

TENDER NOTICE

SUB: QUOTATION FOR SUPPLY of 2000 No. DIARIES & PRINTING OF INDIVIDUAL NAMES ON DIARIES

The Institute of Cost Accountants of India is a statutory body set up under an Act of Parliament. The Institute imparts education and conducts qualifying examinations for Cost & Management Accountants and regulates & develops the Cost Accounting Profession.

The Institute invites sealed quotation for printing 2000 No of Office diaries of 2018 with individual name printed on each diaries.

The General Instructions and prescribed format is attached .The last date of the submission of quotation is **27th October , 2017 at 15:30 hrs**

Thanking you

Convener,

Tender Committee

Tender Notice

Sub : Quotation for Designing, Printing (including individual name printing) and Supply of ICAI, Diaries for the year 2018.

The Institute of Cost Accountants of India, CMA Bhawan, 3 Institutional Area, Lodi Road, New Delhi – 110003 invites quotation for designing, printing and supply of diary 2018. Most of the diaries will be printed inscribing the name of the person.

1. Details of the Quotations

Last Date/Time of Submission of bid: **27th October , 2017 at 15:30 hrs**

Date/Time of Opening of Bid : **27th October , 2017 at 16:00 hrs**

Place of opening of Bid : **CMA Bhawan, 3 Institutional Area, Lodi Road, New Delhi-3**

- a) Number of Diary Required : 2000
- b) Individual name to be printed on the 1800 Nos of diaries .
- c) There may be a variation of 20% plus or minus to the final order.

2. Special Instructions to Bidders

1. Financial bids of only those Parties who are technically qualified shall be evaluated.
2. The quotation papers SHOULD BE DULY SIGNED AND STAMPED by the authorized signatory of the applicant and submitted in original.
3. All sealed quotation shall be clearly super scribed with "Quotation for Designing, Printing and Supply of Diaries, 2018".
4. The name of the firm should be clearly mentioned on the envelope. Any bid received after the last date & time for receipt of the given in the Tender Document will be rejected.
5. Conditional/Incomplete/Partial quotation of the items will make the quotation liable for rejection.
6. Work order will be communicated to successful bidder.
7. Taxes shall be paid as applicable and quoted by the vendor.
8. The statutory tax deductions on the payment made by the Institute would be done as per the prevalent Tax laws of Government of India.
9. No request for increase in rates will be entertained during the supply of items. No advance payment will be made, neither any interest on the delayed payment.

10. The supplier shall enclose a sample copy of diary in a separate envelope and Financial Bid in an envelope marked "**Financial Bid**".
11. The firm will quote the rates inclusive of all **taxes/levies/cartage F.O.R.** as per the list in the financial offer.
12. The rate of each diary should be in the price range of Rs 175- Rs. 250.
13. The rates shall be valid for 90 days from the last date of submission.
14. ICAI reserves the right either to accept or reject the sample diary.
15. Any delay or loss in transit will not be binding on ICAI.

16. ICAI reserves the right either to accept or reject any or all the quotations at time prior to award of supply order without assigning any reason there for.

17. The supplier/ traders shall get the said material approved from the Indenter Deptt. before the same are supplied to the Institute.

18. The quantity mentioned may be increased or decreased as per the actual requirement and payment will be release as per actual supply and services.

19. Please note that the Institute shall match the sample with the supplied items and in case of deviation, the Institute shall have right to reject the full lot of items or shall have the right to restrict the payment as per its rate analysis.

20. If any said material found to be different from the approved sample or of poor quality/substandard the same shall be immediately replaced by the supplier at no additional cost otherwise the vendor shall be liable to a penalty of 2% of value of accepted order plus value of defective/substandard material.

21. For clarification, please contact Ms Usha Negi, Asst. Director(Admin) at 011-24666153 during the validity time for receipt of quotations.

22. The financial bid should strictly be in the format specified in the tender document.

The last date of the submission of quotation is **27th October , 2017 at 15:30 hrs**
Vendor must drop the sealed bid in the Tender Box at 1st Floor, CMA Bhawan, 3, Institutional Area, Lodhi Road, New Delhi-110003.

System of Payment :

- a) Payments will be made at accepted rates.
- b) 100% payment will be made only on timely and successful delivery of materials.
- c) After supplies are approved and taken over by the ICAI, bills duly signed for the supply actually accepted by ICAI should be submitted in terms of the requirement placed by ICAI.
- d) The purchase order will be issued in the name of the contract holder i.e. supplier.
- e) Payment will be released by cheque/NEFT to the Contract holder/supplier. The supplier must indicate the payment details to ICAI.
- f) Rates should be quoted inclusive of all Taxes

3. **Delivery Time** : The material should be supplied to delivery addresses within time stipulated on Letter of Award or as may be specified/extended by ICAI

4. Penalty for Delays

In case of failure on the part of supplier to make supplies within time stipulated in the purchase order, penalty shall be imposed at the rate of ½ % per day of delay toward un-supplied/delay quantity subject to a maximum limit of 20% of the cost of goods.

5. System of Award of Contract

- a. During evaluation, ICAI may, at its discretion, ask the supplier for a clarification of its offer. The request for clarification and response shall be in writing, and no change in the price or substance of the quotation shall be sought, offered or permitted in response.
- b. Financial bidding will be in terms of rates quoted in Financial Offer.
- c. The Contract would be awarded to the lowest bidder all inclusive of cost of material and delivery of material to destination.
- d. ICAI shall calculate the approx. value of contract on the basis of the price quoted by each bidder inclusive of taxes, delivery. For the purpose of calculation, the lowest quoted by the bidder shall be considered.
- e. L1 shall be arrived at on the basis of the total quoted rates in Financial offer.

6. Packing

The supplier shall pack at his own cost the materials sufficiently and properly for transit so as to ensure their being free from loss or damage on arrival at the office. Diaries should be delivered in a bundle of 20 diaries and each diary should have transparent poly packing.

7. Security Deposit

Security deposit of 10% of the contract value will be submitted by the bidder in form of Demand Draft, Banker's Cheque from any of the Commercial Banks or payment online in an acceptable form in favour of "The Institute of Cost Accountants of India payable at New Delhi" within 3 days from the date of receipt of order. No interest will be admissible on the Security Deposit.

The security deposit is liable to be forfeited if the successful bidder unilaterally withdraws amends, impairs or derogates from terms and conditions in any respect during its currency.

The security deposit will be refundable after successful/satisfactory delivery of diaries.

If the supplier, fails to furnish security within the specified period, it shall be lawful for ICAI to recover from the supplier, the amount of such security deposit by deducting the amount from the pending bills of the supplier under any other/same contract with ICAI.

8. Printing of diaries as per the following specifications :

The bidder are to submit the sample/s of diaries (2017 or 2018) and provide the Technical Specification for each sample in the following format.

S.I.No.	Particulars of sample	SPECIFICATIONS (to be provided by the bidder)
1.	Size of cover	9.7" X 7.2"
2.	Size of the paper	9.5" X 7"
3.	Total No. of pages	433
4.	Coloured print Four colour print 2 colour print	20 pages (approx.) 413 pages (approx)
5.	Text Material	English
6.	Paper quality of Diary Paper	75 GSM(approx.) A Grade Mill Ballarpur, JK, TNPL or equivalent
7.	Cover of Diary	Hard Bound with leatherite Individual Name of the person to be printed on the front cover of the Diary Logo & Name of the Institute to be Printed on every front cover of the Diary PP self tape/shrink pack/transparent polythine Pack individual each. Paper cover for diary with Logo and Name of the Institute printed on it.
8.	Binding	Diary with proper spine finish *The supplier may provide his own sample and can View the current sample of Institute Diary.
9.	Individual Name Printing on Diary	If work order for 2000 Nos. Names to be printed on Approximately 1800 diaries.

10. Cancellation/Termination of Contract:

1. It is not obligatory on the part of the management to accept the lowest offer. Management may summarily reject any or all the offers against the tender without assigning any reason to the bidders participating in the tender.
2. If at any point of time during the period of contract, it is observed by the Institute that the services rendered by the Contracting Agency are not to the satisfaction of the Institute or any terms of contract are violated, the Institute reserves the right to terminate the contract with immediate effect without notice or compensation thereof.

11. Settlement of Dispute

1. All disputes regarding interpretation of the contents of the Agreement or its implementation shall be resolved by Mutual discussion/reconciliation in good faith by the party and The Institute of Cost Accountants of India.
2. This Agreement shall be governed by the laws of India for the time being in force and subject to exclusive jurisdiction of Courts at Delhi.

12. Other Point

1. Vendor shall ensure getting proper license /permission from the concerned authorities wherever applicable
2. The Institute reserves the right to add/ delete/ modify any terms and conditions besides reserving the right to accept or reject the applications. Accepting the application for empanelment would not guarantee the award of contract.
3. ICAI reserves its right to remove from the list of approved agency or to ban business dealing with the agency if found to have committed fraud, deception, misconduct etc. and also to suspend business dealings pending investigation.

GENERAL INSTRUCTIONS

1. The quantity to be ordered may increase / decrease @ 20% (approx) of the quantity specified above.
2. The intending bidder needs to submit two bids i.e. (i) Technical bid (ii) Financial bid. Both the Technical bid and Financial bid are to be sealed in separate envelopes. The Technical bid should be in the format enclosed. The bidder are to submit a samples of their diaries 2017/2018 and the same will form part of technical bid.
3. Sealed envelope containing financial bid/s of respective samples in the format given to be submitted in Envelope I .
4. Please also submit the following in Envelope II :
 - (a) Technical bid of respective sample/s.
 - (b) No of expected days required to supply the Diaries ____ Days after awarding the work order.
 - (c) Samples of diary/diaries.
5. The vendor must mention the expected no of days required after receiving the work order for delivery of the diaries after the printing of the individual name thereon.
6. The price range of each diary should be between Rs 175- Rs 250/-
7. The list of name which is to be printed on the Diaries will be provided in the Soft format by the Institute.
8. The Institute will also provide in soft copy some material about the Institute. It will be approximately 20 pages to be printing in 4 colours.
9. 100% payment would be released after the delivery of Printed Diaries and on submission of the invoice.
10. The quotation & price must be valid till 90 days from last date of quotations. For any query on the matter, please contact **Ms. Usha Negi, Asst. Director (Admin)** at 011-24666153.
11. The last date of the submission of quotation is **27th October , 2017 at 15:30 hrs**

Sealed envelope containing bid super scribed with "LTE/17-18/Diaries 2018" must be dropped in the tender box at 1st Floor at the address mentioned below:

**The Convener,
Tender Committee
The Institute of Cost Accountants of India
CMA Bhawan, 3rd floor, 3 Institutional Area,
Lodhi Road, New Delhi – 110003**

Format of Technical Bid

Sl. No	Particulars	Details to be filled in by the Agency
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.	Year of Incorporation/ Constitution	
5.	Income Tax – PAN (Attach copy of PAN)	
6.	GSTN No (Attach copy registration)	
7.	Turnover/business Volume per year during last three financial year i.e 2016-17, 2015-16 and, 2014-15 (Attach copy of orders/proof)	
8.	Whether the agency is providing Services to Central/ State Government/ CPSE/ Sate Govt PSE / Statutory bodies / Autonomous bodies/ Financial institutions/ MNCs for last 5 years	
9.	References – (Names, address & telephone numbers of three major corporate clients is to be provided for obtaining necessary confirmation regarding the quality of service and other relevant details).	
10.	An Undertaking that the Firm has never been blacklisted by any of the client(s) on any the reasons whatsoever..	
11.	RTGS & Bank Account Details	
12.	Any other relevant information	
13.	Verification – The application for empanelment should be signed by the authorized signatory verifying that all the details furnished in the application are true and correct to the best of his/her knowledge and that in case of furnishing any false information or suppression of any material information would lead to rejection of application besides initiation of penal proceedings by the Institute, if it deems fit.	

Signature:

Date:

Name & Seal of Firm/Co.

Format of Financial Bid

Sl. No.	Sample	Rate per piece (in INR)	Taxes (Please Specify breakup of taxes)(GST Separate) in INR	Total(in INR)

Signature:

Date:

Name & Seal of Firm/Co.