



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)

Headquarters : CMA Bhawan

3, INSTITUTIONAL AREA, LODHI ROAD, NEW DELHI – 110 003.

Website: www.icmai.in

TENDER DOCUMENT

PRINTING WITH PAPER & DISPATCH OF 'The Management Accountant'

Last Date of Submission: 16th October, 2025 16:00 Hrs.

Earnest Money Deposit (EMD): Rs. 5,00,000/- (Rupees Five Lakhs Only)



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Part A: Invitation to Tender

Date: **26th September, 2025**

The Institute of Cost Accountants of India (ICMAI), a statutory body under the Ministry of Corporate Affairs, Government of India, invites bids from reputed and experienced printers for the printing and dispatch of its official journal, *The Management Accountant*. ICMAI's Kolkata office is located at CMA Bhawan, 12 Sudder Street, Kolkata – 700016.

Submission of Bids: The tender document is available for download from the Institute's website (www.icmai.in, under the "Tender" Tab). Sealed tenders, addressed to The Convener, ATE, should be sent by Registered Post/Speed Post or dropped in the quotation box at CMA Bhawan by **16th of October, 2025** at 16:00 Hrs. The envelope must be marked "Tender for Printing and Dispatch of ICMAI Journal" *The Management Accountant*.

Contact for Clarifications:
CMA Sucharita Chakraborty, Additional Director, Journal & Publications
Phone: +91-99035-14867 (11:00 AM to 5:30 PM, Monday–Friday)

Tenders received after the deadline or incomplete tenders will not be considered. ICMAI reserves the right to cancel the tender process without assigning reasons.

Eligibility Criteria

1. Experience:

- Minimum 5 years in printing and publishing with valid licenses from the State/Central Government.
- Experience in printing and distributing at least 5 RNI/RMS-registered journals/magazines and 5 non-RNI journals for other clients (list to be submitted with Technical Bid).
- Preference for bidders with experience working with government/PSUs or organizations of similar stature to ICMAI.
- Not blacklisted or debarred by any government/semi-government/public sector organization (self-declaration on letterhead required).
 - *A self-declaration to be attached by the bidder.*
- No previous contracts terminated due to unsatisfactory performance or refusal to sign agreements with ICMAI or similar institutes.
 - *A self-declaration to be attached by the bidder.*

2. Financial Strength:

- Average annual turnover of Rs. 05 Crores or more in the last 5 years.
- Submission of:
 - Income Tax Returns (mandatory for the last two FY years).



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- Audited annual accounts (last 2 years).
 - GST Returns (last 2 years).
3. Licenses & Certificates:
- Factory License.
 - No Objection Certificate (NOC) from Police and Fire Authorities.
 - MSME Registration (if applicable).
 - ISO Certificate.
 - GST Registration Certificate.
 - Approved printer by local authorities (copies of documents required).
4. Infrastructure & Manpower:
- In-house facilities for 4-colour offset printing, binding, lamination, and packing.
 - Infrastructure includes:
 - CTP (Computer to Plate) arrangement.
 - Paper Cutting Machine.
 - DTP with Terminals and Laser Printer (600 DPI).
 - Computerized automatic process Camera/Scanner.
 - Automatic in-line Folding Machine.
 - Perfect Binding Machinery.
 - In-house franking machine.
 - Secured warehouse with audited stock facilities.
 - Proper insurance coverage for premises and ICAI stock.
 - Sufficient work force for all activities under one roof.
 - Capability for branding (design, layout, cover, and standardizations).
 - In-house editorial and online digital platform teams preferred.
5. Space Selling:
- Dedicated in-house marketing team for advertisement procurement (up to 08 inside pages + 2 cover pages monthly).
 - Advertising revenue is retained by the printer and adjusted in the quoted rate.

Scope of Work

The selected printer will be responsible for an end-to-end solution, with all costs (paper, envelopes, stickers, pre-mailing, transportation, and transit insurance) borne by the printer unless specified otherwise (applicable taxes extra).



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1. Printing & Binding:

- Receive ready-to-print PDF files from ICAI monthly (no DTP work required).
- Complete printing and binding within 3–4 days of receiving the file, ready for magazine post-dispatch.
- Make necessary changes as suggested and approved by ICAI officials.
- Print 3,000–40,000 copies (as per the requirements) monthly using LWC / Art paper only:
 - Text: 70 GSM Gloss LWC Paper or 80 GSM Gloss Art Paper.
 - Cover: 170 GSM Art paper with gloss lamination.
 - Binding: Perfect binding.

2. Packaging & Dispatch:

- Procure semi-transparent PVC envelopes 100 microns and above, and per government norms.
- Print one-time single-colour matter (provided by ICAI) on envelopes.
- Print addresses (provided by ICAI in PDF/Excel format) on stickers and adhere to envelopes.
- Perform pre-mailing activities (inserting journals, sealing envelopes, etc.).
- Deliver 3,000–40,000 copies to designated post offices for magazine post-dispatch.
- Follow up with postal authorities to ensure timely dispatch.
- Deliver a specified number of copies to ICAI's office monthly.
- Submit postage bills to ICAI monthly for reimbursement purposes.
- Address printing and sorting can be outsourced to a reputable mailing agency, but the printer remains fully responsible for timely dispatch.
- Posting through the "Magazine Post" will be done through the dedicated post office nearby the printing press and the payment will be paid separately / reimbursed separately as per the actuals.

