



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 e-mail: lpc.kolkata@icmai.in

Local Purchase Committee

TENDER NOTICE

Ref. LPC/Newspaper Agency/Advt 2/11

25.11.2021

Selection of Advertisement/Newspaper Agency for Publication of classified Advertisement in Newspaper

Reputed and reliable advertisement/newspaper agencies are invited to offer their rate for publication of a classified advertisement of tender notice as per details below:

Newspaper	Edition	Type	Hue	Size	Tentative date advt.
Times of India	All India	Classified	B & W	5 X 3 sq.cm. L X H sq.cm.	08/12/2021
Ei Samay	Kolkata	Classified	B & W	5 X 3 sq.cm. L X H sq.cm.	

Scope of work:

- Matter of Tender Notice will be Classified type and will be published in Times of India newspaper and Ei Samay (regional language) paper.
- The soft copy of the matter to be printed would be provided by the Institute, and final proof of creative / display may be shared with the said dept. before publication. Vendor may also be asked to design the matter at no cost, if required.
- This is for a one-time release order.

Interested agencies may contact Mr. Suneel Kaushik for any queries at ICAI, 12, Sudder Street, Kolkata – 700 016 during office hours 11.00am to 4.30pm on Monday – Friday except National Holidays. Contact details: email id: traveldesk.kolkata2@icmai.in, Phone no.: 033-40364750

Terms & Conditions:

- The rate to be offered should be all inclusive. No other charges will be considered.
- Applicable Taxes would be considered extra.
- Time is the essence of the work order. It is to be ensured that the matters are to be published in the newspapers on the day as per requirement of the Institute.
- No advance payment will be made. Payment will be made after completion of satisfactory service and submission of invoice / bill in hard copy along with the paper-cutting (hard copy / soft copy) of the newspapers containing the advertisements for which the bill is raised by the agency.
- The payment will be made in electronic mode only within 30 days of submission of bills.
- This will be one-time contract and will end automatically after the above said publication.
- Creative will be provided by selected bidder before release of advertisement at no cost.
- The bidder must submit the tender as per **Annexure 1** duly filled and signed.



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- The price quoted by the bidder should remain valid for 30days.
- **L1 will be decided based on the amount quoted in the box of Total rate Rs. (bold box) mentioned in Annexure 1.** The annexure should be properly dated, stamped and signed.
- Bidder will maintain confidentiality on matters disclosed till proper instruction is issued for publication.
- The advertisement date is only **indicative**; it will be confirmed a day in advance.
- Canvassing in any form in connection with the contract is strictly prohibited.
- The Bidder shall not sub-contract the mentioned work to any organization, person, firm or its franchise without the prior approval of the Institute.
- 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.
- Institute reserves the right to extend the last date for receipt of bids at its own discretion.
- 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.
- Although the details presented in this Tender Document consisting of conditions of contract, scope of work and technical specifications have been compiled with all reasonable care, it is the bidder's responsibility to ensure that the information provided is adequate and clearly understood.
- Bidders are requested to check for corrigendum/addendum (if any) at the Institute's website before finally submitting their bids.
- **A copy of Trade License / Certificate of Incorporation along with GST registration copy is to be compulsorily submitted**
- The order will be placed for the best interest of the Institute.

Submission of Bids:

The quotations have to be submitted in the **LPC Tender Box** kept at the ground floor of the Institute. Address: **Local Purchase Committee**, ICAI, CMA Bhawan, 12, Sudder Street, Kolkata – 700 016 in Sealed Envelope, superscribed "**Publication of classified Advertisement in Newspaper (IT)**" (**Bid Reference - LPC/Newspaper Agency/Advt 2/11**) on or before 3:00pm, December 6th, 2021.

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 office With Email Address	
4.	RTGS Bank Account Details	
5.	Certificate of Incorporation / Trade License no. (copy to be enclosed)	
6.	Details of GSTN (copy to be enclosed)	
7.	PAN of proprietor	

Newspaper	Edition	Type	Hue	Size	Total Cost (Rs.)#
Times of India	All India	Classified	B & W	5 X 3 sq.cm. L X H sq.cm.	
Ei Samay	Kolkata	Classified	B & W	5 X 3 sq.cm. L X H sq.cm.	

Applicable taxes rate %

Declaration: We /our Company agree to all the terms and conditions as indicated in this EOI/Tender Notice. We are not debarred by any of the departments of the Institute. We are not debarred from any department of the Institute.

Signature of bidder:

Date:

Seal:

Place: