



# THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(Statutory body under an Act of Parliament)  
12, SUDDER STREET, KOLKATA - 700 016  
TELEPHONES: +91 033 4036 4753 / 4763 / 4755 / 4731  
Website: [www.icmai.in](http://www.icmai.in)

## Local Purchase Committee

Ref. LPC/Studies/Student Pamphlets/2023-24

25.09.2023

### **Printing & Supply of Pamphlets with papers**

Quotations are invited from reputed and resourceful printers, for printing CMA Student pamphlets with paper, as per following specifications –

#### **Specifications of CMA Student Pamphlets with papers**

|   |  |
|---|--|
| 1. <b>Name</b> – CMA Student Pamphlets with papers  | 6. <b>Paper for profile print</b> - 130 GSM Glossy Art Paper   |
| 2. <b>Quantity</b> – 50,000 copies – <b>[25,000 copies in a lot to be ordered]</b> in phased manner.  | 7. <b>Packing</b> – 500 pcs. in one single box.  |
| 3. <b>Door Delivery:</b> Central Stores, The Institute of Cost Accountants of India, CMA Bhawan, 12 Sudder Street, Kolkata – 700016 within <b>seven working days.</b> | 8. <b>Supply Period:</b> Valid for one year from the date of acceptance of 1 <sup>st</sup> order.<br># The contract may be extended another one year with same terms, conditions and rates subject to successful completion of the contract. |
| 4. <b>Printing</b> – Four Colour  | 9. A very high quality of printing is required. The work done in slipshod manner will not be accepted.   |
| 5. <b>No. of Pages</b> – 1 page – Both side print   | 10. <b>Size</b> – A4   |

# Sample must be checked by the bidder for its specifications before participating in the bid

#### **Scope of Work:**

- Institute will provide you the ready to print .pdf file for printing.
- Printers have NOT to do any typesetting & designing of any type etc.
- Paper cost will be borne by the printer.
- The bidder shall also be responsible for stocking.
- Any number of changes in number of copies or in number of pages will be paid extra/deduct on the pro-rata (in proportion) basis.

For further information and for specimen copy of the 'CMA Student Pamphlets' may physically be verified from **Shri Abhijit Pramanick**, Asstt. Grade-III, Directorate of Studies, during Office Hours (11.00 am - 5.00 pm) of Working Days (Monday – Friday).

#### **General Terms and Conditions**

1. Time adherence to schedules as notified by the Institute in printing/binding and strict quality control will be the essence of the transaction.
2. The rates quoted will be binding and valid for a period one year from the date of execution of the contract.



# THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(Statutory body under an Act of Parliament)  
12, SUDDER STREET, KOLKATA - 700 016  
TELEPHONES: +91 033 4036 4753 / 4763 / 4755 / 4731  
Website: [www.icmai.in](http://www.icmai.in)

## Local Purchase Committee

---

3. The Institute reserves the right, to divide the Job at any point of time, and award any particular segment (s) of it to anyone.
4. **Paper samples for the pamphlet have to be submitted in a separate envelope with the details of the participating bidder on the cover of the envelope.**
5. Paper samples provided by the bidders would be checked for its technical accuracy and only those bidders whose paper samples conform to the requirement of the Institute would be shortlisted for being considered for the price bid.
6. The paper sample and the printing quality of the finished item would also be checked and payment to the concerned vendor would be made only after confirming the quality.
7. Printing and Supply must be adhered to the sample available at the Institute.
8. Delivery should be within 7 working days from acceptance of order.
9. Period of Contract – One year. The contract may be extended another one year with same terms, conditions and rates subject to successful completion of the contract.
10. If a firm quotes NIL charges / consideration / abnormal charges, the bid shall be treated as unresponsive and will not be considered
11. Canvassing in any form in connection with the contract is strictly prohibited.
12. Institute reserves the right to extend the last date for receipt of bids at its own discretion.
13. Once the supply order is placed, it will be the vendors' 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.
14. Time adherence and strict quality control will be the essence of the transaction. Daily penalty @ Rs. 200/- per day 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.
15. 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.
16. The printer should have registration under GST. Printer should have been established in the business, as Printers of the above/similar items for a minimum period of 3 years.
17. **A copy of Trade License / Certificate of Incorporation copy is to be compulsorily submitted along with Annexure A.**

### Settlement of Dispute

1. All disputes regarding interpretation of the contents of the Agreement or its implementation shall be resolved by Mutual discussion/reconciliation in good faith by the Agency and The Institute of Cost Accountants of India.
2. This contract shall be governed by the Laws of India for the time being in force and subject to exclusive jurisdiction of Courts at Kolkata.



# THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(Statutory body under an Act of Parliament)  
12, SUDDER STREET, KOLKATA - 700 016  
TELEPHONES: +91 033 4036 4753 / 4763 / 4755 / 4731  
Website: [www.icmai.in](http://www.icmai.in)

## Local Purchase Committee

---

### QUOTING OF RATES

1. The rate quoted should include all paper, printing, packing, labour, transportation, loading, unloading, supply, applicable taxes etc. No other additional payments would be made.
2. The rate quoted will be final. No enhancement of rates will be allowed for any reasons viz. Non-availability of materials, hike in prices, increase in labour charges etc. during the period of the contract.
3. Taxes as applicable should be included in the price, failing which the Institute shall have no liability to pay these charges, and the liability shall be that of the tenderer.
4. **L1 will be evaluated on the basis of amount quoted in the 'total' column in the darkened box of Annexure A.**

### Minimum quantity of contract

The quantity mentioned is tentative. The quantity may be increased and/or decreased by 20% by the competent authority, and the Institute reserve itself the right to increase or decrease the quantity to be procured.

### Place of Delivery:

Central Stores

The Institute of Cost Accountants of India

CMA Bhawan, 12, Sudder Street, Kolkata – 700 016

### Payments

- a. No advance payment will be made. Payment will be made after completion of satisfactory supply and submission of invoice / bill in hard copy.
- b. The payment will be made in electronic mode only within 30 days of submission of bills.
- c. Payment will be made on actual consumption basis.

### Submission of Bids

The quotations STRICTLY AS PER PRESCRIBED FORMAT have to be submitted in the **LPC Tender Box** kept at the ground floor of the Institute. Paper samples to be provided in a **SEPARATE ENVELOPE** titled 'Technical Bid' and annexure A in separate envelope titled 'Commercial bid'. Both the bids to be incorporated in a 3<sup>rd</sup> envelop and dropped/posted at Address: **Local Purchase Committee**, Institute of Cost Accountants of India, CMA Bhawan, 12, Sudder Street, Kolkata – 700 016 in Sealed Envelope, superscribed "**Printing & Supply of Pamphlets with papers**" (**Bid Reference – LPC/Studies/Student Pamphlets/2023-24**) on or before 5<sup>th</sup> October, 2023 (up to 3.00p.m.).

**CONVENER**  
**LOCAL PURCHASE COMMITTEE**



# THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(Statutory body under an Act of Parliament)  
12, SUDDER STREET, KOLKATA - 700 016  
TELEPHONES: +91 033 4036 4753 / 4763 / 4755 / 4731  
Website: [www.icmai.in](http://www.icmai.in)

## Local Purchase Committee

### Annexure A

#### 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 Registered office<br>With Email Address                   |                 |
| 4       | RTGS Bank Account Details   |                 |
| 5       | Details of GSTN   |                 |
| 6       | PAN   |                 |
| 7       | Date of Incorporation / Trade license<br>Copy of Trade License to be attached |                 |

| Item              | No. of Pages              | Quantity      | Price Rs.* |  |
|-------------------|---------------------------|---------------|------------|--|
|                   |                           |               | Per Unit   | For the Total Units<br>(Per Unit × Quantity) |
| Student Pamphlets | 1 Page<br>Both side print | 50,000 copies |            |  |
| <b>TOTAL</b>      |                           |               |            |  |

\* The rate quoted should include all paper, printing, packing, labour, transportation, loading, unloading, supply, taxes, delivery and all related costs.

**Declaration:** We /our Company agree to all the terms and conditions as indicated in this EOI/Tender Notice. We are not debarred by any department of the Institute.

Signature of bidder:

Seal:

Date: