



## The Institute of Cost Accountants of India

(Statutory Body under an Act of Parliament)

**Headquarters:** CMA Bhawan, 3, Institutional Area, Lodhi Road, New Delhi- 110003

**Kolkata Office:** CMA Bhawan, 12, Sudder Street, Kolkata – 700 016

Web: [www.icmai.in](http://www.icmai.in)

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### NOTICE FOR INVITING TENDER DOCUMENTS

#### PRINTING OF ICMAI SOUVENIR & PROGRAMME SCHEDULE

##### Occasion:

62<sup>nd</sup> National Cost and Management Accountants's Convention (NCMAC)-2025

##### Venue:

Convention Centre, Campus-2, SOA University  
Bhubaneswar – 751030, Odisha

##### Event Dates:

23<sup>rd</sup> to 25<sup>th</sup> May, 2025 (Friday to Sunday)

**Tender Issue Ref. No:** ICMAI/62ND NCMAC 2025/PRINTING /01 Dated **07.05.2025**

**Last Date of submission of Tender Documents** : **15.05.2025 by 5.00 PM**

**Tender Opening Date & Time** : **15.05.2025 at 6.00 PM**

**Mode of submission:** Hard Copy Only (Speed Post/Courier/In Person)

**Issued by:**

**Tender Committee**  
62nd NCMAC- 2025, ICMAI

**E-mail:** ncmac2025@icmai.in

**Website:** [www.icmai.in](http://www.icmai.in)



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### Tender Notice

**Ref No. ICMAI/NCMAC-2025/Printing/01**

**Date: 07.05.2025**

The Institute of Cost Accountants of India (ICMAI) is a statutory body established under an Act of Parliament i.e. the CWA Act, 1959 (herein after referred as ICMAI). ICMAI is functioning under the overall administrative jurisdiction of Ministry of Corporate Affairs, Government of India and having its head office at CMA Bhawan, 3, Institutional Area, Lodi Road, New Delhi-110003 and Kolkata Office at CMA Bhawan, 12, Sudder Street, Kolkata - 700016.

Sealed tenders/quotations are invited by the Convener of the Tender Committee of 62<sup>nd</sup> NCMAC 2025, ICMAI from the reputed printers located within Bhubaneswar City Pin Code, Odisha for printing of SOUVENIR & PROGRAMME SCHEDULE on the occasion of 62<sup>nd</sup> National Cost and Management Accountants' Convention (NCMAC)-2025 organized by the Institute at Convention Centre, Campus – 2, SOA University, Bhubaneswar -751030, Odisha from **23<sup>rd</sup> to 25<sup>th</sup> May, 2025**.

Tender documents shall be available in the website of ICMAI <http://www.icmai.in> under Tender Section from **7<sup>th</sup> May 2025 at 5.00 PM** and can be downloaded in pdf format.

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

The quotation must be accompanied with all the documents as required and must be submitted the same within the due date and time at the following address in hard copy or Speed Post or Courier, so as to reach within scheduled date and time. The Institute will not consider any quotation received late at any condition.

**The Convenor, Tender Committee**

**62<sup>nd</sup> NCMAC-2025**

**The Institute of Cost Accountants of India**

**Address: ICMAI - Bhubaneswar Chapter**

CMA Bhawan, A/122/2, Nayapalli, Nilakantha Nagar,

Unit-8, Bhubaneswar -751012



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## TENDER NOTICE FOR PRINTING

OF

### 62<sup>ND</sup> NCMAC-2025 SOUVENIR, PROGRAMME SCHEDULE & COUPONS OF ICMAI

#### A. TECHNICAL SPECIFICATION FOR SOUVENIR PRINTING -1000 Nos. (WITHOUT DESIGNING)

S.No.	Description	Specification	No of Pages	Size
<b>A</b>	<b>SOUVENIR-1000 Nos.</b>			
1	Cover (Multi Color- Folded)	<b>250 GSM</b> Imported Art Paper, <b>Mat</b> Lamination & perfect gum binding	8 Pages	Demi 1/4 (8.5 x 11 inches)
2	Pages Coloured Inside	<b>120 GSM</b> Art Paper	160 pages	
3	Colour Print [Additional Pages over & above 160 pages]	<b>120 GSM</b> Art Paper	For every 4 pages for 1000 copies	
4	Additional Copies [Same specifications as stated above]		100 Nos.	
5	Fabrication	Perfect Gum Binding		
6	Finishing	Cover Page <b>Mat</b> Lamination		
7	<b>DELIVERY PERIOD: Within 48 hours from the date of providing Final Copy in printable format by ICMAI.</b>			

#### B. PRINTING OF PROGRAMME SCHEDULE WITH OUT DESIGNING - 1000 Sets

S.No.	Description	Specification	No of Pages	Size
<b>B</b>	<b>PROGRAMME SCHEDULE - 1000 Nos.</b>			
1	Four Coloured Pages	<b>90 GSM</b> Art Paper	04 pages	8 x 10.75 inches (size after folding)
2	Additional Copies [Same specifications as stated above]		100 Nos.	
3	Finishing	Middle Sticking		
4	<b>DELIVERY : Within 12 Hours from the time of handover Soft Copy to the printer in printable form</b>			

#### C. PRINTING OF COUPONS - 1200 books (Each contain 5 coupons size pages)

S.No.	Description	Specification	No of Pages	Size
<b>C</b>	<b>COUPONS – 1200 books (Each Book Contains 5 Varities Visiting Card Size Coupon)</b>			
1	One side Multi colour Print -60 GSM Art Paper		(Visiting Card Size : 8.00 cm X5.00 cm)	
2	From Each Category 200 nos is to be delivered in loose slips			
4	<b>DELIVERY : Within 12 Hours from the time of handover Soft Copy to the printer in printable form</b>			

#### The tender documents contains:

- Annexure-A (Terms & Conditions)
- Annexure-B (Details of the Bidder)
- Annexure-C (Financial Bid)

(Convener, Tender Committee, 62<sup>nd</sup> NCMAC-2025)



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### **ANNEXURE-A: Terms and Conditions for the Information of Tenderers**

- Only printing units located within Bhubaneswar city postal pin codes are eligible to participate in this tendering process.
- The quality of materials to be used—such as paper, cover page, etc. must match the specimen copies available at ICMAI- Bhubaneswar Chapter, A/122/2, Nayapalli, Nilakantha Nagar, Bhubaneswar – 751012. Tenderers are advised to inspect the samples before submitting their bids.
- The printing order will be communicated to the tenderer through the email ID provided in their bid and/or by hard copy, preferably five (5) days before the scheduled event.
- Tender documents submitted through digital means will not be entertained. Only hard copy submissions will be accepted. The envelope must be clearly superscribed with **“Quotation for Printing of SOUVENIR & Other Items of NCMAC-2025”** and to be dropped in the tender box kept at ICMAI Bhubaneswar Chapter, A/122/2, Nayapalli, Nilakantha Nagar, Bhubaneswar – 751012 if submitted in person. Alternatively, it may be sent through Speed Post or Courier to the same address, ensuring it reaches before the deadline specified in the tender document.
- Delivery timelines are as follows:
  - Souvenir: within 48 hours of receiving the printable soft copy.
  - Programme Schedule and Coupons: within 12 hours of receiving the printable soft copy.
- It is the printer's responsibility to deliver the printed materials to the ICMAI Bhubaneswar Chapter premises as specified above. All delivery charges will be borne by the vendor/printer.
- Taxes will be paid as applicable under law/Act.
- Payment will be made within 21 days through RTGS/NEFT upon receipt of the invoice and delivery challans, provided the items meet the specifications and are in acceptable condition. IT TDS & GST TDS will be deducted as per the Act.
- **The L-1 tenderer will be selected based on the lowest total financial quote before taxes (summation of A + B + C components).**
- For additional pages in print materials, the rate shall be considered per set of four (4) pages. Proportional charges will be deducted if the final page count is reduced below the specified number.
- For extra copies, the price will be quoted in sets of 100 pieces. Correspondingly, the same rate shall be applied for any reduction in quantity.
- For any query or clarification, please contact Shri Tushar Ranjan Mohanty (M: 9692665372) during working days between 10:30 AM to 7:00 PM.
- In case the event is rescheduled due to unavoidable circumstances (e.g., riots, natural calamities, or government notifications), any advance paid will be adjusted against future delivery of services for the revised event date.
- The tender committee reserves the right to reject any or all quotations without assigning any reason.
- Any disputes arising from the tender process or execution of the printing work shall first be attempted to be resolved amicably between ICMAI and the vendor. Failing that, legal action may be taken by either party under the jurisdiction of the courts of Bhubaneswar only.
- Quotations must be submitted in the prescribed formats: Annexure-B: Details of the Tenderer, Annexure-C: Financial Bid.
- Tenders with incomplete information in Part-C (Financial Bid) will be summarily rejected.
- Rates must be quoted for each item specified under sections A, B, and C and will be considered accordingly.
- The contract is strictly for the 62<sup>nd</sup> NCMAC – 2025 event and shall not be extended. This is a one-time assignment only.

**(Convener, Tender Committee, NCMAC-2025)**

This is to certify that I/We, before signing this ANNEXURE-A of this tender containing terms and conditions have read and fully understood the same and undertake to abide by them.

**(Signature with Seal of the Tenderer or Authorized Representative)**



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### ANNEXURE- B: DETAILS OF THE TENDERER

S.No.	Particulars	To Provide Details
1.	Name of the Printer/Tenderer	
2.	Status of the Organisation (Company/ Partnership Firm /Proprietorship)	
2.	Year of Commencement of business	
3.	Complete Address (with Phone, Mobile, Email id )	
4.	Turnover of last three consecutive years	
5.	Whether having in House setup for pre-press and post-press work	
6.	At least 3 Similar Work done for Govt/ PSU / University / Institution/Corporate etc. (Name of the Organisation is to be mentioned)	
7.	PAN [Copy to be enclosed]	
8.	GST Registration No. [Copy to be enclosed]	
9.	Details of Bank Account <ul style="list-style-type: none"><li>- Name of the Bank</li><li>- Branch Address</li><li>- Account No.</li><li>- Nature of Bank Account</li><li>- IFSC Code</li></ul>	

### DECLARATION:

I/We hereby certify that the information furnished above is true and correct. I/We understand that in case any deviation is found in the above statement at any stage, I/We shall be blacklisted and will not have any dealings with the Institute of Cost Accountants of India or any of its Chapters in the future.

**Date:**

**Signature of Tenderer/Authorized Signatory with Stamp**

**Place:**



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### ANNEXURE-C: FINANCIAL BID

Sl.No.	Description	Qty	Total Price before GST (Rs)
<b>A</b>	<b>Printing with paper of Souvenir: Size Demy ¼ (8.5 x 11 inches)</b>  Cover (Multi Color- Folded): 250 GSM Imported Art Paper, <b>Mat</b> Lamination & perfect gum binding: 08 Pages  Pages Coloured Inside: 120 GSM Art Paper; 160 pages (Without Designing)	1000 Pcs	
<b>A.1</b>	Extra Copies	100 Nos.	
<b>A.2</b>	Additional Pages Printing – Colour	For 4 Pages	
<b>B</b>	<b>Printing of Programme Schedule 4 Coloured with 90 GSM Art Paper and size 8 x 10.75 inches (size after folding)</b>	1000 Sets (each Set contains 4 pages) (4000 pages)	
<b>C</b>	<b>Coupon (05 Varieties fabrication Binding or Sticking )</b>	1200 Nos books (each contain 5 coupons size pages) & each 200 Loose slips	
<b>Total Amount Before GST</b>			
<b>GST is extra as applicable</b>			

#### Note:

- Delivery of materials should be within 48 hours from the date of providing soft copy by ICAI in printable format at the ICAI- Bhubaneswar Chapter Premises at CMA Bhawan, Nayapalli, Nilakantha Nager, Bhubaneswar-12, Odisha
- As stated above (A.1 & A.2) if pages are reduced, the invoice amount shall be calculated as per pro-rata basis.
- L1- Tenderer shall be selected on the basis of total price offered before applicable GST.

Date:

(Signature of Tenderer/Authorized Signatory with Stamp)

Place: