



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(Statutory body under an Act of Parliament)

12, SUDDER STREET, KOLKATA - 700 016

TELEPHONES: +91 033 4036 4753 / 4763 / 4755 / 4731

Website: www.icmai.in

Local Purchase Committee

Ref. LPC/Exam/Attendance Sticker (December)/2024-25

10.09.2024

Printing & Supply of pre-printed attendance sticker sheet in A4 size of maplitho papers punch as per Institute sample

Quotations are invited from reputed and reliable preprinted sticker supplier, for supply of pre-printed A4 size sticker pages with variable data printing and punch as par Institute sample for registering attendance of the examinees for December 2024 term of Examinations.

The details of the Job are as follows:

SI No	Particulars	Item Specification	Expected Quantity Reqd. (per term)
1	Pre-printed sticker with variable data printing punch as par Institute sample	<ul style="list-style-type: none">Paper: 80 GSM maplitho good quality self-adhesive sticker paper with 60 GSM releaser and 20 GSM adhesive.Variable data would be provided by the Institute.Customized label as per Institute sample.Packet: Exam Center, Course, Syllabus wise packing per cartoon.	27000 Nos

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

Scope of Work:

- Vender must have office/Press in Kolkata.
- Should have own sticker label printing, punching and cutting machine.
- Attendance sheet (Paper printing and punching with paper) should be strictly as per Institute sample.
- Timeline: Ready packed material must be supplied by 5 days after providing the variable data.
- The vendor should have experience of same job of attendance sticker printing and supply with National Level Institute or University in last one year.

Intending bidders are requested to compulsorily verify the sample before submitting the quotation of the job before offering their tender by contacting Shri Kamalesh. Pattanayak, Dy. Director - Examination on any Working Day (Monday – Friday) during Office Hours except Holiday(s).

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 one year from the date of execution of the contract.



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3. The Institute reserves the right, to divide the Job at any point of time, and award any particular segment (s) of it to anyone.
4. **Paper samples for the job have to be submitted in a separate envelope with the details of the participating bidder on the cover of the envelope.**
5. 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.
6. 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.
7. Printing and Supply must be adhered to the sample available at the Institute.
8. Delivery should be within 7 working days from acceptance of order.
9. **Period of Contract – 6 months (December 2024 term). The contract may be extended another 6 months (June 2025 term) with same terms, conditions and rates subject to successful completion of the contract.**
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.
12. Institute reserves the right to extend the last date for receipt of bids at its own discretion.
13. 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.
14. Time adherence and strict quality control will be the essence of the transaction. Daily penalty @ Rs. 200/- 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 or punching 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.
15. 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.
16. The printer should have registration under GST. Printer should have been established in the business, as Printers of the above/similar items for a minimum period of 3 years.
17. **A copy of Trade License & Certificate of Incorporation copy is to be compulsorily submitted along with Annexure A.** These two documents are compulsorily to be submitted otherwise may not be shortlisted for participating in the price bid.

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.



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2. This contract 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 paper, printing, packing, labour, transportation, loading, unloading, supply, applicable taxes etc. No other additional payments would be made.
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 Institute shall have no liability to pay these charges, and the liability shall be that of the tenderer.
4. 100% Payment against successful delivery of materials and on submission of invoice. All Payments will be made through Electronic Mode to the Bank Account of the selected tenderer.
5. **L1 will be evaluated on the basis of amount quoted in the 'total' column in the darkened box of Annexure A and Annexure B.**
6. **Billing should be done as per actual quantity supplied which may vary based on actual no of students.**

Minimum quantity of contract

The quantity mentioned is tentative. The quantity may be increased and/or decreased by 20% by the competent authority, and the Institute reserve itself the right to increase or decrease the quantity to be procured.

Place of Delivery:

Examination 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

The quotations STRICTLY AS PER PRESCRIBED FORMAT have to be submitted in the **LPC Tender Box** kept at the ground floor of the Institute. Paper samples to be provided in a **SEPARATE ENVELOPE** titled 'Technical Bid' and annexure A in separate envelope titled 'Commercial bid'. Both the bids to be incorporated in a 3rd envelop and dropped/posted at Address: **Local Purchase Committee**, Institute of Cost Accountants of India, CMA Bhawan, 12, Sudder Street, Kolkata – 700 016 in Sealed Envelope, superscribed "**Printing & Supply of pre-printed attendance sticker sheet in A4 size of papers punch as per Institute sample**"



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(Bid Reference – LPC/Exam/Attendance Sticker (December 2024)/2024-25) on or before 1st October, 2024 (up to 3.00p.m.).

CONVENER
LOCAL PURCHASE COMMITTEE
Annexure A

Format of Technical bid

SI.No.	Details Requested	Provide Details
1.	Name of the Company/ Vendor	
2.	Contact person & Mobile number	
3.	E- Mail Address	
4.	Full address of the office (Kolkata)	
5.	Trade License & Certificate of Incorporation copy (Attach copy)	
6.	GSTN (Attach copy of GST registration)	
7.	Submit sample as per Institute specified format and stander.	
8.	Work experience with same type of job	References: 1. 2. 3.
9.	Experience certificate or purchase order of same job with National Level Professional Institution or University in last one year along with sample of same job would be given the preference.	

Declaration: 'I/We have checked the samples to be supplied'

Signature of bidder:

Seal:

Date:

Place:



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Annexure B

Format Financial 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	Date of Incorporation / Trade license Copy of Trade License to be attached	YES NO
5	Submit sample as per Institute specified format and standard. (tick)	YES NO
6	Work experience with same type of job	References: 1. 2. 3.

Sl No	Particulars	Rate per 1000 Nos [Inclusive of all Taxes and Delivery]
1	A4 Paper with print and punch: 80 GSM maplitho good quality self-adhesive sticker paper with 60 GSM releaser and 20 GSM adhesive. punch as per Institute sample. Variable data will provide by the Institute.	

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

Declaration:

1. We /our Company agree to all the terms and conditions as indicated in this EOI/Tender Notice. We are not debarred by any department of the Institute.
2. Trade License & Certificate of Incorporation copy has been submitted along with this Annexure.

Signature of bidder:

Seal:

Date: