

Last date for submission of tender is extended upto 20th November 2023 by 2 PM.

Tender Notice

Ref No LPC/ Knowledge Pack, Souvenir & Programme Schedule/ 61st NCC 2023

SUBJECT: TENDER FOR EMPANELMENT OF PRINTERS FOR PRINTING WITH PAPER OF ICMAI KNOWLEDGE PACK, SOUVENIR & PROGRAMME SCHEDULE

The sealed quotations are invited from the reputed printers and printing service providers located in DELHI & NCR only for Printing with paper of ICMAI Knowledge Pack, Souvenir & Programme Schedule.

The quotation duly signed by the tenderer on each page to be submitted in a sealed envelope superscribed with Printing with paper of ICMAI Knowledge Pack, Souvenir & Programme Schedule.

The quotation must be accompanied with all the documents as required and must be submit the same within the due date and time at the following address. The Institute will not consider any quotation received late at any condition even through the Indian postal service.

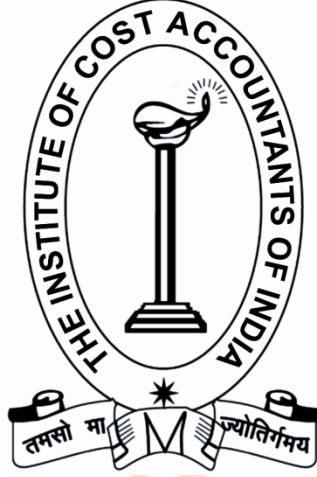
**The Convenor, Local Purchase Committee
C/o The Chairman of NCC-2023
The Institute of Cost Accountants of India
CMA Bhawan, 03, Institutional Area,
Lodhi Road, New Delhi – 110003**

THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

TENDER

PRINTING WITH PAPER OF ICAI KNOWLEDGE PACK, SOUVENIR & PROGRAMME SCHEDULE

(Technical & Commercial Bid/Conditions)



Name of Bidder: _____

Address: _____

Date of Issue of Tender: 08th November 2023

Last Date of Submission: 17th November 2023 (Friday) up to 11:00 AM

No tender will be accepted after the above mentioned date and time

A. DETAILED TECHNICAL SPECIFICATIONS KNOWLEDGE PACK

1.	Name of the Book	ICMAI Knowledge Pack with paper
2.	Quantity of the Book/schedule	250 copies [+ / - 20%]
3.	Finish Size of the Book	8.5 x 11 inches
4.	Cover	All cover four color
5.	Printing (Text)	Black & White
6.	Designing	A soft copy will be given by the Institute / Ready to Print File.
6.	No. of Pages	160 text + 4 pages of cover
7.	Binding	Perfect Binding
8.	Paper for Text	80 GSM Gloss Art Paper
9.	Paper for Cover	250 GSM Gloss Art Paper with lamination.
10.	Delivery	Full Quantity within 24 hrs of finalisation of the proof and before the starting of the programme at the venue.

B. DETAILED TECHNICAL SPECIFICATIONS SOUVENIR

1.	Name of the Book	ICMAI Souvenir with paper
2.	Quantity of the Book	250 copies [+ / - 20%]
3.	Finish Size of the Book	8.5 x 11 inches
4.	Cover	All cover four color
5.	Printing (Text)	160pages text in B/W + 40 pages in 4 color (Total 200 pages).
6.	No. of Pages	160 text + 40 pages color & 4 pages of cover
7.	Designing	Maximum ready-to-use advertisements will be given by the Institute but if required designing[page setup] is to be done by the Printer
8.	Binding	Perfect Binding
9.	Paper for Text	80 GSM Gloss Art Paper for Text & Colour Pages.
10.	Paper for Cover	250 GSM Gloss Art Paper with lamination.
11.	Delivery	Full Quantity within 12 hrs of finalisation of the proof and before the starting of the programme at the venue.

C. PRINTING OF PROGRAMME SCHEDULE

1.	Description	Schedule with Paper
2.	Quantity of the Schedule	1000 copies [+ / - 20%]
3.	Finished Size	8 x 10 inches (size after folding)
5.	Printing (Text)	Printing in Four Colour
6.	Designing / Pagination	Will be given by the Institute / To be done by the party
7.	No. of Pages	4
8.	Folding/Folding & Binding	Folding for four pages [single fold]
9.	Paper for Text	80 GSM Gloss Art Paper
10.	Delivery	Within 12 hrs of finalisation of the proof and before the starting of the programme at the venue.

A. COMMERCIAL BID – KNOWLEDGE PACK

All inclusive per copy cost for Printing, Binding and Delivery at the Venue
(No over-writings shall be accepted at any cost).

Sl. No.	NAME OF THE BOOK	ICMAI KNOWLEDGE PACK WITH PAPER (RS.)	APPLICABLE TAXES (RS.)	TOTAL AMOUNT (RS.)
1.	In Figures			
2.	In Words			
3.	Charges of an additional 8 pages of text black & white.			
4.	Typesetting / Designing / Page Makeup Charges [per page rate] if required	For Text –		

B. COMMERCIAL BID –SOUVENIR

Sl. No.	Name of the Book	ICMAI Souvenir with paper (Rs.)	APPLICABLE TAXES (RS.)	TOTAL AMOUNT (RS.)
1.	In Figures			
2.	In Words			
3.	Charges of an additional 8 pages of text black & white			
4.	Charges of an additional 8 pages of color for Souvenir only.			
5.	Designing / Page Makeup Charges	For Text – For Cover Pages – For Inside Colour Pages –		

C. COMMERCIAL BID - PROGRAMME SCHEDULE

SN.	Description	Amount in Figure	Amount in Words	APPLICABLE TAXES (RS.)	TOTAL AMOUNT (RS.)
1.	Rate for 4 pages				

TOTAL (KNOWLEDGE PACK, SOUVENIR AND PROGRAMME SCHEDULE)

Total (A) KNOWLEDGE PACK (RS)	Total (B) SOUVENIR (RS)	Total (C) PROGRAMME SCHEDULE (RS)
Grand Total (A+B+C) (Inclusive of Taxes)		

Lowest One (L1) will be decided based on the combined amount quoted in the above column

Rates should be preferable filled in type written form.

Price for additional pages and typesetting will not be considered while selecting the Lowest One (L1).

The Institute will provide a soft copy for printing the ICMAI Knowledge Pack. However, the vendor has to do the modifications till the finalization of the contents. The complete designing/type setting of Souvenir is to be done by the vendor.

The Institute will not check ferros/blueprints and printouts for 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.

Date:

Name and Signature of Bidder/printer with Corporate Seal

GENERAL TERMS AND CONDITIONS -

1. Rates will be considered as specified in each of the items mentioned in A, B & C above, by the vendors from the Printing Press or Printing Service Providers of Delhi & NCR based on the requirement of the services.
2. The contract shall only be for the 61st National Cost Convention – 2023 and NOT be extended. This is our ONE TIME work.
3. Time adherence to schedules to be notified by the Institute in printing/binding and strict quality control will be the essence of the transaction.
4. The quoted rates will be binding and valid for two months from the date of execution of the contract.

QUOTING OF RATES -

1. Quotations must be submitted in sealed covers. The rate quoted shall include the cost of materials, all taxes and charges for delivery and loading/unloading at the program venue of Delhi. 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 be mentioned in the bid, failing which the ICMAI shall have no liability to pay these charges, and the liability shall be that of the tenderer.

MINIMUM QUANTITY OF CONTRACT -

1. The minimum quantities are mentioned is tentative. It will vary if required.
2. The quantity may be increased and/or decreased by 20% by the competent authority.
3. The ICMAI reserve itself the right to increase or decrease the quantity to be procured.

TERMS OF PAYMENT -

1. NO, & ANY ADVANCE PAYMENT IS GIVEN TO PRINTER viz. paper, printing, dispatching or other etc.
2. 100 % payment will be made through RTGS to the account of the supplier within 60 working days of receipt of the Invoice/Bill with duly signed & stamped delivery challans showing the receipt of the items as per the Purchase Order. Applicable TDS will be deducted from the Bills of the supplier as per the law. Payment shall be made subject to recoveries if any.
3. ICMAI cannot provide any Customs Duty Exemption / GST Exemption Certificate to get any import/GST exemption if any.

DISPUTE & JURISDICTION -

1. Neither the seller nor the buyer 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 Delhi.

PERIOD & TERMS 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.
2. The tenderers will supply the complete material within a maximum period of 12 hrs from the date of finalisation of the last proofs or as mentioned in the purchase order at the 61st National Cost Convention – 2023, PROGRAMME VENUE, DELHI.

OTHERS -

1. The lowest one (L1) will be decided based on the total cost quoted by the bidders against Table A, Table B & Table C. Price for additional pages and typesetting will not be considered while selecting the Lowest One (L1).
2. A very high quality of printing is required. The work done in a slipshod manner will not be accepted.
3. No deviation in the specification including the quality of the paper will be entertained. Any deviation may entail cancellation of the entire order.
4. The printer will get in regular touch with the printing department *vis-à-vis* other respective departments if any for smooth completion of the Job within the schedule.

5. 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 @ 10% per day of the total value of the order 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.
6. The printer should be 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.
7. The vendor must ensure safe custody and maintain confidentiality in the printing material, and member's database supplied by ICMAI.
8. The selected Printer will allow the ICMAI Representative, Printing Technologist, and Auditors to inspect the Premises where the job is being carried out.
9. For any further information/clarification, please contact Sundeep Aggarwal, of the Institute at phone numbers+918276814990 from 10.00 a.m. to 5.30 p.m. on all working days (Monday – Friday).

AGREEMENT OF THE TENDERER

The Chairman of NCC - 2023
The Institute of Cost Accountants of India
New Delhi – 110003

Respected Sir,

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

1. That I/we shall be carrying out the job as per the instructions given to me/us by the authorities of the Institute.
2. 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.
3. That the delivery of the books 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.
4. 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.

Date:

(Signature)
Seal of the Tenderer

INFORMATION SHEET

Sl. No.	Particulars (submit the documents also)	Details
1.	Name of the Organization	
2.	Address of the Organization	
3.	Contact Details with email ID	
4.	Contact Person with Designation	
5.	PAN Details	
6.	GST No.	
7.	Trade License	
8.	Bank Details for NEFT/RTGS	

List of enclosures –

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Date

Name in Contact Person

Signature of the Tenderer

Seal of the Tenderer

