

## **EMPANELMENT**

The Institute of Chartered Accountants of India invites introductory/offer letters with credentials from Parties who deal with the followings for empanelment:

- 1. Printing of Journals, Forms, Brochures, Paper Book and Letter Heads etc.**  
(The Parties may furnish the details of infrastructure/machines, nature of work done, list of clientele, trained manpower etc.)
- 2. Stationery**  
(All stationery used in the Office with price lists of products of different qualities)
- 3. Xerox**  
The Party should submit the details of infrastructure/number of machines, rate charts etc. of different size of papers. Preference will be given to those who are nearer to Institute's Office.
- 4. Computer Accessories and its Stationery/Xerox Paper**  
(The Parties may mention the list of products, price lists and list of clientele)
- 5. Repairs and Maintenance – Building, Electrical**  
(For Building & Electrical work the Contractors must be holders of Government Licence. They must furnish the details of work done, list of clientele, the details of technically qualified employees etc.)
- 6. Repairs and Maintenance - Furniture & Computers etc.**  
(The Party should give the details of the brand/companies dealt with, list of clientele, the details of technical qualified employees etc.)
- 7. Caterer**  
The Party should give details of the maximum number of Heads served, list of clientele, capacity to prepare variety of Dishes etc.
- 8. Man Power Agency**  
The Party must be Govt. registered Man Power Supply Agency. It should give list of the Companies where it provided Man Power in various categories. The Agency must have the track record of giving PF, Gratuity and other statutory dues to its employees.
- 9. Gift Items**  
The Party should provide the details of categories of Gift Items/Memento alongwith list of clientele
- 10. Car**  
The Party should give the details of the number of Cars in various segments, list of clientele, maximum number of Cars that can be provided in a day.
- 11. Audio Visual Presentation**  
The Party should give the details of the instruments like, LCD Projector, Audio & Video System, Overhead Projector, Screen and details of trained man power, events managed, list of clientele.
- 12. Decorators**  
The Party should provide details of event managed, list of clientele etc.
- 13. Air/Rail Ticket Agent**  
The Agent must be IATA approved.
- 14. Supply of Books, Journals etc.**  
The Party must have an established track record of business of at least 10 years. They must supply books of various authors and subjects of different Publishers. They must also give maximum discount.

Interested Parties may apply within ten days in sealed cover addressed to the Sr. Deputy Secretary, The Institute of Chartered Accountants of India at 7, Anandilal Poddar Sarani (Russell Street), Kolkata – 700 071. Parties must ensure that Pan No., VAT Registration Number, Service Tax Registration Number and any other information as required by statute, applicable to them should be printed on the Bills and furnished with the application.