



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(Statutory body under an Act of Parliament)

12, SUDDER STREET, KOLKATA - 700 016

TELEPHONES: +91 033 2252 1031 / 1034 / 1035, 2252 1492 / 1602 FAX +91 33- 2252 1026

Website: www.icmai.in

Local Purchase Committee

Ref. LPC/Studies/CMA Syllabus/2022

01.08.2022

Tender Notice for Printing with paper of CMA Syllabus 2022

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

Specifications of CMA Syllabus 2022

Name:	CMA Syllabus 2022
Overall Size	7" (W) x 9.5" (H)
Quantity	4000 nos.
Printing (Text)	Full four colour
Printing (Cover)	Four Color (no inside cover printing)
Printing Process	Offset Printing
Paper for Text	90 GSM gloss art paper
Paper for Cover	250 GSM gloss art card with gloss lamination (The cover will be in four-fold)
Number of Pages	80 + 4 (pages)
Binding	Perfect Binding
Packing	Five books shrink wrapping & supply in cartons of 50 books each carton.
Door Delivery	CMA Bhawan, 12, Sudder Street, Kolkata – 700016, within seven calendar days.
Period of Contract	One time order

General Terms and Conditions

1. **Institute will provide the printer the ready to print .pdf file of the text and the cover.**
2. Printing and binding of book on the paper as specified by ICAI. **Paper cost will be borne by the printer.**
3. Paper samples for both the inside text pages and the cover have to be submitted in the envelope containing the technical bid.
4. 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.
5. Printers having their own Offset Printing Machines, full setup and all in-house facilities will be considered.
6. Time adherence to schedules to be notified by the Institute in printing/binding and strict quality control will be the essence of the transaction.
7. The rates quoted will be binding and valid for a period sixty days from the date of opening of the tender.
8. No deviation in the specification including quality of paper will be entertained. Any deviation may entail cancellation of the entire order.
9. The Institute reserves the right, to divide the Job at any point of time, and award any particular segment (s) of it to anyone



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10. 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.
11. **L1 will be evaluated on the basis of amount quoted in the 'total' column in the darkened box of Annexure 2.**
12. Only technically qualified bidders would be eligible for participation in the Financial Bid.

Terms of payment

- a. No advance payment will be made. Payment will be made after completion of satisfactory supply and submission of invoice / bill in hard copy.
- b. The payment will be made in electronic mode only within 30 days of submission of bills.
- c. Payment will be made on actual consumption basis.
- d. ICAI cannot provide any Customs Duty Exemption /GST Exemption Certificate to get any import duty/GST exemption.

Period of delivery

The tenderers will supply the complete material within a maximum period of 7 calendar days from the date of finalization of last proofs or as mentioned in the purchase order.

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. 20,00,000/- [Rupees Twenty lakhs only]** may quote their rates for **Printing with Paper of CMA Syllabus 2022**. The tenderer should be in printing business for minimum 5 years (five 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. Copies of documents evidencing approved printer by local authorities must be enclosed.
2. The Tenderer should submit Audited P/L A/c. and Balance Sheet of last 3 years i.e. for the F.Y. 2018-19, 2019-20 & 2020-21 to be attached.
3. 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 Tender Document.

Submission of relevant documents is mandatory for evaluation of the Bidders.

Place of Delivery:

Studies Department

The Institute of Cost Accountants of India

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



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Submission of Bids

Tenders duly signed by the bidder shall be submitted in two parts in separate sealed envelopes super scribing 'Technical bid (Annexure 1)' and 'Financial bid (Annexure 2)'. Both the envelopes should be put into a third envelope super scribing with "Tender Notice for Printing with paper of CMA Syllabus 2022" (Bid Reference – LPC/Studies/CMA Syllabus/2022) to be dropped in tender box Labeled as Local Purchase Committee at the ground floor of the Institute on or before **03:00 p.m. of 22nd August, 2022** or to be posted at The Institute of Cost Accountants of India, CMA Bhawan, 12, Sudder Street, Kolkata – 700 016 addressing to Local Purchase Committee to reach us before the last date.

Convener
Local Purchase Committee



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Annexure 1

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 name and contact details of Authorized Contact Person/Persons	
7.	Certificate of Incorporation / Trade license copy	
8.	Ownership pattern (i.e. Proprietary Concern / Partnership firm / Pvt. Ltd. Co. / Public Ltd Co. etc.)	
9.	PAN	
10.	GST Registration No.	
11.	Last three years' Audited P/L A/cs. & Balance Sheets (2018-19, 2019-20 & 2020-21)	
12.	Bank Details: Name of the Bank/Branch address Name of Account holder: Bank Account No.: IFSC Code:	
13.	Self-Certificate declaring that the organization has not been black listed by any Govt. Department/PSU etc.	

- All copies of necessary documents to be enclosed.

Declaration:

"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".

Signature of bidder:

Seal:

Date:



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Annexure 2

Item No	Name of the books	Price* per Book (Amount in Rs.)	Price [For every 4 additional Pages] (Amount in Rs.)
1	CMA Syllabus 2022		

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

Please Note: The selection of the party is based on Price per book. Each book will contain 80 + 4 Cover Pages. If the pages are less than the 80 pages the same amount will be deducted as mentioned in the cost of additional pages. For pages over and above 80 pages' additional charges would be paid as quoted.

Declaration: We /our Company agree to all the terms and conditions as indicated in this EOI/Tender Notice.
We are not debarred by any other department of the Institute.

Signature of bidder:

Seal:

Date: