



# THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)

12, SUDDER STREET, KOLKATA - 700 016

TELEPHONES: +91 33 40364757, +91 11 24666125

Website: [www.icmai.in](http://www.icmai.in)

## Local Purchase Committee

### TENDER NOTICE

Ref. LPC/ADMIN/ICARD/2021

March 16,2021

#### **Tender for Print & Supply of Identity Cards**

Reputed and reliable Printers are invited to offer their Rate for Printing & Supply of Identity Cards, Card holders & Neck Straps as per details given below -

#### **1. Specification :**

- |                |  |
|----------------|--|
| Quantity       | - 260 pcs. (approx.)   |
| Identity Cards | - PVC Card 250 Micron with Lamination Both side printing<br>- Designing both side<br>- Both side digital print<br>- PVC Card<br>- Card dimensions – 8.5 * 5.5<br>- Card size – Credit Card<br>- Thickness -  |
| Card Holder    | - Card Holder Material Aluminum Metal with 5 Clr (Black, Gold, Silver, Red, Blue)<br>- Dimension. 10*6 cm<br>- Id Card Hold size 8.5*5.5 cm<br>- Transparent PVC protection.<br>- Protection Front and Back Dimension. 8.5*5.5                       |
| Neck Straps    | - Lanyard. 18 Width and Length 35 Cm with Multi clr printing Material polyester.<br>- Notch (hook) material steel with Institute Logo Engraving Dimension (2.3*3) cm<br>- Inner Plastic HOOK Lanyard Width 18 mm<br>- Preferred colour Blue / Marron |



#### **2. Scope of work :**

- Printing and supply of identity cards.
- To perform design and typesetting work when/wherever required.
- Raw data either in soft or in hard copy will be provided by the Institute.
- Bidder may have to arrange to click photo of employee where photo/s is/are not being provided by the Institute. No extra cost for photoshoot will be paid by the Institute.
- Any other work related to but not specifically mentioned above, required for completion of the job as per the intent and scope of work.

Interested vendors may contact Shri Kaushikmoy Mukherjee, Sr. officer (Administration) on any Working Day (Monday- Friday) during office hours 10.30 a.m. – 5.00 p.m. Contact details: email id: [admin.so2@icmai.in](mailto:admin.so2@icmai.in), Phone no.: 033-40364709; at their own cost.



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### 3. Instructions for bidders :

- a. The rates to be offered should include all designing, typesetting, printing, packing, labour, transportation, loading, unloading, supply, etc. No other additional payments would be made.
- b. Taxes as applicable will be paid extra.
- c. Any arithmetical error i.e. discrepancy between unit price and in total, error in total corresponding to the addition or subtraction of subtotals, discrepancy between words and figures shall be corrected by examining committee.
- d. Bidders shall bear all costs associated with the preparation and submission of its bid.

### 4. Terms & Conditions :

- a. Bidders will not print any cards unless proof is certified by the Institute.
- b. Materials must be Lightweight Comfortable to wear, avoid neck irritation, easy to clip and unclip, sturdy and easily reuse.
- c. The Firm will maintain highest standard of printing during the course of complete printing and dispatch of the materials to destination. The security and confidentiality shall be strictly maintained.
- d. Design matters / logo for the items to be provided by the Institute.
- e. Printable designs may be modified / altered under advance intimation
- f. Typesetting and proof correction work shall be done as per the directives of the Institute.
- g. Schedule of delivery –
  - i. Time – Within 15 days from acceptance of order.
  - ii. Place of Delivery – CMA Bhawan, 12, Sudder Street, Kolkata – 700 016
- h. The bidder/s should adhere with all seriousness to the time schedule provided by the Institute.
- i. The price quoted by the bidder should remain valid for 90 days.
- j. Period of Contract – “**ONE TIME**” will end automatically on satisfactory supply of the items.
- k. If a firm quotes NIL charges/consideration/abnormal charges, the bid shall be treated as unresponsive and will not be considered
- l. Canvassing in any form in connection with the contract is strictly prohibited.
- m. **L1 will be decided based on the consolidated amount quoted in the darkened boxes of Total Rs.; however, payment will be made on actual consumption basis.**
- n. Institute reserves the right to extend the last date for receipt of bids at its own discretion.
- o. Once the supply order is placed, it will be the vendors’ responsibility to make the job in progress. Any additional cost incurred for completing the job and for which the vendor has not bid at the time of submission of the final offer will be borne by the vendor.
- p. The Bidder shall not sub-contract the mentioned work to any organization, person, firm or its franchise without the prior approval of the Institute
- q. 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.



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- r. Institute reserves the right to modify the quantity included in the schedule of requirements at any time after acceptance of tender without a notice. The bidders shall have no claim to any payment of compensation.
  - s. Institute reserves the right to repudiate the contract and entrust the work to any other third party in the event of breach of terms and conditions of this agreement or in the event of unsatisfactory performance observed by the Institute; such case/s will lead to forfeiture of Security Deposit.
  - t. Institute may ask clarifications if any during the evaluation and the bidders are expected to respond. Lack of response from them will enable the Institute arrive at its own decision about such bids.
  - u. The Institute shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the engaged personnel of the contracting Firm.
  - v. The work executed by the vendor should be to the satisfaction of the concerned officer where work was executed. If the same is not found satisfactory, the firm will have to do the job again at its own cost. The decision of the concerned officer and of the Institute in this regard will be final and unassailable and binding on the vendor.
  - w. Upon being selected as the successful bidder and being awarded the Order, the bidder is expected to reply to all queries/ complaints that may be raised by the Institute from time to time.
  - x. The participating bidder has to submit this tender document signed and sealed on each page, together with Technical Bid, as acceptance of the terms and conditions mentioned herein.
  - y. The order will be placed for the best interest of the Institute.
5. **Warranty :**
- a. Replacement Guarantee for fading of colors, scratch resistant, must be 5 years from the date of supply.
6. **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. Taxes will be extra as applicable.
  - b. The payment will be made in electronic mode only within 30 days of submission of bills.

7. **Submission of Bids :**

The quotations have to be submitted to Ms. Moumita Das /Ms.Jayati Sinha/Ms. Priyanka Roy,  
The Institute of Cost Accountants of India, CMA Bhawan, 12, Sudder Street, Kolkata – 700 016  
in Sealed Envelope, superscribed

**“Tender for Print & Supply of Identity Cards”**

**(Bid Reference - LPC/ADMIN/ICARD/2020)**

on or before 4:00pm, March 23,2021

**Local Purchase Committee**



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### Annexure 1

#### Format bid

<i>Sl. No.</i>	<i>Details Requested</i>	<i>Provide Details</i>
1.	Name of the Company/ Vendor	
2.	Contact person & Mobile number	
3.	Full address of the office With Email Address	
4.	RTGS Bank Account Details	
5.	Details of GSTN (if available)	

<b>Item</b>	<b>Quantity</b>	<b>Rate per pcs.</b>
<b>Identity Cards</b>	<b>260</b>	Rs. ....../- In words .....
<b>Card Holder</b>	<b>260</b>	Rs. ....../- In words .....
<b>Neck Strap</b>	<b>260</b>	Rs. ....../- In words .....

**TOTAL per SET**

**Rs. ....../-**

**In words .....**

Signature of bidder:

Seal:

Date: