



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/TRD/Designer EOI/2023-24

11.12.2023

Tender for engaging Service Provider for Composing, Type Setting and Designing activities for Tax Research Department

Sealed quotations are invited from the reputed service providers for Composing, Type Setting and Designing activities for Tax Research Department.

Scope of Work:

1.	Job description	Composing, Type Setting and Designing
2.	Required Software	In-Design
3.	Total number of pages	3500 pages (+- 10%); Bi- Colour
4.	Submission	Within 3 days

GENERAL TERMS AND CONDITIONS

1. Service Providers should preferably have presence in Kolkata and nearby areas.
2. The contract shall be valid for 1 year exclusively for the job of composing, type setting and designing of 3500 Pages (+/- 10%) and may be extended on mutual understanding with same rate, terms and conditions for another 1 year.
3. The pages of the publications may vary based on the content.
4. The Institute will provide soft copy/hard copy of the contents for composing, type setting and designing.
5. The said job will be a continuous process and the officials of the TRD may check the proofs multiple times. Service provider will be held responsible for the correctness and accuracy for the said job as provided by the TRD time to time.
6. The service provider must ensure safe custody and maintain utmost confidentiality and integrity of the job/contents provided by the Institute.
7. On completion of the job as required by the TRD, Raw files must be submitted to the Institute by the service provider.
8. Amount will be paid as per the actual number of completed pages, duly certified by the concerned officials of the TRD.
9. Time adherence to schedules to be notified by the Institute and the job must be completed within the scheduled time frame.
10. The rates quoted will be binding and valid for execution of the entire contract period.
11. SAMPLE FOR DESIGNING WOULD BE MAILED TO THE DESIGNERS WHO PARTICIPATED IN THE TECHNICAL BID AND IT HAS TO BE DESIGNED AND SUBMITTED BACK WITHIN 24 HRS OF RECEIPT OF THE MAIL. THE SAMPLE SUBMITTED WOULD BE EVALUATED AND FINANCIAL BIDS WOULD BE OPENED ONLY FOR TECHNICALLY QUALIFIED BIDDERS (INCLUDING SAMPLES). SAMPLES HAVING ERRORS MORE THAN 10% WILL BE REJECTED SUMMARILY AND THE BID OF THE RESPECTIVE BIDDER WILL NOT BE CONSIDERED.



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TIME LINE

The job must be done in 3 days and provided back to the department in PDF format for proof reading and checking. Modifications and corrections are to be made on continuous basis and no extra payment will be made for such modifications and corrections.

- However, the time line for submission of the final contents may be extended to the service provider for making the contents error free.
- The raw file along with PDF is to be submitted to the department.

QUOTING OF RATES

1. Quotations must be submitted in sealed envelopes. The rate quoted will be final. No enhancement of rates will be allowed.
2. Taxes as applicable will be paid extra as per the Govt. norms.

TERMS OF PAYMENT

1. No payment shall be made in advance.
2. Payments, subject to deduction of Tax Deduction at Source (TDS) shall be processed within 30 days of the submission of the hard copy of the original invoice along with all supporting documents (if any). No rounded off payment will be made.
3. The rate quoted shall remain firm throughout the contract period. However, no other incidental charges shall be payable.
4. All the terms and conditions for the payment shall be made as mentioned herein and no change in the terms and conditions will be acceptable during the contract period.
5. For any error in more than 10% of the total number of pages, an amount equal to 10% of the contracted price will be deducted by the Institute as penalty. For errors more than 20%, the penalty will be 50% of the contracted price.

OTHERS

1. The service provider will get in regular touch with the TRD for smooth completion of the Job within the scheduled time frame.
2. Time adherence to schedules to be notified by the Institute for composing, type setting and designing job and strict quality control will be the essence of the transaction.
3. The contract period may be extended for another one year upon satisfactory performance of the service provider with same rate, terms and conditions.
4. **L1 would be selected for qualified bidders quoting the lowest in 'Rate per page' (Darkened Box) as per 'Annexure 2'**
5. For any further clarification, please contact Ms. Mukulika Poddar, or CMA Priyanka Roy, Tax Research Department. Land line no. 033-4036-4717 or physically at CMA Bhawan, 12 Sudder Street, 2nd Floor, Kolkata – 700016 [Monday to Friday during office hour 10.30 a.m. to 5.00 p.m.].



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Submission of Bids

Envelope No. I – TECHNICAL BID:

Seal and signed page of filled in **Annexure-1**.

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 engaging Service Provider for Composing, Type Setting and Designing activities for Tax Research Department” (Bid Reference – LPC/TRD/Designer EOI/2023-24)

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**, CMA Bhawan, 12, Sudder Street, Kolkata – 700 016, on or before 3:00pm, December 21st, 2023.

**CONVENER
LOCAL PURCHASE COMMITTEE**



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Annexure 1

Format of bid

Sl. No.	Details Requested	Provide Details
1	Name of the Company/ Vendor	
2	Contact person Name Mobile number	
3	E-mail ID	
4	Full address	
5	RTGS Bank Account Details	
6	Details of GSTN (if any)	
7	PAN of the Proprietor / Firm	
8	No. of years' experience in this activity	

Signature of bidder:

Seal:

Date:



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Annexure 2

Particulars	Rs. (In figure)	Rs. (In words)
Rate per page*		

* Rate would include all cost apart from taxes. Applicable taxes extra. Applicable tax Rate - _____ (Please Mention)

Declaration: We / I /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: