the supply order and payment. If the delivery is not made within a maximum of 3 days from the date of receipt of payment along with the supply order, the Supplier shall refund the amount received to ICMAI-Bhubaneswar Chapter on the next working day.
2. The Bidder shall quote their rates both in words and figures as per the prescribed format of the Financial Bid (Annexure-C) inclusive of GST
3. The price quoted for each item in the Financial Bid shall be the sole criterion for evaluating the L-1 bidder
4. The Bidder who will be awarded the supply order is not permitted to sub-contract the supply.
5. The supplier shall be solely responsible for payment of GST and other statutory dues if any applicable.
6. **TERMS OF PAYMENT**
 - a) Payment will be released through Account payee cheque/RTGS to the supplier along with supply order
 - b) Transportation cost including labour charges for loading and unloading will be paid by the ICMAI-Bhubaneswar Chapter from the location of Supplier at Bhubaneswar to CMA Bhawan, Nayapalli, Bhubaneswar.
7. Any damage/Manufacturing defect found during delivery, same will be replaced by the Supplier at his cost.
8. The price quoted by the Bidders should shall remain valid for 01 (One) month.
9. Tender documents will not be opened in case of participation of a Single Bidder.
10. Any Corrigendum /Amendment on Tender Documents shall be Hoisted in the website of the ICMAI-Bhubaneswar Chapter (www.icmaibbsr.in) and also to be displayed in the notice board.


(CMA Ramesh Chandra Patra)
Chairman
ICMAI-Bhubaneswar Chapter

FINANCIAL BID DOCUMENT

1. Name of the Bidder:-
2. Full Address (with Telephone / Mobile Number and email id):-
3. GST Registration No:-
4. Quoted price (inclusive of GST): -

Details of Work (Conference Table)

Sl no	Particulars	Brand	Mention different model number	Unit price
1	Godrej Make- Executive Chair	Godrej		

DECLARATION

I/We herewith certify that the information furnished above is true and correct to the best of my/our knowledge. I/We understand that in case, any deviation is found in the above statement at any stage, I/We shall be blacklisted and will not have any dealing with the ICMAI-Bhubaneswar Chapter in future.

Signature of Authorized Person:-

Date: -

Name of the Authorized Person of Tenderer: -