



**THE INSTITUTE OF COST ACCOUNTANTS OF INDIA**  
(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)  
CMA BHAWAN, 3 INSTITUTIONAL AREA, LODI ROAD, N.D.-110003  
Tel:+91 11 24666124  
Website: [www.icmai.in](http://www.icmai.in)

# **TENDER DOCUMENT**

## **PRINTING OF STUDY MATERIAL OF** **CAT DIRECTORATE**



Last Date of Submission : 5<sup>th</sup> October , 2020 at 2:00 PM



Ref: LPC/CAT/Study-Mtrl/2020

September 24, 2020

## Tender Notice

### Sub: Tender for inviting quotations for Printing with paper of Study Material of CAT Directorate

Sealed quotations are invited from the reputed printers and printing service providers for Printing with Paper of Study Material of CAT Directorate.

The quotations duly signed by the bidder on each page to be submitted in a sealed envelope super-scribed with 'Printing with paper of Study Material of CAT Directorate'.

The quotation must be accompanied with all the documents along with the paper samples as required and must submit the same within the due date and time of Tender Period. The Institute will not consider any quotation received late at any condition even through the Indian Postal Service.

The Institute will provide text matter to be printed. However, the Vendor will have to design the matter. The Institute may ask more than once to check errors/blueprints and printouts for the printing of text on no extra cost.

## SPECIFICATIONS

Sl.	Particulars	Specification
1	<b>Type of work</b>	Designing, Artwork and Printing with paper of 5 copies of study material.
2.	<b>Total Types of Study material</b>	5 study material as mentioned below
	Paper 1: Fundamentals of financial Accounting	408 pages
	Paper2: Applied Business and Industrial law	236 pages
	Paper3: Financial Accounting	116 pages
	Paper 4: Statutory Compliance	120 pages
	Competency Level – Part-II Computer Book (Tally)	360 pages
3.	Number of copies to be printed	<b>1000 Nos. each of the above-mentioned study material total 5000 copies</b>
4	Size	<b>8" X 10.25"</b>
5	Cover and Back Pages	<b>In Four Colour:</b> Cover & Back pages (1 & 4 ) (blank 2 & 3) 230 GSM SBS White Card Finishing - Cover 1 & 4 Lamination



6	Inner Pages	Single colour Inner pages on 60 GSM Maplitho of A Grade Mill
7	Number of pages	As indicated above in front of respective study material
8	Binding	Perfect binding
9.	Packing	Shrink wrapping of the Kit consisting of 5 books in a set. Packing of five books in Ply Cartoon with Label.
10.	Door Delivery	The responsibility to deliver the material either to the store room of the Institute in its New Delhi office or to the Institute's identified courier Agency as stipulated by the Institute lies with vendor.
11	Time Line	Within 10 days of issuing work order
12	Soft Copy	The CDR file of complete study material to be shared with the Institute
13	Designing and Art work	To be done by the successful bidder. PDF file will be provided by the Institute, no payment in this regard will be paid.

## (I) Scope of Work

- 1. Artwork for Cover Pages** – To be done by the bidder for the Cover Page for Study Materials, the bidder will have to provide with Colour Proofs as many times as required by the Institute.
- 2. Composition** – The content will be provided by the Institute and composition charge will be payable for new composition(s) only.
- 3. 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.
- 4. 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.
- 5. Delivery of printed CAT study materials** - On receipt of communication from the Institute, the Printer shall pack the materials in a perfect manner and deliver the same material to the store room of the Institute in its New Delhi office or to the Institute's identified courier Agency in New Delhi within the time schedule prescribed by the Institute. The Printer has to submit all original proofs having delivered the study material to the courier.



## (II) Eligibility Criteria

- Tender is open to such qualified and reputed printers which are having their own printing press and are registered to have their office in Delhi NCR. Attach copy of Press Declaration.
- Minimum turnover of agency for last 3 years need to be Rs. 50 Lakhs average p.a. pertaining to printing business only. Copies of P&L Account and Balance Sheet duly certified by Chartered Accountant must be enclosed with the Tender.
- Agency must have registered for GSTN and PAN No. (copies to be attached)
- In case, any bidder is ever rejected on any ground by the Institute or on grounds of unsatisfactory performance ever in the past or for providing false information advertently or inadvertently during the tender process in the past, their bid is liable to be rejected.
- The bidder should have the experience of Printing of reputed Institute, Govt. organization, autonomous bodies etc. Attach list of such organizations along with work order.
- The bidder should have adequate infrastructure for printing, binding, shrink wrapping, packaging and storage.
- Computer to Plate (CTP) – The bidder should have minimum 2 CTP with automatic plate processor & complete prepress in-house facility for digitals & proofing including image setter with a capacity of more than 200 plates per day. Only high-quality PS plates to be used throughout.

## (III) The terms and conditions governing the instant quotation are as under: -

1	Date of Announcement of Tender	September 24, 2020
2	Last date for submission of EOI along with Tentative Technical Bid	October 5, 2020 (2.00 PM)
3	Date of Opening of Technical Bid	11:00 am of 6 <sup>th</sup> October, 2020
4	Earnest Money Deposit	<p>Rs. 10000 (Rupees ten Thousand only)(Refundable) (To be submitted along with the Technical bid in the form of DD in favour of 'The Institute of Cost Accountants of India', payable at New Delhi)</p> <p>4.1. EMD of Rs.10000/- (Rupees ten thousand only) in the form of Demand Draft from any Nationalised/Commercial Bank in favour of "THE INSTITUTE OF COST ACCOUNTANTS OF INDIA" payable at New Delhi must be submitted with the Technical bid. Bid without EMD will not be considered and the bid shall be rejected.</p> <p>4.2 The EMD shall be without interest and no interest shall be payable during the period of holding with THE INSTITUTE till completion of tender process.</p>



		<p>4.3 The EMD should remain valid at least for a period of 60 days beyond the final tender validity period.</p> <p>4.4 EMD of bidder will be forfeited, if the bidder withdraws or amends its bid or impairs or derogated from the bid in any respect within the period of validity of its bid.</p> <p>Further, if the successful bidder fails to furnish the required Performance Security of Rs. 20000/- within the specified period, its EMD will be forfeited.</p> <p>4.5 EMD will be returned to all unsuccessful bidders without interest after completion of tender process and award of contract to successful bidders.</p>
5	Performance Security deposit.	<p>Rs.20000/- (Rupees twenty Thousand only)          (To be submitted on the award of Contract)</p> <p>5.1. The successful bidder, irrespective of its registration status etc. will have to furnish Performance Security of Rs. 20000/- (Rupees twenty thousand only) in the form of Demand Draft in favour of "THE INSTITUTE of Cost Accountants of India" drawn on New Delhi within 10 days of award of contract.</p> <p>5.2. Performance Security should remain valid for a period of sixty (60) days beyond the date of completion of all contractual obligations of the supplier or one year whichever is higher.</p> <p>5.3. Performance Security will be refunded to vendor without any interest, whatsoever, after completion of contract satisfactorily in all respects.</p> <p>5.4. Performance Security will be forfeited if the firm fails to perform any of the terms or conditions of the contract, besides, it may also be blacklisted.</p>
6	Address of Submission	<p><b>The Convener, Local Purchase Committee (LPC),</b>The Institute of Cost Accountants of India, Tender Box, Ground Floor, CMA Bhawan, 3 Institutional Area, Lodi Road, New Delhi-110 003.</p>
7	Mode of Submission of Tender documents	<p>By hand or through post/courier so as to reach before the due date and time. The EOI submitted through</p>



		courier must mention on the main envelope 'Tender for Printing of Study Material – CAT Directorate.'
8	Two Bid System	<p>The bid should be submitted in a sealed cover in two parts as under-</p> <p><b>A. Technical Bid:-</b> Sealed Cover number one – Superscribed as <b>“Technical Bid for Printing of Study Material – CAT Directorate”</b></p> <ul style="list-style-type: none"> <li>i) The Technical bid should be submitted in the prescribed application form as given in the <b>Annexure-I.</b></li> <li>ii) The Technical bid should fulfill all the requirements of eligibility criteria as mentioned</li> <li>iii) Hypothetical/ Conditional Incomplete technical bids will not be entertained and rejected out rightly.</li> <li>iv) The technical bid should be signed and stamped by the authorized person.</li> </ul> <p><b>B. Financial Bid:</b> Sealed Cover number two – Superscribed as <b>“Financial Bid for Printing of Study Material-CAT Directorate”</b></p> <ul style="list-style-type: none"> <li>i) The financial bid should be submitted in the prescribed form as mentioned in the <b>Annexure-II.</b></li> <li>ii) The bidders should quote their unconditional rates strictly as per the prescribed format in the <b>Annexure-II.</b></li> <li>iii) Cutting/overwriting, if any, must be avoided or the same should be duly signed by the authorized person of the bidder.</li> <li>iv) Any arithmetical error i.e. discrepancy between unit price and in total, error in total corresponding to the addition or subtraction of subtotals, discrepancy between words and figures shall be corrected by examining committee.</li> <li>v) GST/Taxes should be mentioned separately.</li> </ul> <p><b>C. Sealed Master cover containing Technical and Financial Bids – Superscribed as “Bid for Printing of Study Material-CAT Directorate”</b></p>
9	Paper Samples	Samples of Paper and Cover Card, duly signed and stamped as per specification should be submitted along with Technical Bid.
8	Contact Person/s	Mr. Pardeep Kumar Khaneja, Mobile No. 9871438400 Mr. Varun Joshi Mobile No. : 9810839836



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Email id: [catdelhi@icmai.in](mailto:catdelhi@icmai.in)  
(Monday to Friday during office hours 9.30 – 5.00 pm)

#### **(IV) Instructions to Bidders**

- The total price quoted will be all inclusive of paper cost, printing cost, binding, designing, delivery/courier charges, labourer for delivery, designing etc. No additional charges other than quoted rate will be entertained.
- Each page of the tender should be duly stamped and signed by the authorized signatory.
- All payment(s) is/are to be given to the Bank account through Electronic Mode, hence Bank Details {Name of the A/c (2) A/c No. (3) Type of A/c(4) Name of Bank (5)Branch Name with Address and (6) IFSC Code} should be provided in the quotation.
- The bidder must submit the tender as per **Annexure-I & Annexure II** duly filled and signed.
- The price quoted by the bidder should remain valid for 60 days.
- The material has to be supplied within 7 days of issuing the work order.
- **L1 will be decided on consolidated value quoted for Paper I, II, III, IV & V as indicated in Financial Bid in bold.**
- 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.
- Although the details presented in this Tender Document consisting of conditions of contract, scope of work and technical specifications have been compiled with all reasonable care, it is the bidder's responsibility to ensure that the information provided is adequate and clearly understood.
- The order will be placed for the best interest of the Institute.
- The Committee does not bind itself to accept the lowest tender and reserves the right to reject or partially accept any or all of the tenders received, without assigning any reason.
- The delivery of items will be made at the stores of CMA Bhawan, 3 Institutional Area, Lodi Road, New Delhi – 110 003 or to the Institute's identified courier agency.
- Canvassing in any form in connection with tenders is strictly prohibited and the tenders submitted by the Agency who resort to such canvassing are liable to rejection on this ground alone.
- Taxes shall be as applicable and quoted by the vendor.
- If any item(s)/services are found to be different from the approved sample/poor quality/substandard the payment will be released after deducting a penalty as may be decided by the competent authority of the Institute.
- The number of requirements may vary i.e. it may increase or decrease & the vendor must adhere to the requirement of the Institute. In such case payment will be made on pro-rata basis.
- The selected vendor must charge according to actual requirement. For any additional requirement the charges will be on pro-rata basis.
- Work Order will be communicated vide email.



- If a firm quotes NIL charges/consideration, the bid shall be treated as unresponsive and will be summarily rejected.
- **Taxes:** The percentage of all the taxes, duties, levies, must be quoted in clear terms separately.
- A penalty of 1 % per day would be imposed per day of delay in delivery from the date given for delivery of items.
- TDS as applicable shall be deducted from bills against print orders.

#### **(V) TERMS OF PAYMENT**

No payment shall be made in advance nor any loan from any bank or financial institution recommended on the basis of the order of award of work.

All payments subject to TDS shall be processed within 20 days of raising the invoice after completion of the task. The invoice duly must be supported by the delivery challan, courier slips signed by user (s) or concerned authorized officer of this office.

The Institute shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties mentioned in preceding para.





**Annexure - I**

**Technical Bid- Printing of Study Material-CAT Directorate**

**Part A: Details of the Company:**

S.No.	Details Requested	Provide Details
1.	Name of the Company/ Vendor	
2.	Year of Incorporation/ Establishment - attach proof	
3.	Complete Address (with Phone, Mobile, Email)	
4.	Turnover of last three consecutive years (It should be at least Rs.50 Lakhs average for following years - attach proof) 2018-19 2017-18 2016-17	
5.	Whether having In House setup for pre-press and post-press work (attach proof)	
6.	At least 3 Similar Work done for Govt/ PSU / University / Institute (attach proof)	
7.	GSTN – attach proof	
8.	Empanelment with Certified Govt. Agency / Press, if any. (attach proof)	
9.	Attach Sample Papers conforming to specifications duly signed & stamped with nomenclature, gsm, mill name and other specification.	
10	EMD of Rs.10000/-	
11	Attach copies of P&L & BS duly certified by CA	
12	Duly signed Tender document as a token of acceptance of all terms and conditions mentioned therein	
13	Duly signed Technical bid	
14	Bank Details	

**Declaration:**

I, hereby certify that “I am not debarred by Department of Commerce or Ministry/Department concerned.”

Date :

Signature of authorized person

Place :

Full Name & Designation with Corporate Seal



**Annexure - II**

**Part B: Financial Bid- Study Material of CAT Directorate**

Rates to be quoted in below format

(I)

S.No.	Particulars	Specification	1000 copies (Rs.)	Tax amt. (Rs.)	Total including Tax (Rs.)
<b>Paper 1</b>	<b>Fundamentals of financial Accounting</b>				
1	Number of Pages (approx.)	408			
2	Number of copies to be printed	1000 Nos.			
3	Size	8" X 10.25"			
4	Cover and Back Pages in Four Colour: Cover & Back pages (1 & 4 ) (blank 2 & 3) 230 GSM SBS White Card Finishing - Cover 1 & 4 Lamination				
5	Inner Pages - Single colour 60 GSM Maplitho of A Grade Mill				
6	Binding	Perfect binding			
	<b>Total</b>				

(II)

S.No.	Particulars	Specification	1000 copies (Rs.)	Tax amt. (Rs.)	Total including Tax (Rs.)
<b>Paper 2</b>	<b>Applied Business and Industrial law</b>				
1	Number of Pages (approx.)	236 pages			
2	Number of copies to be printed	1000 Nos.			
3	Size	8" X 10.25"			
4	Cover and Back Pages In Four Colour: Cover & Back pages (1&4) (blank 2 & 3) 230 GSM SBS White Card Finishing - Cover 1 & 4 Lamination				
5	Inner Pages - Single colour 60 GSM Maplitho of A Grade Mill				
6	Binding	Perfect binding			
	<b>Total</b>				



(III)					
S.No.	Particulars	Specification	Rate for 1000 copies (Rs.)	Tax amt. (Rs.)	Total including Tax (Rs.)
<b>Paper 3</b>	<b>Financial Accounting</b>				
1	Number of Pages (approx.)	116			
2	Number of copies to be printed	1000 Nos.			
3	Size	8" X 10.25"			
4	Cover and Back Pages in Four Colour: Cover & Back pages (1 & 4 ) (blank 2 & 3) 230 GSM SBS White Card Finishing - Cover 1 & 4 Lamination				
5	Inner Pages - Single colour Inner pages on 60 GSM Maplitho of A Grade Mill				
6	Binding	Perfect binding			
	<b>Total</b>				

(IV)					
S.No.	Particulars	Specification	Rate for 1000 copies (Rs.)	Tax amt. (Rs.)	Total including Tax (Rs.)
<b>Paper 4</b>	<b>Statutory Compliance</b>				
1	Number of Pages (approx.)	120			
2	Number of copies to be printed	1000 Nos.			
3	Size	8" X 10.25"			
4	Cover and Back Pages in Four Colour: Cover & Back pages (1 & 4 ) (blank 2 & 3) 230 GSM SBS White Card Finishing - Cover 1 & 4 Lamination				
5	Inner Pages - Single colour Inner pages on 60 GSM Maplitho of A Grade Mill				
6	Binding	Perfect binding			
	<b>Total</b>				



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(V)					
S.No.	Particulars	Specification	Rate for 1000 copies (Rs.)	Tax amt. (Rs.)	Total including Tax (Rs.)
<b>Paper 5</b>	<b>Competency Level-Part-II Computer Book (Tally)</b>				
	Number of Pages (approx.)	360			
<b>2</b>	Number of copies to be printed	1000 Nos.			
<b>3</b>	Size	8" X 10.25"			
<b>4</b>	Cover and Back Pages in Four Colour: Cover & Back pages (1 & 4 ) (blank 2 & 3) 230 GSM SBS White Card Finishing - Cover 1 & 4 Lamination				
<b>5</b>	Inner Pages - Single colour Inner pages on 60 GSM Maplitho of A Grade Mill				
<b>6</b>	Binding	Perfect binding			
	Total				
	<b>Total of (I) + (II) + (III) + (V) + (V)</b>				

**Note :**

**Charges of additional 4 pages of inside text black & white – Rs.....**

Date :Seal  
Place:

Signature of Bidder  
Mob.No.