

TENDER DOCUMENT

PRINTING WITH PAPER OF 'The Tax Bulletin'

Last Date of Submission: 31/03/2018 upto 16:00 Hrs.

Earnest Money: Rs. 14000/- (Rupees Fourteen Thousand only)



**THE INSTITUTE OF COST ACCOUNTANTS OF INDIA
12, SUDDER STREET, KOLKATA – 700 016**

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THE INSTITUTE OF COST ACCOUNTANTS OF INDIA KOLKATA

TENDER NOTICE FOR PRINTING WITH PAPER OF 'THE TAX BULLETIN'

SUB: TENDER FOR PRINTING WITH PAPER OF ICAI OFFICIAL TAX BULLETIN

Ref. No.: TC (TRD)/03/2018

Date: 10/03/2018

Part A

The Institute of Cost Accountants of India hereinafter referred as "ICAI" is a statutory body constituted under an Act of Parliament. The ICAI is functioning under the overall administrative jurisdiction of Ministry of Corporate Affairs, Government of India having its headquarters at "CMA BHAWAN" 12, Sudder Street Kolkata - 700016.

Sealed tenders are invited by the Secretary, The Institute of Cost Accountants of India, "CMA BHAWAN" 12, Sudder Street Kolkata – 700016 from reputed printers (preferably web offset) of Kolkata and having own all in-house facility viz. Colour Printing Machines, Binding Machines, Lamination Machines and Packing Machines etc.

The tender document can be downloaded from the website of the ICAI (www.icmai.in under Tender Tab) **from 10/03/2018 to 31/03/2018 4 pm.**

Sealed tenders addressed by name to Secretary, "CMA BHAWAN" 12, Sudder Street Kolkata – 700016 shall be sent at the Institute's address as mentioned herein below along with Cost of tender and Earnest Money, duly mentioning on top left hand corner of the sealed envelope "**Tender for Printing with paper of ICAI - Tax Bulletin**" and must reach to the ICAI head office either by Registered Post/Speed Post or by dropping in the quotation box placed at "CMA BHAWAN" 12, Sudder Street Kolkata – 700016 not later than **4PM on 31/03/2018.**

For any further information/clarification, please contact Ms. Debjani Mukherjee, Consultant – Tax Research Dept of the Institute at phone numbers: 033-40364785 from 10.30 a.m. to 5.30 p.m. on all working days (Monday – Friday).

Tenders received after the stipulated date and time shall not be entertained under any circumstances whatsoever. The ICAI shall not be liable for any postal delays whatsoever. ICAI reserves the right for cancellation in case of the incomplete tender document.

General Terms and Conditions are to be returned to us as a token of acceptance of the terms and conditions of the contract, by signing each and every page of the document with company seal/stamp, without which the tender will not be considered.

PARTIES ELIGIBLE

The experienced **KOLKATA-BASED PRINTERS** (preferably web offset) having a minimum annual **turnover of Rs. 40 Lacs [Rupees Forty Lacs only]** or above per year for last three financial year pertaining to printing business only and should be a profitable company may quote their rates for printing of **ICAI Tax Bulletin**. The tenderer should be in the printing business for minimum 05 years (five years) and should possess all necessary licenses/clearance for printing and publications etc from the State or Central Govt.

WORK SCOPE

The selected party would require to do the following:-

1. ICAI will provide you the ready to print .pdf file. No DTP work is required.
2. Date of posting by 7th & 21st of every month and ICAI will give the final .pdf file on or before 3rd & 17th of every month.
3. Make necessary changes (if any) as suggested by ICAI officials and get the approval of ICAI officials.
4. Printing and binding of the Bulletin on the paper as specified by ICAI. The paper cost will be borne by the printer.

The ICAI shall not bear any financial or another cost for printing, paper or other of the Bulletin and it shall be all-inclusive rates under the Brand name of ICAI.

BASIC - ELIGIBILITY CRITERIA OF THE TENDERER

- The Tenderer should have the experience of Printing (a list of similar jobs executed should be submitted along with Technical Part of the Tender).
- The experience of successfully executing similar type (s) of Job (s) of the Institute will be preferable.
- The Tenderer should preferably a profitable company and financially strong having minimum annual Turnover Rs. 40 Lacs or more during the last 3 years) to undertake this type of assignment.
- Enclosed the following with technical part.
 - Service Tax – enclosed last year return copy
 - VAT Return – enclosed last year return copy
 - Income Tax Return – acknowledgement of last 3 years
 - Audited annual accounts for immediately preceding of three years.
- The Tenderer should have a presence in Kolkata market at least for 5 Years with Registered office and other Facilities located in Kolkata.
- The Tenderer should have the following Licenses and Certificates–
 - Factory License
 - No Objection Certificate obtained from appropriate Authority
 - No Objection Certificate in regard to Fire obtained from appropriate Authority.
-
- The Tenderer should have the following infrastructure/machinery –
 - Complete Plate making Equipment
 - CTP (Computer to Plate) Arrangement
 - Paper Cutting Machine
 - DTP with Ten Terminals and Laser printer of 600 Dpi
 - 4 Colour web offset machine.
 - Computerised automatic process Camera/Scanner
 - One automatic in-line Folding Machine
 - Perfect Binding

In addition to above, if the Tenderer is having any Certificate relating to Quality of Job e.g. ISO etc. may furnish the same along with the Technical Part.

SUBMISSION OF TENDER DOCUMENTS

The tender document shall be submitted with paper samples (for text, cover and paper envelop duly signed and stamped) under two separate covers, Envelope No. 1 and 2. Envelope No. 1 is Technical bid and shall contain Profile of the Bidder / Printer Company, in brief, Tenderer's Appraisal, Technology Details and other details as mentioned in 'Eligibility conditions and documents to be furnished for technical evaluation'. (Please mark the envelope as "**Envelope No. 1 – Technical Bid**". Earnest Money Deposit (EMD) shall be put in envelope No. 1 and "**Commercial Bid should be put in Envelope No. 2**". The Envelope No. 1 and 2 shall be superscribed with the Tenderers Name and Address and sealed separately. Both the sealed envelopes bearing No. 1 and 2 are to be put in main envelope i.e. Envelope No. 3. This envelope shall bear the inscription "Tender for printing and distribution of **Tax Bulletin**" and sent to Secretary "CMA BHAWAN" 12, Sudder Street Kolkata – 700016 on or before the date and time.

The sealed tenders shall be submitted in the specified format on the business letterhead of the bidder/printer duly stamped and signed and dated on each page as their unconditional acceptance of the terms specified by the ICAI. Details/supporting documents wherever applicable, if attached with the tender shall be duly authenticated by the Bidder / Printer. **No over-writings shall be accepted.**

Non-acceptance of the terms and conditions as stated in General Terms and Condition and non-submission of the stipulated Earnest Money Deposit (EMD) shall render the tender invalid. Only Bidders / Printers whose INFRASTRUCTURE particulars as stated are determined to be in consonance with Institute's requirements shall be considered further in the Tender Evaluation Process.

EARNEST MONEY

The Bidder/Publishers are required to deposit an earnest money of Rs. **14,000/- [Rupees Fourteen Thousand only]** by way of demand draft in favour of **“The Institute of Cost Accountants of India”**, payable at “Kolkata”. The tender not accompanied with earnest money shall not be entertained. The earnest money of unsuccessful Bidder/s will be refunded without any interest/bank commission/collection charges within 60 working days after the tender is issued in favour of successful bidder/publisher.

AGREEMENT OF THE TENDERER

The Secretary
The Institute of Cost Accountants of India
12, Sudder Street,
Kolkata – 700 016

Respected Sir,

I have gone through the details of work viz. size of the Bulletin, quality of paper for Text and Cover and printing etc., as mentioned in the Notice for Tender and I/we undertake:-

- A. That I/we shall be carrying out the job as per the instructions were given to me/us by the authorities of the Institute.
- B. That I/we shall be carrying out the job as per the rate quoted in the Tender Form and no request will be made by me/us for escalation of the said rate for any reason whatsoever and also agree to perform any extra/additional work, if any, at the same rate. I understand that quantities shown in the Scope of Work are approximate and therefore any + - variation is possible.
- C. That the delivery of the Bulletin (s) shall be completed by me/us within the stipulated time on receipt of instruction of the concerned authority of the Institute, given time to time ;
- D. That I/we shall abide by the Terms & Conditions, mentioned in the Order of Printing, and upon any violation of the said Terms & Conditions, the competent authority of the Institute, reserves the right to terminate this Contract and forfeit Earnest Money.

Date:

Seal of the Tenderer

(Signature)

PART B – TECHNICAL BID / INFRASTRUCTURE BID

Date: _____

Technical Evaluation Chart		
S. No.	Requirement	
1	About Organisation	
	(a) Public / Listed / Private & Year of Incorporation	
	(b) Head of the organisation	
	(c) Name and Mobile Number of the key person.	
2	Financial Position	
	Turnover in Cr. (For 3 years) Attach a copy of audited balance sheet.	
	Name of Banker with complete details for the electronic transfer of funds. Bank Name Account Number Branch IFS Code	
3	Presence in Indian Market	
(a)	Registered Office & others.	
(b)	Total No. of Clients with lists.	
4	Experience and Capabilities	
(a)	No. of Bulletins / publications handled regularly.	

(USE SEPARATE SHEET, IF NECESSARY)

Date:

Name and Signature of the bidder with Stamp.

Date: _____

TENDER FOR PRINTING WITH PAPER OF ICAI OFFICIAL TAX BULLETIN

BOOK SPECIFICATIONS:

1.	Name of the Book	The Tax Bulletin
2.	Quantity of the Book	700 copies [refer minimum quantity of contract]
3.	Finish Size of the Book	10.75" x 8" (in inch)
4.	Printing (Text)	Eight Page Four colours and the rest in Black and white including graphics, illustrations, photographs, Pie-Chart, Bar-graph etc.
5.	Printing (Cover)	Four Colours (Cover I & IV)
6.	Printing (Inside Cover)	Four Colour (Cover II & III)
7.	No. of Pages	40 text + 4 pages of cover
8.	Binding	Perfect binding
9.	Paper for Text	Recyclable 70 GSM Matt / Gloss Light Weight Coated (LWC) Paper (High Bright White)
10.	Paper for Cover	Recyclable 170 GSM Matt Sinar Mass Art Card with lamination.

	The cost for Printing, Binding, Dispatching to ICAI Office	Cost of printing every additional 8 Black & White pages	Cost of printing every additional 8 Four Colour pages
In Figures			
In Words			

Cost should be inclusive of all. No additional cost will be borne by the Institute.

The Institute will provide a soft copy in .pdf form for printing. The Institute will not check ferros / blueprints and printouts for printing of text as well as cover. The printer would be held responsible for the correctness and accuracy for text and cover as provided .pdf file by the Institute. However, the Institute may ask for the ferros and printout at its discretion.

Date:

Name and Signature of Bidder / printer with Corporate Seal

GENERAL TERMS AND CONDITIONS –

1. The contract shall initially be for a period of two years which may be extended for a further period of one year as mutually agreed upon with same terms and conditions.
2. The contract/work order can be terminated by either party by giving three months clear notice in writing and during the period of such notice, the performance of contract/work order by both the parties shall continue.
3. The Tax Bulletin is being a prestigious Bulletin of the Institute meant for the Members, Students and others.
4. Time adherence to schedules to be notified by the Institute in printing/binding and strict quality control will be the essence of the transaction. Daily penalty @ Rs. 1000/- per day in the schedules prescribed shall be imposed by the Institute for default on the part of the printer to adhere to the schedule/s notified. Similarly, poor quality of printing shall also include printing errors, poor printing/binding/missing pages/certain section carrying unprinted pages shall also make the printer liable for QUALITY CUT penalty shall be imposed at the discretion of the Institute.
5. The rates quoted will be binding and valid for a period two year from the date of execution of the contract.
6. After printing the Bulletin every month, the printing press shall necessarily make available the complete matter of each issue on a monthly basis in a CD for putting the same on the Institute's website (in case any correction is done at the printer's end).
7. Should there be a need for any further information/clarification, you may contact, Ms Debjani Mukherjee, Consultant – Tax Research Dept of the Institute at phone numbers: 033-40364785.

STRUCTURE AND ORGANIZATION –

1. The printer should not have been debarred / black listed by any Government/Semi-Government/Public Sector Organisation.
2. Applications containing false or inadequate information are liable for rejection.
3. If information and details furnished by the applicants are found to be false at any time in future or any information withheld, which comes to the notice of the Bank later, the empanelment of such applicant will be cancelled immediately.

EARNEST MONEY DEPOSIT AND DURATION OF VALIDITY PERIOD –

1. An E.M.D of Rs. 14,000/-(Rupees Fourteen Thousand only) in the Form of Demand draft by any Scheduled Bank in favour of the ICAI should be accompanied with the duly filled tender forms and other relevant documents for the printing of ICAI Bulletin, which will be refunded after the successful completion of empanelment period. No Interest shall be paid by the ICAI on the EMD for the above said period. The EMD shall be liable to be forfeited if the tenderer, after submitting his quotation modifies/resides his offer, or insists on modifying after the acceptance of the Tender or withdrew from the execution of the work order issued to them. The price quoted will be effective for the entire period as stated elsewhere in this document.
2. The ICAI has got absolute right to terminate the contract at any time during its currency without assigning any reason and the tenderers are not entitled to any compensation on this ground of such termination.
3. The EMD shall remain with the ICAI during the period of validity of the offer, i.e. minimum period of SIXTY (60) calendar days from the date of opening of tender. No Interest shall be paid by the ICAI on the EMD for the above said period.
4. The EMD deposited is liable to be forfeited if the tenderer withdraws or amends/ impairs or derogates from the tender in any respect, within the period of validity of his offer.
5. The EMD of all unsuccessful tenderers shall be returned within a reasonable period (normally 60 working days) after finalisation of the tender.

BANK GUARANTEE –

1. The EMD of the successful tenderer shall be converted into performance security deposit and shall be retained for the entire period of the contract. The Printer shall not be entitled to any claim or receive any interest on the amount of performance guarantee/security deposit.

FORFEITURE OF SECURITY DEPOSIT AND INVOKING OF BANK GUARANTEE –

1. ICAI shall have the right to invoke the Bank Guarantee and to forfeit the security deposit if the Printer contravenes or breaches any of the terms and conditions of the tender document / Work Order / Contract or if the Printer withdraws or amends, impairs or derogates from Work Order / Contract or fails to execute the work as per the Work Order / Contract or fails to deliver the satisfactory performance during the period of contract.
2. ICAI shall also have the right to invoke the Bank Guarantee and to forfeit the security deposit and to adjust the damage or loss caused to the ICAI due to the negligence, carelessness, inefficiency, fraud, mischief and misappropriation or any other type of misconduct of the Printer or its staff / employee / agent / representative. Whenever under Work Order / Contract any sum of money is recoverable from and payable by the Printer, the ICAI shall have the right to recover such sum by appropriating in part or in whole from the security deposit / bank guarantee of the Printer. In the event of the security deposit / bank guarantee being insufficient, the balance or the total sum recoverable, as may be, shall be deducted from any sum due to the Printer or which at any time thereafter may become due to the Printer under this or

any other work order / Contract with the ICAI. If this sum is not sufficient to cover the full amount recoverable, the Printer shall pay the Institute on demand the remaining amount.

SIGNING THE DOCUMENTS –

1. Person/Persons signing the tender and other documents connected thereof shall state, in what capacity he is signing the documents. For e.g. As a Proprietor or Managing Director of a limited company or Managing Partner of Partnership firm etc.

QUOTING OF RATES –

1. Quotations must be submitted in sealed covers. The rate quoted shall include the cost of materials, all taxes and charges for delivery and loading / unloading. The rate quoted will be valid for acceptance for 60 (sixty) days from the date of the offering of the rates. The rate quoted will be final. No enhancement of rates will be allowed for any reasons viz. Non-availability of materials, hike in prices, increase in labour charges etc. during the period of the contract.
2. Taxes as applicable should be included in the price, failing which the ICAI shall have no liability to pay these charges, and the liability shall be that of the tenderer.

ACCEPTANCE OF QUOTATIONS –

1. The successful Printers will be informed of the acceptance of the quotation by E-mail/Fax or formal acceptance letter on finalisation of the quotation. By issue of the E-mail /Fax or formal acceptance letter, a binding contract will come into force and the successful Printers have to act upon immediately.
2. The offer through this quotation and the acceptance communication together form a binding contract and no separate agreement shall be necessary.
3. The technical and financial bid would be of the ratio of 70: 30.
4. The ICAI reserves the right to select the tenderer on the basis of best possible bids received. The decision of the Tender Evaluation Committee in this regard shall be final and representation of any kind shall not be entertained on the above. Any attempt by any tenderer to bring pressure of any kind may disqualify the tenderer for the present tender and the tenderer may be liable to be debarred from bidding for ICAI tenders in future for a maximum period of five years.

FURNISHING OF SAMPLES –

1. The Tenderers are bound to furnish all samples of the items viz. paper for text and paper for packing cover mentioned in the notice inviting quotations, with signature, name and address of tenderers.

PERIOD OF DELIVERY –

1. It will be imperative on each tenderer to fully acquaint himself with the entire local conditions and factors, which would have an effect on the performance of the contract and cost. The ICAI shall not entertain any request for clarifications from the tenderer regarding local conditions. No request for the enhancement in price or extension of time schedule of delivery/installation shall be entertained after ICAI has accepted the offer.

MINIMUM QUANTITY OF CONTRACT –

1. The minimum quantities are mentioned is tentative. It will be varying in various months.
2. The quantity may be increased and/or decreased at the sole discretions of the ICAI.
3. The ICAI reserve itself the right to increase or decrease the quantity to be procured.

TERMS OF PAYMENT –

1. NO, & ANY ADVANCE PAYMENT IS GIVEN TO PRINTER viz. paper, dispatching, or other etc.
2. No cost incurred by the applicants in applying, in providing necessary clarifications or attending discussions or site visits will be reimbursed by the ICAI.
3. Payment will be given on actual print order. No round off payment will be given.
4. 100 % payment will be made through RTGS to the account of the supplier within 60 working days of receipt of the Invoice/Bill and certificate of receipt of the items as per the Purchase Order. Income Tax, if applicable, will be deducted from the Bills of the supplier as per the law. Payment shall be made subject to recoveries if any.
5. ICAI cannot provide any Customs Duty Exemption / Excise Duty Exemption Certificate to get any import/excise duty exemption.
6. All the terms and conditions for the payment terms, penalty etc. shall be as those mentioned herein and no change in the terms and conditions will be acceptable.

DISPUTE & JURISDICTION –

1. Neither the seller nor the buyer shall take any legal proceedings to enforce any claim against the other in any court other than the court of competent jurisdiction located within the limits of the city of Kolkata.

PERIOD & TERMS OF DELIVERY –

1. Parties willing to make free delivery of the Bulletin at our office premises should only apply for the quotation.

2. The item shall be delivered at the godown of the Head Office of the ICAI, as scheduled in the Purchase order along with approved samples/specimen.
3. ICAI reserves the right to extend the scheduled date & the period of supply or waives the penalty if found to be genuine reasons.
4. The tenderers will supply the complete material within a maximum period of 1 calendar days from the date of finalisation of last proofs or as mentioned in the purchase order.
5. The ICAI will not pay any additional payment for the delivery of Bulletin to ICAI Head Quarters.
6. The decision of the authority placing the order in this regard will be final. In case the tenderer does not feel satisfied with the decision, he will be at liberty to approach Secretary, ICAI. The decision of Secretary in this regard will be binding and no appeal will lie against his decision.

LIQUIDATED DAMAGES –

PENALTY FOR DELAY IN SUPPLY –

1. If the tenderer is not able to supply the goods within the specified period to the complete satisfaction of the ICAI, the security deposit shall be invoked.
2. If the goods are not supplied within the stipulated time and date the contractor / printer shall be liable to deliver the whole consignment, thereafter the ICAI holds the option for RE-TENDER for printing of “Tax Bulletin” and invoking the EMD of the Tenderer to recover the difference in Cost.

PENALTY FOR DEVIATIONS IN SPECIFICATIONS –

1. No deviation in the specification including quality of paper will be entertained. Any deviation may entail cancellation of the entire order and also withhold of Security Deposit / Bank Guarantee.

GUARANTEE & REPLACEMENT –

1. Defective supplies or items that do not confirm to our supply order will be returned and replaced with new ones without any additional charge.

OTHERS –

1. No conditional tender will be accepted.
2. The selected firms will be informed based on the least quoted price.
3. Printers should not indulge in unethical practices, and should execute the work awarded to them as per the terms and conditions of the contract and specifications, and should coordinate with the ICAI Officials.
4. In case the applicant’s close relatives are associated with ICAI and in particular the Stationary / store section or General Administration wing of the ICAI, details like name, designation etc. shall be furnished and informed. Non-disclosure of such critical information will lead to disqualification if it comes to light at a future date.
5. CDs in MS words (both in open file and .pdf file must be capable of being downloaded in ICAI’s website) will have to be provided by the printer without any extra cost, along with the printed copies. Any delay in providing the CDs would attract a penalty @ Rs. 500/- (Rupees five hundred only) per day of delay.
6. Printed copies are required to be delivered within 2 calendar days of handing over of Print Order or Final Proofs as approved by ICAI’s Officers.
7. A very high quality of printing is required. The work done in a slipshod manner will not be accepted.
8. The vendor must ensure safe custody and maintain confidentiality in the printing material supplied by ICAI.
9. No deviation in the specification including quality of paper will be entertained. Any deviation may entail cancellation of the entire order and also withhold of Security Deposit / Bank Guarantee.
10. The printer will get in regular touch with Tax Research department *vis-à-vis* other respective departments if any for smooth completion of the Job within the time schedule.
11. The selected Printer will allow our Representative or Printing Technologist to inspect the Premises where the job is being carried out.
12. The contract shall be initially for a period of two years which may be extended for a further period of one year as mutually agreed upon with same terms and conditions.
13. The contract/work order can be terminated by either party by giving three months clear notice in writing and during the period of such notice, the performance of contract/work order by both the parties shall continue.
14. The contract/work order can be terminated by ICAI by giving three months clear notice on the following grounds viz. untimely delivery, deviation in quality of paper, colour printing, binding etc. or any administrative ground.

**CONVENER - TENDER COMMITTEE
(from Rs.2.5 Lakhs to Rs.25 Lakhs)**