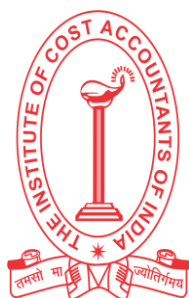


Tender
Document

PRINTING WITH PAPER &
DISPATCH OF
'THE
MANAGEMENT
ACCOUNTANT'

Last Date of Submission: 09.12.2022 (on or before 4 p.m.)



The Institute of Cost Accountants of India
(Statutory Body under an Act of Parliament)
www.icmai.in

12, SUDDER STREET, KOLKATA – 700 016

Contents of the Tender Document

SL. NO.	DESCRIPTIONS	PAGE NO.
1	PART: A – NOTICE FOR INVITING A TENDER	3
2	PARTIES ELIGIBLE	4
3	SCOPE OF WORK	4
4	BASIC - ELIGIBILITY CRITERIA OF THE TENDERER	5
5	SUBMISSION OF TENDER DOCUMENTS	6
6	AGREEMENT OF THE TENDERER	7
7	PART: B – TECHNICAL BID / INFRASTRUCTURE BID	8
8	GENERAL TERMS AND CONDITIONS	10
9	OTHER ELIGIBILITY CRITERIA	10
10	METHOD OF SUBMISSION	10
11	STRUCTURE AND ORGANIZATION	11
12	SPACE SELLING	11
13	EARNEST MONEY DEPOSIT	11
14	BANK GUARANTEE	12
15	INVOKING OF BANK GUARANTEE	12
16	SIGNING THE DOCUMENTS	12
17	QUOTING OF RATES	12
18	ACCEPTANCE OF QUOTATIONS	13
19	FURNISHING OF SAMPLES	13
20	PERIOD OF DELIVERY	13
21	MINIMUM QUANTITY OF CONTRACT	13
22	TERMS OF PAYMENT	13
23	DISPUTE & JURISDICTION	14
24	PERIOD & TERMS OF DELIVERY	14
25	PENALTY	14
26	GUARANTEE & REPLACEMENT	15
27	IMPORTANT POINTS	15
28	RIGHT TO BLACKLIST	17
29	SUBCONTRACTING	17
30	STATUTORY COMPLIANCE	18
31	INSPECTION/REJECTION	18
32	FORCE MAJEURE	18
33	TERMINATION	18
34	OTHERS	19
35	(ANNEXURE - I) – BID EVALUATION PROCESS / SELECTION PROCESS	20
36	LIST OF DOCUMENTS TO BE SUBMITTED	21
37	(ANNEXURE-II) – BIDDER’S PROFILE	22
38	(ANNEXURE – III) – COMMERCIAL BID	24

THE INSTITUTE OF COST ACCOUNTANTS OF INDIA, KOLKATA
TENDER DOCUMENT FOR PRINTING WITH PAPER & DISPATCH
OF
“THE MANAGEMENT ACCOUNTANT”

Part A

Date: 18th November, 2022

The Institute of Cost Accountants of India is a statutory body constituted under an Act of Parliament. The Institute of Cost Accountants of India is functioning under the overall administrative jurisdiction of the Ministry of Corporate Affairs, Government of India having its headquarters at “CMA BHAWAN” 12, Sudder Street Kolkata - 700016.

Bids / Quotations are invited by The Institute of Cost Accountants of India, “CMA BHAWAN” 12, Sudder Street Kolkata – 700016 from reputed, experienced and eligible printers having 4 colour offset, and having owned all in-house facilities viz. Colour Printing Machines, Binding Machines, Lamination Machines and Packing Machines for printing and delivery at the address(s) provided by the Institute.

Vendors fulfilling the eligibility conditions can submit their quotations through GEM portal. Other modes of submission will not be accepted by the Institute. **Hard Copy of Paper Samples shall be sent at Institute’s address (CMA Bhawan, 12 Sudder Street, Kolkata - 700016) duly mentioning on top left hand side corner of the sealed envelope “Tender for Printing with Paper and Dispatching of The Management Accountant” on or before the date and time.**

For any further information/clarification, please contact CMA Sucharita Chakraborty, Additional Director, HoD- Journal & Publications of the Institute at phone numbers: Mob-99035-14867, 91633-12946 from 11.00 a.m. to 5.30 p.m. on all working days (Monday – Friday).

Tenders received after the stipulated date and time shall not be entertained under any circumstances whatsoever. The Institute of Cost Accountants of India reserves the right to cancel in case of an incomplete tender document.

Information on uploading of the tender will be notified on the website of The Institute of Cost Accountants of India (www.icmai.in).

The quotation should be addressed to:
The Convener–Tender Committee
The Institute of Cost Accountants of India
12 Sudder Street, Kolkata – 700 016.

Last date of bid submission: Refer to GeM Bid document: **09.12.2022 (on or before 4 p.m.)**

Bid opening date: Refer GeM Bid document.

General Terms and Conditions are to be submitted to us as a token of acceptance of the terms and conditions of the contract, by signing each page of the document with the company seal/stamp, without which the tender will not be considered.

PARTIES ELIGIBLE

Experienced PRINTERS having an average turnover of Rs. 10 crores (Rupees Ten crores only) or above in the last five years; may quote their rates for printing and delivering The Institute of Cost Accountants of India official journal. The tenderer should be in the printing and publishing business for a minimum of 05 years (five years) and should possess all necessary licenses/clearance for printing and publications etc. from the State or Central Govt.

SCOPE OF WORK

The selected party would require to do the following: -

1. The Institute of Cost Accountants of India will provide you with the ready-to-print .pdf file every month. No DTP work is required.
2. After receiving the file, within 3-4 days, the printer would complete the work and get it ready for postal dispatch. The date of posting is fixed as per Postal Department.
3. Make necessary changes (if any) as suggested by The Institute of Cost Accountants of India officials and get the approval of The Institute of Cost Accountants of India officials.
4. Printing and binding of the journal on the paper as specified by The Institute of Cost Accountants of India. The paper cost will be borne by the printer.
5. The printer should have an in-house space-selling team who should have the capability to garner advertisements for the journal. Per month, a maximum of 12 inside pages + 3 pages of the cover would be available for advertisement space.
6. Procurement of pillow pouch semi-transparent PVC envelopes, as per the Govt. norms and according to the size of the journal, the cost will be borne by the printer.
7. The semi-transparent PVC envelopes would have one-time printed matter in single colour provided by The Institute of Cost Accountants of India.
8. Addresses in pdf/excel format would be provided by The Institute of Cost Accountants of India every month, the same would have to be printed on stickers and duly stuck on the PVC envelopes bearing the journal in them, the cost will be borne by the printer.
9. Every month, the printer would carry out the pre-mailing activities of inserting the journals in the PVC envelopes, printing address stickers, sealing the envelope and ensuring its delivery to the respective address (es) provided by The Institute of Cost Accountants of India in due time; or any other activities required for the safe delivery of the journal will be borne by the printer at their resources and own facilities.
10. Between 30-40 thousand copies of monthly journals would be delivered to the designated post office for further dispatch at the present concessional bulk posting facility provided by Postal Department. A printer may follow up with the post office to ensure the timely dispatch of the articles.
11. A specified number of journals would also be made available at the Institute's office every month.
12. Transit insurance – if any to be borne by the printer.
13. The bidder shall also be responsible for stocking and will get the material insured.
 - It is an end-to-end solution. The Institute of Cost Accountants of India shall not bear any other cost for printing, paper, envelopes, address stickers, pre-mailing activities, transportation etc.; the quoted rate shall be all-inclusive, (applicable taxes extra).
 - The prospective printer to have all in-house capabilities such as designing, space selling, printing, binding and distributing team under one umbrella.
 - Whatever advertisement revenue is generated would be retained by the printer and the printer

would, therefore, provide the quote less expected advertisement revenue.

- The quoted rate would also be inclusive of the concessional postal rate of the post office.
- Postage bills paid by the printer have to be submitted to The Institute of Cost Accountants of India every month for record purposes.

BASIC - ELIGIBILITY CRITERIA OF THE TENDERER

1. The Tenderer should have experience in printing, safekeeping and distribution (a list of similar jobs executed should be submitted along with the Technical Part of the Tender).
2. The Tenderer should have an in-house marketing team, who would be responsible for space selling and garnering advertisements for the journal.
3. Experience in successfully executing similar types (s) of Job (s) of such professional organizations will be preferable.
4. Tenderer having its publications would be preferred.
5. The Tenderer should have experience in printing and distributing at least 5 RNI/RMS bearing journals/magazines and at least 5 customized journals/magazines other than RNI of other clients (External) whether RNI or Non-RNI (a list of such journals/magazines should be submitted along with Technical Part of the Tender).
6. The Tenderer should be having a good rapport with the postal department as it would be liaisoning on behalf of the Institute for day-to-day issues related to journal postage.
7. The Tenderer should be financially strong having an average annual turnover of Rs.10 Crores or more during the last 5 years to undertake this type of assignment.
8. Enclose are copies of the following with the technical part.
 - Income Tax Return – an acknowledgement of the last 5 years.
 - Audited annual accounts for immediately preceding last 5 years
 - GST Return of last 4 or 5 years
 - An average 10 crores turnover of last 5 years
 - **AT THE TIME OF TENDERING, INCOME TAX RETURN FOR THE LAST TWO YEARS ARE TO BE SUBMITTED MANDATORILY OF ALL THE VENDORS/TENDERERS.**
9. The Tenderer should have the following Licenses and Certificates–
 - Factory License
 - No Objection Certificate obtained from The Police Commissioners Office of the State
 - No Objection Certificate concerning Fire obtained from appropriate Authority.
 - MSME Registration_if eligible
 - At least one franking machine in-house
 - Registration with the Ministry of Commerce & Industry under the category – **Printing and Publishing of Newspaper** (*not mandatory*).
 - Registration under the Directorate of Visual Publicity and Advertising – **Bureau of Outreach & communication** (*not mandatory*).
 - ISO Certificate
10. The Tenderer should have proper Insurance Cover for all the Premises where the stock of the Institute is to be stored and for all the stock of the Institute lying with the Tender.
11. The Tenderer should have the following infrastructure/machinery –
 - One 4-colour heat-set web offset machine with a 578 mm cut-off (Not Mandatory)
 - CTP (Computer to Plate) Arrangement
 - Paper Cutting Machine
 - DTP with Terminals and Laser printer of 600 Dpi
 - 4 colour offset machine.
 - Computerised automatic process Camera/Scanner
 - One automatic in-line Folding Machine

- Perfect Binding Machinery
12. The Tenderer should have secured Ware House, Audited Stock etc.
 13. The Tenderer should have the capability of branding the Product – Design, Layout, Cover, and Standardizations.
 14. The Tenderer should provide a list of clients serviced and a description of jobs handled in the past 5 years.
 15. To have in house editorial team. To have in house online digital platform.
 16. The capability of address printing, sorting and handing over to the postal department as per the posting schedule. The work can be outsourced by the printer to a reputed mailing agency if the requisite infrastructure is not available to them. However, in either case, the printer shall be fully responsible for stipulated timely dispatches to all the consignees as per the instructions of the Institute including any delay on the part of the outsourced agency.

SUBMISSION OF TENDER DOCUMENTS

Soft copy of the Tender Documents is required to be submitted by the bidders through GeM Portal as token of acceptance of the terms and conditions of the contract, by signing each and every page of the document with company seal/stamp, without which the tender will not be considered. **Hard copy of Paper Samples shall be submitted under one sealed envelope. This envelope shall bear the inscription “Tender for Printing with Paper and Dispatching of “The Management Accountant” and be sent to The Institute of Cost Accountants of India, CMA BHAWAN, 12, Sudder Street, Kolkata – 700016 on or before the date and time.**

Non-acceptance of the terms and conditions as stated in General Terms and Conditions and non-submission of the stipulated Earnest Money Deposit (EMD) and/or Cost of Tender Document shall render the tender invalid. Only Bidders / Printers whose INFRASTRUCTURE particulars, as stated, are determined to agree with Institute’s requirements shall be considered further in the Tender Evaluation Process.

AGREEMENT OF THE TENDERER

The Secretary
The Institute of Cost Accountants of India
12, Sudder Street, Kolkata – 700 016

Respected Sir,

I have gone through the details of the work viz. size of the Journal, quality of paper for Text and Cover and printing etc., as mentioned in the Notice for Tender and I/we undertake: -

That I/we shall be carrying out the job as per the instructions given to me/us by the authorities of the Institute.

That I/we shall be carrying out the job as per the rate quoted in the Tender Form and no request will be made by me/us for escalation of the said rate for any reason whatsoever and also agree to perform any extra/additional work, if any, at the same rate. I understand that quantities shown in the Scope of Work are approximate and therefore any + - variation is possible.

That the delivery of the Journal (s) shall be completed by me/us within the stipulated time on receipt of instruction of the concerned authority of the Institute, given time to time.

That I/we shall abide by the Terms & Conditions, mentioned in the Order of Printing, and upon any violation of the said Terms & Conditions, the competent authority of the Institute reserves the right to terminate this Contract and invoking of Bank Guarantee.

Date:

(Signature)
Seal of the Tenderer

PART B – TECHNICAL BID

Technical		
S. No.	Requirement	To be filled up by the Printer Only.
1	About Organisation	
	(a) Public / Listed / Private & Year of Incorporation	
	(b) Head of the organisation	
	(c) Name and Mobile Number of the key person.	
2	Financial Position	
	Turnover in Cr. (For 3 years) Attach a copy of the audited balance sheet.	
	Name of Banker with complete details for the electronic transfer of funds. Bank Name Account Number Branch IFS Code	
3	Presence in Indian Market	
(a)	Registered Office & others.	
(b)	Total No. of Clients with lists.	
4	Experience and Capabilities	
(a)	No. journals/publications handled regularly.	
5	Insurance	
(a)	Insurance cover for Premises to be used for storing The Institute of Cost Accountants of India stocks	
6	Technical Specifications	
(a)	Creative and DTP set-up	
	(i) Manpower	
	(ii) number of PCs	
	(iii) the experience of the DTP team	
(b)	Facility of typesetting	
(c)	Number of expert operators for typesetting and designing	
(d)	Pre-press	
	(i) High-resolution scanning facility	
	(ii) Detail of scanning facility	
	(iv) Software used for colour creations & designing	
(e)	Positives Making Unit / Image setter gives details.	
(f)	Computer to Plate facility	
(g)	Plate Making	
(h)	Printing Machines	
	(i) <i>Sheet Fed</i>	
	- Machine details	

	- Total Units	
	- The total capacity of No. of forms produced in 24 hrs.	
	<i>(ii) Web Fed</i>	
	- Machine details	
	- Total Units	
	- The total capacity of No. of forms produced in 24 hrs.	
(i)	<i>Folding</i>	
	<i>(i) Machine details</i>	
	<i>(ii) Total Units</i>	
	<i>(iii) Capacity per day</i>	
(j)	<i>Binding</i>	
	<i>(i) Perfect Binding</i>	
	- Machine details	
	- Total Units	
	- Capacity per day	
(k)	<i>Cutting Machine</i>	
	<i>(i) Automatic or online with binding unit</i>	
	<i>(ii) No. of machines</i>	
	<i>(iii) Capacity of each machine</i>	
(l)	<i>Carton packing</i>	
	<i>(i) Shrinkwrapping facility</i>	
	<i>(ii) Capacity</i>	
(m)	<i>Strapping</i>	
	<i>(i) No. of machines</i>	
	<i>(ii) Automatic or manual</i>	
	<i>(iii) Capacity of each machine</i>	
(n)	<i>Details of - the finishing line</i>	
	<i>(i) lamination</i>	
(o)	<i>In-house digital output facility</i>	
	<i>Positive outputting capacity per</i>	
7	<i>Logistics</i>	
	<i>Annual tie-ups with</i>	
(b)	<i>List of vendors for sourcing and procuring paper</i>	
8	<i>PAN details</i>	
9	<i>GST reg. no.</i>	

(USE SEPARATE SHEET, IF NECESSARY)

Date:

Name and Signature of the bidder with Stamp

GENERAL TERMS AND CONDITIONS –

1. **The contract shall initially be for two years which may be extended for a further period of one year on same terms and conditions.**
2. The contract/work order can be terminated by either party by giving three months of clear notice in writing and during the period of such notice, the performance of the contract/work order by both parties shall continue.
3. Time adherence to schedules to being notified by the Institute in printing/binding and strict quality control will be the essence of the transaction. Daily penalty @ Rs. 1000/- 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 sections carrying unprinted pages shall also make the printer liable for QUALITY CUT penalty shall be imposed at the discretion of the Institute.
4. Failure on postal dispatch in time and excess charges thereon would be borne by the prospective printer.
5. The printer/s shall make available working space for Institute's officers if required so that they could interact with all those concerned and finalise the issue for timely bringing out the Journal.
6. The printer should allow for inspection/audit, if required, at regular intervals from the Institute's end.
7. The contents of the advertisements garnered by the printer would be verified by the Institute, every month, well in advance, before printing in the journal.
8. Subcontract is not allowed in full or partial part of the work.
9. Should there be a need for any further information/clarification, you may contact CMA Sucharita Chakraborty, Additional Director, HoD- Journal & Publications of the Institute at phone numbers: Mob-99035-14867, 91633-12946

OTHER ELIGIBILITY CRITERIA–

1. Refer to Bid Evaluation Process (Annexure 1)
2. The applicant should be approved printer by local authorities. Copies of documents evidencing approved printers by local authorities must be enclosed.
3. The printer should have an average Sales/Turnover of Rs. Ten crores in the last five years.
4. The printer should have enough manpower for the activities mentioned under 'scope of work', infrastructure and own office, all in one roof facility.
5. Applicants should be those who are already having printing arrangements of journals with large corporate / entities / PSUs / Government Departments/organizations of the similar stature as The Institute of Cost Accountants of India.

METHOD OF SUBMISSION –

1. Tenders received after the due date and time/ not fulfilling the prescribed criteria are liable for rejection.
2. All the Tenderers are advised to fill up the details wherever required, and sign with stamped on all pages and submit the Tender Documents without detaching any sheet
3. Tenders along with all supporting documents shall be submitted through GeM Portal.
4. All offers shall be typewritten only. No correction / over writing are acceptable. Please type very carefully.
5. The tenderer shall provide the names of the customers to whom similar items were printed in the past two years along with the supporting documents if required while submitting the bid.

STRUCTURE AND ORGANIZATION –

1. The printer should not have been debarred/ blacklisted by any Government/Semi-Government / Public Sector organisation. **(Self-declaration on letterhead)**
2. Applications containing false or inadequate information are liable for rejection.
3. If information and details furnished by the applicants are found to be false at any time in future or any information is withheld, which comes to the notice of the Institute later, the empanelment of the such applicant will be cancelled immediately.
4. The printer should have been registered under GST. A copy of the certificate is to be submitted. Printers should have been established in the business (as Printers of the above items) for a minimum period of 3 years.

SPACE SELLING –

1. The printer needs to have in-house marketing & sales team that would be able to garner advertisements for the journal of The Institute of Cost Accountants of India.
2. A maximum of 12 inside pages + 3 pages of the cover would be available for advertisement space, per month.
3. **The projected revenue generated from such space selling, as considered by the printer, would be retained by the printer and adjusted accordingly to arrive at the price quote for journal printing.**

EARNEST MONEY DEPOSIT AND DURATION OF VALIDITY PERIOD –

1. The Bidder/Publishers are required to deposit earnest money of Rs.10,00,000/- [Rupees Ten lakhs only] to “The Institute of Cost Accountants of India” through NEFT/RTGS. The Bank A/c. details of the Institute are given below:
 - a. **Account Name: The Institute of Cost Accountants of India**
 - b. **Name of the Bank: Punjab National Bank**
 - c. **Branch Address: New Market, Kolkata-700 087.**
 - d. **Current A/c No.: 0093002109030025**
 - e. **IFSC Code: PUNB0009300**

2. **Tenderers registered under MSME will be exempted from this clause.**

Payment details of Earnest Money Deposit (EMD) shall be mentioned with Technical Bid. The tender not accompanied with earnest money shall not be entertained. The bidders who are registered with Micro and Small Enterprises (MSEs) as defined in MSE procurement policy issued by the department of Micro, Small and Medium Enterprises (MSME) are exempted from the submission of earnest money.

3. The EMD shall be liable to be forfeited, if the tenderer after submitting his quotation modifies/resiles his offer or insists to modify after the acceptance of the Tender or withdrew from the execution of the work order issued to them. The price quoted will be effective for the entire period of the empanelment.

4. The Institute of Cost Accountants of India has got absolute right to terminate the contract at any time during its currency without assigning any reason and the tenderers are not entitled for any compensation on this ground of such termination.

5. The EMD deposited is liable to be forfeited if the tenderer withdraws or amends/ impairs or derogates from the tender in any respect, within the period of validity of his offer.

6. If the successful tenderer fails to furnish a Performance Security/Bank Guarantee, on terms and conditions laid down by The Institute of Cost Accountants of India, then the Earnest Money shall be forfeited by The Institute of Cost Accountants of India.

7. The earnest money of unsuccessful Bidder/s will be refunded without any interest/bank commission/collection charges within 30 days after awarding the contract to the successful bidder/publisher.

BANK GUARANTEE –

1. The successful bidder/printer would be required to execute a Bank Guarantee of 10% of the total value of the contract and also execute an agreement with the INSTITUTE on a non-judicial stamp paper of Rs. 100/- containing the detailed terms and conditions. Security deposit/performance guarantee in the form of bank guarantee shall be submitted by the Successful Bidder with The Institute of Cost Accountants of India immediately within two weeks of the issue of the work order to cover any loss or damage caused to or suffered by The Institute of Cost Accountants of India due to acts of commission and omission by the Successful Bidder or by its employee/staff/agent or any failure on the part of Successful Bidder in fulfilment of terms and conditions of the Tender/contract/work order. The bank guarantee should be valid up to three months after the expiry of the contract period. The Security Deposit shall not bear any interest.
2. The Bid Security/EMD will be refunded to the successful bidder on receipt of Bank Guarantee.

INVOKING OF BANK GUARANTEE

The Institute of Cost Accountants of India shall have the right to invoke the Bank Guarantee if the Printer contravenes or breaches any of the terms and conditions of the tender document/Work Order / Contract or if the Printer withdraws or amends, impairs or derogates from Work Order / Contract or fails to execute the work as per the Work Order / Contract or fails to deliver the satisfactory performance during the period of contract and to adjust the damage or loss caused to The Institute of Cost Accountants of India due to the negligence, carelessness, inefficiency, fraud, mischief and misappropriation or any other type of misconduct of the Printer or its staff / employee / agent / representative.

Whenever under Work Order/Contract any sum of money is recoverable from and payable by the Printer, The Institute of Cost Accountants of India shall have the right to recover such sum by appropriating in part or in whole from the bank guarantee of the Printer. In the event of the bank guarantee being insufficient, the balance or the total sum recoverable, as may be, shall be deducted from any sum due to the Printer or which at any time thereafter may become due to the Printer under this or any other work order / Contract with The Institute of Cost Accountants of India. If this sum is not sufficient to cover the full amount recoverable, the Printer shall pay the Institute on demand the remaining amount.

SIGNING THE DOCUMENTS –

1. Person/Persons signing the tender and other documents connected thereof shall state, in what capacity he is signing the documents. For e.g. a Proprietor or Managing Director of a limited company or Managing Partner of a Partnership firm etc.

QUOTING OF RATES –

1. The rate quoted shall include the cost of materials, charges for delivery and loading/unloading and excluding taxes (taxes as applicable). The rate quoted will be valid for acceptance for 60 (sixty) days from the date of the offering of the rates. The rate quoted will be final. No enhancement of rates will be allowed for any reason viz. Non-availability of materials, hike in prices, increase in labour charges etc. during the period of the contract.
2. Taxes as applicable should not be included in the price, the applicable taxes will be paid extra.

ACCEPTANCE OF QUOTATIONS –

1. The successful Printers will be informed of the acceptance of the quotation by E-mail/Fax or formal acceptance letter on finalisation of the quotation. By issue of the E-mail /Fax or formal acceptance letter, a binding contract will come into force and the successful Printers have to act upon it immediately.
2. The Institute of Cost Accountants of India reserves the right to select the tenderer based on the best possible bids received. The decision of the Tender Evaluation Committee in this regard shall be final and representation of any kind shall not be entertained on the above. Any attempt by any tenderer to bring pressure of any kind may disqualify the tenderer for the present tender and the tenderer may be liable to be debarred from bidding for The Institute of Cost Accountants of India tenders in future for a maximum period of five years.

FURNISHING OF SAMPLES –

1. Hard copies of the paper samples shall be sent at Institute's address (CMA Bhawan, 12, Sudder Street, Kolkata – 700 016 on or before the date and time.

PERIOD OF DELIVERY –

1. It will be imperative for each tenderer to fully acquaint himself with the entire local conditions and factors, which would affect the performance of the contract and cost. The Institute of Cost Accountants of India shall not entertain any request for clarifications from the tenderer regarding local conditions. No request for the enhancement in price or extension of the schedule of delivery/installation shall be entertained after The Institute of Cost Accountants of India has accepted the offer.

MINIMUM QUANTITY OF CONTRACT –

1. The minimum quantities are mentioned is tentative. It may be varying in various months.
2. The quantity may be increased and/or decreased at the sole discretion of The Institute of Cost Accountants of India.
3. The Institute of Cost Accountants of India reserve itself the right to increase or decrease the quantity to be procured.
4. Pro rata rates per issue will be applicable in case of variation in the Number of pages or number of copies or both of the Journal.

TERMS OF PAYMENT –

1. NO ADVANCE PAYMENT IS GIVEN TO PRINTER viz. paper, envelope, dispatching, transporting or others etc.
2. No cost incurred by the applicants in applying, in providing necessary clarifications or attending discussions or site visits will be reimbursed by The Institute of Cost Accountants of India.
3. Payment will be given on the actual print order.
4. 100 % payment will be made through RTGS to the account of the supplier within 60 working days of receipt of the Invoice /Bill and certificate of receipt of the items as per the Purchase Order. Taxes, if applicable, will be deducted from the Bills of the supplier as per the law. Payment shall be made subject to recoveries if any.
5. The Institute of Cost Accountants of India will not provide any customs duty exemption/excise duty

exemption certificate to get any import/excise duty exemption.

6. All the terms and conditions for the payment terms, penalty etc. shall be as those mentioned herein and no change in the terms and conditions will be acceptable.
7. A self-declaration stating the use of paper quality and specifications is to be submitted along with each bill. Certification on the quality of print & paper has to be provided by the vendor against every print order which will be verified by the Journal and Publication Department. Based on the satisfactory certification, payment will be released to the vendor against each print order.

DISPUTE & JURISDICTION –

1. Neither the printer nor the Institute shall take any legal proceedings to enforce any claim against the other in any court other than the court of competent jurisdiction located within the limits of the city of Kolkata.

PERIOD & TERMS OF DELIVERY –

1. The item shall be delivered at the Institute's office as well, as scheduled in the purchase/print order along with approved samples/specimens.
2. The Institute of Cost Accountants of India reserves the right to extend the scheduled date & the period of supply or waives the penalty if found to be genuine reasons.
3. The tenderers will supply the complete material within a maximum period of 4-5 calendar days from the date of finalisation of the last proofs or as mentioned in the purchase order as the date of posting is fixed every month.
4. The supplier will be held responsible for the stores being sufficiently and properly packed of the balance copies other than the bulk posting for transport by rail, road, sea or air, to withstand transit hazards and ensure safe arrival at The Institute of Cost Accountants of India. The packing and marking of packages shall be done by and at the expense of the contractor. The Institute of Cost Accountants of India will not pay separately for transit insurance, all risks in transit being exclusive of the supplier.
5. The Institute of Cost Accountants of India will not pay any additional payment for the delivery of the balance journal to the designated The Institute of Cost Accountants of India office.
6. The contractor is responsible for obtaining a clear receipt from the Transport Authorities specifying the goods dispatched. The consignment should be dispatched with all clear Transport Receipt/Lorry Receipt/Consignment Notes. If sent in any other mode, it will be at the risk of the supplier. The Institute of Cost Accountants of India will take no responsibility for short deliveries or the wrong supply of goods.
7. The decision of the authority placing the order in this regard will be final. In case the tenderer does not feel satisfied with the decision, he will be at liberty to approach Secretary, of The Institute of Cost Accountants of India. The decision of the Secretary in this regard will be binding and no appeal will lie against his decision.

PENALTY

PENALTY FOR DELAY IN SUPPLY –

1. If the tenderer is not able to supply the goods within the specified period generally 4-5 calendar days (including Saturdays /Sundays/Holidays) to the complete satisfaction of The Institute of Cost Accountants of India, the security deposit shall be invoked.
2. If the goods are not supplied within the stipulated time and date the contractor/printer shall be liable to deliver the whole consignment through speed post or courier at their own cost. Thereafter The Institute of Cost Accountants of India holds the option for RE-TENDER for the printing of "The Institute of Cost Accountants of India Journal" and invoking the EMD of the Tenderer to recover the

difference in cost.

3. Any additional charges (book post or speed post or courier) for delivery of the journals will be borne by the printer if the journal is not supplied within the due date and time every month.

PENALTY FOR DEVIATIONS IN SPECIFICATIONS –

1. No deviation in the specification including the quality of the paper will be entertained. Any deviation may entail cancellation of the entire order and also withholding of Security Deposit / Bank Guarantee.
2. GSM variation on the text and cover paper should not be more than + 2.5% on average of a minimum of 10 samples. GSM testing will be done by any Government lab like CPPRI, Saharanpur and National Test House, Kolkata or any Govt. Recognised Lab (for any lab you need prior permission from the Institute). If the variation exceeds the aforesaid limit, the Institute reserve the right to recover liquidated damages from the printer as under:
 - 2.5% or less no penalty.
 - 2.51% to 4%, proportionate penalty on the value of the order.
 - 4.01% to 6.50%, double the proportionate penalty of the order.
 - 6.51% and above, 3 times the proportionate penalty.
3. If any type of printing error or binding error or usage of low-quality raw material such as ink etc. is found in the final printed Journals, The Institute of Cost Accountants of India may impose the penalty. The amount of penalty will be decided by Institute.

GUARANTEE & REPLACEMENT –

1. Defective supplies or items that do not conform to our supply order will be returned and replaced with new ones without any additional charge.
2. Journal found defective/not per specifications by the Institute will have to be replaced or lifted back as decided by the Institute at the vendor's risk, cost and responsibility.

IMPORTANT POINTS –

1. The Bidder who was awarded any contract in the past by The Institute of Cost Accountants of India or any similar Institute but terminated during the contract period due to unsatisfactory performance will not be eligible /considered to participate in this tender. Also, a bidder who was awarded any contract earlier but refused to continue the contract/refused to sign the agreement as given by The Institute of Cost Accountants of India or any similar Institute will not be eligible to participate in this tender.
2. The acceptance of tender shall rest with The Institute of Cost Accountants of India. The Institute reserves the right to accept or reject any or all the tenders including the lowest tender(s) without assigning any reason at its sole discretion and the decision of the Institute will be final and binding on all concerned. Non-acceptance of any bid shall not make The Institute of Cost Accountants of India liable for compensation or damages of any kind. The Institute of Cost Accountants of India further reserves the right to accept a bid other than the lowest or to annul the entire bidding process with or without notice or reasons. Such decisions by The Institute of Cost Accountants of India shall be final and bear no liability whatsoever consequent upon such decisions.
3. The bidder has Web Heat Set/ Cold Set (Web Offset not mandatory), Sheet Fed Printing Machine and Binding unit means all in a single roof. Please enclose details of the infrastructure available on business letterhead signed by the competent authority. The Institute of Cost Accountants of India may verify the details through online/physical inspection / Technical Experts / Printing Technologists.
4. Bidder must have experience printing journals/magazines with distributions for not less than 5 years. Please enclose a self-attested copy of the work order/completion certificate along with the number of magazines being done for organisations – please specify (in detail) the organisation/ name of magazine/print run/periodicity/contact official with mobile. no. (please attach a separate sheet, if

necessary) for cross-verifications.

5. The bidder must have at least Five (5) clients to whom similar service is provided, out of which a minimum of two (2) should be Central Government/State Government/ Public Sector organizations /Autonomous Bodies/ Statutory Bodies, Business houses / Universities / Educational Institutes. Self-attested copy of the contract or work order is to be enclosed.
6. Escalation matrix up to the level of CEO/ Authorised person is to be provided. Please enclose details on the business letterhead of the bidder signed by the authorised signatory.
7. The bidder must have valid ISO or equivalent Certificates if available, for providing tendered services. Please enclose a self-attested copy of the certificate(s).
8. The license for concessional posting is in Kolkata. In case the bidders want to dispatch the journals under concessional posting from any place outside Kolkata, they should ensure a license from the postal department of the respective city or permission from their city. Please enclose the undertaking in this regard from the Authorised Signatory.
9. The bidders must be aware of the papers to be submitted to the Office of the Commissioner of Police (licensing) or Chief Metropolitan Magistrate of their City and the Office of the RNI for the name change. The entire process will be done by the bidder only. Please enclose the undertaking in this regard from the Authorised Signatory.
10. The Bidder must comply with all statutory provisions e.g. PF & ESIC, prohibition of employment of child labour, environment protection law or any other law which will apply to this particular contract. Please enclose the undertaking in this regard from the Authorised Signatory.
11. Tender Fee if applicable. Please enclose the online payment receipt or valid NSIC / MSME certificate/document.
12. EMD if applicable. Please enclose the online payment receipt or valid NSIC / MSME certificate/document.
13. Copy of PAN. Please enclose a self-attested photocopy of the PAN.
14. Copy of GSTIN Certificate. Please enclose a self-attested photocopy of the GSTIN certificate.
15. The bidder will give a certificate of solvency from its banker of not less than Rs.25 lakhs. The bidder will also authorize The Institute of Cost Accountants of India to approach the Bank issuing the solvency certificate to confirm the correctness thereof if required. Please enclose the bank solvency certificate and a declaration from the Authorized Signatory on the Bidder's Business Letter Head authorising the Institute to approach the bank for confirmation of the correctness of the same.
16. The Bidder who was awarded any contract in the past by The Institute of Cost Accountants of India or a similar Institute but terminated during the contract period due to unsatisfactory performance will not be eligible /considered to participate in this tender. Also, a bidder who was awarded any contract earlier but refused to continue the contract/refused to sign the agreement as given by the Institute will not be eligible to participate in this tender. Please enclose the declaration from Authorized Signatory on the Bidder's Business Letter Head.
17. The bidder should not have been blacklisted by any Firm/ Organization/ School/ Board/ University/ Institution or any Government organization and no litigation is pending in the court of law against the bidder. Bidder also should not be under any legal action or not declared ineligible to participate for unsatisfactory past performance by the Government of India for indulging in corrupt, fraudulent, coercive, undesirable, or restrictive practices or any other unlawful or unethical business practices with any Central/ State Government Ministry/Department/ PSU/ Statutory Body / Government Company in last 5 years. The Bidder also must not have been declared bankrupt/insolvent or should not have filed for bankruptcy/insolvency in the past five years or in the process of being declared bankrupt/insolvent before any designated authority. Please enclose the declaration from Authorized Signatory on the Bidder's Business Letter Head.
18. Journal found defective/not per specifications by the Institute will have to be replaced or lifted back as decided by the Institute at the vendor's risk, cost and responsibility.
19. In case the vendor fails to replace the defective copy(ies) / material within the time frame fixed by the Institute, the Institute reserves the right to cancel the contract / or charge a Penalty as decided by The Institute of Cost Accountants of India.

20. In case any work for which there is no specification in the tender but the same is essential for the job/work mentioned in the tender document, such work shall be carried out per the directions of The Institute of Cost Accountants of India without any extra cost to the Institute.
21. If any type of printing error or binding error or usage of low quality of raw material such as paper, ink etc. is found in the final printed Journals, The Institute of Cost Accountants of India may impose a penalty. The amount of penalty will be decided by The Institute of Cost Accountants of India.
22. Printed dummy/sample copies of the Journal should be as per finish size specifying the exact quality (Mill of paper along with grammage and size of the paper used, is to be enclosed, duly signed by the vendor, with the bid). If the paper used for printing of any issue of the Management Accountant Journal, is not in commensuration with the paper specification, as mentioned in the contract, the variation of the paper in terms of GSM, quality and other details, will attract a penalty. In case of deviation of GSM is higher than the prescribed limits by 2%, a penalty shall be imposed on the total value of the invoice about the relevant print order, in which the deviation has occurred. The penalty will be a maximum of 10% of the total value of the invoice, where the variation has occurred.
23. Considering corona pandemic, the vendor will have to take reasonable steps regarding maintaining social distancing, health and sanitization SOP/guideline issued by MOHFW by the Govt. or The Institute of Cost Accountants of India from time to time while execution of the work awarded through this contract.
24. The vendor shall have to arrange insurance cover for the publication for any untoward loss, at its own cost risk and liability.
25. The participating bidder should be necessarily associated with any of the Institutes under the administrative control of the Ministry of Corporate Affairs. They should have experience printing their journals either in past or present.
26. Any bidder who has satisfactorily catered to the printing of "The Management Accountant" Journal in the past will be given preference.

RIGHT TO BLACKLIST

- The Institute of Cost Accountants of India reserves the right to blacklist a party/bidder for a suitable period in case such party/bidder fails to honour his bid without sufficient grounds or is found guilty of breach of condition /s of the contract or guilty of fraud and mischief and misappropriation or any other type of misconduct on the part of the party(s) / bidder(s).
- Giving false, misleading or fake information/documents in the bid;
- Withdrawing the bid after the opening of the Financial bids;
- Refusal to accept Work Order at the quoted prices;
- Failure to supply goods of the ordered quantity/ quality/ specifications at the agreed rates within the schedule;
- Adoption of any unethical or illegal practices;
- Any other justified reason.

BLACKLISTING

- Notwithstanding any other remedy, The Institute of Cost Accountants of India may by notice in writing blacklist the Service Provider for the suitable period in case the Service Provider fails to discharge its obligation under this agreement without sufficient grounds or is found guilty of breach of condition(s) of the agreement, negligence, carelessness, inefficiency, fraud, mischief and misappropriation or any other type of misconduct by Service Provider or by its staff or agent or in case there are more than three (3) penalties on the Service Provider in any month.

SUB-CONTRACTING

- The successful bidder will not assign or transfer and sub-contract its interest/obligations under this contract to any other concern/individual without the prior written consent of The Institute of Cost Accountants of India.

STATUTORY COMPLIANCE

- The successful bidder will be required to comply with all statutory obligations from time to time applicable to this contract.
- The Printer/Bidder shall be wholly and exclusively responsible for complying with all the applicable laws/bye-laws/regulations in force from time to time and shall bear all statutory liabilities concerning the workers/personnel engaged by it for the performance of the Contract. The Printer shall also obtain all necessary permissions/ certificates/ NOCs for the execution of the work including permissions from Postal Authorities on behalf of the Institute from the statutory/Government bodies.

INSPECTION/REJECTION

- Institute reserves the right to inspect the work at any time on any day at the premises of the Printer and point out the defects noticed if any, and the Printer shall have to rectify all such defects immediately.

FORCE MAJEURE

1. For this Article, "Force Majeure" means any cause, which is beyond the successful bidder's control or that of the Institute, as the case may be, which both could not foresee or with a reasonable amount of diligence could not have foreseen, and which substantially affect the performance of the order, such as: -
 - a. War/hostilities
 - b. Riot or civil commotion
 - c. Earthquakes, Flood, Fires, Tempest, Epidemics, Pandemic, Lightning or other natural physical Disaster, Quarantine restricts and Freight embargoes
 - d. Restrictions imposed by the Government or other statutory bodies, which are beyond the successful bidder's control or of the Institute, prevent or delay the execution of the order either by the successful bidder or by the Institute.
2. If a Force Majeure situation arises, the successful bidder is required to promptly notify The Institute of Cost Accountants of India in writing of such condition and the cause thereof within three (3) days from the date of happening of such an event requiring invocation of this force majeure article. Unless otherwise directed by The Institute of Cost Accountants of India in writing, the successful bidder will continue to perform its obligations under this order as far as is reasonably practical and shall seek all reasonable alternative means for the performance of this order.

TERMINATION

- Either party may terminate this Agreement by giving a three (3) months' notice in writing to the other party for termination of the agreement.
- The Institute of Cost Accountants of India without prejudice to any other remedy reserves the right to terminate the agreement in whole or in part by giving One (01) months' notice in writing in case the Service Provider fails to discharge its obligation under this agreement without sufficient grounds or found guilty for breach of condition(s) of the agreement, negligence, carelessness, inefficiency, fraud, mischief and misappropriation or any other type of misconduct by Service Provider or by its staff or agent or in case there are more than 3 penalties on the Service Provider in any month.

- Any pending or unresolved operational issues, performance, unpaid fees and any other remedies shall be continued by the empaneled vendor(s) during the period of the termination notice and the same must be satisfied/completed before this agreement/contract is terminated. The Institute of Cost Accountants of India may also put in place any other agency for carrying out the remaining work and expenditure incurred on same shall be recovered from the empaneled vendor(s).
- The Service Provider shall have no claim to any payment or compensation whatsoever on account of any profit or advantage, which would have been derived from the performance of this agreement in full, but which he did not derive in consequences of the full performance of this agreement not having been carried out, nor shall he have any claim for compensation/damage for the loss suffered by him because of termination of the agreement by The Institute of Cost Accountants of India. No claim for interest will be entertained by The Institute of Cost Accountants of India concerning any money or balances, which may be in its hands owing to a dispute between The Institute of Cost Accountants of India and the Service Provider.
- The services indicated in Part “C” (Financial Bid) are tentative and may be increased/decreased at the sole discretion of the Institute and the vendor shall have no right to claim any minimum/definite/guaranteed volume of business.

OTHERS –

1. **NO ORGANIZATION THAT COULD NOT COMPLETE THE EARLIER ASSIGNMENT CAN NOT RE-APPLY.**
2. No conditional tender will be accepted.
3. The selected firms will be informed based on the least quoted price.
4. Printers should not indulge in unethical practices, should execute the work awarded to them as per the terms and conditions of the contract and specifications, and should coordinate with The Institute of Cost Accountants of India Officials.
5. In case the applicant’s close relatives are associated with The Institute of Cost Accountants of India and in particular, the Stationary/store section or General Administration wing of The Institute of Cost Accountants of India, details like name, designation etc. shall be furnished and informed. Non-disclosure of such critical information will lead to disqualification if it comes to light at a future date.
6. Very high-quality printing is required. The work done in a slipshod manner will not be accepted.
7. The vendor must ensure safe custody and maintain confidentiality in the printing material, and member’s database supplied by The Institute of Cost Accountants of India.
8. No deviation in the specification including the quality of the paper will be entertained. Any deviation may entail cancellation of the entire order and also withholding of Security Deposit / Bank Guarantee.
9. The printer will get in regular touch with the journal department vis-à-vis other respective departments of The Institute of Cost Accountants of India if any for smooth completion of the job within the schedule.
10. The selected Printer will allow The Institute of Cost Accountants of India representatives, Printing technologists, and auditors to inspect the Premises where the job is being carried out.
11. The Institute reserves the right, to divide the Job at any point in time, and award any particular segment (s) of it to anyone.
12. The contract/work order can be terminated by either party by giving three months of clear notice in writing and during the period of such notice, the performance of the contract/work order by both parties shall continue.
13. The contract/work order can be terminated by The Institute of Cost Accountants of India by giving three months' clear notice on the following grounds viz. untimely delivery, deviation in quality of paper, colour printing, binding etc. or any administrative ground.
14. In case of any revision in applicable Taxes and Duties, the same will be charged accordingly.
15. Whatsoever, the Institute reserve the right to select the bidder.

Annexure – 1**BID EVALUATION PROCESS / SELECTION PROCESS****Evaluation Process**

Response to this Tender would be evaluated in two phases. Initially, technical bids will be opened and evaluated. Those bidders who satisfy the technical requirements of the work, as per the requirements/specifications and the terms and conditions of this Tender, shall be short-listed. Financial bids shall be opened only for the short-listed bidders who have qualified in the technical bid.

Technical Evaluation

The bids will be technically evaluated on various components. Each response to the Tender from each bidder will be judged on its merit. As part of the Technical Bid Evaluation, bidders may be required to demonstrate to The Institute of Cost Accountants of India, their works of similar nature, which forms part of the knowledge base of the bidder for the work and also exhibits the bidder's domain expertise.

Evaluation of the Technical proposal would be on the following technical parameters carrying a total of 100 marks and each technical parameter has been assigned a maximum score as given in the table below

Sl. No	Technical Parameters	Max Score
1	Average Annual Turnover of the Bidder during the last five financial years <ul style="list-style-type: none"> • INR 50 Crores or above: (20 marks) • INR 20 Crores or above: (15 marks) • INR 10 Crores or above: (10 marks) 	20
2.	Printer's experience in Printing Journals/Magazines for reputed organisations/ Institutions and distribution <ul style="list-style-type: none"> • 15 years or above (20 marks) • 10 years or above (15 marks) • 5 years or above (10 marks) 	20
3.	The printer has 2 Web Offset, 578 cut off, 4 colour web-fed m/cs along with 2 (nos) Four colour sheet fed machines (10 marks) The printer has 1 Web Offset, 578 cut-offs, 4 colours web-fed m/cs along with 1 (Nos) four colour sheet fed – (5 Marks)	10
4.	Binding effective capacity is above 1 Lakh books per day – (15 marks) Binding effective capacity is from 50K - 1 Lakh books per day – (10 marks)	15
5.	If the printer has a dedicated storage facility for the safekeeping of text paper and cover card <ul style="list-style-type: none"> • Above 10,000 sq. feet: (20 marks) • Above 5,000 sq. feet : (10 marks) 	20
6.	The participating bidder should be necessary for the printing of Journals having RNI numbers and associated with any of the govt. institutes or any reputed govt. organisations. They should have experience printing their journals (10+ thousand quantity) either in past or present. <ul style="list-style-type: none"> • 7 Journals and above / Clients (15 marks) • 4-6 Journal / Clients (12 marks) • 1-3 Journal / Clients (8 marks) 	15
	Total	100

To be eligible for shortlisting, the Bidder must secure at least 50 % (Fifty) per cent marks in each category and 60 % (Sixty) per cent marks in aggregate.

In case if zero marks are obtained by the bidder in any of the above-mentioned criteria, their bid is liable to be technically disqualified.

The Technical bid will be evaluated by an evaluation committee constituted / consultant appointed by The Institute of Cost Accountants of India.

The Institute of Cost Accountants of India, at its sole discretion, shall have the right to interpret various aspects of the evaluation criterion as it deems fit. The decision of The Institute of Cost Accountants of India on such interpretation and awards of marks shall be final and binding on all bidders. No reasons whatsoever shall be furnished regarding the award of marks.

Selection Method: The selection is purely based on the GEM Norms.

LIST OF DOCUMENTS TO BE SUBMITTED-

Sl. No.	Name of Document	Yes / No	Attachment No.
1.	Experience in Printing		
2.	In-House Marketing Team		
3.	Own Publications		
4.	RNI Journals Printing Experience		
5.	Annual Turnover Certificate		
6.	ITR Return		
7.	Audited Annual Accounts		
8.	GST Return		
9.	Factory License		
10.	NOC from local Police Authority		
11.	MSME Certificate		
12.	In House Franking Machine		
13.	Registration with the Ministry of Commerce & Industry under the category – Printing and Publishing of Newspaper		
14.	Registration under the Directorate of Visual Publicity and Advertising – Bureau of Outreach & communication		
15.	ISO Certificate		
16.	Premises Insurance Certificate		
17.	MSME Certificate/ Details of EMD		
18.	Paper Samples as mentioned.		

BIDDER'S PROFILE

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 contact details	
7.	Name and contact details of Authorized Contact Person/Persons	
8.	Certificate of Incorporation	
9.	Ownership pattern (i.e. Proprietary Concern / Partnership firm / Pvt. Ltd. Co. / Public Ltd Co. etc.)	
10.	Presence in Indian and International Market with client list (if any)	
11.	PAN	
12.	GST Registration No.	
13.	Last three years' Audited P/L A/cs. & Balance Sheets	
14.	Turnover details of last 3 years as per Audited P/L A/cs.	
15.	IT Return for last three years	

16.	Past credentials/experience in the relevant field/service (at least three Experience Certificates/Work Orders from Govt. organisations/PSUs/Autonomous Bodies to be attached)	
17.	Details of EMD (Transaction No., Date & Name of the Bank)	
18.	Bank Details:	
	Name of the Bank/Branch address Name of Account holder: Bank Account No.: IFSC Code:	
19.	Self-Certificate declaring that the organisation has not been black listed by any Govt. Department/PSU etc.	
20.	The application for empanelment should be signed by the authorized signatory- “Certified that all the details furnished in the application are true and correct to the best of his/her 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”.	

Date:

Name and Signature of bidder with Stamp

COMMERCIAL BID

Date: _____

TENDER FOR PRINTING WITH PAPER OF THE INSTITUTE OF COST ACCOUNTANTS OF INDIA OFFICIAL JOURNAL**BOOK SPECIFICATIONS:**

1.	Name of the Book	The Institute of Cost Accountants of India official journal 'The Management Accountant'
2.	Quantity of the Book	25000 - 50000 copies / per month
3.	Finish Size of the Book	26.5 cms x 19.6 cms (10.50" x 7.75")
4.	Printing (Text)	Four colours including graphics, illustrations, photographs, Pie-Chart, Bar- etc.
5.	Printing (Cover)	Four Colours (Covers I to IV) on both sides
6.	No. of Pages	120 text \pm 4 pages of cover
7.	Binding	Perfect Binding
8.	Paper for Text	As per the table below
9.	Paper for Cover	170 GSM art paper with gloss lamination.
10.	Envelops	Semi-transparent PVC envelop as per the Govt. norms and according to the size of the journal.

ALL FIELD IN THE BELOW NEEDS TO FILL MANDATORY – IF ANYONE LEAVE THEN YOUR TENDER WILL NOT BE CONSIDERED.

Slabs for the number of copies	Paper for Text 80 GSM Gloss Art Paper	Paper for Text 70 GSM Gloss Art Paper	Paper for Text 70 GSM Maplitho Paper 90+ <i>Brightness</i>	Paper for Text 65 GSM Maplitho Paper 90+ <i>Brightness</i>	Paper for Text 60 GSM Gloss Art Paper	Paper for Text 65 GSM Gloss LWC Paper	Paper for Text 60 GSM Gloss LWC Paper
25000 – 29999							
Rates in Figure							
Rates in Words							
30000 – 39999							
Rates in Figure							
Rates in Words							

40000 – 50000							
Rates in Figure							
Rates in Words							
Cost for additional 8 inside pages (if required) [not a part of the selection in bidding]							
Weightage and Party Selection Percentage	20%	10%	20%	20%	10%	10%	10%

Applicable rate of GST _____% (will be paid extra and as per the govt. norms).

ALL FIELD IN THE ABOVE NEEDS TO FILL MANDATORY – IF ANYONE LEAVE THEN YOUR TENDER WILL NOT BE CONSIDERED.

N.B.:

- 1. NO HANDWRITTEN, please type the rates and submit.**
- Selection Method: The tender will be awarded to the weightage L1 Bidder, subject to the Bidder meet the Qualification Criteria and Minimum Technical Qualification Score.
- 3. Selection of the Tenderer will be made based on the price quoted for 30000 – 39999 copies, 120 pages + cover**
- The Financial Bids shall be opened for only those Bidders who are Technically Eligible (See Annexure 1). The Financial bids of the short-listed bidders will be evaluated based on the amount quoted in the Bid.
- The quoted rate should be the one after considering advertising revenue generated by the printer for the journal that would be RETAINED by the PRINTER.
- It is an end-to-end solution and The Institute of Cost Accountants of India shall not bear any other cost for printing, paper, envelopes, address stickers, pre-mailing activities, transportation etc. and the quoted rate shall be all-inclusive, (applicable taxes extra).
- For print order figures in between slabs, a quote for the higher slab of the two would be considered for printing charges.
- The quoted rate would be inclusive of the usual postal charges for bulk dispatch at the concessional posting option for articles weighing < 300gm, priced at Rs.100/- per unit.
- The quoted rate would be excluding taxes.
- The Institute of Cost Accountants of India Authority may direct well in advance as per their requirement to print Journal for a particular month with a particular specification of paper.

The Institute will provide a soft copy in .pdf form for printing. The Institute will not check ferros / blueprints and printouts for the printing of text as well as cover. The printer would be held responsible for the correctness and accuracy of text and cover as provided .pdf file by the Institute. However, the Institute may ask for the ferros and printout at its discretion.

Date:

Name and Signature of Bidder/printer with Corporate Seal