

TENDER DOCUMENT

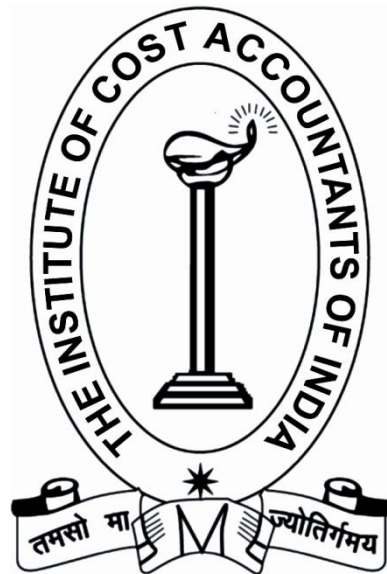
**PRINTING WITH PAPER
OF
100 HOURS COMPUTER TRAINING
BOOK
OF INTERMEDIATE COURSE STUDY
MATERIALS KIT UNDER SYLLABUS
2016**

**Last date of Submission: August 23rd,
2018**

up to 16.00 hours

**Earnest Money- Rs. 50,000/-
(Fifty Thousand Only)**

**Cost of Tender Document- Rs. 5,000/-
(Non-refundable)**



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

NOTICE INVITING TENDERS

**THE INSTITUTE OF COST ACCOUNTANTS OF INDIA (ICAI)
'CMA BHAWAN, 12, SUDDER STREET, KOLKATA-700016**

Notice inviting Tenders from Printers for Printing of 100 hours Computer Training Book under Syllabus 2016 of the ICAI.

Sealed tenders are invited from the reputed, experienced and authorized printers for, **Printing of 100 Hours Computer Training Book under Syllabus 2016 of the ICAI. The last date for submission of the sealed bids is August 23rd, 2018, up to 16.00 hours. The tender document along with detailed terms and conditions is available at ICAI's website, i.e., www.icmai.in.**

ICAI invites sealed tenders in two-bid system (Technical bid and Financial Bid in two separate covers) from reputed, experienced and authorized Printers for **Printing of 100 Hours Computer Training Book under Syllabus 2016 of the ICAI.**

The Technical and Financial Bids should be submitted in two separate sealed envelopes placed in third envelope clearly mentioned as under:

"Part-I: Technical Bid for Tender for Printing of 100 Hours Computer Training Book under Syllabus 2016 of the ICAI" and

"Part-II: Financial Bid for Printing of 100 Hours Computer Training Book under Syllabus 2016 of the ICAI".

Both the sealed envelopes to be put into another envelope and it should be super-scribed as "Tender for Printing of 100 Hours Computer Training Book under Syllabus 2016 of the ICAI", failing which ICAI shall assume no responsibility for the misplacement or premature opening of the bid.

(A) PART-I TECHNICAL

This part shall contain Technical Bid only. Technical Bids disclosing price shall be summarily rejected.

The following information/copies of the documents have to be attached:

- a) **Composition of the firm-** Full particulars (whether printer is an individual, or a partnership firm, or a company etc.) of the composition of the firm of printers in detail should be submitted along with name(s) and address (es) of the partners, copy of the Articles of Association, in case the bidder is a company/Power of Attorney/any other relevant document, in case of partnership firm, copy of partnership deed.
- b) Work experience & completion of similar works during the specified period- copies of detailed work orders indicating date of award, value of awarded work, time given for completing the work, etc. and the corresponding completing certificates indicating actual date of completion and actual value of executed similar works should be enclosed as proof of the work experience.

- c) **Creditworthiness of the Tenderer and its turnover during the specified period**- Balance sheets of last 3 years shall be enclosed.
- d) **Name (s) & address (es) of the bankers of the Tenderer and their contact details.**
- e) Attested Copy of PAN Card/GST Registration No/Document

Technical part shall comprise the attachments, specifying attachment serial number arranged in the order as follows:

- Demand Draft of prescribed amount for Cost of Tender as specified.
- Demand Draft of prescribed amount for Earnest Money as specified.
- Sample Paper Sheets of mills conforming to the specifications duly signed & stamped with the nomenclature, gsm, mill name and any other specification.
- Any other relevant document, Bidder desires to submit.

(B) PART-II FINANCIAL (RATE) BID (Reference in Page No.6)

- a) Priced commercial Part shall contain rates as per the prescribed format.
- b) No stipulation, deviation, terms & conditions, presumption, basis etc. shall be stipulated in Price part of bid. ICAI shall not take cognizance of any such statement and may at their discretion reject such price bid.
- c) Bidders are advised NOT to mention Rebate/Discount separately, either in the Rate format or anywhere else in the offer. In case bidder(s) intend to offer any Rebate/Discount, they should include the same in the item rate(s) itself under the Rates and indicate the discounted unit rate(s) only.
- d) In case, it is observed that any of the bidder(s) has/have mentioned Discount/Rebate separately, the same shall not be considered for evaluation. However, in the event of the bidder emerging as the lowest bidder, the Discount/Rebate offered by the bidder shall be considered for Award of Work and the same shall be conclusive and binding on the bidder.

The sealed quotations should reach us on or before August 23rd, 2018 upto 16.00 hours.

Mailing Address:

**The Convener, Tender Committee
<Rs. 2.5 lakhs to Rs. 25.00 lakhs>
The Institute of Cost Accountants of India,
CMA Bhawan
12, Sudder Street, Kolkata-700016.**

SCOPE OF WORK

- **Art work for Cover Pages** – Art work for the Cover Page for Study Notes of 100 Hours Computer Training Book under syllabus 2016 will have to be provided along with Colour Proofs as many times as required by the Institute.
- **Composition** – By way of Computerized laser composition and composition charge will be payable for new composition(s) only.
- **Printing** – Offset process from laser composed pages.
- **Binding** – Standard Perfect Binding as per sample.
- **Correction & Recomposing** - No charges for authors' corrections can be claimed at any stage of Printing. Charges for huge corrections, made at the instance of the Institute, which might necessitate recomposing, may be considered , if it is done with prior consent of the Institute (may be deleted as generally Printer make no correction on his own) .
- **Charges for collection of Manuscript and Delivery of Proof** – No charges can be claimed for collection of 'Matter for Printing' and delivery of Proofs to the Institute.
- **Door Delivery** – As per the work order- 30(thirty) days from the date of receipt of the order, or date of delivery of final approval soft copy in CD, whichever is later.
- **Delivery Venue: Central Stores, ICAI, CMA Bhawan, 12 Sudder Street, Kolkata- 70 0016.**
- **Freight** – No extra cost will be borne/reimbursed by the Institute for delivery of 100 Hours Computer Training Book at Headquarters, Kolkata.
- **Paper** – To be supplied by the Printer as *given* below :
 - **Paper Mills** -
 - **TNPL /KHANNA/EMAMI**
 - **Specification** -
 - **Text** – 70 GSM Maplitho Paper High Bright (Brightness : 80+ and Opacity: 80+)
 - **Cover** – 230 GSM Mat. Art (imported)
(Quality of the Papers should be strictly adhered to, in case of substandard paper and/or paper other than as per sample provided by you, the Institute reserves right to recover damages from you).
- **Size** –
 - 8" x 10.25"
- **Packing** –
 - Packet in 5- Ply Cartoon with Label.

COST OF TENDER DOCUMENT:

Rs. 5,000/- (Rupees five thousand only) (non-fundable) in the form of Pay Order/Demand Draft, in favour of the Institute of Cost Accountants of India, payable at Kolkata, to be attached with the Tender.

EARNEST MONEY AND PERFORMANCE SECURITY AMOUNT:

Each Bidder shall furnish earnest money of **Rs.50,000/- (Rupees Fifty Thousand only) through a Demand Draft / Pay Order drawn in favour of "The Institute of Cost Accountants of India"** payable at Kolkata. The earnest money shall be released to the unsuccessful Bidders without any interest thereon after finalization of tender process.

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

Security Deposit / Performance Security of the successful bidder is liable to be forfeited in case of failure to print, store and supply the materials within the stipulated period or supply of material which is not as per the specifications of the print order / s or up on breach of terms and conditions of the contract. EMD amount will be refunded to the successful bidder as per GFR rule after contract period is over.

BID EVALUATION

Bid is the responsibility of Bidder and no relief or consideration can be given for errors and omissions made by the Bidder inadvertently or advertently. Bid with incomplete information is liable for rejection.

In the first stage, technical bids shall be evaluated as per the requirements specified in the tender documents and thereafter the financial bids of the technically qualified bidders shall be opened.

Non-submission of details/documents may lead to rejection of Bid.

The Financial Rate part of only those bidders, whose bids are considered technically acceptable, shall be opened.

Any effort by Bidder to influence ICAI processing of Bid or award decisions may result in rejection of such Bids.

SPECIFICATIONS OF THE JOB

Language of Printing: English

Overall Size - 8" x 10.25"

Colour of Printing - Text- 4 colour
Cover- 4 colour (front & back pages)

Pages – Text -450 Pages [No. of pages may be subject to a variation of ± 10%]

Cover – 4 pages

Composition: Computerized Laser Composition

Printing Process: Offset Process from laser composed pages

Paper:

- **Text** — As stated in the Scope of Work.
- **Cover** – As stated in the Scope of Work.

Binding – Standard Perfect Binding

Packing – Packet in 5 Ply Cartoon with Label.

Period of Contract- Two years (under same terms and conditions)

FINANCIAL BID
PRESCRIBED FORMAT FOR QUOTING RATES- 100 HOURS COMPUTER TRAINING
BOOK UNDER SYLLABUS 2016
SPECIFICATION OF THE JOB

Job	Rate per Book - 5,000 copies			Rate per Book- 10,000 copies			Rate Per Book- 15,000 copies		
	<u>TNPL</u>	<u>EMAMI</u>	<u>KHANNA</u>	<u>TNPL</u>	<u>EMAMI</u>	<u>KHANNA</u>	<u>TNPL</u>	<u>EMAMI</u>	<u>KHANNA</u>
Printing with Paper of 100 Hours Computer Training Book (approx. 450 pages±10%) Composing, Proof Reading & Designing, plate making (shall not form a part of Total Rate to be quoted)	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.

BREAK UP OF ABOVE RATE PER BOOK

Name of Items	Rate per Book - 5,000 copies			Rate per Book - 10,000 copies			Rate per book- 15,000 copies		
	<u>TNPL</u>	<u>EMAMI</u>	<u>KHANNA</u>	<u>TNPL</u>	<u>EMAMI</u>	<u>KHANNA</u>	<u>TNPL</u>	<u>EMAMI</u>	<u>KHANNA</u>
1. Cost of Printing of Text with Paper - 450 pages (±10%) in 4 colours	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
2. Cost of Cover 4 Pages Printing with Paper in 4 Colours	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
3. Cost of Standard Perfect Binding	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
4. Any other charges, if any	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.

N.B:

1. Above quoted rate(s) should be inclusive of all, i.e. Cost of printing, cost of paper, cost of binding, cost of delivery at the office of the Headquarters of the Institute at Kolkata or any place within 30 km. from the location of the Press.
2. The rates quoted should be inclusive of all taxes & delivery charge to HQ, Kolkata. All the taxes must be mentioned clearly in the rate format.
3. Above rate (s) will be firm and valid during the total contract period (2 years) and not subject to any price escalation due to any reason whatsoever.
4. No Composing Charges would be given if the Institute supplies CD containing totally type-setting soft copy of the Study Notes or any other publications.
5. Sample Paper Sheets of the Mills to be submitted at the time of Tendering duly signed and stamped with the nomenclature, gsm, mill name and any other specification.
6. Offered rates shall remain unchanged for the period of contract (two years) and no upward escalation in prices shall be allowed.
7. Bidder shall furnish their PAN No., GST No., Trade License, Address, Telephone No (s), E-mail ID, and Fax No. (s).

Date:

(Signature of the Tenderer with seal)

SPECIFICATION OF THE JOB

Language of Printing:	English
Overall Size:	8” x 10.25”
Composition:	Computerized Laser Composition
Quantity	30,000-40,000 (approx) annually
Printing Process	Offset process from laser composed pages
Colour of Printing	Text- 4 colour, Cover- 4 colour (front & back pages)
Paper:	For Text- 70 GSM Maplitho- High Bright (Brightness-80+ and Opacity-80+)
	For Cover- 230 GSM Matt. Art (Imported)
Number of Pages:	Text- 450 pages($\pm 10\%$) , Cover – 4 pages
Binding:	Perfect Binding
Packing:	Packing should be done in each cartoon/box (5 ply cartoon) containing 50 copies of 100 Hours Computer Training Book only.

Guidelines for imposing Penalty for delay in delivery of publications by the empanelled printers

Penalty is to be imposed on the printers where there is a delay in the supply of ordered publication over the due date mentioned in the Print Order. The following guidelines shall be followed to determine the amount of penalty on accounting of delayed delivery.

1. The penalty for delay in supply/delivery should be calculated as per the due date of delivery in the Print Order.
2. A grace period of seven days after the due date shall be allowed.
3. A written (e-mail/letter) intimation from the printer to the Studies Department to the effect that the publication is ready for delivery. However, the publication must be dispatched on the same day or maximum next day wherever demand is pending. In case of new publication the advance copies must be dispatched on the same or next day along with the challan. In all such cases the date of challan and Transport/Courier receipt shall be taken into account.
4. In case, a particular job has got delayed beyond the due date, as per the print order delivery date and due to delay in final approvals due to amendment/revision by the PU, special box making for the publication and delay in CD replication or any other reason proving no deliberate delay on the part of the printer, such period shall be exempted for calculating the delay period.
5. **The rate of penalty on the delay from the date of delivery of the print order (if not delivered within grace period as mentioned above at point no. 2) shall be as under:**
 - (i) **The minimum amount shall be Rs. 5,000/- (Rs. Five thousand)**
 - (ii) **For delay from 8 to 15 days: 1% of the total value of the Print Order**
 - (iii) **For delay more than 15 days: 5% ----- do -----**

Subject to maximum of 30 days delay after which the Institute shall be free to withdraw the assigned job and recover the cost as per the applicable clauses of the agreement. No grace period shall be allowed in the period of delay. Holidays shall not be counted for calculating delay preceding the date of delivery. For penalty above Rs. 5,000/-, total amount of penalty as above shall only be imposed.

The above Guidelines to be followed in all cases and any deviation beyond the above shall be dealt with the prior approval of appropriate authority of the ICAI which shall be binding to the empanelled printers.

The Institute deserves the right to impose higher level of Liquidated Damages in case of poor delivery/quality deficiency/ delivery schedule mismatch.



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

**WEBSITE : www.icmai.in
TELEPHONE :2252-1031/34/35
2252-1602/1492
2252-1619/7373
FAX : 91-33-22522872/22521026**

TENDER NOTICE

Ref. No. : TC/Studies/08/2018

August 2nd, 2018

Sub. : Printing with Paper of 100 Hours Computer Training Book under Syllabus-2016.

Quotations are invited from reputed organizations having their own set up for Printing with Paper of **100 Hours Computer Training Book of Intermediate Course under syllabus-2016 with paper** as per following details –

Specification:

1.No. of Pages <ul style="list-style-type: none">Text – 450 +/- 10%Cover – 4	5. Colour of Printing - Text: (in 4-colours) Cover: 4 Colour (front & back pages)
2. No. of Copies – 5000/10000/15000 Nos.	6. Delivery - On stipulated date and place in/around Kolkata.
3. Size – 8” x 10.25”	7. Binding – standard perfect binding
4. Scope of Work – (i) Printing from Soft Copy includes designing, conversion, composing and Plate making, (ii) Binding, (iii) Lamination, (iv) Packing in 5 ply carton with Label. And (v)	8. Paper (to be supplied by Printer) <ul style="list-style-type: none">Text – 70 GSM Maplitho/equivalent-High Bright (Brightness: 80+ and Opacity: 80+)Cover - 230 GSM Mat Art (Imported)Contract period- valid for 2 years from the date of acceptance of 1st order.

Sample of above book is available with CMA Sucharita Chakraborty, Joint Director/Shri Prabir Kr. Nandi, Asstt. Director, Directorate of Studies for physical verification during Office Hours (10.00 am. to 6.00 p.m.) on any Working Day (Monday – Friday). Tenderers are requested to quote **their rates only after physical verification of the book.**

Quotations along with sample of Papers (Text & Cover) in the business letter head of the Tenderers, containing signature, date and stamp, and within Sealed Envelopes, superscribed with – **“QUOTATION FOR 100 HOURS COMPUTER TRAINING BOOK” are to be submitted in the “Tender Box” of the Institute at CMA Bhawan, 12, Sudder Street, Kolkata – 700 016 on or before 23rd August, 2018 (upto 4.00 p.m.).**

Rate is to be submitted only as per following Format, otherwise it may not be considered.

Item	Rate/Book (5000/10000/15000 Qty.) (inclusive of all Taxes & Delivery Charges)
100 Hours Computer Training Book of Intermediate Course under syllabus-2016 (as per sample)	Rs.

**CONVENER
TENDER COMMITTEE
(FROM Rs.2.5 Lakhs TO Rs.25 Lakhs)**