



TENDER NOTICE

Ref. No.: LTE/CMA Student E-Bulletin/2024

24th April, 2024

Sub: Printing of 'CMA Student E-Bulletin' with Paper

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

Specification of E-Bulletin

1. Name of the Book – CMA Student E-Bulletin	7. Binding – Perfect
2. Quantity of the Book – 300 copies p.m.	8. Paper for Text - 100 GSM Art Glossy Paper - 4 color
3. Finished Size of the Book – Height 26.5 cm, Width-19.6 cm	9. Paper for Cover and Lamination – 300 GSM Art Glossy Lamination - 4 colour (4 pages)
4. Printing (Text) – Full four colour	10. Frequency – Monthly basis
5. Printing (Cover) – Four Color	11. Contract Period - 1 year; may be extended for further 2 years annually with same rate, terms & conditions
6. No. of Pages – 116 pages + 4 Cover pages	NOTE : The quantity may be increased/ decreased by 10%-20% based on the requirements

Terms and conditions

<ul style="list-style-type: none">• The institute will provide you the ready to print .pdf file of the text and the cover.
<ul style="list-style-type: none">• Printers have NOT to do any typesetting & designing of any type etc.
<ul style="list-style-type: none">• Printing and binding of book on the paper as specified by ICMAI. Paper cost will be borne by the printer.
<ul style="list-style-type: none">• The quantity may be increased/ decreased by 10%-20% based on the exact requirements
<ul style="list-style-type: none">• The Bidders are required to deposit an Earnest Money of Rs. 22,500/- [Rupees Twenty-two thousand five Hundred only] by way of Demand Draft, drawn in favour of 'The Institute of Cost Accountants of India', payable at Kolkata. EMD of the successful bidder will be retained for the entire contract period and will return <u>without any interest</u> after expiry of satisfactory execution of the contract. The earnest money of unsuccessful Bidder/s will be refunded without any interest/bank commission/collection charges within 30 days after awarding the contract to the successful bidder.
<ul style="list-style-type: none">• Initially the period of contract is for two years. If the work is found satisfactory, the contract period may be extended for further one year with same rate, terms & conditions.
<ul style="list-style-type: none">• Any changes in number of copies or pages will be paid extra/deducted on the <i>pro-rata</i> (in proportion) basis.

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.

The Institute is not bound to accept the lowest tender. The Institute reserves the right to cancel any or all Tenders without assigning any reason.



- Paper samples for both the inside text pages and the cover have to be submitted in the envelope containing the bid.
- 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.
- 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.

Important Note:

- A very high quality of printing is required. The work done in a slipshod manner will not be accepted.
- L1 WOULD BE CONSIDERED FOR TECHNICALLY QUALIFIED BIDDERS BASED ON THE 'PRICE PER BOOK' OF THE FINANCIAL BID (ANNEXURE -2).

Submission of Bids

Envelope No. I – TECHNICAL BID:

Seal and signed page of filled in Annexure - 1. (along with necessary copies of documents), paper samples and the demand draft.

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 procurement of services for conduct of Online examinations from home location” (Bid Reference – LTE/CMA Student E-Bulletin/2024)

The final envelope (III) has to be submitted in the Tender Box kept at the ground floor of the Institute. Address: CMA Bhawan, 12, Sudder Street, Kolkata – 700 016, on or before **3:00pm, May 14th 2024**.



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA
(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)
CMA BHAWAN, 12, SUDDER STREET, KOLKATA – 700 016

TELEPHONE : 2252-1031/34/35, 1602,
1492, 1619, 7373, 7143, 2204
Website: [www. icmai.in](http://www.icmai.in)

Technical Details (Annexure: 1)

Sl. No.	Particulars <i>(submit the documents also)</i>	Details
1.	Name of the Organization	
2.	Address of the Organization	
3.	Contact Details with email ID	
4.	Contact Person with Designation	
5.	PAN	
6.	GST No.	
7.	Trade License	
8.	EMD details	
9.	Bank A/c. details	

List of enclosures –

1. Paper Samples
2. _____
3. _____
4. _____
5. _____

Date:

Seal and signature of the Tenderer



Financial Details (Annexure – 2)

Item No	Name of the books	Price* per Book (Amount in Rs.)	Price [For every 4 additional Pages] (Amount in Rs.)	Price [For every 8 additional Pages] (Amount in Rs.)
1	CMA Student E-Bulletin			

* 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.

Signature of bidder:

Seal:

Date: