



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(Statutory body under an Act of Parliament)
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TENDER NOTICE

Ref. No.: CPT/Booklet-Practical Guide for Career Development/02/2019

Date: 01.03.2019

Sub: Printing with Paper of Booklet – A Practical Guide for Career Development “Excel Your Performance”

Reputed and reliable printers are invited to offer their Rate for printing of booklet on “A Practical Guide for Career Development - Excel Your Performance” as per details given below:

Specification:

- No. of Books to be printed - 800/900/1000/1200/1300/1400/1500 copies
- No. of Pages (incl. cover) - 180 pages (+_10% variation)
- Size of the book - H-11 inch; W-8 inch (Actual Finished Size)
- Printing - Offset printing
- Binding - Perfect Binding
- Paper (To be supplied by the Printer) - Text : 160pages - 80 GSM maplitho [b/w]
20 pages - 130 GSM art paper [color]
Cover: 4 pages multi color print cover in 300 GSM art board Glossy lamination

Scope of Work:

- Page make-up, plate making
- Printing
- Cover lamination & Binding
- Delivery Period: 3 days

Intending Tenderers can contact CMA Ria Chowdhury, Assistant Director, Placement on any Working Days (Monday – Friday) during Office Hours for Specimen/any further clarification.

Quotation, signed by the Tenderer with Seal, should be put in a sealed Envelope, super scribed with the words “Tender for printing of booklet – A Practical Guide for Career Development “Excel Your Performance”, and submitted strictly as per format, given below, with paper samples duly signed and stamped, on or before 4 p.m. of 5th March, 2019 to Ms. Moumita Das/Shri Bhavesh Kumar Sinha at the Headquarters of the Institute at 12, Sudder Street, Kolkata – 700 016.

| Item | Rate/Book (Inclusive of all Taxes and Delivery) | | | | | | |
|---|--|--------|--------|--------|--------|--------|--------|
| | 800 | 900 | 1000 | 1200 | 1300 | 1400 | 1500 |
| A Practical Guide for Career Development – “Excel Your Performance” | Copies | Copies | Copies | Copies | Copies | Copies | copies |
| | | | | | | | |

If thought fit, the Institute may also divide supply of the above instrument(s) among several Tenderers or take away any Instrument (s) from the ambit of the tender and undertake/process separately.

The Institute reserves the right to cancel any or all the Tenders without assigning any reason thereof.

CONVENER – LPC