



**THE INSTITUTE OF COST ACCOUNTANTS OF INDIA**

(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)

CMA Bhawan, 3 Institutional Area, Lodi Road, New Delhi – 110 003.

TELEPHONES: +91 11 24666131/ Mobile No: - 9650071023

Website: [www.icmai.in](http://www.icmai.in) e-mail: [ipcldelhi.convenor@icmai.in](mailto:ipcldelhi.convenor@icmai.in)

Local Purchase Committee

**Tender Notice**

LPC/ PR/CMA-Directory/01/July/2023

Date: 28th July 2023

Date of Invitation: 28th July 2023

Date of Closure: 3<sup>rd</sup> August 2023 by 11: 00 AM

The Institute of Cost Accountants of India Invite quotation from the reputed and reliable printers for designing & printing of CMA Directory as per details given below:

1	Finished Size	4.25" x 5.5"
2	Printing	Designing, Typing, Formatting & Printing
3	Paper	Inner Page - 100 GSM Matt Art Paper Cover Page - 300 GSM Gloss Art Card with Gloss lamination
4	Pages	Color - 60 no's B & W - 190 no's
5	Additional Pages	Color - +/- 8 pages B & W - +/- 8 pages Any addition or deletion of pages the payment will be released on pro-rata basis.
6	Quantity required	300 pieces (may increase / decrease by 10 %)
7	Fabrication	Perfect Bound with section sewing
8	Delivery	4 calendar days after placing the order or final approved proof (hard copy and soft copy)

**Terms & Conditions:**

1. The quoted rate shall include cost of material, labors, transport, all applicable taxes.
2. Any Cartage/loading and unloading charges for supply of materials at the Institute will not be paid extra.
3. Payment will be made within 30 days against the invoice.
4. If required, vendor may be asked to be present at Institute to make corrections / rectifications / modifications in front of official of the concerned department for which no extra charges will be paid.
5. The party must provide the soft copies (in editable form) for uploading on the website.
6. The Institute of Cost Accountants of India 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.
7. Purchase order will be communicated to the selected vendor by post/email.
8. Taxes shall be paid as applicable and quoted by the vendor.



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9. The matter will be provided by the Institute, (Designing, Typing, Formatting will be done by the vendor and the same must be approved by the concerned officer of the Institute).
10. The Institute would not be liable to pay any extra cost to the selected vendor.
11. The assigned work should be finished and delivered as per time frame to be given by the Institute.
12. For any query/clarification for Tender document, please contact Mr. Rahul Arya Deputy Director at 011-24666131 during the validity time for receipt of quotations.

Intending parties can contact Mr. Rahul Arya, Deputy Director (Mb. 9650071023) on any working days (Monday-Friday) during the office Hours for Specimen / any further clarification at own cost.

Quotation signed by the tenderer with stamp, should be put in a sealed envelope, superscribed with the words “**Quotation for CMA Directory**”, and submitted strictly as per format, given below dropped in the tender box on Ground Floor, CMA Bhawan, 3 Institutional Area, Lodi Road, New delhi-110003 with the specifications latest on or before **11:00 AM 3rd August 2023**.

Format for Submission

Sr. No	Item	Rate inclusive of all taxes in Figure
1	CMA Directory	INR
2	Cost of Additional 8 Pages of Color	INR
3	Cost of Additional 8 Pages of Black & White	INR

The Institute reserves the right to cancel any or all the Tenders without assigning any reason thereof.



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**Details of Bidder**

S.No.	Details Requested	Provide Details
1.	Name of the Company/ Vendor	
2.	Year of Incorporation/ Establishment (attach proof)	
3.	PAN No	
4.	GST No.	
5.	Contact No. & email id	
6.	Complete Address	
7.	RTGS Bank Account Details Bank Name & Address: Bank Account No: IFSC Code: MICR Code: Branch:	
8.	Experience of similar Work assignment Or Experience of working with institute	

Declaration:- We / our company, together with this technical bid has submitted all necessary documents required for the tender.

Date & Place

Signature of Bidder with stamp