



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/Membership/Act & Regulation book/2022(2)

02.01.2023

TENDER NOTICE

Reputed and reliable printers are invited to offer their Rate for Tender for the Printing with paper of "CWA Act, Rules & Regulations" as per details given below:

Detailed Specifications:

1.	Name of the Book	CWA Act Rules & Regulations #
2.	Quantity of the Book	3000 copies
3.	Finished Size of the Book	5.25" X 8.5" (Actual finished size)
4.	Paper for Cover	250 GSM Art Board with glossy lamination
5.	Printing (Text)	Black and White (inside pages)
6.	No. of Pages	280 pages (+/- 5% variation)
7.	No. of Colour Pages	Cover page in 4 colours
8.	Binding	Perfect Binding
9.	Paper for Text	70 GSM Maplitho
10.	Delivery	Within 10 calendar days

specimen copy must be checked by the bidder for its specifications before participating in the bid

- The Institute will provide soft copy in .pdf form for printing only for the book.
- 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 & finalize by the Institute.

General Terms and Conditions

1. Time adherence to schedules as notified by the Institute in printing/binding and strict quality control will be the essence of the transaction.
2. The rates quoted will be binding and valid for a period two months from the date of execution of the contract.
3. **Paper samples for both the inside text pages and the cover have to be submitted in the envelope containing the 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. **The paper sample and the printing quality of the finished item would also be checked and payment to the concerned vendor would be made only after confirming the quality.**
6. The Institute reserves the right, to divide the Job at any point of time, and award any particular segment (s) of it to anyone.
7. Printing and Supply must be adhered to the sample available at the Institute.
8. Delivery should be within 10 days from acceptance of order.
9. Period of Contract – will end automatically on satisfactory supply of the items.



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10. If a firm quotes NIL charges /consideration /abnormal charges, the bid shall be treated as unresponsive and will not be considered.
11. Canvassing in any form in connection with the contract is strictly prohibited, but if a bidder wants to see a sample of the publication, it may contact the user department (Membership), Shri Sanjoy Mukherjee, Deputy Director or Shri Atanu Mukhoty, Assistant Director during working days (11a.m. to 5p.m.).
12. Physical inspection of existing printed book and soft copy in pdf file must be made by intending tenderers before submission of quotation.
13. Institute reserves the right to extend the last date for receipt of bids at its own discretion.
14. Once the supply order is placed, it will be the vendors' responsibility to make the project functional. Any additional cost incurred for completing the project and for which the vendor has not bid at the time of submission of the final offer will be borne by the vendor.
15. Time adherence and strict quality control will be the essence of the transaction. Daily penalty @ Rs. 250/- per day in the schedules prescribed shall be imposed by the Institute for default on the part of the printer to adhere to the schedule/s notified. Similarly, poor quality of printing shall also include printing errors, poor printing/binding/missing pages/certain section carrying unprinted pages shall also make the printer liable for QUALITY CUT penalty shall be imposed at the discretion of the Institute.
16. The Bidder shall not sub-contract the mentioned work to any organization, person, firm or its franchise without the prior approval of the Institute.
17. 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.
- 18. A copy of Trade License / Certificate of Incorporation along with GST registration copy is to be compulsorily submitted.**
19. Printer should have been established in the business, as Printers of similar items for a minimum period of 3 years.
20. The order will be placed for the best interest of the Institute.

Settlement of Dispute

1. All disputes regarding interpretation of the contents of the Agreement or its implementation shall be resolved by Mutual discussion/reconciliation in good faith by the agency and The Institute of Cost Accountants of India.
2. The agreement shall be governed by the Laws of India for the time being in force and subject to exclusive jurisdiction of Courts at Kolkata.

Quoting of rates

1. The rate quoted should include all designing, typesetting, paper, printing, packing, labour, transportation, loading, unloading, supply, applicable taxes etc. No other additional payments would be made.



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2. The rate quoted will be final. No enhancement of rates will be allowed for any reasons viz. Non-availability of materials, hike in prices, increase in labour charges etc. during the period of the contract.
3. Taxes as applicable should be included in the price, failing which the ICAI shall have no liability to pay these charges, and the liability shall be that of the tenderer.
4. **L1 will be evaluated on the basis of amount quoted against "Price per book" in the darkened box of Annexure 1.**

Minimum QUANTITY OF CONTRACT

The quantity mentioned is tentative. The quantity may be increased and/or decreased by 5% by the competent authority, and the Institute reserve itself the right to increase or decrease the quantity to be procured.

Place of Delivery:

Central Stores

For Membership department

The Institute of Cost Accountants of India

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

Payments

- 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.

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 – CWA Act & Regulations Book" [Bid Reference – LPC/Membership/Act & Regulation book/2022(2)] 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 23rd January, 2023** 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 (Technical Bid)

General Information

Sl. No.	Detail Required	Provide the relevant information
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.	Trade license (copy to be enclosed)	
8.	GST Registration No. (copy to be enclosed)	
9.	Bank details for online payment	

Declaration:

"Certified that all the details furnished in the application are true and correct to the best of my/our knowledge. I / We have our own offset printing machines, full setup and all in-house facilities."

Documents enclosed with this annexure 1 (Technical Bid):

Sl. no.	Enclosures	Submitted	
1	Paper sample (cover page and text page) provided	YES	NO
2	Valid trade license copy	YES	NO
3	GST registration coy	YES	NO

Signature of bidder:

Seal:

Date:



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Annexure 2 (Price Bid)

Item No.	Name of the book	Price* per Book (Amount in Rs.)	[For every 8 black & white additional Pages] (Amount in Rs.)	[For every 4 colored additional Pages] (Amount in Rs.)
1	CWA ACT & REGULATIONS BOOK			

* 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 stated number of pages respectively. If the pages are less than the stated number of pages respectively the same amount will be deducted as mentioned in the cost of additional pages. For pages over and above stated number of pages respectively 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 have checked the sample copy and understood the job to be done. We are not debarred by any other department of the Institute.

Signature of bidder:

Seal:

Date: