



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(Statutory body under an Act of Parliament)
12, SUDDER STREET, KOLKATA - 700 016
TELEPHONES: +91 033 4036 4753 / 4763 / 4755 / 4731
Website: www.icmai.in

Local Purchase Committee

Ref. LPC/TRD/6 Publications/2024

05.04.2024

Tender Notice for Printing with paper – 6 publications of TRD as per specifications

Quotations are invited from reputed and resourceful printers for printing with paper and supply of the following publications. Books to be printed as per following specifications –

Specifications of the Book – 1:

Name	Handbook on Input Tax Credit under GST*
Finished book size	8.5 inches x 5.5 inches
Quantity	50 nos. One more repeat of 50 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)	160 (text) + 4 (cover pages) + 8 (Color Text Pages)
File	Ready-to-print PDF would be provided
Binding	Perfect binding with stitching

Specifications of the Book – 2:

Name	Handbook on GST on Service Sector*
Finished book size	8.5 inches x 5.5 inches
Quantity	50 nos. One more repeat of 50 nos may be ordered if required at same rate, terms & conditions
Printing (Cover)	180 GSM Matt Art Card with Glossy Lamination Multicolour
Printing (Black & White) text pages	80 GSM Maplitho Paper
Printing (color) text pages	130 GSM Art Paper
Total number of Pages (approximately)	300 (text) + 4 (cover pages) + 8 (Color Text Pages)
File	Ready-to-print PDF would be provided
Binding	Perfect binding with stitching



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Specifications of the Book – 3:

Name	Handbook on GST on Education Sector*
Finished book size	8.5 inches x 5.5 inches
Quantity	50 nos. One more repeat of 50 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)	60 (text) + 4 (cover pages) + 8 (Color Text Pages)
File	Ready-to-print PDF would be provided
Binding	Perfect binding with stitching

Specifications of the Book – 4:

Name	Handbook on GST on Co-operative Sector*
Finished book size	8.5 inches x 5.5 inches
Quantity	50 nos. One more repeat of 50 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)	64 (text) + 4 (cover pages) + 8 (Color Text Pages)
File	Ready-to-print PDF would be provided
Binding	Perfect binding with stitching



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Specifications of the Book – 5:

Name	Guidance Note on preparation & filing of GSTR 9 & 9C*
Finished book size	8.5 inches x 5.5 inches
Quantity	50 nos. One more repeat of 50 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)	200 (text) + 4 (cover pages) + 8 (Color Text Pages)
File	Ready-to-print PDF would be provided
Binding	Perfect binding with stitching

Specifications of the Book – 6:

Name	Guide Book for GST Professionals*
Finished book size	11 inches x 8.5 inches
Quantity	50 nos. One more repeat of 50 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)	344 (text) + 4 (cover pages) + 8 (Color Text Pages)
File	Ready-to-print PDF would be provided
Binding	Perfect binding with stitching

* Please note that the subject matter to which the book pertains is given as the name, the final title of the book can be altered.



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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.
4. Time adherence to schedules to be notified by the Institute in printing/binding and strict quality control will be the essence of the transaction.
5. The rates quoted will be binding and valid for a period sixty (60) days from the date of opening of the tender.
6. 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, mail id trd.officer1@icmai.in from Monday to Friday between 10 am to 5 pm.
7. **L1 will be evaluated individually for each book, on the basis of amount quoted in the 'price per book' column in the darkened box of Annexure 2.**
8. The bidder should have valid GST registration. Copy of GST registration to be submitted.
9. Copy of updated trade license to be submitted.
10. The quantity ordered may be increased or decreased by 20% by the competent authority of the Institute.
11. 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.
- e. 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 Code] should be provided in the Quotation.

Period of delivery

The tenderers will supply the complete material within a maximum period of 7 (seven) calendar days from the date of finalization of last proofs or as mentioned in the purchase order. A penalty of Rs. 100/- 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 – 6 publications of TRD as per specifications” (Bid Reference – LPC/TRD/6 Publications/2024)** 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 12th April, 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
Local Purchase Committee



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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 with annexure 1)	
8.	GST Registration No. (copy to be enclosed with annexure 1)	
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."

Documents enclosed with this annexure 1 (Technical Bid):

Sl. no.	Enclosures	Submitted	
1	Valid trade license copy	YES	NO
2	GST registration coy	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 Input Tax Credit under GST*			
2	Handbook on GST on Service Sector*			
3	Handbook on GST on Education Sector*			
4	Handbook on GST on Co-operative Sector*			
5	Guidance Note on preparation & filing of GSTR 9 & 9C*			
6	Guide Book for GST Professionals*			

* 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. Each book will contain stated number of pages respectively. 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: