



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/Designer EOI/2021

23.12.2021

Tender for engaging Service Provider for Composing, Type Setting and Designing activities under Directorate of Studies

Sealed quotations are invited from the reputed service providers based at Kolkata and nearby areas for Composing, Type Setting and Designing activities under Directorate of Studies.

Scope of Work:

1.	Job description	Composing, Type Setting and Designing
2.	Required Software	In-Design
3.	Total number of pages	5000 pages (+- 10%); bi-colour
4.	Submission	Within 45 days

Physical visit for checking the sample and scope of work is compulsory.

GENERAL TERMS AND CONDITIONS

1. Rates will be considered only from the Service Providers based at Kolkata and nearby areas.
2. The contract shall be valid for 1 year exclusively for the job of composing, type setting and designing of 5000 Pages (+/- 10%) and may be extended on mutual understanding with same rate, terms and conditions for another 1 year.
3. The pages of the books may vary based on the content.
4. The Institute will provide soft copy/hard copy of the contents for composing, type setting and designing.
5. The said job will be a continuous process and the officials of the DOS may check the proofs multiple times. Service provider will be held responsible for the correctness and accuracy for the said job as provided by the DOS time to time.
6. The service provider must ensure safe custody and maintain utmost confidentiality and integrity of the job/contents provided by the Institute.
7. On completion of the job as required by the DOS, Raw files must be submitted to the Institute by the service provider.
8. Amount will be paid as per the actual number of completed pages, duly certified by the concerned officials of the DOS.
9. Time adherence to schedules to be notified by the Institute and the job must be completed within the scheduled time frame.
10. The rates quoted will be binding and valid for execution of the entire contract period.

TIME LINE

- The job must be done in In-Design Software and 45 days will be provided to the service provider for submission of the finished contents for proof reading and checking. Modifications and corrections are to be made on continuous basis and no extra payment will be made for such modifications and corrections.



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- However, the time line for submission of the final contents may be extended to the service provider for making the contents error free.

QUOTING OF RATES

1. Quotations must be submitted in sealed envelopes. The rate quoted will be final. No enhancement of rates will be allowed.
2. Taxes as applicable will be paid extra as per the Govt. norms.

TERMS OF PAYMENT

1. No payment shall be made in advance.
2. Payments shall be made as follows:
 - (a) 70% of the value of work will be released after completion of the entire job, duly certified by the DOS.
 - (b) 20% of the value of work will be released after final print out of the contents from the printers.
 - (c) Balance 10% of the value of work will be released after 3 months from the completion of the final print out of the contents; if modifications and corrections are required to be done within this period, the same shall be done by the service provider without any extra payment.
3. Payments, subject to deduction of Tax Deduction at Source (TDS) shall be processed within 30 days of the submission of the hard copy of the original invoice along with all supporting documents (if any). No rounded off payment will be made.
4. The rate quoted shall remain firm throughout the contract period. However, no other incidental charges shall be payable.
5. All the terms and conditions for the payment shall be made as mentioned herein and no change in the terms and conditions will be acceptable during the contract period.

OTHERS

1. The service provider will get in regular touch with the Directorate of Studies for smooth completion of the Job within the scheduled time frame.
2. Time adherence to schedules to be notified by the Institute for composing, type setting and designing job and strict quality control will be the essence of the transaction.
3. The service provider should have registered under GST. A copy of the certificate is to be submitted. The service provider should have been established in the business (composing, type setting and designing) for a minimum period of 5 years.
4. The contract period may be extended for another one year upon satisfactory performance of the service provider with same rate, terms and conditions.
5. **L1 would be selected for qualified bidders quoting the lowest in 'Rate per page' (Darkened Box) as per 'Annexure 1'**
6. For any further clarification, please contact Shri Prabir Kumar Nandi, Asst. Director (S), Studies, mail id: studies.ad1@icmai.in or CMA Anil Bhuja, Officer, Studies, mail id: studies.officer1@icmai.in, Land



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line no. 033-4036-4724 or physically at CMA Bhawan, 12 Sudder Street, 2nd Floor, Kolkata – 700016
[Monday to Friday during office hour 9.30 a.m. to 6.00 p.m.].

SUBMISSION OF BIDS

The quotations STRICTLY AS PER PRESCRIBED FORMAT (Annexure 1) have to be submitted in the **LPC Tender Box** kept at the ground floor of the Institute. Address: **Local Purchase Committee**, Institute of Cost Accountants of India, CMA Bhawan, 12, Sudder Street, Kolkata – 700 016 in Sealed Envelope, superscribed “**Tender for engaging Service Provider for Composing, Type Setting and Designing activities under Directorate of Studies**” (**Bid Reference – LPC/Studies/Designer EOI/2021**) on or before 3:00pm, 3rd January, 2022.

CONVENER
LOCAL PURCHASE COMMITTEE



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Annexure 1

Format of bid

Sl. No.	Details Requested	Provide Details
1	Name of the Company/ Vendor	
2	Contact person & Mobile number	
3	Full address of the Registered office With Email Address	
4	RTGS Bank Account Details	
5	Details of GSTN	
6	PAN of the Proprietor / Firm	
7	Certificate of Incorporation / Trade License (copy to be enclosed)	

Particulars	Rs. (In figure)	Rs. (In words)
Rate per page*		

* Rate would include all cost apart from taxes. Applicable taxes extra _____ (Please Mention)

Documents to be enclosed:

- PAN copy
- GST certificate copy
- Copy of Certificate of Incorporation or Trade License
- Copy of proof of being established in the business (composing, type setting and designing) for a minimum period of 5 years.

Declaration: We /our Company agree to all the terms and conditions as indicated in this EOI/Tender Notice and have physically visited and understood the scope of Work. We are not debarred by any other Department of the Institute.

Signature of bidder:

Seal:

Date: