



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)

HQ.: CMA Bhawan, 3 Institutional Area, Lodhi Road, New Delhi 110003

Kolkata office: CMA Bhawan, 12, Sudder Street, Kolkata 700016

TELEPHONES: +91 33 40364757, +91 11 24622156

TENDER NOTICE

Ref. ATC/EXAM/ANS-SCRIPT/08-2025

August 13, 2025

Tender for Printing & Supply of Answer Scripts

Sealed quotations are invited from reputed and reliable printers, located in and around Kolkata, to offer their quotations in two-bid system for print and supply of the below mentioned items:

Requirement details

Examination Answer Scripts		Job
Blank Answer Scripts with OMR cover	10,00,000 Intermediate: 7,00,000 Final: 3,00,000	30 pages including cover page Printing with paper + Stitching
Loose Sheets	2,00,000	4pages Only printing
Specification		
Paper type	70 GSM Maplitho inside and 105 GSM Maplitho both side cover pages, from 'A' grade paper mill	
Printing	Single colour printing strictly as per sample	
No. of Pages	a) Blank Answer Scripts - 28 (Twenty eight) every page should have unique bar code: answer scripts serial no + "- "+ page no. b) Loose Sheets – 4 (four) every page should have unique bar code: answer scripts serial no + "- "+ page no.	

Samples of all items, as mentioned above, are available at the Examination dept. of the Institute for viewing/inspection.

Scope of work:

- 1) As the work requires high precision, the paper, printing and stitching work of the Answer Scripts must be **strictly adhered to the sample available with the Institute**; Bidders must visit the Institute for checking/inspection/clarification of the sample before offering their quote.
- 2) Answer scripts cover page must have unique bar code as per (coddling pattern 2512000000 to 2512999999) cover page sample as provided by the Institute.
- 3) Every pages of every answer scripts should have unique bar code: answer scripts cover serial no (coddling pattern 2512000000 to 2512999999) + "- "+page no.
- 4) Papers for the mentioned printing would be supplied by the printer itself.
- 5) Completed answer scripts should be packed in bundles of 200 which should be tightly covered by white polythene (above 40 macrons) material and stacked as per visible serial number order marked on the answer scripts.



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Eligibility criteria (to be submitted in Technical Bid)

- A) Earnest Money (E.M.D.) Rs. 6,00,000/- in form of demand draft in favour of “The Institute
- B) of Cost Accountants of India” payable at Kolkata shall be deposited with the Technical bid.
- C) All equipment/ machinery, software and allied process, etc., must be under one roof and must be owned by the company bidding for this invitation of quotation.
- D) Must hold ISO certification, copy to be attached.
- E) Should have minimum turnover of Rs. 100 crores per annum in last 3 years; audited annual reports of 2021-22, 2022-23, 2023-2024 to be furnished.
- F) Should have minimum 8 years’ experience in printing of Answer-Scripts. Copy of year of incorporation/registration to be enclosed.
- G) Copies of valid trade licenses, permissions to be enclosed.
- H) Should have undertaken such activities of at least 3 State/Central Universities, Govt. education boards, Govt. examining commissions etc. Copies of at least 3 such work orders pertaining to 3 years need to be enclosed.
- I) **Must have an establishment in and around Kolkata** as the Institute may conduct informed / uninformed inspection to examine the assigned job.
- J) Should have a capacity to stitch at least 50,000 answer booklets per day.
- K) Wherever copies of documents are required to be furnished, the same should be enclosed with the Technical bid envelop together with the filled in Annexure A.

Interested vendors may contact Shri Kamallesh Pattanayak, Dy. Director (Examination) or Shri Pradipta Ganguly, Addl. Director (Examinations) on any Working Day (Monday - Friday) during office hours 10.30 a.m. – 5.00 p.m. Contact details: email id: exam.dd2@icmai.in, Phone no.: 033-40364758; at their own cost.

Instructions for bidders -

- Bidders registered under MSME will be exempted for Earnest Deposit Money (E.M.D.). Proper documents to be produced in Technical Bid for this exemption.
- The rates to be offered should be all inclusive of paper cost, printing, stitching, packing, labour, hole punching, transportation, loading, unloading, applicable taxes etc. No other additional payments would be made.
- Completed scripts after printing, stitching/binding should be packed in a bundle of 200 which should be tightly covered by white polythene (above 40 microns) material and serial numbers to be marked properly for delivery.
- Bidders shall bear all costs associated with the preparation and submission of its bid.
- Technical bid and Price bid must be submitted in two separate envelopes.
- **Technical Bid along with Annexure A will contain -**
 - Earnest Deposit Money (E.M.D.)
 - Copy of ISO Certificate.
 - Last 3 years audited annual accounts; FY 2021-22, 2022-23, 2023-2024
 - At least 3 documentary evidence against work with State/Central Universities, Govt.



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education board / commission.

- Copy of valid factory license / permission.
- Incorporation certificate.
- **Sample of papers must be enclosed with the tender along with the labels/stamped, supplied by the Paper Mill.** (paper samples would be verified by the paper consultant /technologist appointed by the Institute)

Terms & Conditions:

- i) Financial bids of only those bidders will be opened who have qualified in the technical bid analysis.
- ii) Earnest Money (E.M.D) of the unsuccessful bidders will be returned to them within 30 days of issuance of the work order, without interest.
- iii) E.M.D. of the successful bidder will be turned into Security Deposit. Security Deposit of the successful bidder will be released to the bidder within 60 days of completion of contract without any interest on the same.
- iv) No interest on Earnest Deposit Money and Security Deposit shall be payable.
- v) Security Deposit against Performance of successful bidders will be Rs. 15,00,000/-
- vi) The supply order will come into effect only on depositing of remaining Rs. 9,00,000/- security deposit money in form of demand draft in favour of "The Institute of Cost Accountants of India" payable at Kolkata.
- vii) The print and supply orders would be placed in phased manner as per term of examination
- viii) Printed matters shall be liable to be rejected, if the print is poor / offset / blur quality. Penalty may be charged for the same as per decision of the Institute.
- ix) If the paper samples do not conform to the need of the Institute, the bid would not be considered for further process.
- x) Paper size / thickness shall be uniform as per sample. In case of inferior quality paper / delay in supply, the whole / part of supply can be returned to printer imposing penalty as deemed fit by the Institute.
- xi) Shortage or external damages due to defective packing should be replaced by the supplier at free of cost.
- xii) If the work is not in accordance with the order, the supply order shall be rejected at any point of time and may also lead to forfeiture of Security Deposit.
- xiii) This contract is for the forthcoming term of examination, it may be extended for another one term at mutual agreement of both parties on same rate, terms and conditions.
- xiv) The price quoted by the bidder should remain valid for the duration of the contract.
- xv) If a firm quotes NIL charges/consideration, the bid shall be treated as unresponsive and will not be considered.
- xvi) Canvassing in any form in connection with the contract is strictly prohibited.
- xvii) Bidders are required to print the materials at their own press and not sublet the work.
- xviii) **L1 will be based on the grand total rate Rs. quoted in bold box of Annexure B.**



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- xix) It is mandatory for the successful bidder to maintain the secrecy/confidentiality of the documents to be printed. Violation of secrecy directions shall lead to criminal / civil legal action as applicable.
- xx) Schedule of delivery –
- Time – Within 20 days from acceptance of work order.
 - Place of Delivery – CMA Bhawan, 12, Sudder Street, Kolkata – 700 016
- xxi) The successful bidder, if required, must cooperate with the other contractor/agency appointed by the Institute so that the work shall proceed smoothly with the least possible delay and to the satisfaction of the Institute.
- xxii) Institute reserves the right to extend the last date for receipt of bids at its own discretion.
- xxiii) 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.
- xxiv) Institute reserves the right to modify the quantity included in the schedule of requirements at any time after acceptance of tender without a notice. The bidders shall have no claim to any payment of compensation.
- xxv) 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; such case/s will lead to forfeiture of Security Deposit.
- xxvi) Institute may ask clarifications if any during the evaluation and the bidders are expected to respond. Lack of response from them will enable the Institute arrive at its own decision about such bids.
- xxvii) The order will be placed for the best interest of the Institute.

Payments –

- No advance payment will be made. Payment will be made after completion of satisfactory service and submission of invoice / bill in hard copy.
- Bills to be supplied as per work order.
- The payment will be made in electronic mode only within 30 days of submission of bills.

Submission of Bids

Envelope No. I – TECHNICAL BID:

Seal and signed page of filled in Annexure-A. (along with necessary copies of documents), sample papers

Envelope No. II – FINANCIAL BID:

Filled in Financial bid of Annexure-B.

The Bidder should prepare two separate envelopes – One for submission of Technical Bid and another for submission of Financial Bid. These two envelopes need to be sealed super subscribing



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– *Technical Bid & Financial Bid 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 an another envelop i.e. envelope no. III and it also need to be sealed with a subject heading on it which is as under:

“Tender for Printing and Supply of Answer scripts” (Bid Reference – ATC / EXAM / ANS – SCRIPT / 08 - 2025)

The final envelope (III), superscribed “Tender for Printing and Supply of Answer Scripts” (Bid Reference – ATC/EXAM/ANS-SCRIPT/08-2025) has to be submitted in the Tender Box kept at the ground floor of the Institute. Address: Advertised Tender Committee, CMA Bhawan, 12, Sudder Street, Kolkata – 700 016, on or before 3:00 pm; **02.09.2025**

Advertised Tender Committee



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Annexure A

Format of Technical bid

Sl. No	Details requested	Provide details
1.	Name of the Firm/Company	
2.	Registered office/business address Telephone/Mobile Number Email and fax number	
3.	Name of Contact Person (s)	
4.	Address in Kolkata Telephone/Mobile Number Fax Number Email Name (s) of the contact person(s)	
5.	Year of Incorporation/ Constitution (copy attach)	
6.	GSTN (Attach copy of GST registration)	
7.	Turnover of 3 years (2021-22, 2022-23, 2023-24)	A) F.Y. – Rs. B) F.Y. – Rs. C) F.Y. – Rs.
8.	Work Experience with	A. State / Central Universities: 1. 2. 3. B. Govt. Examination Board/Commission 1. 2.
9.	Enclosures as per page 2 all attached (tick)	YES / NO

Documentation in regard to eligibility criteria should be enclosed in Technical Bid envelop herewith

“I on behalf of certify that I have visited the Institute for examining /checking / inspecting / clarifying the sample of Answer scripts available with the Examination Department and I shall adhere to the sample for execution of the work.”

Signature of bidder:

Date:

Seal:

Place:



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Annexure B

Format of Financial bid (Must be deposited in separate envelope)

Items	Quantity (nos.)	Per unit Rate (Rs.)	Total Rate (Rs.)*
Answer Scripts with OMR cover	10,00,000		
Loose Sheets	2,00,000		
Grand Total (Rs.)			

* The total rate would be all inclusive of taxes and supply

Declaration:

I _____ on behalf of the M/s. _____ hereby certify that "M/s. _____ is not debarred by any Government / Semi Government or any private/ corporate office organizations for ineligibility for corrupt or fraudulent practices or blacklisted with any of the Government / Semi Government or any private/ corporate agencies"

Signature of bidder:

Date:

Seal:

Place: