



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

Local Purchase Committee

Ref. LPC/Exam/Mark sheet & Certificate (June 2023 Exam)/2023 - 24

12.07.2023

Tender for Print & Supply of various types Mark sheets and Certificates (June 2023 Exam)

Reputed and reliable printers located in and around Kolkata are invited to offer their rate for Printing Mark sheets & Certificate as per details given below -

The specifications are given below:

SL NO	DESCRIPTION	ITEM	QUANTITY
1.	(A4) size on 105 GSM paper, front & back 1 color printing as per Institute sample.	Intermediate Mark sheet	80,000
2.	(A4) size on 105 GSM paper, front & back 1 color printing as per Institute sample.	Final Mark sheet	20,000
3.	(A4) size on 105 GSM paper, front & back 1 color printing as per Institute sample.	Intermediate Certificate	20,000
4.	(A4) size on 105 GSM paper, front & back 1 color printing as per Institute sample.	Rank Certificate	2,000

Security features:

- UV security features in printing
- Error text in printing

Scope of work:

- To print all types of Mark Sheets and Certificates and must adhere to the sample available with the Institute; Bidders must visit to the Institute for checking / inspection / clarification of the sample before offering their quote.
- To perform design and typesetting work when/wherever required.
- To supply the items at the Institute; Packing should be done in below manner –
A bundle of 500 in corrugated box mentioning the material type and serial numbers properly.

Eligibility & enclosures:

- A) Must hold ISO certification, copy to be attached.
- B) Should have minimum annual turnover of Rs. 1crore in last 3 years; audited annual reports of 2019-20, 2020-21, and 2021-22 to be furnished.
- C) Should have minimum 8 years' experience in printing of certificates / mark sheets. Copy of year of incorporation/registration to be enclosed.
- D) Copies of valid trade licenses, permissions to be enclosed.
- E) Should have undertaken such activities at reputed Institutes / colleges / Universities in the country. Enclose copies of latest 2 such work orders.
- F) Must have an establishment in and around Kolkata as Institute may conduct informed/uninformed inspection to examine the assigned job.
- G) All the above mentioned documents should be enclosed in the bid submission envelop.



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Instructions for bidders:

- The rates to be offered should include all designing, typesetting, printing, packing, labour, transportation, loading, unloading, supply etc. No other additional payments would be made.
- Taxes as applicable will be paid extra.
- Bidders shall bear all costs associated with the preparation and submission of its bid.

Terms & Conditions:

- Supply must be adhered to the sample available at the Institute.
- The Firm will maintain highest standard of printing and utmost confidentiality during the course of complete printing and dispatch of this stationery to destination. The security and confidentiality shall be strictly maintained.
- University / Institute logo/water mark at the center as a security features.
- Design matters / logo for the items to be provided by the Institute.
- Printable designs may be modified / altered under advance intimation.
- The quantities mentioned are indicative, there may be $\pm 10\%$ in the order quantity.
- Typesetting and proof correction work shall be done as per the directives of the Institute.
- Schedule of delivery -
Time - Within 15 days from acceptance of order.
- Place of Delivery - CMA Bhawan, 12, Sudder Street, Kolkata - 700 016
- The bidder/s should adhere with all seriousness to the time schedule provided by the Institute.
- The price quoted by the bidder should remain valid for 90 days.
- This is an annual contract and the contract can be renewed for one more year at same rate, terms and conditions on mutual consent.
- Procurement would be done in phased manner and bills should be submitted as per work order and payments would be made on the same.
- If a firm quotes NIL charges/consideration/abnormal charges, the bid shall be treated as unresponsive and will not be considered
- Canvassing in any form in connection with the contract is strictly prohibited.
- **L1 will be decided based on the consolidated amount quoted in the darkened box of Grand Total Rs. (Annexure 1 – Part B)**
- Institute reserves the right to extend the last date for receipt of bids at its own discretion.
- Once the supply order is placed, it will be the vendor's responsibility to make the project functional. Any additional cost incurred for completing the project and for which the vendor has not bid at the time of submission of the final offer will be borne by the vendor
- 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 modify the quantity included in the schedule of requirements at any time after acceptance of tender without a notice. The bidders shall have no claim to any payment of compensation.



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- Institute reserves the right to repudiate the contract and entrust the work to any other third party in the event of breach of terms and conditions of this agreement or in the event of unsatisfactory performance observed by the Institute.
- 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.
- The Institute shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the engaged personnel of the contracting Firm.
- The work executed by the vendor should be to the satisfaction of the concerned officer where work was executed. If the same is not found satisfactory, the firm will have to do the job again at its own cost. The decision of the concerned officer and of the Institute in this regard will be final and unassailable and binding on the vendor.
- If the selected bidder is not able to adhere to the timeliness, or do not supply the quality/quantity as specified, penalty may be charged as deemed fit by the Institute.
- The participating bidder has to submit this tender document signed and sealed on each page, together with the Bid, as acceptance of the terms and conditions mentioned herein.
- The order will be placed for the best interest of the Institute.

Payments:

- No advance payment will be made. Payment will be made after completion of satisfactory supply and submission of invoice / bill in hard copy.
- Payment would only be made on successful delivery of the material as per sample.
- The payment will be made in electronic mode after submission of bills.

For any further clarification/information please contact: Examination Department, Shri K. Pattanayak, Dy. Director, IT - Examination on any Working Day, during office hours except Holiday(s).

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 “**Tender for Print & Supply of various types Mark sheets and Certificates (June 2023 Exam)**” (**Bid Reference – LPC/Exam/Mark sheet & Certificate (June 2023 Exam)/2023 - 24**) on or before 2nd August, 2023.

Convener
Local Purchase Committee



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Annexure 1 (Part A)

Format of Technical 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.	Details of GSTN	
6.	PAN of proprietor	

Copies of following documents are enclosed:

Sl no.	Documents	Enclosed	
1	Copy of ISO certification	YES	NO
2	3 years audited annual reports (2019-20, 2020-21, 2021-22)	YES	NO
3	Copy of year of incorporation/registration	YES	NO
4	Copy of valid trade license	YES	NO
5	Copies of at least 2 work orders of similar job in education sector	YES	NO

Declaration: We /our Company have seen the sample copy physically and understood the job involved. We 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:

Date:

Seal:

Place:



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Annexure 1 (Part B)

Format of Financial Bid

Sl. No	Product	Quantity (A)	Rate per unit* (B)	Total Rate* (A × B)
1	Intermediate Mark sheet	80,000		
2	Final Mark sheet	20,000		
3	Intermediate Certificate	20,000		
4	Rank Certificate	2,000		
Grand Total* (SI No: 1+2+3+4)				

*inclusive of all & Taxes

Declaration: "I on behalf of.....certify that I have visited the Institute for examining /checking / inspecting / clarifying the sample of all types Mark sheets and Certificates available with the Examination Department and I shall adhere to the sample for execution of the work and I am quoting the below rate only after the inspection of materials. We will be able to incorporate the security features mentioned on page 1 of this document in the printed material wherever required".

Signature of bidder:

Date:

Seal:

Place: