



**THE INSTITUTE OF  
COST ACCOUNTANTS OF INDIA**  
(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)  
**CMA BHAWAN**  
**12, SUDDER STREET, KOLKATA – 700 016.**

Telephones: +91-33- 2252-1031/1034/1035  
+ 91-33-2252-1602/1492/1619  
+ 91-33- 2252-7143/7373/2204  
Fax : +91-33-2252-7993  
+91-33-2252-1026  
+91-33-2252-1723  
Website : www.icmai.in

**TENDER NOTICE**

Ref. No.: TC (Exam)/02/2018

Date: 28<sup>th</sup> February, 2018

**Sub. : Printing of Blank Answer Scripts & Loose Sheets**

Reputed and reliable Printers located in or around Kolkata are invited to offer their Rate for Printing (without Paper) of Blank Answer Scripts and Loose Sheets as per details given below -

**1. Quantity:**

(a) Blank Answer Scripts - (i) Intermediate – 2, 00,000 nos. & (ii) Final – 1, 00,000 nos  
(b) Loose Sheets - 50,000 nos.

**2. Size of the Blank Answer Scripts** - As per sample

**3. Paper (To be given by the Institute)** - Maplitho 70 GSM, 19.00 Kg. (64 cm x 85 cm)

**4. Wastage Norms** - 2.5%

**5. Binding** - Stitching (Not Stapling)

**CMA Arunava Ganguly, Jt. Director or Dr. Pradipta Ganguly, Dy. Director, Examination Directorate, ICAI** may be contacted **For Sample Verification**, on Working Days (Mon – Friday) during Office Hours.

Quotations are to be offered in Sealed Envelope with the words – “***Tender for Ans. Scripts***” on the top of the Envelope and submitted **on or before 5.30 p.m. of 21.03.2018** in the **Tender Box**, located at the **Office of the Institute at 12, Sudder Street, Kolkata – 700 016** **strictly as per following Format only, without which quoted Rate may not be considered:**

Job	Qty.	Lot Rate with all Taxes and Delivery
Printing of Examination Blank Answer Scripts & Loose Sheets	(i) Intermediate – 2, 00,000 nos. (ii) Final – 1,00,000 nos (iii) Loose Sheets - 50,000 nos.	Rs. ....../- (Rupees.....Only)

**Name, Postal Address, Telephone/Mobile No (s), E-mail Id/Fax No. of the Tenderer should be mentioned at the bottom of the Envelope, containing the Quotation.**

**Scope of work:**

- The Printer would make single color printing (as per sample), stitching and cutting on the supplied papers and deliver the ready matter within 10 days of order (in phased manner) as per requirement to the Institute, Headquarters at 12, Sudder Street, Kolkata 700016.

**Bidder shall fulfill the following criteria:**

- Documents in support of nature of ownership (Partnership firm, Private/Public Limited Company, State/Central Government undertaking or Joint sector organization etc.) with PAN, GSTN, Trade License no., address, Telephone No(s), Mobile no(s), email ids., Fax no(s), 2 years turnover and other relevant information, if any, are to be provided.



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- The bidder should have minimum 10 years experience in printing business. Past experience with reputed companies (copy of certificates in support of experience) to be submitted.

#### **EMD**

- An earnest money of Rs.6000/- (Rupees six thousand only) has to be deposited by the tenderer in the form of bank draft from any bank in favor of 'The Institute of Cost Accountants of India'. 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.
- The earnest money deposited by the unsuccessful tenderer will be refunded back within 30 days from the date of opening of the bid.

#### **General**

- The Institute reserves the right to accept or reject any or all offers without assigning any cause. Incomplete offers are liable to be rejected. No deviations shall be accepted.
- The Institute shall have the right 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.

The tenderer has to submit the information in the format as provided in **Annexure 1** of this tender document.

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



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**Annexure 1**

**Part-I**

1. Name of the Organisation:
2. Name of the Director/Owner:
3. Address of Printer:
4. Local Address and Authorised Contract Person:
5. Telephone No:
6. Mobile No.:
7. Email ID:
8. Past Credential (attach proof):
9. PAN:
10. GST Registration No.:
11. EMD amount: Rs. 6,000/-

DD No:

Date:

Bank Name:

(Demand draft in favour of “The Institute of Cost Accountants of India”, Payable at “Kolkata”)

**Part-II**

Job	Qty.	Lot Rate with all Taxes and Delivery
Printing of Examination Blank Answer Scripts & Loose Sheets	(i) Intermediate – 2, 00,000 nos. (ii) Final – 1, 00,000 nos. (iii) Loose Sheets - 50,000 nos.	Rs. ....../- (Rupees.....Only)