



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

Tender Committee - NCMAC 2024

Ref. NCMAC 2024/TRD/Handbook/2024-25

13.06.2024

Tender Notice for Printing with paper – 1 publication of TRD as per specifications

Quotations are invited from reputed and resourceful Printers, having their own Printing Machines and full setup and with in-house facilities. Books are to be printed as per the following specifications –

Specifications of the Handbook :

Name	Handbook on - Insight into Customs - Procedure & Practice*
Finished book size	8.5 inches x 5.5 inches
Quantity	100 nos. One more repeat of 100 nos may be ordered if required at same rate, terms & conditions
Printing (Cover)	Multi-colour Cover Print on 300 GSM Art Board with Glossy Lamination
Printing (Black & White) text pages	80 GSM Maplitho Paper
Printing (color) text pages	130 GSM Art Paper
Total number of Pages (approximately)	700 (text) + 4 (cover pages) + 8 (Color Text Pages)
File	Ready-to-print PDF will be provided
Binding	Perfect binding with stitching

*There may be minor changes, if required

specimen copy must be checked by the bidder for its specifications before participating in the bid

- The Institute will provide the soft copy in .pdf form for printing only for the book.
- The Institute will not check errors/blueprints and printouts for the printing of text as well as cover. The printer would be held responsible for the correctness and accuracy of text and cover as provided & finalized by the Institute. The bidder shall also be responsible for stocking and will get the material insured.

General Terms and Conditions

1. Institute will provide the ready to print PDF for printing purpose.
2. Printing and binding of book with paper. **Paper cost will be borne by the printer.**
3. Paper quality will be checked after receiving the final printed books. No payment will be made to the printer if the paper quality as mentioned above doesn't conform with the paper quality supplied in the printed books.



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4. Printers having their own offset printing machines, full setup and all in-house facilities will be considered.
5. Time adherence to schedules to be notified by the Institute in printing/binding and strict quality control will be the essence of the transaction.
6. The rates quoted will be binding and valid for a period sixty (60) days from the date of opening of the tender.
7. For any further information/clarification, you may contact CMA Priyanka Roy, Assistant Director or Ms. Mukulika Poddar (Officer) of the Institute at phone numbers: 033-4036-4717 from Monday to Friday between 10 am to 5 pm.
8. **L1 will be evaluated on the basis of amount quoted in the 'price per book' column in the darkened box of Annexure 2.**
9. The bidder should have valid GST registration. Copy of GST registration to be submitted.
10. Copy of trade license to be submitted with the technical bid documents.
11. The quantity ordered may be increased or decreased by 20% by the competent authority of the Institute.
12. The number of pages may also be increased or decreased by 20% as required by the department.

Terms of payment

- 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 (thirty) days of submission of bills.
- c. Payment will be made on actual consumption basis, subject to recoveries if any.
- d. The Institute would not provide any Customs Duty Exemption /GST Exemption Certificate to get any import duty/GST exemption.

Period of delivery

The tenderers will supply the complete material within a maximum period of 3 (three) calendar days from the date of finalization of last proofs or as mentioned in the purchase order. A penalty of Rs. 500/= per day will be imposed on the vendor for any delay to this schedule.

Place of Delivery:

Tax Research Department

The Institute of Cost Accountants of India

CMA Bhawan, 12, Sudder Street, Kolkata – 700 016



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Submission of Bids

Tenders duly signed by the bidder shall be submitted in sealed envelopes super scribing with **“Tender Notice for Printing with paper – 1 publication of TRD as per specifications” (Bid Reference – NCMAC 2024/TRD/Handbook/2024-25)** to be dropped in tender box labeled as Local Purchase Committee at the ground floor of the Institute on or before **03:00 p.m. of 17th June, 2024** or to be posted at The Institute of Cost Accountants of India, CMA Bhawan, 12, Sudder Street, Kolkata – 700 016 addressing to Local Purchase Committee to reach us before the last date.

Convener
Tender Committee - NCMAC 2024



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Annexure 1 (Technical Bid)

General Information

Sl. No.	Detail Required	Provide the relevant information
1.	Name of the Organization	
2.	Address of Registered Office	
3.	Telephone No.	
4.	Mobile No.	
5.	Email ID	
6.	Local Address with name and contact details of Authorized Contact Person/Persons	
7.	Trade license (copy to be enclosed)	
8.	GST Registration No. (copy to be enclosed)	
9.	Bank details for online payment	

Declaration:

"Certified that all the details furnished in the application are true and correct to the best of my/our knowledge. I / We have our own offset printing machines, full setup and all in-house facilities."

Documents enclosed with this annexure 1 (Technical Bid):

Sl. no.	Enclosures	Submitted	
1	Valid trade license copy	YES	NO
2	GST registration copy	YES	NO

Signature of bidder:

Seal:

Date:



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Annexure 2 (Price Bid)

Item No.	Name of the book	Price* per Book (Amount in Rs.)	[For every 8 black & white additional Pages] (Amount in Rs.)	[For every 4 colored additional Pages] (Amount in Rs.)
1	Handbook on - Insight into Customs - Procedure & Practice*			

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

Please Note: The selection of the party is based on Price per book. The book will contain stated number of pages. If the pages are less than the stated number of pages respectively the same amount will be deducted as mentioned in the cost of additional pages. For pages over and above stated number of pages respectively 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. We are not debarred by any other department of the Institute.

Signature of bidder:

Seal:

Date: