

THE INSTITUTE OF COST ACCOUNTANTS OF INDIA
(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)

**TENDER FOR
PRINTING WITH PAPER OF CMA PROSPECTUS
UNDER CMA SYLLABUS 2022**



Headquarters

CMA Bhawan, 12 Sudder Street, Kolkata - 700016

Delhi Office

CMA Bhawan, 3, Institutional Area, Lodhi Road, New Delhi - 110003

www.icmai

Last date of Submission: August 2, 2022, up to 16.00 hours
Earnest Money- Rs. 50,000/- (Rupees Fifty Thousand Only)

TENDER NOTICE

Ref. No.: LTC/STUDIES/PROSPECTUS/2022-23

July 20, 2022

Sub.: Tender for Printing with Paper of CMA Prospectus under CMA Syllabus 2022

The Institute of Cost Accountants of India (herein after referred as "ICAI") is a statutory body constituted under an Act of Parliament. The ICAI is functioning under the overall administrative jurisdiction of Ministry of Corporate Affairs, Government of India having its headquarters at "CMA BHAWAN" 12, Sudder Street Kolkata - 700016.

Sealed tenders are invited by the ICAI from reputed printers having their own set up for **Printing with Paper of CMA Prospectus under CMA Syllabus 2022** as per following details -

Name:	CMA Prospectus
Overall Size:	8" x 11"
Quantity	20,000 p.a. (approx.) (+/-) 25%. Order shall be placed in a minimum quantity of 5000 nos.
Printing Process	Offset Printing
Paper:	For Text- 90 GSM gloss art paper
	For Cover- 270 GSM gloss art card (Lamination)
Number of Pages:	Approximately 84 Pages
	03 sheets of 300 GSM card each in different colours i.e. Yellow, Magenta, Cyan or as per availability of Colour. Both sides printing in single colour & perforation as per Sample given/ shown.
	01 sheet 300 GSM Pulp Board Card of White or SBS Paperboard, Both sides printing in single colour & perforation as per Sample given/ shown.
Binding:	Perfect Binding with cover gloss lamination
Packing:	Packing should be done in each cartoon/box (5 ply cartoon) containing 50 copies of CMA Prospectus only.
Period of Contract	2 (two) years.

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 - **"TENDER FOR PRINTING WITH PAPER OF CMA PROSPECTUS UNDER CMA SYLLABUS 2022"** are to be submitted in the "Tender Box" of the Institute at CMA Bhawan, 12, Sudder Street, Kolkata - 700 016 **on or before 2nd August, 2022 (upto 4.00 p.m.).**

Rate is to be submitted only as per the Format given in **Annexure - II**, otherwise it will not be considered.

The Institute is not bound to accept the lowest tender and reserves the right to cancel any or all the Tenders without assigning any reason thereof.

Convener
Limited Tender Committee
(from Rs.2.5 lacs to Rs.25 lakhs)

SCOPE OF WORK

- **Art work for Cover Pages** – Art work for the Cover Page for CMA Prospectus 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 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.
- **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 -15 (fifteen) calendar days from the date of receipt of the order, or date of submission of final approved soft copy, whichever is later.
- **Delivery Venue: Central Stores, ICAI, CMA Bhawan, 12, Sudder Street, Kolkata-700016**
- **Freight** – No extra cost will be borne/reimbursed by the Institute for delivery of CMA Prospectus at Headquarters, Kolkata.
- **Paper** – To be supplied by the Printer from the Paper Mill (s), as per the following specification
 - **For Text** – 90 GSM gloss imported art paper
 - **For Cover** – 270 GSM gloss imported art card.

(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 the printer).
- **Packing** – Packet in 5- Ply Cartoon with Label (Packing should be done in each cartoon/box (5 ply cartoon) containing 50 copies of CMA Prospectus only.
- **ICAI will provide ready to print .pdf file. Minor correction (if required) shall be done by the printer at its premises without any additional cost.**
- To make necessary changes (if any) as suggested by ICAI and get approval thereof.
- Paper must be used by the Printer as per the specification given by the ICAI. Paper cost to be borne by the bidder.

PERIOD OF CONTRACT

The period of contract shall be **2 (two) years** from the date of award of the contract and may be extended for **another one year** at the same rate, terms and conditions.

EARNEST MONEY DEPOSIT

Bidders shall submit earnest money of **Rs.50,000/- (Rupees Fifty Thousand only)** through **Demand Draft drawn in favour of “The Institute of Cost Accountants of India” payable at Kolkata, along with the Technical Bid.** The earnest money of unsuccessful Bidder/s will be refunded without any interest/bank commission/collection charges within 30 days after awarding the contract to the successful bidder.

The tender not accompanied with earnest money shall not be entertained. The bidders who are registered with Micro and Small Enterprises (MSEs) as defined in MSE procurement policy issued by the department of Micro, Small and Medium Enterprises (MSME) are exempted from the submission of earnest money.

PERFORMANCE SECURITY DEPOSIT

The successful bidder/printer would be required to submit of **Rs.1,00,000/- (Rupees One lakh only)** as Performance Security Deposit **through Demand Draft drawn in favour of "The Institute of Cost Accountants of India" payable at Kolkata**, within 7 days of issuance of work order to cover any loss or damage caused to or suffered by the ICAI due to acts of commission and omission by the Successful Bidder or by its employee/staff/agent or any failure on the part of Successful Bidder in fulfillment of terms and conditions of the Tender/contract/ work order. On receipt of the Performance Security Deposit, the EMD will be refunded.

The Performance Security Deposit 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 Security Deposit.

FORFEITURE OF PERFORMANCE SECURITY DEPOSIT

ICAI shall have the right to forfeit the Performance Security Deposit if the Printer contravenes or breaches any of the terms and conditions of the tender document/Work Order / Contract or if the Printer withdraws or amends, impairs or derogates from Work Order / Contract or fails to execute the work as per the Work Order / Contract or fails to deliver the satisfactory performance during the period of contract and to adjust the damage or loss caused to the ICAI due to the negligence, carelessness, inefficiency, fraud, mischief and misappropriation or any other type of misconduct of the Printer or its staff / employee / agent / representative.

Whenever under Work Order/Contract any sum of money is recoverable from and payable by the Printer, the ICAI shall have right to recover such sum by appropriating in part or in whole from the amount of Performance Security Deposit of the Printer. In the event of the Performance Security Deposit being insufficient, the balance or the total sum recoverable, as may be, shall be deducted from any sum due to the Printer or which at any time thereafter may become due to the Printer under this or any other work order / Contract with the ICAI. If this sum is not sufficient to cover the full amount recoverable, the Printer shall pay the Institute on demand the remaining amount.

ELIGIBILITY CRITERIA

The experienced and registered printers having minimum average annual turnover during last three years (F.Y. 2018-19, 2019-20 & 2020-21) of **Rs.1,00,00,000/- [Rupees One crore only]** may quote their rates for **Printing with paper of CMA Prospectus of the ICAI under CMA Syllabus 2022**. The tenderer should be in printing business for minimum 10 years (ten years) and should possess all necessary licenses/clearance for printing and publications etc. from the State or Central Govt. as may be applicable.

1. The applicant should be approved printer by local authorities.

2. The printer should have minimum average annual Turnover for last three years (F.Y. 2018-19, 2019-20 & 2020-21) of Rupees One Crore and made Net profit during the said last three years.
3. Copies of documents evidencing approved printer by local authorities must be enclosed.
4. The printer should have their own Office & all in one roof facility.
5. Applicants should be those who are already having printing and distribution arrangements of books with large corporate/entities/PSUs/ universities/ boards / Government Departments.

- The Tenderer should have the experience of Printing, safekeeping and distribution (a list of similar jobs executed shall be submitted along with Technical Part of the Tender).
- Experience of successful execution similar type (s) of Job (s) for the Institutes and Universities will be preferred.
- The Tenderer shall have presence in Indian market at least 10 Years with Registered Office and other Facilities located in India.
- The Tenderer shall have the following Licenses and Certificates-
 - Factory License
 - No Objection Certificate, obtained from appropriate Authority
 - No Objection Certificate in regard to Fire, obtained from appropriate Authority.
 - Pollution- NOC.
 - Press Declaration
- The Tenderer should have proper Insurance Cover for all the Premises where the stock of the Institute is to be stored and for all the stock of the Institute lying with the Tenderer.
- The Tenderer shall have the following infrastructure/machinery -
 - Complete Plate making Equipment
 - CTP (Computer to Plate) Arrangement
 - Paper Cutting Machine
 - Computerized automatic process Camera/Scanner
 - Minimum one automatic in-line Folding Machine
 - Section sewing machine
 - Perfect Binding machine
 - Software based day to day stock maintenance and reporting.
- The Tenderer shall have the capacity to submit finished Prospectus to the specified destinations within the stipulated time schedule.
- The Tenderer should have secured & insured Ware House.

In addition to above, if the Tenderer is having any Certificate relating to Quality of Job e.g. ISO etc. the same may be furnished along with the Technical Part.

GENERAL TERMS AND CONDITIONS

1. The contract shall be initially for a period of **two years** which may be extended for a **further period of one year** on same terms and conditions and rates.
2. The bidder should be an authorized printer and not merely a trader and copy of the Press declaration must be submitted.
3. The bidder should enclose a copy of Quality Certificate from a recognized Institution for their products. The bidder shall have preferably Quality assurance certification like ISO

9001, ISI/BIS/CE/FDA certification, etc., attested copies of the same are to be produced with the tender.

4. The bidder should have valid registration No. of GST and PAN (Copies to be enclosed).
5. Printer/bidders should have a secured storage facility to stock of raw paper.
6. The Printer/Bidder should have its own Printing Press and have Factory License and Press Declaration (Attested copies to be attached with Technical Bid.)
7. There should be proper Insurance Cover for both, i.e., Plant/Machinery and the Premises as well as existing stored stocks. (Attested copy of valid Insurance Policy in full to be attached).
8. The contract/work order can be terminated by either party by giving three months' clear notice in writing and during the period of such notice the performance of contract/work order by both the parties shall continue.
9. The Printer shall not assign the contract/supply order to any other agency in whole or in part, to perform its obligations under the Contract, without the prior written consent of ICAI.
10. Institute reserves the right to check quality of paper/printing at any point of time applying its own methodology and also to monitor timely production and its delivery as per the requirement.
11. For any further information/clarification, you may contact **Shri Prabir Kumar Nandi** (Assistant Director) or **CMA Avijit Mondal** (Joint Director) of the Institute at phone numbers: 033-4036-4724/4722 from Monday to Friday between 10 am to 5 pm.

SUBMISSION OF BID

Sealed tenders in two-bid system (Technical bid and Financial Bid in two separate covers) to be submitted by the reputed, experienced and authorized Printers for **Printing with paper of CMA Prospectus of the ICAI under CMA Syllabus 2022.**

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 with paper of CMA Prospectus of the ICAI under CMA Syllabus 2022"

and

"Part-II: Financial Bid for Tender for Printing with paper of CMA Prospectus of the ICAI under CMA Syllabus 2022"

Both the sealed envelopes to be put into another envelope and it should be super-scribed as "Tender for Printing with paper of CMA Prospectus of the ICAI under CMA Syllabus 2022", failing of which the tender of the respective tenderer will not be considered for further processing.

Financial bid will be opened for technically qualified bidders only.

The sealed quotations should reach to the Institute on or before **2nd August, 2022** upto 16.00 hours to

The Convener,

Limited Tender Committee

The Institute of Cost Accountants of India,

CMA Bhawan

12, Sudder Street, Kolkata-700016.

(A) PART-I TECHNICAL BID (Please Refer Annexure - I)

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- Audited Accounts of Profit & Loss Account, Balance sheet of last 3 years shall be enclosed.
- d) Bidder shall furnish their PAN, GST No. Trade License No., Address, Telephone No(s), Contact details, Email Id, Fax No (s),
- e) Name (s) & address (es) of the bankers of the Tenderer and their contact details.
- f) Income Tax Return for the last three years are to be mandatorily submitted of all the Vendors/Tenderers.

Along with the supporting documents mentioned in Annexure - I, Technical part shall comprise the attachments, specifying attachment serial number arranged in the order as follows:

- Demand Draft of Rs. 50,000/- (Rupees Fifty thousand only) for Earnest Money Deposit drawn in favour of the Institute of Cost Accountants of India, payable at Kolkata.
- Sample Paper Sheets of mills confirming to the specifications duly signed & stamped with the nomenclature, gsm, mill name and any other specification.
- Any other relevant document, Bidder desires to submit.

Tender Documents are to be submitted with the Technical Bid as token of acceptance of the terms and conditions of the contract, by signing each and every page of the documents with company seal/stamp, without which the tender will not be considered for further processing.

(B) PART-II FINANCIAL BID (Please Refer Annexure - II)

- 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.

PENALTY FOR DELAY IN DELIVERY

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 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 empaneled printers.

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

BIDDER'S PROFILE

Sl. No.	Detail Required	Provide the relevant information with proper documentary evidence
1.	Name of the Organization	
2.	Address of Registered Office	
3.	Telephone No.	
4.	Mobile No.	
5.	Email ID	
6.	Local Address with contact details	
7.	Name and contact details of Authorized Contact Person/Persons	
8.	Certificate of Incorporation	
9.	Trade License No.	
10.	Ownership pattern (i.e. Proprietary Concern / Partnership firm / Pvt. Ltd. Co. / Public Ltd Co. etc.)	
11.	Presence in Indian and International Market with client list (if any)	
12.	PAN	
13.	GST Registration No.	
14.	Last three years' Audited P/L A/cs. & Balance Sheets (2018-19, 2019-20 & 2020-21)	
15.	Turnover details of last 3 years as per Audited P/L A/cs. (2018-19, 2019-20 & 2020-21)	
16.	IT Return for last three years (2018-19, 2019-20 & 2020-21)	
17.	Past credentials/experience in the relevant field/service (at least three Experience Certificates/Work Orders from Govt. organisations/PSUs/ Autonomous Bodies to be attached)	
18.	Details of EMD (Transaction No., Date & Name of the Bank)	

19.	<p>Bank Details: Name of the Bank/Branch address Name of Account holder: Bank Account No.: IFSC Code:</p>	
20.	<p>Self-Certificate declaring that the organisation has not been black listed by any Govt. Department/PSU etc.</p>	
21.	<p>The application for empanelment should be signed by the authorized signatory- “Certified that all the details furnished in the application are true and correct to the best of my/our knowledge and that in case of furnishing any false information or suppression of any material information would lead to rejection of application at initial or later stage besides initiation of penal proceedings by the Institute, if it deems fit. It is also confirmed that all the terms and conditions of this tender document are acceptable to us”.</p>	

Date:

Name and Signature of bidder with Stamp

Annexure - II

FINANCIAL BID

PRESCRIBED FORMAT FOR QUOTING RATES - CMA PROSPECTUS

Particulars	Rate per prospectus exclusive of taxes (Rs.)
Printing of Text and cover 84 pages in 4 Colours (Four Colours) with (03 + 01 = 04 sheets) of 300 GSM Pulp Board (as mentioned earlier) and standard perfect binding.	
Rates in words	
For addl. Pages (+/- 4 pages) or part thereof in 4 colours <i>(same amount will be deducted if pages are less)</i>	
Rates in words	

Applicable GST _____ %.

IMPORTANT

- The Printer shall quote the rate considering the minimum order quantity of 5000 Prospectus.
- The order may be varied from 5K to 20K Prospectus.
- The rate should be inclusive for packing which is also inclusive both primary packing (wrapper) and secondary packing (cartons etc.)
- The rates quoted should be exclusive of all taxes.
- The offered rates shall remain unchanged for the period of contract of 2 years and no upward escalation in prices shall be allowed on ground like hike in paper prices, raw material, diesel prices, increase in foreign currency etc.; or any other ground whatsoever, with an option to extend it further for one year on same terms, conditions and rates.
- No composing charges would be given if the Institute supplies soft copy containing totally typesetting softcopy of the CMA Prospectus or any other publications.

Date:

(Signature of the Tenderer with Seal)

AGREEMENT OF THE TENDERER

Senior Director (DOS),
The Institute of Cost Accountants of India
CMA Bhawan,
12, Sudder Street,
Kolkata - 700 016.

Respected Sir,

I have gone through the details of work viz. size of the Prospectus, quality of paper for Text and Cover and printing etc., as mentioned in the Notice for Tender and I/we undertake:

- A. That I/we shall be carrying out the job as per the instructions given to me/us by the authorities of the Institute.
- B. That I/we shall be carrying out the job as per the rate quoted in the Tender Form and no request will be made by me/us for escalation of the said rate for any reason whatsoever and also agree to perform any extra/additional work, if any, at the same rate. I understand that quantities shown are approximate and therefore any + - variation is possible.
- C. That the delivery of the Prospectus shall be completed by me/us within the stipulated time on receipt of instruction of the concerned authority of the Institute, given time to time;
- D. That I/we shall abide by the Terms & Conditions, mentioned in the Order of Printing, and upon any violation of the said Terms & Conditions, the competent authority of the Institute, reserves the right to terminate this Contract and forfeit the amount of Performance Security Deposit.

Date:

(Signature)

Seal/stamp of the Tenderer