3. Advertisement:

- In-house team to procure advertisements (up to 8 inside pages + 2 cover pages monthly).
- Advertisement content to be verified by ICAI monthly. *ICAI have rights to accept or reject any advertisement at any stage.*
- Revenue retained by the printer and adjusted in the quoted rate, exclusive of magazine post charges.



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4. Additional Responsibilities:

- Bear costs for paper, envelopes, stickers, pre-mailing, transportation, and transit insurance.
- Maintain stock with insurance coverage.
- Ensure good rapport with postal authorities for efficient dispatch.
- All updates, changes, and modifications about the Printing Press at the RNI Office/Press Sewa Portal, Delhi, shall be executed solely by the Printer/Selected Party. ICMAI will facilitate this process by providing the requisite documentation.
- The full amount of “Magazine Post” will be reimbursed separately as per the actuals.

Submission of Tender

Envelopes:

- Envelope 1 (Technical Bid): Company profile, infrastructure details, paper samples (text, cover, envelope), and EMD of Rs. 5,00,000/- (Demand Draft or NEFT/RTGS to ICMAI's account; MSME-exempted bidders excluded).
- Envelope 2 (Commercial Bid): Rate quotations.
- Envelope 3: Contains Envelopes 1 and 2, marked “Tender for Printing and Dispatch of ICMAI Journal” The Management Accountant.

Bank	Details	for	EMD:
Account Name:	The Institute of Cost Accountants of India		
Bank: Punjab National Bank,	New Market, Kolkata-700 087		
A/c	No.:		0093002109030025
IFSC: PUNB0009300			

Submission

Address:

The Convener, Tender Committee, ICMAI, CMA Bhawan, 12, Sudder Street, Kolkata – 700 016.

Requirements: All pages must be signed, stamped, and typewritten. No corrections/overwriting allowed.

General Terms and Conditions

1. Contract Duration: 2 years, extendable by 2 years on same terms and conditions.



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2. **Termination:** Either party may terminate with 3 months' notice. ICAI may terminate for non-performance with 1 months' notice.
3. **Penalties:**
 - **Delay:** Rs. 1,000/day for delays; printer bears additional dispatch costs.
 - **Quality:** Penalties for printing/binding errors or poor-quality materials, as decided by ICAI.
 - **GSM Variation:**
 - ≤2.5%: No penalty.
 - 2.51–4%: Proportionate penalty.
 - 4.01–6.5%: Double proportionate penalty.
 - 6.5%: Triple proportionate penalty.
 - **Postal Dispatch:** Printer bears excess charges for failure in timely dispatch.
4. **Inspection:** ICAI may inspect/audit the printer's premises.
5. **Advertisement Verification:** ICAI to verify ad content monthly, before publishing.
6. **No Subcontracting:** Without ICAI's prior written consent.
7. **Statutory Compliance:** Printer is responsible for all legal obligations.
8. **Blacklisting:** For breach of contract, fraud, or unethical practices.
9. **Force Majeure:** Applies to unforeseen events (war, natural disasters, etc.). The printer must notify ICAI within 3 days.
10. **Paper Quality:** LWC / Art paper only. Samples are required with the bid.
11. **Payment Terms:** 100% payment via RTGS within 60 days of invoice, subject to quality certification. No advance payments.
12. **Dispute & Jurisdiction:** In case of dispute or difference arising out of this agreement, the parties shall try to solve the same in an amicable manner, failing which the matter may be referred to arbitration as per the Arbitration and Conciliation Act 1996. The place of Arbitration shall be at Kolkata.
13. **Acceptance of Terms:** All pages of the General Terms and Conditions must be signed with the company seal/stamp.
14. **Delivery:** Complete material supplied within 4–5 days of final proof approval. Packing and transit insurance at the printer's expense.
15. **Security Deposit:** EMD converted to performance security deposit, retained for contract duration. Bank Guarantee of 5% of the total contract (two years) value required within 2 weeks of the work order, valid for 3 months post-contract.
16. **Forfeiture:** EMD/security deposit forfeited for breach, fraud, or non-performance.



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Commercial Bid

Book Specifications:

- **Title:** The Management Accountant
- **Quantity:** 3,000–40,000 copies/month
- **Size:** 26.5 cm x 19.6 cm
- **Printing:** 4-colour (text and cover)
- **Pages:** 120 text + 4 cover
- **Binding:** Perfect binding
- **Paper:**
 - Text: 70 GSM Gloss LWC Paper, or 80 GSM Gloss Art Paper.
 - Cover: 170 GSM art paper with gloss lamination
- **Envelopes:** Semi-transparent PVC envelope of 100 microns or per government norms

Rate Quotation (Excluding Taxes)

Quantity	70 GSM LWC Paper Rate Per Copy in Rupees	80 GSM Art Paper Rate Per Copy in Rupees
3000 – 10000		
10001 – 15000		
15001 – 20000		
20001 – 25000		
25001 – 40000		

DO NOT INCLUDE TAX IN THE ABOVE RATES OF PER COPY

For additional 8 pages (Excluding Taxes) [This is not a part of selection the L1]

Quantity	70 GSM LWC Paper For additional 8 pages	80 GSM Art Paper For additional 8 pages
3000 – 10000		
10001 – 15000		
15001 – 20000		
20001 – 25000		



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25001 – 40000

DO NOT INCLUDE TAX IN THE ABOVE RATES OF PER COPY

- Lowest One (L1) will be selected based on the each category of the quantity and each category of the paper.
- The monthly work order / print order can be placed for any one kind of paper (either on LWC or Art Paper) as per the sole discretion of the competent authority.
- Rates are all-inclusive (paper, printing, envelopes, stickers, and dispatch to their local post office).
- Initially, the cost of the magazine post will be borne by the printer, and then we will reimburse the full amount upon submission of the original post office bill.
- Printer retains all advertisement revenue, adjusting rates accordingly.
- Taxes extra as applicable.
- Typewritten rates only; handwritten bids will be rejected.

Bid Evaluation Process - Two-Phase Evaluation

1. Technical Bid: Evaluated on:

Sl. No	Technical Parameters	Max score
1	Average Annual Turnover of the Bidder during the last five financial years <ul style="list-style-type: none">• Turnover upto Rs.5.00 crore : 5 marks• Turnover more than Rs.5.00 crore & less than Rs.7.00 crore : 10 marks• Turnover more than Rs. 7.00 crore & less than Rs.10.00 crore: 15 marks• Turnover more than Rs.10.00 crore : 20 marks.	20
2.	Printer's experience in Printing Journals/Magazines for reputed organizations/Institutions and distribution <ul style="list-style-type: none">• upto 5 yrs : 5 marks• More than 5 yrs & less than 7 yrs: 10 marks• More than 7 yrs & less 10 yrs: 15 marks• More than 10 yrs: 20 marks	20
3.	The printer has two 4 colours sheet fed machines – (10 Marks) The printer has one 4 colours sheet fed machine – (05 Marks)	10
4.	Binding effective capacity is above 50000 books per day – (10 marks)	10



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	Binding effective capacity is below 25000 books per day – (05 marks) (Attach Self Declaration)	
5.	If the printer has a dedicated storage facility for the safekeeping of text paper and cover card <ul style="list-style-type: none">• Above 10,000 sq. feet : (20 marks)• Above 5,000 sq. feet : (10 marks) (Attach Self Declaration)	20
6.	Dispatch Facility <ul style="list-style-type: none">• In-House all facility for ready to dispatch including Franking Facility – (10 Marks)• Without Franking Facility – (5 marks)	10
7.	The participating bidder should be necessary for the printing of Journals having RNI numbers and associated with any of the govt. institutes or any reputed govt. organizations. They should have experience printing their journals (10+ thousand quantity) either in past or in present. <ul style="list-style-type: none">• 1-3 Journal / Clients (5 marks)• 4-6 Journal / Clients (7 marks)• Above 7 Journals / Clients (10 marks)	10
	Total	100

Minimum Score: 50% per category, 60% overall.

- 2. Financial Bid: Opened for technically qualified bidders. L1 is to be selected from the Technical Qualified Bidder.**

List of Documents to be submitted

Sl. No.	Name of Document	Yes / No	Attachment No.
1.	Bidder's Profile		
2.	Company Profile, Infrastructure Details		
3.	Factory License		
4.	NOC from Local Police Authority (Police License as a Printing Press)		



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5.	NOC from Fire Authority (Fire License, as Industry Safe)		
6.	MSME Certificate (or MSME Registration)		
7.	ISO Certificate		
8.	Premises Insurance Certificate		
9.	Self-declaration of not being blacklisted, anywhere, including Govt., PSUs, Private etc.		
10.	Signed General Terms and Conditions (each page with company seal/stamp)		
11.	Annual Turnover Certificate		
12.	Income Tax Returns (last 2 years)		
13.	Audited Annual Accounts (last 2 years)		
14.	GST Returns (last 2 years)		
15.	EMD of Rs. 5,00,000/- (Demand Draft or NEFT/RTGS, MSME-exempted bidders excluded)		
16.	Experience in Printing (10 Years)		
17.	In-House Marketing Team		
18.	Own Publications (if any)		
19.	RNI Journals Printing Experience		
20.	List of RNI and non-RNI journals printed		
21.	In-House Franking Machine		
22.	Registration with the Ministry of Commerce & Industry under the category – Printing and Publishing of Newspaper		
23.	Registration under the Directorate of Visual Publicity and Advertising – Bureau of Outreach & Communication		
24.	Registration with RNI under the category – Printing and Publishing of Newspaper or Printing Press		
25.	Paper Samples (text, cover, envelope)		



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26.	Technical Evaluation Chart		
27.	Bidder's Profile		
28.	Company Profile, Infrastructure Details		
29.	Factory License (as a printing press)		
30.	List of Machines (attached)		

Date:

Name and Signature of Bidder with Corporate S