



# THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(Statutory body under an Act of Parliament)

12, SUDDER STREET, KOLKATA - 700 016

TELEPHONES: +91 033 4036 4753 / 4763 / 4755 / 4731

Website: [www.icmai.in](http://www.icmai.in)

## Local Purchase Committee

Ref. LPC/Exam/Attendance Sticker (June)/2024

20.03.2024

### **Printing & Supply of pre-printed attendance sticker sheet in A4 size of maplitho papers punch as per Institute sample**

Quotations are invited from reputed and reliable preprinted sticker supplier, for supply of pre-printed A4 size sticker pages with variable data printing and punch as par Institute sample for registering attendance of the examinees for June 2024 term of Examinations.

The details of the Job are as follows:

SI No	Particulars	Item Specification	Quantity Reqd. (per term)
1	Pre-printed sticker with variable data printing punch as par Institute sample	<ul style="list-style-type: none"><li>Paper: 80 GSM maplitho good quality self-adhesive sticker paper with 60 GSM releaser and 20 GSM adhesive.</li><li>Variable data would be provided by the Institute.</li><li>Customized label as per Institute sample.</li><li>Packet: Exam Center, Course, Syllabus wise packing per cartoon.</li></ul>	26000 Nos

# Sample must be checked by the bidder for its specifications before participating in the bid

#### **Scope of Work:**

- Vender must have office/press in Kolkata.
- Should have own sticker label printing, punching and cutting machine.
- Attendance sheet (paper printing and punching with paper) should be strictly as per Institute sample.
- Timeline: Ready packed material must be supplied by 5 days after providing the variable data.
- The vendor should have experience of same job with National Level Institute or University in last one year (copy of work order / testimonial to be submitted with the bid)

Intending bidders are requested to compulsorily verify the sample before submitting the quotation of the job before offering their tender by contacting Shri K. Pattanayak, Dy. Director - Examination on any Working Day (Monday – Friday) during office hours except holiday(s).

#### **General Terms and Conditions**

1. Time adherence to schedules as notified by the Institute in printing/binding and strict quality control will be the essence of the transaction.
2. The rates quoted will be binding and valid for a period one year from the date of execution of the contract.
3. The Institute reserves the right, to divide the Job at any point of time, and award any particular segment (s) of it to anyone.
4. **Paper samples for the job have to be submitted in a separate envelope with the details of the participating bidder on the cover of the envelope.**



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5. Paper samples provided by the bidders would be checked for its technical accuracy and only those bidders whose paper samples conform to the requirement of the Institute would be shortlisted for being considered for the price bid.
6. The paper sample and the printing quality of the finished item would also be checked and payment to the concerned vendor would be made only after confirming the quality by the concerned dept.
7. Printing and Supply must be adhered to the sample available at the Institute.
8. Delivery should be within 7 working days from acceptance of order.
9. **Contract terms: for June 2024 term exams. The contract may be extended for December 2024 term exams as well also with same terms, conditions and rates subject to successful completion of the contract.**
10. If a firm quotes NIL charges / consideration / abnormal charges, the bid shall be treated as unresponsive and will not be considered
11. Canvassing in any form in connection with the contract is strictly prohibited.
12. Institute reserves the right to extend the last date for receipt of bids at its own discretion.
13. Once the supply order is placed, it will be the vendors' responsibility to make the project functional. Any additional cost incurred for completing the project and for which the vendor has not bid at the time of submission of the final offer will be borne by the vendor.
14. Time adherence and strict quality control will be the essence of the transaction. Daily penalty @ Rs. 200/- 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 or punching 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.
15. 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.
16. The printer should have registration under GST. Printer should have been established in the business, as Printers of the above/similar items for a minimum period of 3 years.
17. **A copy of Trade License & Certificate of Incorporation copy is to be compulsorily submitted along with Annexure A.**

### 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 agency and The Institute of Cost Accountants of India.
2. This contract shall be governed by the Laws of India for the time being in force and subject to exclusive jurisdiction of Courts at Kolkata.

### QUOTING OF RATES

1. The rate quoted should include all paper, printing, packing, labour, transportation, loading, unloading, supply, applicable taxes etc. No other additional payments would be made.



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2. 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.
3. Taxes as applicable should be included in the price, failing which the Institute shall have no liability to pay these charges, and the liability shall be that of the tenderer.
4. 100% Payment against successful delivery of materials and on submission of invoice. All Payments will be made through Electronic Mode to the Bank Account of the selected tenderer.
5. **L1 will be evaluated on the basis of amount quoted in the 'total' column in the darkened box of Annexure B.**
6. Billing should be done as per actual quantity supplied.

### Minimum quantity of contract

The quantity mentioned is tentative. The quantity may be increased and/or decreased by 20% by the competent authority, and the Institute reserve itself the right to increase or decrease the quantity to be procured.

### Place of Delivery:

Examination Department

The Institute of Cost Accountants of India

CMA Bhawan, 12, Sudder Street, Kolkata – 700 016

### Submission of Bids

#### Envelope No. I – TECHNICAL BID:

Annexure A together with sample of item

#### Envelope No. II – BID FORMAT:

Filled in bid format **Annexure-B**

*The Bidder should prepare two separate envelopes – One for submission of Technical Bid and another for submission of Bid format (Annexure-B). These two envelopes need to be sealed superscribing – Technical Bid & Bid Format 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 name address of bidder and the subject heading on it which is as under:*

**“Printing & Supply of pre-printed attendance sticker sheet in A4 size of papers punch as per Institute sample”**

The **final envelope (III)** has to be submitted in the LPC Tender Box kept at the ground floor of the Institute. Address: Local Purchase Committee, ICAI, CMA Bhawan, 12, Sudder Street, Kolkata – 700 016, on or before **11<sup>th</sup> April, 2024, 3:00pm.**

**CONVENER**

**LOCAL PURCHASE COMMITTEE**



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Annexure A

### Technical bid

Sl. No.	Details Requested	Provide Details	
1	Name of the Company/ Vendor		
2	Contact person & Mobile number		
3	Full address of the Registered office With Email Address		
4	Date of Incorporation / Trade license Copy of Trade License to be attached	YES	NO
5	Submit sample as per Institute specified format and standard. (tick)	YES	NO
6	Work experience with same type of job	References: 1. 2. 3.	
7	Copy of experience of similar job with National Level Institute or University in last one year enclosed.	YES	NO

Declaration: I / We have checked the samples to be supplied and we have understood the job required.

Signature of bidder:

Seal:

Date:

Place:



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Annexure B

### Financial bid

SI No	Particulars	Rate per 1000 Nos [Inclusive of all Taxes and Delivery]
1	A4 Paper with print and punch: 80 GSM maplitho good quality self-adhesive sticker paper with 60 GSM releaser and 20 GSM adhesive. punch as par Institute sample. Variable data will provide by the Institute.	

\* The rate quoted should include all paper, printing, packing, labour, transportation, loading, unloading, supply, taxes, delivery and all related costs.

#### **Declaration:**

We /our Company agree to all the terms and conditions as indicated in this EOI/Tender Notice. We are not debarred from any dept. of the Institute.

Signature of bidder:

Seal:

Date: