



### TENDER NOTICE

Ref. No.: LPC/Industry Insights/2024

January 18, 2024

### Sub: Printing of 'Industry Insights' with Paper

Quotations are invited from reputed and resourceful Printers, having their own Offset Printing Machine and full setup and of in-house facilities as per the following specifications –

#### Specifications of Book

1. <b>Name of the Book</b> – Industry Insights	7. <b>Binding</b> – Centre Stitch
2. <b>Quantity of the Book</b> – mentioned in the table below.	8. <b>Paper for Text</b> - 130 GSM Gloss Art Paper.
3. <b>Finished Size of the Book</b> – 8.5 (W) X 10.75 (H) inches	9. <b>Paper for Cover and Lamination</b> – 300 GSM Gloss Art Card with gloss lamination.
4. <b>Printing (Text)</b> – Full four colour	10. <b>Frequency</b> - This is a monthly work.
5. <b>Printing (Cover)</b> – Four Color	11. <b>Contract Period</b> - 2 years; may be renewed for 1 year more
6. <b>No. of Pages</b> – 40 + 4 pages of Cover	12. <b>Quantity</b> - 400 copies p.m.

#### Terms and conditions

- The institute will provide you the ready to print .pdf file of the text and the cover.
- Printers have NOT to do any typesetting & designing of any type etc.
- Printing and binding of book on the paper as specified by ICMAI. Paper cost will be borne by the printer.
- NOTE : The quantity may be increased/ decreased by 10%-20% based on the exact requirements**
- The Bidders are required to deposit an **Earnest Money of Rs.15,000/- [Rupees Fifteen thousand only]** by way of Demand Draft, drawn in favour of 'The Institute of Cost Accountants of India', payable at Kolkata.  
**EMD of the successful bidder will be retained for the entire contract period and returned without any interest after expiry of satisfactory execution of the contract.**  
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.
- If the work is found satisfactory, the contract period may be extended and print order may be given with same rates, terms & conditions for further one year.**
- Any number of changes in number of copies or in number of pages will be paid extra/deduct on the *pro-rata* (in proportion) basis.

The Institute will provide text matter in ready to print .pdf file. The Institute will not check ferros / blue prints and printouts for printing of text as well as cover. Printer would be held responsible for the correctness and accuracy for text and cover as provided in the mail by the Institute. However, the Institute may ask for the ferros and printout at its discretion.

Quotation, signed by the Tenderer with Seal, should be put in a sealed Envelope, super scribed with the words **"Tender for Industry Insights"**, and submitted **strictly as per the format, given below with paper samples duly signed and stamped, on or before 4 p.m. of 21.02.2024.**

No. of Pages	Quantity (p.m.)	Rate Per Book [inclusive of all applicable Taxes with cost of delivery to Kolkata]	
		<u>In words</u>	<u>In figure</u>
40 + 4 Cover Pages	400 copies		
Cost of Additional 4 Pages			
Cost of Additional 8 Pages			
<b>NOTE : The quantity may be increased/ decreased by 10%-20% based on the exact requirements</b>			

The institute is not bound to accept the lowest tender. If thought fit, the Institute may also divide the job among several Printers or take away any segment of the job from the ambit of Tender and undertake/process separately. The Institute reserves the right to cancel any or all Tenders without assigning any reason.

**Important Note: A very high quality of printing is required. The work done in a slipshod manner will not be accepted.**



**Bidder's Details**

<b>Sl. No.</b>	<b>Particulars</b> (submit the documents also)	<b>Details</b>
1.	Name of the Organization	
2.	Address of the Organization	
3.	Contact Details with email ID	
4.	Contact Person with Designation	
5.	PAN	
6.	GST No.	
7.	Trade License	
8.	EMD details	
9.	Bank A/c. details	

**List of enclosures –**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**Date**

**Seal and signature of the Tenderer**