



TENDER NOTICE

Ref. No.: Tender (Student Profile)/10/23

October 19, 2023

Sub: Printing of CMA Student Profile with Paper & Materials.

Quotations are invited from reputed and resourceful Printers, having their own Offset Printing Machine and full setup and in-house facilities as per following specifications –

Specifications of CMA Student Profile

1. Name - ICMAI Student Profile (folder type) – as per sample	7. Paper for Text - 250 GSM Gloss Art Card with lamination.
2. Quantity – 50,000 copies – p.a. [10,000 copies in a lot to be ordered]	8. Packing – 500 pcs. in one single box (with folding)
3. Finished Size of the Profile – 8 x 10.75 inches	9. Door Delivery – Central Stores, CMA Bhawan, 12 Sudder Street, Kolkata – 700016 within 10 working days.
4. Printing – Four Colour	10. A very high quality of printing is required. The work done in slipshod manner will not be accepted.
5. No. of Pages – 4 pages of cover	11. Contract Period is valid for one year from the date of acceptance of 1st order. The contract may be extended another one year with same terms, conditions and rates subject to successful completion of the contract.
6. Binding – Center folding only (single fold)	

Scope of Work and selected party would require to do the following:

<ul style="list-style-type: none">• Institute will provide you the ready to print .pdf file for printing.• Printers have NOT to do any typesetting & designing of any type etc.• Printing and dispatching on the paper as specified by ICMAI. Paper cost will be borne by the printer.• The bidder shall also be responsible for stocking and will get the material insured.• EMD Rs. 10000/- to be submitted through Demand Draft in favour of “The Institute of Cost Accountants of India” payable at Kolkata.• Any number of changes in number of copies will be paid extra/deduct on the <i>pro-rata</i> (in proportion) basis.
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The Institute will provide text matter in ready to print .pdf file. 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 in the mail by the Institute. However, the Institute may ask for the ferros and printout at its discretion.

Specimen of the ICMAI Student Profile may physically be verified from Mr. Abhijit Pramanick, Asst. Grade-III, Central Stores during Office Hours (11.00 am -5.00 pm) of Working Days (Monday – Friday).

Submission of Bids:

Tenders duly signed by the bidder shall be submitted in two parts in separate sealed envelopes ‘**Technical bid (Annexure I)**, superscribing with **Technical Bid for Printing of CMA Student Profile with Paper & Materials** (which will contain tender documents, original EMD, paper sample and supporting documents related to eligibility criteria) and ‘**Financial bid (Annexure II)**’ superscribing with **Financial Bid for Printing of CMA Student Profile with Paper & Materials**. Both the envelopes should be put into a third envelope superscribing with “Tender for **Printing of CMA Student Profile with Paper & Materials**”(Tender (Student Profile)/10/23) **on or before 4:00pm, October 28th, 2023** to be dropped in tender box at the ground floor of the Institute or to be posted at The Institute of Cost Accountants of India, CMA Bhawan, 12, Sudder Street, Kolkata – 700016, addressing to Convener – Limited Tender Committee.

Tender should be submitted **strictly as per given format with paper samples duly signed and stamped, on or before 4 p.m. of 28.10.2023** in the Tender Box of Limited Tender Committee at the headquarters of the Institute at 12, Sudder Street, Kolkata – 700 016. **EMD of the successful bidder will be refunded without any interest, after successful completion of the contract period and EMD of the unsuccessful bidders will be refunded without any interest, after awarding the contract to the successful bidder.**

(ANNEXURE-I)

TECHNICAL BID

Sl. No.	Details Requested	Provide Details
01.	Name of the Company/ Vendor	
02.	Contact person & Mobile number	
03.	Full address of the Registered office With Email Address	
04.	RTGS Bank Account Details	
05.	Details of GSTN	
06.	PAN	
07.	Date of Incorporation / Copy of Trade License to be attached	

A copy of Trade License & Certificate of Incorporation copy is to be compulsorily submitted along with Technical Bid. These two documents are compulsorily to be submitted otherwise may not be shortlisted for participating in the price bid. If it is found that there is a tie between the L1 bidders, then the bidder having a higher experience would be considered for awarding the contract fit, the Institute may also divide the job among several Printers.

LIMITED TENDER COMMITTEE
CONVENER
(FROM RS.2,50,000/- TO. RS. 25,00,000/-)

FINANCIAL BID

<u>Item</u>	<u>No. of Pages</u>	<u>Quantity</u>	<u>Rate Per unit (inclusive of all applicable Taxes with cost of delivery)</u>	
			<i>In words</i>	<i>In figure</i>
Student Profile	4 Pages	<u>50,000 copies</u>		

Institute is not bound to accept the lowest tender.

Important Note: A very high quality of printing is required. The work done in slipshod manner will not be accepted.

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