



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/TRD/Handbook – 2 Nos/2023-24

22.09.2023

Tender for Printing with paper – 2 publications of TRD as per specifications

Quotations are invited from reputed and resourceful Printers, having their own Printing Machines and full setup and with in-house facilities. Books are to be printed as per the following specifications –

Specifications of the Hand Book – 1:

Name	FILING OF RETURN*
Finished book size	11 inches x 8.5 inches
Quantity	100 nos. One more repeat of 100 nos may be ordered if required at the same rate, terms & conditions
Printing (Cover)	Multi-colour Cover Print on 300 GSM Art Board with Glossy Lamination
Printing (Black & White) text pages	80 GSM Maplitho Paper
Printing (color) text pages	130 GSM Art Paper
Total number of Pages (approximately)	912 (text) + 4 (cover pages) + 8 (Color Text Pages)
File	Ready-to-print PDF will be provided
Binding	Perfect binding with stitching

*There may be minor changes in the name of the book, if required

Specifications of the Hand Book – 2:

Name	ASSESSMENTS UNDER THE INCOME TAX LAW*
Finished book size	8.5 inches x 5.5 inches
Quantity	100 nos. One more repeat of 100 nos may be ordered if required at same rate, terms & conditions
Printing (Cover)	Multi-colour Cover Print on 300 GSM Art Board with Glossy Lamination
Printing (Black & White) text pages	80 GSM Maplitho Paper
Printing (color) text pages	130 GSM Art Paper
Total number of Pages (approximately)	156 (text) + 4 (cover pages) + 8 (Color Text Pages)
File	Ready-to-print PDF will be provided
Binding	Perfect binding with stitching

* There may be minor changes in the name of the book, if required

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



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Instruction to Bidders:

- The Institute will provide the soft copy in .pdf form for printing only for the book.
- The Institute will not check errors/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 & finalized by the Institute. The bidder shall also be responsible for stocking and will get the material insured.

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 of one year 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 technical bid.**
4. Paper samples for both the inside text pages and the cover have to be submitted in the envelope containing the **technical bid**.
5. **Paper samples provided by the bidders would be checked for technical accuracy and only those bidders whose paper samples conform to the requirement of the Institute would be shortlisted for being considered for opening the price bid.**
6. Printing and Supply must be adhered to the sample available at the Institute.
7. **Delivery should be within 5 working days from receipt of the pdf file from the Institute.**
8. Period of Contract – will end automatically on satisfactory supply of the items. One more repeat of 100 nos may be ordered if required at the same rate, terms & conditions
9. If a firm quotes NIL charges /consideration /abnormal charges, the bid shall be treated as unresponsive and will not be considered.
10. Canvassing in any form in connection with the contract is strictly prohibited.
11. **L1 will be evaluated individually for each book, on the basis of the amount quoted in the 'price per book' column in the darkened box of Annexure 2.**
12. For any further information/clarification, please contact Ms. Mukulika Poddar from 11.00 a.m. to 5.30 p.m. on all working days (Monday – Friday) at CMA Bhawan, 12 Sudder Street, Kolkata – 700 016.
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. The Bidder shall not sub-contract the mentioned work to any organization, person, firm or its franchise without the prior approval of the Institute.
16. 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 the



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bidding document and the bidder shall submit the addendum duly signed and stamped in token of his acceptance.

17. Time adherence to schedules to be notified by the Institute in printing/binding and strict quality control will be the essence of the transaction. Daily penalty @ Rs. 2500/- 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 including printing errors, poor printing/binding/missing pages/certain sections carrying unprinted pages shall also make the printer liable for QUALITY CUT penalty that will be imposed at the discretion of the Institute.
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 in the best interest of the Institute.
21. The quantity ordered may be increased or decreased by 20% by the competent authority of the Institute.
22. The number of pages may also be increased or decreased by 20% as required by the department.

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 the exclusive jurisdiction of Courts at Kolkata.

Place of Delivery:

Tax Research Department
The Institute of Cost Accountants of India
CMA Bhawan, 12 Sudder Street, Kolkata – 700 025.

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.
- d. The Institute would not provide any Customs Duty Exemption /GST Exemption Certificate to get any import duty/GST exemption



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SUBMISSION OF BIDS

Envelope No. I – TECHNICAL BID:

Seal and signed page of filled in **Annexure-1**. (along with necessary copies of documents & paper samples)

Envelope No. II – FINANCIAL BID:

Filled in Financial bid of **Annexure-2**.

The Bidder should prepare two separate envelopes – One for submission of Technical Bid and another for submission of Financial Bid. These two envelopes need to be sealed super subscribing – Technical Bid & Financial Bid with the name, address and contact number of the Bidder.

Envelope No. III

Then pre-sealed envelope no. I & II need to be inserted in an another envelop i.e. envelope no. III and it also need to be sealed with a subject heading on it which is as under:

“Tender for Printing with paper – 2 publications of TRD as per specifications” (Bid Reference – LPC/TRD/Handbook – 2 Nos/2023-24)

The final envelope (III) has to be submitted in the **LPC Tender Box** (Box 1) kept at the ground floor of the Institute. Address: **Local Purchase Committee**, ICAI, CMA Bhawan, 12, Sudder Street, Kolkata – 700 016, on or before 3:00pm, 13th October, 2023.

**CONVENER
LOCAL PURCHASE COMMITTEE**



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ANNEXURE 1

(Page 1)

Format of bid

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

Declaration: We / our company, together with this Technical Bid has submitted all necessary documents required for the Tender.

Date:

Signature of bidder:

Place:

Seal:



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ANNEXURE 2

Item No	Name of the books	Price* per Book (Amount in Rs.)	Price [For every 4 additional Pages] (Amount in Rs.)	Price [For every 8 additional Pages] (Amount in Rs.)
1	Handbook 1 [FILING OF RETURN#]			
2	Handbook 2 [ASSESSMENTS UNDER THE INCOME TAX LAW#]			

There may be minor changes in the name of the book, if required

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

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: