



# 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/TRD/Printing of Handbooks/2021

29.12.2021

### **TENDER NOTICE: Publication of Handbooks of Tax Research Department (2021)**

Sealed quotations are invited from the bonafide and resourceful printer for printing and publication of Handbooks (five) for Tax Research Department of the Institute. The Printer should have a minimum annual turnover of Rs. 40 Lacs [Rupees Forty Lacs only] or above per year for last three financial years (excluding the Corona Pandemic Years)

**Scope of work:** Printing of the following publication –

Particulars	Revised Edition of Handbook on SEZ and EOU	Revised Edition of Handbook on Customs	Revised Edition of Handbook on Input Tax Credit	Revised Edition of Impact of GST in Service Sector	Revised Edition of GST in Real Estate
No. of Copies	100	100	100	100	100
Cover Print Paper (Supplied by printer)	Multi-colour Cover Print on 300 GSM Art Board with Glossy Lamination	Multi-colour Cover Print on 300 GSM Art Board with Glossy Lamination	Multi-colour Cover Print on 300 GSM Art Board with Glossy Lamination	Multi-colour Cover Print on 300 GSM Art Board with Glossy Lamination	Multi-colour Cover Print on 300 GSM Art Board with Glossy Lamination
Inside Colour Print paper (supplied by printer)	Multi-colour 8 page print on 130 GSM Art Paper	Multi-colour 8 page print on 130 GSM Art Paper	Multi-colour 8 page print on 130 GSM Art Paper	Multi-colour 8 page print on 130 GSM Art Paper	Multi-colour 8 page print on 130 GSM Art Paper
Inside Black & White print paper	Book inside page 320 page (+-10%) print on 80 GSM Maplitho Paper	Book inside page 576 page (+-10%) print on 80 GSM Maplitho Paper	Book inside page 136 page (+-10%) print on 80 GSM Maplitho Paper	Book inside page 280 page (+-10%) print on 80 GSM Maplitho Paper	Book inside page 128 page (+-10%) print on 80 GSM Maplitho Paper
Binding	Perfect Binding	Perfect Binding	Perfect Binding	Perfect Binding	Perfect Binding
Page size	Book size 8.5 inch x 5.5 inch (Actual Finished Size)	Book size 8.5 inch x 5.5 inch (Actual Finished Size)	Book size 8.5 inch x 5.5 inch (Actual Finished Size)	Book size 8.5 inch x 5.5 inch (Actual Finished Size)	Book size 8.5 inch x 5.5 inch (Actual Finished Size)
Extra Cost	For extra 8 page	For extra 8 page	For extra 8 page	For extra 8 page	For extra 8 page

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



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- The Institute will provide soft copy in .pdf form for printing only for the book.
- 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 & finalized 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 a period two months from the date of execution 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 price bid.** Only Technically qualified bidders (both in submission of Documents and evaluation of paper) would be eligible to participate in the Financial Bid.
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. Printing and Supply must be adhered to the sample available at the Institute.
7. Delivery should be within 10 days from acceptance of order.
8. Period of Contract – will end automatically on satisfactory supply of the items. The total period of contract is 1 year.
9. If a firm quotes NIL charges/consideration/abnormal charges, the bid shall be treated as unresponsive and will not be considered.
10. Canvassing in any form in connection with the contract is strictly prohibited,
11. If a bidder wants to see a sample of the publication, it may contact Ms. Mukulika Poddar, Officer, Tax Research Department, The Institute of Cost Accountants of India 12, Sudder Street, Kolkata – 700 016 on any Working Day (Monday- Friday) during Office Hours 10.00 a.m– 5.00 p.m.
12. Physical inspection of existing printed book and soft copy in pdf file must be made by intending tenderers before submission of quotation.
13. Institute reserves the right to extend the last date for receipt of bids at its own discretion.
14. 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.
15. The Bidder shall not sub-contract the mentioned work to any organization, person, firm or its franchise without the prior approval of the Institute.
16. 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.



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17. **A copy of Trade License / Certificate of Incorporation along with GST registration copy is to be compulsorily submitted.**
18. Printer should have been established in the business, as Printers of similar items for a minimum period of 3 years.
19. 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.

### 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 ICAI shall have no liability to pay these charges, and the liability shall be that of the tenderer.
4. PLEASE NOTE AN ADDITIONAL 100 COPIES MAY BE ORDERED FOR ANY/ALL OF THE BOOKS IF DESIRED BY THE INSTITUTE AT THE SAME PRICE, TERMS AND CONDITIONS AS MENTIONED IN THIS TENDER DOCUMENT.
5. L1 will be evaluated on the basis of amount quoted against "Price per book" individually in the darkened box of Annexure 1. Hence for different books different vendors may be L1 parties.

### 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:

Tax Research Department  
The Institute of Cost Accountants of India  
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.



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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 of the Handbooks of Tax Research Department” (Bid Reference – LPC/TRD/Printing of Handbooks/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 3:00pm, January 12<sup>th</sup>, 2022.

**CONVENER  
LOCAL PURCHASE COMMITTEE**



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## TECHNICAL BID

**ANNEXURE 1**

### Format of bid

Sl. No.	Details Requested	Provide Details
1.	Name of the Company/ Vendor	
2.	Contact person & Mobile number	Name: 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	
8.	Last 3 years Statement of Accounts (audited) OR Income Tax Return filed for the firm / press FY 2017-18 FY 2018-19 FY 2019-20	

\* Sample papers would be evaluated along with the Technical bid.

Signature of bidder:

Seal:

Date:



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## FINANCIAL BID

## ANNEXURE 2

Item No.	Name of Handbooks	Price per book (Rs.)*	Price for additional pages (Rs.)
1	<b>Revised Edition of Handbook on SEZ and EOU</b> [Page: 320 Pages (+- 10%) plus Cover Print Paper and Inside Colour Print paper as per the specification given in the tender Additional Page: For every 8 Pages]		
2	<b>Revised Edition of Handbook on Customs</b> [Page: 576Pages (+- 10%) plus Cover Print Paper and Inside Colour Print paper as per the specification given in the tender Additional Page: For every 8 Pages]		
3	<b>Revised Edition of Handbook on Input Tax Credit</b> [Page: 136Pages (+- 10%) plus Cover Print Paper and Inside Colour Print paper as per the specification given in the tender Additional Page: For every 8 Pages]		
4	<b>Revised Edition of Impact of GST in Service Sector</b> [Page: 280Pages (+- 10%) plus Cover Print Paper and Inside Colour Print paper as per the specification given in the tender Additional Page: For every 8 Pages]		
5	<b>Revised Edition of GST in Real Estate</b> [Page: 128Pages (+- 10%) plus Cover Print Paper and Inside Colour Print paper as per the specification given in the tender Additional Page: For every 8 Pages]		

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

**Please Note:** The selection of the party is based on Price per book. Each book will contain the stated number of pages + 4 Cover Pages. If the pages are less than the stated number of pages the same amount will be deducted as mentioned in the cost of additional pages. For pages over and above the stated number of pages' additional charges would be paid as quoted.

**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.

Signature of bidder:

Seal:

Date: