



# THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)

12, SUDDER STREET, KOLKATA - 700 016

TELEPHONES: +91 33 40364757, +91 11 24666125

Website: www.icmai.in

## TENDER NOTICE

LTC/ADMN/ADVT/01

November 22, 2023

### Selection of Newspaper Agency for release of advertisement in Newspaper

Reputed and reliable advertisement agencies are invited to offer their rate for publication of an advertisement of Admission notice as per details below:

| Newspaper               | Edition/s | Hue    | Advert date |
|-------------------------|-----------|--------|-------------|
| Times of India – Ascent | All       | Colour | Tentative   |

#### **Scope of work:**

- To publish advertisement in Times of India – Ascent (all editions).
- The soft copy of the matter to be printed would be provided by the Institute, and final proof of creative / display may be shared with the said dept. before publication. Vendor may also be asked to design the matter at no cost, if required.
- Size of will be intimated upon finalization of matter.
- This is for a one-time release order.

For further clarification, please contact, Administration (Monday- Friday) during office hours 9.30 a.m. – 6.00 p.m. Contact details: Phone no.: 033-40364775 at their own cost.

#### **Terms & Conditions:**

- The rate to be offered should include designing, typesetting, preparation of creative and others.
- No other charges / taxes would be considered extra.
- Time is the essence of the work order. It is to be ensured that the matters are to be published in the newspapers on the day as per requirement of the Institute.
- No advance payment will be made. Payment will be made after completion of satisfactory service and submission of invoice / bill in hard copy along with the paper-cutting (hard copy / soft copy) of the newspapers containing the advertisements for which the bill is raised by the agency.
- The payment will be made in electronic mode only within 30 days of submission of bills.
- This will be one-time contract and will end automatically after the above said publication.
- Creative will be provided by selected bidder before release of advertisement at no cost.
- The price quoted by the bidder should remain valid for 30 days.
- **L1 will be decided based on the amount quoted in the darkened boxes of Total Rs. which must be for per sqcm rate.**
- If a firm quotes NIL charges/consideration, the bid shall be treated as unresponsive and will not be considered.
- Bidder will maintain confidentiality on matters disclosed till proper instruction is issued for publication.
- Canvassing in any form in connection with the contract is strictly prohibited.
- The Bidder shall not sub-contract the mentioned work to any organization, person, firm or its franchise without the prior approval of the Institute.
- Institute reserves the right to extend the last date for receipt of bids at its own discretion.

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- Bidders are requested to check for corrigendum/addendum (if any) at the Institute's website before finally submitting their bids.
- A copy of Trade License / Certificate of Incorporation is to be compulsorily submitted.
- The order will be placed for the best interest of the Institute.

The quotations have to be submitted in the LTC Tender Box kept at the ground floor of the Institute labelled as Limited Tender Committee, CMA Bhawan, 12, Sudder Street, Kolkata – 700 016 in Sealed Envelope, superscribed “**Newspaper Advertisement**” as to reach the Institute by **1<sup>st</sup> December 2023, 4.30 p.m.**

## LIMITED TENDER COMMITTEE

### Format of bid

| Sl. No. | Details Requested                                | Provide Details |
|---------|--|-----------------|
| 1.      | Name of the Company/ Vendor                      |                 |
| 2       | Contact person & Mobile number                   |                 |
| 3       | Full address of the office<br>With Email Address |                 |

| Newspaper                  | Edition/s | Hue    | Rate / Per sqcm                            |
|----------------------------|-----------|--------|--|
| Times of India -<br>Ascent | All       | Colour | Rs. ....../-<br>in<br>words .....<br>..... |

**# Rate quoted must be per sqcm rate; rate quoted not as per the format will be liable for rejection without any reason assigning of it.**

#rate of taxes. ....%

Date

Signature of bidder:

Seal :