



# 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 e-mail: cpu.hod@icmai.in

## Central Purchase Unit

### TENDER NOTICE

Ref. LPC/STUDIES/Knowledge-Report/01

February 14, 2020

### Tender for Print & Supply of Knowledge Report

Reputed and reliable Printers with an experience of three years in the area of printing are invited to offer their Rate for Print and supply of 300 no.s of books as per details given below -

#### 1. Specification :

No. of Books	<b>300 books</b>
Cover Paper (To be Supplied by printer)	Multicolor Cover Print on 300 GSM with Glossy Lamination 2 pages (both side print)
Inside multicolor print paper	Min.56 + 4, Max.76 + 4. print on 130 GSM A4 Art paper
Binding	Perfect Binding
Book size	Book size 8 inch x 10.75 inch (Actual Finished Size)

# Samples are available at the Institute for viewing.

#### 2. Scope of work :

- a. To print and supply the Knowledge report kit. Materials must be adhered to the sample available with the Institute; *Bidders must visit to the Institute checking/inspection/clarification of the sample before offering their quote.*
- b. To supply the items at the Institute; Packing should be done in below manner –
  - A bundle of 50 in corrugated box mentioning serial numbers properly.

Interested vendors may contact Sri Prabir Nandy, (Asstt. Director, Studies), to check the samples at ICAI, 12, Sudder Street, Kolkata – 700 016 during office hours 10.30am to 4.30pm on Monday – Friday except National Holidays. Contact details: email id: [studies.ad1@icmai.in](mailto:studies.ad1@icmai.in), Phone no.: 033-22521031

#### 3. Instructions for bidders :

- a. The rates to be offered should include all designing, typesetting, printing, packing, labour, transportation, loading, unloading, supply, etc. No other additional payments would be made.
- b. Taxes as applicable will be paid extra.
- c. Any arithmetical error i.e. discrepancy between unit price and in total, error in total corresponding to the addition or subtraction of subtotals, discrepancy between words and figures shall be corrected by examining committee.



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- d. Bidders shall bear all costs associated with the preparation and submission of its bid.
- e. Ready to print format for every term would be provided by the Institute separately.

#### 4. Terms & Conditions :

- a. Supply must be adhered to the sample available at the Institute.
- b. The Firm will maintain highest standard of printing and utmost confidentiality during the course of complete printing and dispatch of this stationery to destination. The security and confidentiality shall be strictly maintained.
- c. Design matters for the items to be provided by the Institute.
- d. Printable designs may be modified / altered under advance intimation.
- e. Typesetting and proof correction work, if required, shall be done as per the directives of the Institute.
- f. Schedule of delivery –
  - i. Time – Within 3 days from acceptance of order.
  - ii. Place of Delivery – CMA Bhawan, 12, Sudder Street, Kolkata – 700 016
- g. Number of pages (inside) cannot be guaranteed at this point of time; however it may be minimum upto 56 pages or maximum 76 pages.
- h. The bidder/s should adhere with all seriousness to the time schedule provided by the Institute.
- i. The price quoted by the bidder should remain valid for 90 days.
- j. Period of Contract – will end automatically on satisfactory supply ITEMS.
- k. If a firm quotes NIL charges/consideration/abnormal charges, the bid shall be treated as unresponsive and will not be considered
- l. Canvassing in any form in connection with the contract is strictly prohibited.
- m. **L1 will be evaluated on the basis of amount quoted against “Price per book” in the darken box of Annexure 1**
- n. Institute reserves the right to extend the last date for receipt of bids at its own discretion.
- o. 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
- p. The Bidder shall not sub-contract the mentioned work to any organization, person, firm or its franchise without the prior approval of the Institute
- q. 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.
- r. Institute reserves the right to modify the quantity included in the schedule of requirements at any time after acceptance of tender without a notice. The bidders shall have no claim to any payment of compensation.
- s. Institute reserves the right to repudiate the contract and entrust the work to any other third party in the event of breach of terms and conditions of this agreement or in the event of unsatisfactory performance observed by the Institute.



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- t. Institute may ask clarifications if any during the evaluation and the bidders are expected to respond. Lack of response from them will enable the Institute arrive at its own decision about such bids.
- u. The Institute shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the engaged personnel of the contracting Firm.
- v. The work executed by the vendor should be to the satisfaction of the concerned officer where work was executed. If the same is not found satisfactory, the firm will have to do the job again at its own cost. The decision of the concerned officer and of the Institute in this regard will be final and unassailable and binding on the vendor.
- w. The participating bidder has to submit this tender document signed and sealed on each page, together with Technical Bid, as acceptance of the terms and conditions mentioned herein.
- x. The order will be placed for the best interest of the Institute.

### **5. 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. Taxes will be extra as applicable.
- 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.

### **6. Submission of Bids :**

The quotations have to be dropped into the TENDER BOX available at ground floor of the Institute addressing to Mr. Gautam Kanti Ghosh, Senior Officer, The Institute of Cost Accountants of India, CMA Bhawan, 12, Sudder Street, Kolkata – 700 016 in Sealed Envelope, superscribed “**Tender for Print & Supply of Knowledge Report**” (Bid Reference - LPC / STUDIES / Knowledge-Report/01 on or before 4:00pm, February 20, 2020 / or to be posted at same address.

**CENTRAL PURCHASE UNIT**



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### Annexure 1

#### Format of bid

<i>Sl. No.</i>	<i>Details Requested</i>	<i>Provide Details</i>
1.	Name of the Company/ Vendor	
2	Contact person & Mobile number	
3	Full address of the office With Email Address	
4.	RTGS Bank Account Details	
5.	Details of GSTN	
6.	Year of Incorporation { A copy of certificate to be submitted with this bid }	

<b>Item No</b>	<b>Name of the books</b>	<b>Price per book (Amt in Rs.)</b>	<b>Price [For every additional 8 Pages] (Amt in Rs.)</b>
1	<b>KNOWLEDGE REPORT</b>		

# Applicable tax rate ..... %.

Signature of bidder:

Seal:

Date: