

ICMAI

THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

भारतीय लागत लेखाकार संस्थान

Statutory Body under an Act of Parliament
(Under the jurisdiction of Ministry of Corporate Affairs)

Headquarters: CMA Bhawan, 3, Institutional Area, Lodhi Road, New Delhi – 110003
TENDER

PRINTING WITH PAPER OF ICMAI SOUVENIR & PROGRAMME SCHEDULE

(Technical & Commercial Bid/Conditions)

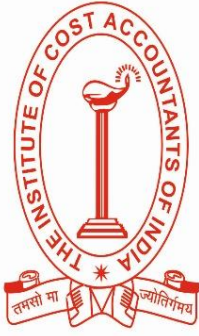


Name of Bidder: _____

Address: _____

Date of Issue of Tender: 18.12.2025

Last Date of Submission: 28.12.2025 up to 16:00 Hrs



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Tender Notice

Ref No. ICMAI/NCMAC-2026/Printing/01

Date: 18.12.2025

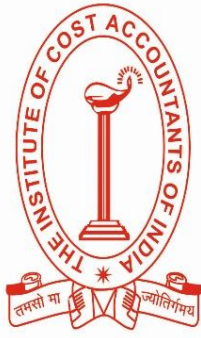
**SUBJECT: TENDER FOR EMPANELMENT OF PRINTERS FOR PRINTING WITH PAPER OF
ICMAI SOUVENIR & PROGRAMME SCHEDULE**

The sealed quotations are invited from the reputed printers and printing service providers located in **Coimbatore, Tamil Nadu** only for Printing with paper of ICMAI Souvenir & Programme Schedule.

The quotation duly signed by the tenderer on each page to be submitted in a sealed envelope super-scribed with Printing with paper of ICMAI 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 in **hard copy** at the following address. The Institute will not consider any quotation received late at any condition.

The Convenor
Tender Committee
C/o The Chairman
63rd NCMAC 2026
The Institute of Cost Accountants of India
CMA Bhawan
12, Sudder Street
Kolkata – 700 016



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TENDER FOR PRINTING WITH PAPER OF ICMAI NCMAC-2026 SOUVENIR & PROGRAMME SCHEDULE

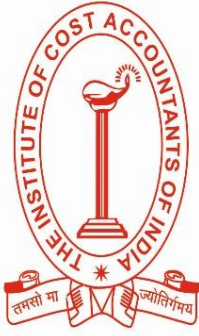
A. DETAILED TECHNICAL SPECIFICATIONS SOUVENIR

1.	Name of the Book	ICMAI Souvenir with paper
2.	Quantity of the Book	800 copies
3.	Finish Size of the Book	8.5 x 11 inches
4.	Cover	Multi-colour (8 pages with folded pages 2 Nos. Gatefold Cover)
5.	Printing (Text)	Multi-colour
6.	No. of Pages	160 pages approx. and 4 pages of cover (8 pages with folded pages 2 Nos. Gatefold Cover)
7.	Additional 4 page printing	Over and above 160 pages
7.	Designing	Maximum ready to use advertisements and text matter 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	100 GSM Glossy Art Paper for Text Pages.
10.	Paper for Cover	270 GSM Gloss Art Paper with matt lamination
11.	Delivery	Full Quantity within 12 hrs of finalisation of the proof and before the starting of the programme at the venue.

B. PRINTING OF PROGRAMME SCHEDULE

1.	Description	Program Schedule with Paper
2.	Quantity of the Schedule	1000 copies [+ / - 20%]
3.	Finished Size	8 x 10.75 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	170 GSM Gloss Art Paper
10.	Delivery	Within 12 hrs of finalisation of the proof and before the starting of the programme at the venue.

All-inclusive per copy cost for Printing, Binding and Delivery at Venue:
MERLIS HOTEL, 61, Avinashi Rd, Goldwins, Karuparampalayam Pirvu, Coimbatore,
Tamil Nadu - 641014



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A. COMMERCIAL BID – SOUVENIR (OFFSET PRINTING)

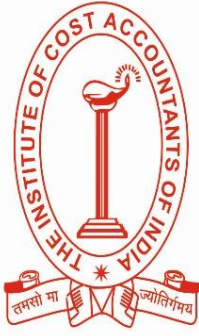
(No over-writings shall be accepted at any cost).

Sl. No.	Particulars	ICMAI Souvenir with paper (Rs.) <i>For 800 copies</i>	APPLICABLE TAXES (RS.)	TOTAL AMOUNT (RS.) FOR 800 COPIES (INCL TAX)
1.	Rate per copy In Figures			
2.	Rate per copy In Words			
3.	Charges of an additional 4 pages of colour for Souvenir.			
4.	Designing / Page Makeup Charges (if required)	For Text – For Cover Pages – For Inside Colour Pages –		
5.	Rate per copy In Figures (for additional 100 copies)			
6.	Rate per copy In Words (for additional 100 copies)			

Lowest One (L1) will be decided based on the amount quoted in (darkened box) rows 1 & 2 of the commercial bid. The price in rows 3, 4, 5 & 6 will not be considered while selecting the Lowest One (L1).

Note: Rate for additional 100 copies, the Institute may ask to print either 100 copies, 200 copies, 300 copies, 400 copies or 500 copies (as per the requirements).

IN CASE OF MISMATCH OF FIGURES AND WORDS THE FIGURE IN WORDS WOULD BE CONSIDERED



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B. COMMERCIAL BID - PROGRAMME SCHEDULE (OFFSET PRINTING)

Sl.No.	Description	Schedule with Paper	APPLICABLE TAXES (RS.)	TOTAL AMOUNT (RS.)
1.	Rate per copy [Minimum Order Qty – 100 Copies]			
2.	Designing / Page Makeup Charges (if required)	For Text –		

Lowest One (L1) will be decided based on the amount quoted in Row 1 of the commercial bid. The price quoted in row 2 will not be considered while selecting the Lowest One (L1).

C. COMMERCIAL BID - PROGRAMME SCHEDULE (DIGITAL PRINT)

Sl.No.	Description	Schedule with Paper	APPLICABLE TAXES (RS.)	TOTAL AMOUNT (RS.)
1.	Rate per copy [Minimum Order Qty – 100 Copies]			
2.	Designing / Page Makeup Charges (if required)	For Text –		

Lowest One (L1) will be decided based on the amount quoted in Row 1 of the commercial bid. The price quoted in row 2 will not be considered while selecting the Lowest One (L1).

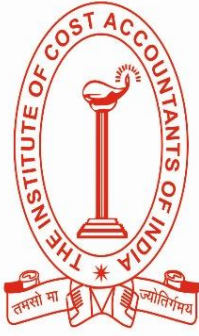
The Institute will provide soft copy (including advertisements) for printing the ICMAI Souvenir. However, the vendor has to do the modifications till finalization of contents.

If required, the complete designing / typesetting of Souvenir to be done by the vendor.

The Institute will not check ferros/blue prints and printouts for printing of text as well as cover. Printer would be held responsible for the correctness and accuracy for text and cover as provided & finalize by the Institute.

Date:

Name and Signature of Bidder / printer with Corporate Seal



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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 Coimbatore, Tamil Nadu based on the requirement of the services.
2. The contract shall only be for NCMAC – 2026 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 three 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 **MERLIS HOTEL, 61, Avinashi Rd, Goldwins, Karuparampalayam Pirvu, Coimbatore, Tamil Nadu - 641014**. 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 included in the price, 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 –

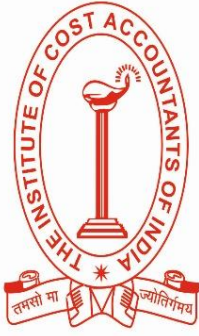
1. The minimum quantities are mentioned is tentative. It will be varying if required.
2. The quantity may be increased and/or decreased by 20% by the competent authority.
3. The ICMAI reserve itself the right to increase or decrease the quantity to be procured.

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 and certificate of receipt of the items as per the Purchase Order. Income Tax & GST TDS, if applicable, 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 / Excise Duty Exemption Certificate to get any import/excise duty exemption.

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 Kolkata.



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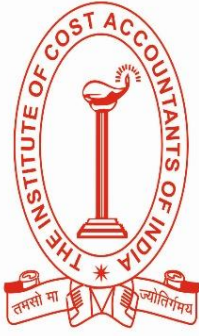
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PERIOD & TERMS OF DELIVERY –

1. It will be imperative on each tenderer to fully acquaint himself with the entire local conditions and factors, which would have an effect on 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 last proofs or as mentioned in the purchase order at NCMAC – 2026, PROGRAMME VENUE: MERLIS HOTEL, 61, AVINASHI RD, GOLDWINS, KARUPAMPALAYAM PIRVU, COIMBATORE, TAMIL NADU - 641014**

OTHERS –

1. Lowest One (L1) will be decided based on the amount quoted in the column 1 of commercial bid. Price for additional page 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 quality of paper will be entertained. Any deviation may entail cancellation of the entire order.
4. The printer will get in regular touch with printing department *vis-à-vis* other respective departments if any for smooth completion of the Job within the time 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 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 section 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 have 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, member's database supplied by ICMAI.
8. No deviation in the specification including quality of paper will be entertained. Any deviation may entail cancellation of the entire order.
9. The selected Printer will allow ICMAI Representative, Printing Technologist, Auditors to inspect the Premises where the job is being carried out.
10. For any further information/clarification, please contact Sundeep Aggarwal, of the Institute at phone numbers +91.8276814990 from 10.00 a.m. to 5.30 p.m. on all working days (Monday – Friday).



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AGREEMENT OF THE TENDERER

The Chairman
Souvenir Committee
63rd National Cost and Management Accountants' Convention (NCMAC) 2026
The Institute of Cost Accountants of India
CMA Bhawan
3, Institutional Area, Lodhi Road, New Delhi - 110003

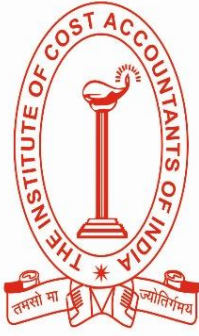
Respected Sir,

I have gone through the details of 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 were 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 and forfeit Earnest Money (if any).

Date:

(Signature)
Seal of the Tenderer



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INFORMATION SHEET

Sl. No.	Particulars (submit the supporting documents also as per the list of Annexure)	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	
9.	List of Credential for similar nature of work	
10.	Copy of Income Tax return filed in the last 3 financial year with the audited accounts of the vendor	
11.	Copy of GSTR-1 & 3B of the current month of the vendor (Optional)	
12.	List of Machineries installed in the printing house of the vendor to undertake the said work	

List of enclosures –

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

7. _____
8. _____
9. _____
10. _____
11. _____
12. _____

Date

Name in Contact Person

Signature of the Tenderer

Seal of the Tenderer