



# 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](http://www.icmai.in)

## Local Purchase Committee

Ref. LPC/MSMESU/monograph-EPRM/2022

09.11.2022

### Tender Notice for Printing with paper 'A Monograph on EP and RM'

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

#### Specifications of the book

<b>Name</b>	A Monograph on Enterprise Performance and Risk Management for MSMEs (the name of the book may be changed)
<b>Finished book size</b>	8.5 inches x 11 inches
<b>Quantity</b>	500 nos.
<b>Printing (Cover)</b>	250 GSM Glossy Art Paper, Four Colour, Gloss Lamination
<b>Printing (Black &amp; White) text pages</b>	100, 90 GSM Art Paper
<b>Printing (color) text pages</b>	20, 90 GSM Art Paper
<b>Total number of Pages (approximately)</b>	120 (text) + 4 (cover pages)
<b>File</b>	Ready-to-print PDF would be provided
<b>Binding</b>	Perfect binding with stitching

#### General Terms and Conditions

1. Institute will provide the ready to print PDF for printing purpose.
2. Printing and binding of book with paper. **Paper cost will be borne by the printer.**
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 provided by the bidders would be checked for its technical accuracy and only those bidders whose paper samples conform to the requirement of the Institute would be shortlisted for being considered for the price bid.
5. Printers having their own offset printing machines, full setup and all in-house facilities will be considered.
6. Time adherence to schedules to be notified by the Institute in printing/binding and strict quality control will be the essence of the transaction.
7. The rates quoted will be binding and valid for a period sixty (60) days from the date of opening of the tender.
8. No deviation in the specification including quality of paper will be entertained. Any deviation may entail cancellation of the entire order.
9. The Institute reserves the right, to divide the Job at any point of time, and award any particular segment (s) of it to anyone.



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10. For any further information/clarification, you may contact Dr. Madhumita Sengupta (Joint Director) of the Institute at phone numbers: 033-4036-4724/4722 from Monday to Friday between 10 am to 5 pm.
11. **L1 will be evaluated on the basis of amount quoted in the 'price per book' column in the darkened box of Annexure 2.**
12. Only technically qualified bidders would be eligible for participation in the Financial Bid.
13. Daily penalty of Rs.250/- per day in the schedules is prescribed on default of the printer.
14. The bidder should have valid GST registration. Copy of GST registration to be submitted.
15. Copy of trade license to be submitted with the technical bid documents.
16. The quantity ordered may be increased or decreased by 20% by the competent authority of the Institute.
17. The number of pages may also be increased or decreased by 20% as required by the department.

### Terms of payment

- 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 (thirty) days of submission of bills.
- c. Payment will be made on actual consumption basis, subject to recoveries if any.
- d. The Institute would not provide any Customs Duty Exemption /GST Exemption Certificate to get any import duty/GST exemption.

### Period of delivery

The tenderers will supply the complete material within a maximum period of 7 (seven) calendar days from the date of finalization of last proofs or as mentioned in the purchase order.

### Place of Delivery:

Task Force on MSME & Startup

The Institute of Cost Accountants of India

CMA Bhawan, 12, Sudder Street, Kolkata – 700 016

### Submission of Bids

Tenders duly signed by the bidder shall be submitted in two parts in separate sealed envelopes super scribing 'Technical Bid (Annexure 1)' and 'Financial Bid (Annexure 2)'. Both the envelopes should be put into a third envelope super scribing with "Tender Notice for Printing with paper A Monograph on EP and RM" (Bid Reference – LPC/MSMESU/monograph-EPRM/2022) to be dropped in tender box labeled as Local Purchase Committee at the ground floor of the Institute on or before **03:00 p.m. of 29<sup>th</sup> November, 2022** or to be posted at The Institute of Cost Accountants of India, CMA Bhawan, 12, Sudder Street, Kolkata – 700 016 addressing to Local Purchase Committee to reach us before the last date.

**Convener**  
**Local Purchase Committee**



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### Annexure 1 (Technical Bid)

#### General Information

Sl. No.	Detail Required	Provide the relevant information
1.	Name of the Organization	
2.	Address of Registered Office	
3.	Telephone No.	
4.	Mobile No.	
5.	Email ID	
6.	Local Address with name and contact details of Authorized Contact Person/Persons	
7.	Trade license (copy to be enclosed)	
8.	GST Registration No. (copy to be enclosed)	
9.	Bank details for online payment	

#### **Declaration:**

"Certified that all the details furnished in the application are true and correct to the best of my/our knowledge. I / We have our own offset printing machines, full setup and all in-house facilities."

#### **Documents enclosed with this annexure 1 (Technical Bid):**

Sl. no.	Enclosures	Submitted	
1	Paper sample (cover page and text page) provided	YES	NO
2	Valid trade license copy	YES	NO
3	GST registration coy	YES	NO

Signature of bidder:

Seal:

Date:



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### Annexure 2 (Price Bid)

Item No.	Name of the book	Price* per Book (Amount in Rs.)	[For every 8 black & white additional Pages] (Amount in Rs.)	[For every 4 colored additional Pages] (Amount in Rs.)
1	A Monograph on Enterprise Performance and Risk Management for MSMEs			

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

**Please Note:** The selection of the party is based on Price per book. Each book will contain 120 + 4 Cover Pages. If the pages are less than the 120 pages the same amount will be deducted as mentioned in the cost of additional pages. For pages over and above 120 pages additional charges would be paid as quoted.

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

Signature of bidder:

Seal:

Date: