



# THE INSTITUTE OF COST ACCOUNTANTS OF INDIA NORTHERN INDIA REGIONAL COUNCIL

(Setup under an Act of Parliament)

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

Phone.: +91-11-24615788, 24626678

Email: nirc@icmai.in

Website: www.nirc-icmai.in

No./NIRC- 603

09-05-2025

## Expression of Interest

The Northern India Regional Council of The Institute of Cost Accountants of India invites "Expression of Interest" from reputed Designers and Printers for designing and printing the 66th Annual General Report of NIRC of ICMAI for the year 2024-25, along with the envelope. NIRC of ICMAI will provide all the text material along with photographs to be designed for the Annual General Report 2024-25. The interested designers may submit their quotation by post at NIRC of ICMAI, CMA Bhawan, 3 Institutional Area, Lodhi Road, New Delhi-110003 in a sealed envelope latest by **23<sup>rd</sup> May 2025**.

### Specifications of the Annual report to be Designed & Printed:

- Size: 8" x 10.25"
- Pages: 60-70 pages approx. ( $\pm 10\%$ )
- Inner Pages: 170 GSM Art paper
- Cover Pages: 300 GSM Art Card
- Printing Quantity: 250 copies
- Color: Multicolor magazine
- Finishing: Gloss Lamination on Cover
- Designed envelope

### General Instructions/Conditions:

- NIRC of ICMAI may request vendors to correct any errors or omissions in the provided material at no extra cost.
- NIRC of ICMAI may request additions or changes to the content at any time before finalizing the report.
- Interested vendors may refer to a previous year's sample of the Annual General Report at : <https://drive.google.com/file/d/1622wGgPqxsxC9EzzIOPbECd9hg-rclfg/view?usp=sharing> or may physically inspect a copy at NIRC of ICMAI, CMA Bhawan, 3 Institutional Area, Lodhi Road, New Delhi-110003.
- The quality will be verified through physical printed samples at least one inner and one cover page to be submitted along with the quotation which will be presented to NIRC Committee members for approval before awarding the tender.
- Please note that the tender should not be granted solely based on the L1 (lowest price) criteria; quality and sample approval must also be considered essential factors in the selection process.
- Conditional/ Incomplete bids shall be rejected.
- The work order will be communicated to the successful bidder through e-Mail.
- Payment shall be made after successful supply and on submission of the invoice.
- All rights are reserved by NIRC of ICMAI to approve or reject any quotation/s without assigning any reason.
- For further query may mail at nirc@icmai.in or may call 8800383496.

Assistant Administrative Officer  
NIRC of ICMAI

*Behind Every Successful Business Decision. There is always a CMA*

**Head Office:** CMA Bhawan, 3, Institutional Area, Lodhi Road, New Delhi-110003

**Phone.:** +91-11-24622156-57-58 **Website:** www.icmai.in

**Kolkata Office:** CMA Bhawan, 12, Sudder Street, Kolkata-700016

**Phones.:** +91-33-22521031/34/35 **Website:** www.icmai.in