



# THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(Statutory body under an Act of Parliament)

12, SUDDER STREET, KOLKATA - 700 016

TELEPHONES: +91 033 2252 1031 / 1034 / 1035, 2252 1492 / 1602 FAX +91 33- 2252 1026

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

## Local Purchase Committee

Ref. LPC/J&P/Journal Printing/2021

14.12.2021

### **TENDER NOTICE**

Reputed and reliable Printing Press or Printing Service Providers are invited to offer their Rate for Tender for the Printing with Paper the official journal of the Institute (The Management Accountant) as per details given below:

#### **Detailed Specifications:**

1.	Name of the Book	The Management Accountant
2.	Quantity of Books	Order will be given as per requirement given in Annexure 2
3.	Finished Size of the Book	26.5 cms x 19.6 cms (10.50" x 7.75") (Actual finished size)
4.	Paper for Cover	170 GSM Gloss Art Paper with lamination.
5.	Paper for Text	70 GSM Maplitho
6.	Printing	Four colours throughout
7.	No. of Cover Pages	4 Pages
8.	Total Number of Pages	120 text + 4 pages of cover
9.	Binding	Perfect Binding
10.	Delivery	<ul style="list-style-type: none"><li>• Within 7 calendar days</li><li>• In Kolkata in cartons of 25 copies each</li></ul>
11.	Period of Contract	One Time

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

- The Institute will provide soft copy in .pdf form for printing only for the book.
- Three issues of the Journal would be printed according to the required quantity (given in Annexure 2) by the Institute.
- 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. The bidder shall also be responsible for stocking and will get the material insured.

#### **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 the period of the contract.
3. **Paper samples for both the inside text pages and the cover have to be submitted in the envelope containing the Technical bid.**
4. **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 Financial bid.**



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5. **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.**
6. The Institute reserves the right, to divide the Job at any point of time, and award any particular segment (s) of it to anyone.
7. Printing and Supply must be adhered to the sample available at the Institute.
8. Delivery should be within 7 days from acceptance of order.
9. Period of Contract – will end automatically on satisfactory supply of the items.
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. if a bidder wants to see a sample of the publication, it may contact Ms. Sucharita Chakraborty – Additional Director, Journal Department, The Institute of Cost Accountants of India, 84, Harish Mukherjee Road, Kolkata – 700 025. during working days (11a.m. to 5p.m.). Phone: 9903514867.
13. Physical inspection of existing printed book and soft copy in pdf file must be made by intending tenderers before submission of quotation.
14. Institute reserves the right to extend the last date for receipt of bids at its own discretion.
15. 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.
16. The Bidder shall not sub-contract the mentioned work to any organization, person, firm or its franchise without the prior approval of the Institute.
17. Incomplete bids and bids not in the required format would be summarily be rejected.
18. 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.
19. **A copy of Trade License / Certificate of Incorporation along with GST registration copy is to be compulsorily submitted.**
20. Printer should have been established in the business, as Printers of similar items for a minimum period of 3 years.
21. The order will be placed for the best interest of the Institute.

### 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. The agreement shall be governed by the Laws of India for the time being in force and subject to exclusive jurisdiction of Courts at Kolkata.



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### Quoting of rates

1. The rate quoted should include all designing, typesetting, 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. If any of the criteria in technical bid is not met or left blank the bidder would be rendered as disqualified from participating in financial bid. Their financial bids would not be opened. **Sample papers submitted are also liable to conform to standards and would be evaluated along with the Technical Evaluation.**
5. The papers samples provided would be evaluated and bidders who do not conform to the stated standards as mentioned in the Tender Document are liable to be disqualified from participating in the financial bid.
6. Bidders qualified in technical evaluation will be eligible for financial bid opening & evaluation. Bidders scoring 50 and above in the Technical Bid would be eligible for participating in the Financial Bid. L1 would be selected as the lowest quote in financial bid among the technically qualified bidders.
7. **L1 will be evaluated on the basis of amount quoted against "Price Quoted" in the darkened boxes of Annexure 2 individually for each volume ordered.**

### Minimum QUANTITY OF CONTRACT

The quantity mentioned is tentative. The Institute reserve itself the right to order any quantity to be procured among the mentioned quantities in annexure 2.

### Place of Delivery:

Journal & Publications Department  
The Institute of Cost Accountants of India  
84, Harish Mukherjee Road, Kolkata – 700 025.

### 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.



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### Submission of Bids

#### Envelope No. I – TECHNICAL BID:

Seal and signed page of filled in **Annexure-1**. (along with necessary copies of documents)

#### Envelope No. II – FINANCIAL BID:

Filled in Financial bid of **Annexure-2**.

*The Bidder should prepare two separate envelopes – One for submission of Technical Bid and another for submission of Financial Bid. These two envelopes need to be sealed super subscribing – Technical Bid & Financial Bid with the name, address and contact number of the Bidder.*

#### Envelope No. III

*Then pre-sealed envelope no. I & II need to be inserted in an another envelop i.e. envelope no. III and it also need to be sealed with a subject heading on it which is as under:*

### **“Tender for Printing with paper the ICAI official Journal” (Bid Reference – LPC / J&P / Journal Printing/2021)**

The final envelope (III) has to be submitted in the **LPC Tender Box** kept at the ground floor of the Institute. Address: **Local Purchase Committee**, ICAI, CMA Bhawan, 12, Sudder Street, Kolkata – 700 016, on or before 4:00pm, December 22<sup>nd</sup>, 2021.

**CONVENER  
LOCAL PURCHASE COMMITTEE**



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### ANNEXURE 1

Sl. No.	Details Requested	Provide Details
1.	Name of the Company/ Vendor	
2.	Contact person & Mobile number	
3.	Full address of the Registered office With Email Address	
4.	RTGS Bank Account Details (attach separate Sheet if required)	
5.	Certificate of Incorporation / Trade License (copy to be enclosed)	
6.	Details of GSTN	
7.	PAN of the Proprietor / Firm	

#### Kindly Tick the options below:

About the Organization	Offices located in and near Kolkata	<input type="checkbox"/>
	Offices located outside Kolkata	<input type="checkbox"/>
	Public Company	<input type="checkbox"/>
	Private Company	<input type="checkbox"/>
	Others	<input type="checkbox"/>
Financial Position and work orders	Up to Rs 10 Lakhs	<input type="checkbox"/>
	Rs10-25 lakhs	<input type="checkbox"/>
	Above Rs.25 Lakhs	<input type="checkbox"/>
	Work order from govt. Universities / Institutes	<input type="checkbox"/>
	Work order from private education Institutes	<input type="checkbox"/>
	Other work orders	<input type="checkbox"/>
Relevant Experience	3 - 5 years	<input type="checkbox"/>
	5 - 10 years	<input type="checkbox"/>
	More than 10 years	<input type="checkbox"/>

# relevant copies of documents to be submitted with this annexure

Signature of bidder:

Seal:

Date:



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## ANNEXURE 2

### Financial Bid

Item No	Description	
1	Name of the book	The Management Accountant
2	Price Quoted (Rs)*	
	Per 100 Copies	
	Per 500 Copies	
	Per 750 Copies	
	Per 1000 Copies	

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

#### **Declaration:**

- We /our Company agree to all the terms and conditions as indicated in this EOI/Tender Notice and have physically visited and understood the scope of Work. We are not debarred by any other Department of the Institute.
- Three issues of the Journal would be printed according to the required quantity (given above) by the Institute.

Signature of bidder:

Seal:

Date:



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### Technical evaluation criteria

SL NO	Requirements	Points Fixed	Maximum Points
1	<b>About Organization</b>		20
	Presence of Printing office:	10	
	Offices located in and near Kolkata	10	
	Offices located outside Kolkata	7	
	Listing:	10	
	Public Company	10	
Private Company	8		
	Others	7	
2	<b>Financial Position and work orders</b>		40
	Average Turnover of the firm during the preceding three financial years FY 2020-21, 2019-20, 2018-19	20	
	Up to Rs10 Lakhs	10	
	Rs10-25 lakhs	15	
	Above Rs.25 Lakhs	20	
	Printing Experience	20	
	Work order from State and Central Universities / Institutes 5 points per order		
	Work order from private education Institutes, 4 points per order		
	Other work orders, 2 points per order		
3	<b>Relevant Experience</b>		20
	Relevant experience in printing business	20	
	3 - 5 years	10	
	5 - 10 years	15	
	More than 10 years	20	
<b>Total Points</b>			<b>80</b>

- Copies of necessary documents will be evaluated for this criteria
- Paper samples as submitted with annexure 1 will also be assessed