

Limited Tender Form

Name of the Procuring Entity: _____

Firm's Reference			Date:	
Firm Registration No. (if any)			PAN (attach photocopy)	
TIN/GST No.		LIMITED TENDER FORM	Address:	
Phone				
Fax				
Email				
M/s:		Enquiry No. and Date		
		Date of Tender Opening		

Please submit on or before/2026 by pm, your quotation for the following goods, in accordance with the terms and conditions printed overleaf, in a sealed cover, marked on top with – Enquiry No; Date of Tender Opening.

Yours Sincerely Procuring Officer

Tender Schedule: All Rates in Figures and Words in Rupees

Sr No:	Description and Specification	Qty	Unit	Rate per Unit	Taxes & Duties	Packing / forwarding	Total Rate per Unit	Total Value

Delivery Schedule:

Enclosed Specifications: **ANX -A**

Item/Tender Specific Conditions of this Tender:

I/ we engage to supply the material(s) to your office and comply with the following:

1. Tender schedule and technical specification indicated.
2. Item/tender-specific conditions for this tender.
3. Terms and conditions printed overleaf.
4. General conditions of contract signed by me at the time of supplier registration (for registered suppliers).
5. I/we confirm that set off for the ED, GST, etc. Paid on the inputs have been taken into consideration in the above quoted price and further agree to pass on such additional duties as sets offs as may become available in future under GST, etc.
6. This offer is valid for 30 (thirty days) days from the date of opening of the tender.
7. That we have not been debarred by any Government/Undertaking.

8. That the rates quoted are not higher than the rates quoted for the same item to any Government/Undertaking. 9. That the bid submitted by us is properly sealed and prepared to prevent any subsequent alteration and replacement.			
Signature & Seal Place & Date:		Name of Authorised Signatory:	
Address:		Tel. No./ Fax. No./ Mobile No. Email Id:	

TERMS AND CONDITIONS OF LIMITED TENDER

- i) The quotation must be submitted in the prescribed format, duly signed and stamped by the authorised representative. Corrections, if any, must be properly authenticated.
- ii) The quotations shall be opened on the due date at 3.00 PM at the venue specified in the tender enquiry, in the presence of bidders or their authorised representatives.
- iii) ICAI reserves the right to accept or reject any or all quotations without assigning any reason and shall not be bound to accept the lowest quotation.
- iv) Participation is restricted to event management agencies invited by ICAI.
- v) The bidder shall furnish its registration details, PAN, GSTIN and relevant experience in organising corporate meetings and events.
- vi) The quotation shall clearly specify the scope of services and item-wise rates, including manpower, equipment, branding, logistics and other incidental expenses, as applicable.
- vii) The quoted rates shall remain firm for a minimum period of 30 days from the date of opening of the quotation. Applicable GST and other charges shall be clearly indicated.
- viii) The selected event manager shall complete all arrangements in advance and provide the agreed services for the CFO Meet on 31.10.2026 to the satisfaction of ICAI.
- ix) ICAI reserves the right to modify or reduce the scope of services as required. Any additional services shall be undertaken only with prior approval of ICAI.
- x) In case of delay or deficiency in services, ICAI reserves the right to recover the loss incurred and/or impose liquidated damages as stipulated in the work order.
- xi) All the pages must be signed and sealed and submitted in sealed envelope.
- xii) Last date for submission of Bids is 21/10/2026 upto 03.00 P.M at the reception of ICAI, Kasba, 382/A Prantik Pally, Rajdanga, Kasba, Kolkata – 700 107. The tender document along with detailed terms and conditions is available at ICAI, EIRC website i.e. www.eirc-icai.org.