



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

Local Purchase Committee

Ref. LPC/Adv Studies/ DFA/2021

01.12.2021

TENDER NOTICE

Reputed and reliable Printing Press or Printing Service Providers of Kolkata and nearby areas are invited to offer their Rate for Tender for the Printing with paper of "Study Materials for Diploma in Forensic Audit" as per details given below:

Detailed Specifications:

1.	Name of the Book	Study Materials for Diploma in Forensic Audit
2.	Number of Sets to be printed	500 sets (1000 books)
3.	Composition of each set of Book	<u>2 Books in each set</u> <ul style="list-style-type: none">• Book – I - 460 Pages+ 16 pages colour text + 4 pages of cover• Book - II – 460 Pages+ 16 pages colour text + 4 pages of cover
4.	Finished Size of the Book	8.5 x 11 inches (Actual finished size)
	Paper for Cover	300 GSM Gloss Art Card with lamination
5.	Paper for Text	80 GSM 'A' grade mill Maplitho Paper
6.	Printing (Text)	Black & White (inside pages) + 16 Colour Pages
7.	No. of Cover Pages	4 Pages, All cover four color
8.	Total Number of Pages	460 (inside pages excluding 16 pages colour Text) + 4 cover pages
9.	Binding	Section Sewing + Cover Pasting
10.	Delivery	Within 7 calendar days
11.	Period of Contract	1 year, which may be extended for 2 more years on the same price, terms and conditions on mutual agreement.

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.
- 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 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 bid.**



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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.**
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 10 days from acceptance of order.
9. Period of Contract –1 year, which may be extended for 2 more years on the same price, terms and conditions on mutual agreement and on satisfactory performance.
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 the, Ms. Ria Chowdhury – Assistant Director, Advanced Studies Department, The Institute of Cost Accountants of India 12, Sudder Street, Kolkata – 700 016. during working days (11a.m. to 5p.m.).
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. 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.
18. **A copy of Trade License / Certificate of Incorporation along with GST registration copy is to be compulsorily submitted.**
19. Printer should have been established in the business, as Printers of similar items for a minimum period of 3 years.
20. 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, stocking, 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. **L1 will be evaluated on the basis of amount quoted against "Price per set" in the darkened box of Annexure 1.**

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 the right to increase or decrease the quantity to be procured.

Place of Delivery:

Advanced Studies 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.

Submission of Bids

The quotations STRICTLY AS PER PRESCRIBED FORMAT (Annexure 1) have to be submitted in the **LPC Tender Box** kept at the ground floor of the Institute. Address: **Local Purchase Committee**, Institute of Cost Accountants of India, CMA Bhawan, 12, Sudder Street, Kolkata – 700 016 in Sealed Envelope, superscribed "**Tender for Printing and Supply of Study Material for DFA**" (**Bid Reference – LPC/Adv Studies/ DFA/2021**) on or before 3:00pm, 13th December, 2021.

CONVENER
LOCAL PURCHASE COMMITTEE



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ANNEXURE 1

(Page 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	

Signature of bidder:

Seal:

Date:



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ANNEXURE 1

(Page 2)

Item No	Name of the books	Price* per set of 2 Books (Amount in Rs.)	Price [For every 4 additional b & w Pages] (Amount in Rs.)
1	Study Materials for Diploma in Forensic Audit		

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

Please Note: The selection of the party is based on Price per set. Each book will contain 460 + 4 Cover Pages. If the pages are less than 460 pages the same amount will be deducted as mentioned in the cost of additional pages. For pages over and above 460 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: