



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)

12, SUDDER STREET, KOLKATA- 700016

Website: www.icmai.in

TENDER NOTICE

Ref. no. MEMBERSHIP/printed-stationery/1

February 24, 2021

Supply of Printed Stationery Items (MEMBERSHIP)

Reputed and resourceful printers/suppliers are requested to offer their rates for Phase-wise supply of the printed stationery items on annual basis. The description of the items are as below:

Section	Item no.	Name of the item	Description (as per sample)	Approx. annual requirement
a	1	Certificate	Pages: A4 size, 130 GSM glossy art paper Print: 4 colour, both side print Types: Two types as per design provided by Institute	2,500 + 2,500 nos.
	2	Lamination of certificates	A4 size, both side lamination	5,000 nos.
	3	Letterhead (type 1)	100 GSM Executive Bond paper or like wise	5,000 nos.
	4	Letterhead (type 2)	80 GSM Maplith o paper	5,000 nos.
b	5	Envelopes (type 1)	Envelope Size: 10" X 4.5" No window Make: 80 GSM white colour Print: Bi-colour print	5,000 nos.
	6	Envelopes (type 2)	Size: 15" X 9", inside laminated Make: 100 GSM glossy brown colour Print: Single (black) colour print Flap: 2.5"	5,000 nos.
c	7	Members' file	Single colour printed lace file 250 GSM glossy cardboard Size: 13.75" X 10"	5,000 nos.
	8	Signature card	250 GSM cardboard Size: 9" X 7" Single (black) colour	2,000 nos.
d	9	Photo id card	Size: 3.5" X 2.5" 4 colour, plastic laminated Print: Both sides Data details to be composed as provided by Institute To be supplied in plastic foil	2,000 nos.
e	10	Metal badge with logo	As per sample available at office	3,000 nos.

The descriptions in the above table are only indicative, and therefore for exact specification, vendors may check samples from the office.

For any queries and sample verification, the intending bidders may meet Shri Atanu Mukhoty, Asst. Director – Membership / Shri Sanjoy Mukherjee, Dy. Director- Membership, ICAI, 12, Sudder Street, Kolkata –700016 during office hours (10.30am to 4.30pm) on Monday–Friday except Holidays.

Terms and conditions

•Rates will be inclusive of print, supply, and delivery, no additional charges other than quoted rate will be entertained. (Taxes will be extra as applicable).

•No advance payment is to be done. All payment(s) is /are to be given to the Bank A/c through Electronic Mode, hence Bank Details [(1) Name of the A/c.,(2) A/c. No.,(3) Type of A/c., (4) Name of the Bank, (5) Branch Name with Address and (6) IFSC] should be provided in the Quotation.

•**For the ease of placing order and managing procurement, the items in the table are clubbed as per details below:**

- a) **Item nos. 1, 2, 3 and 4 are to be provided by same vendor**
- b) **Item nos. 5 and 6 are to be provided by same vendor**
- c) **Item nos. 7 and 8 are to be provided by same vendor**
- d) **Item no. 9**
- e) **Item no. 10**

•**In view of the above point, bidders are requested to quote for all the items mentioned in each of the sections (a), (b), and (c) individually. For example, if a bidder wishes to supply item no.2, he has to quote for items nos.1, 3, and 4 as well. The lowest bidder would be considered on the consolidated rate quoted in that particular section, i.e. for section (b), lowest quoted rate for item 5+6 taken together would be considered.**

•**If a bidder does not quote for any one or more items in that particular section, the bid would not be considered for further analysis.**

•**Bidders can quote for only one section, more than one section (a to e) and /or for all the items as well.**

•**L1 party would be considered section wise only, i.e. lowest of the total quotes (of all items together) in a particular section.**

Printable designs may be modified /altered under advance intimation and upon mutually agreed terms.

•Annual requirement of the item(s) is /are to be supplied PHASE-WISE (according to Purchase Order (s) issued) during the one year period (starting from the date of acceptance of the 1st Order for Supply).

•**The bid shall be submitted in the format provided in Annexure-A, duly signed by the bidder, in sealed envelope, superscribed ‘SUPPLY OF PRINTED STATIONERY ITEMS (MEMBERSHIP)’.**

•All items should meet the specifications (sample available at the dept. for reference) as much as possible.

- Bidder shall submit the Tender Documents duly signed and stamped on each page of tender in token of his acceptance along with his bid.
- The rates quoted by the bidder shall be firm and fixed for the period of the contract.
- Payment of bills would be done after each order and on successful delivery of the items on full satisfaction of the user department.
- 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.
- Although the details presented in this Tender Document consisting of conditions of contract, scope of work and technical specifications have been compiled with all reasonable care, it is the bidder's responsibility to ensure that the information provided is adequate and clearly understood.
- The order will be placed for the best interest of the Institute.

The quotations have to be submitted to Ms.Moumita Das/Ms.Priyanka Roy/Ms Jayati Sinha ICAI,CMABhawan,12, Sudder Street, Kolkata-700016 in Sealed Envelope, superscribed 'SUPPLY OF PRINTED STATIONERY ITEMS (MEMBERSHIP)' on and before 12.00 noon of 5th March, 2021.

Local Purchase Committee

Rs. 25,000/- to Rs. 2,50,000/-

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 With Email Address	
5	RTGS Bank Account Details	
6.	Additional Information, if any (attach separate Sheet if required)	
7.	Details of GSTN (if available)	
8.	PAN	

Section	Item no.	Name of the item	Quantity	All inclusive Unit Rate (Rs.)	All-inclusive bulk(Rs.)
a	1	Certificate	5,000 nos.		
	2	Lamination of certificates	5,000 nos.		
	3	Letterhead (type1)	5,000 nos.		
	4	Letterhead (type2)	5,000 nos.		
Subtotal rate (Rs.) for items 1, 2, 3, and 4					
b	5	Envelopes (type1)	5,000 nos.		
	6	Envelopes (type2)	5,000 nos.		
Subtotal rate (Rs.) for items 5 and 6					

c	7	Members' file	5,000 nos.		
	8	Signature card	2,000 nos.		
Subtotal rate (Rs.) for items 7 and 8					
d	9	Photo id card	2,000 nos.		
e	10	Metal badge with logo	3,000 nos.		
Grand Total (Rs.)					

Signature of Bidder

Seal

Date

Place