



TENDER NOTICE

Ref. No.: Tender (Student Profile)/09/23

September 25, 2023

Sub: Printing of CMA Student Profile with paper & Materials.

Quotations are invited from reputed and resourceful Printers, having their own Offset Printing Machine and full setup and in-house facilities as per following specifications –

Specifications of CMA Student Profile

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| 1. Name - ICMAI Student Profile (folder type) – as per sample | 6. Binding – Center folding only (single fold) |
| 2. Quantity – 50,000 copies – p.a. [10,000 copies in a lot to be ordered] | 7. Paper for Text - 250 GSM Gloss Art Card with lamination. |
| 3. Finished Size of the Profile – 8 x 10.75 inches | 8. Packing – 500 pcs. in one single box (with folding) |
| 4. Printing – Four Colour | 9. Door Delivery – Central Stores, CMA Bhawan, 12 Sudder Street, Kolkata – 700016 within 10 working days. |
| 5. No. of Pages – 4 pages of cover | 10. A very high quality of printing is required. The work done in slipshod manner will not be accepted. |
| | 11. Contract Period is valid for one year from the date of acceptance of 1st order. The contract may be extended another one year with same terms, conditions and rates subject to successful completion of the contract. |

Scope of Work and selected party would require to do the following:

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| • Institute will provide you the ready to print .pdf file for printing. |
| • Printers have NOT to do any typesetting & designing of any type etc. |
| • Printing and dispatching on the paper as specified by ICMAI. Paper cost will be borne by the printer. |
| • The bidder shall also be responsible for stocking and will get the material insured. |
| • EMD Rs. 10000/- and No interest will paid on EMD. |
| • Any number of changes in number of copies or in number of pages will be paid extra/deduct on the <i>pro-rata</i> (in proportion) basis. |

The Institute will provide text matter in ready to print .pdf file. The Institute will not check ferros / blue prints and printouts for printing of text as well as cover. Printer would be held responsible for the correctness and accuracy for text and cover as provided in the mail by the Institute. However, the Institute may ask for the ferros and printout at its discretion.

Specimen of the ICMAI Student Profile may physically be verified from Mr. Abhijit Pramanick, Asst. Grade-III, Central Stores during Office Hours (11.00 am -5.00 pm) of Working Days (Monday – Friday).

Quotation, signed by the Tenderer with Seal, should be put in a sealed Envelope, superscribed with the words “**Printing of CMA Student Profile**”, and submitted **strictly as per format, given below with paper samples duly signed and stamped, on or before 4 p.m. of 05.10.2023** in the Tender Box at the headquarters of the Institute at 12, Sudder Street, Kolkata – 700 016 with EMD of Rs. 10,000/- (Ten Thousand only) by way of demand draft in favour of “**The Institute of Cost Accountants of India**” payable at **Kolkata**. **EMD of the successful bidder will be refunded (without any interest) after successful completion of the contract period and EMD of the unsuccessful bidders will be refunded after awarding the contract to the successful bidder, without any interest.**

| <u>Item</u> | <u>No. of Pages</u> | <u>Quantity</u> | <u>Rate Per unit (inclusive of all applicable Taxes with cost of delivery)</u> | |
|-----------------|---------------------|-----------------|--|------------------|
| | | | <u>In words</u> | <u>In figure</u> |
| Student Profile | 4 Pages | 50,000 copies | | |
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Institute is not bound to accept the lowest tender. If thought fit, the Institute may also divide the job among several Printers if rates are exactly same. The Institute reserves the right to cancel any or all Tenders without assigning any reason.

Important Note: A very high quality of printing is required. The work done in slipshod manner will not be accepted.