

**THE INSTITUTE OF COST ACCOUNTANTS OF INDIA***(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)*

CMA Bhawan

3 Institutional Area, Lodhi Road, New Delhi - 110003

Website: www.icmai.in**TENDER NOTICE**

Ref. No.: NCMAC 2024 Brochure

May 17, 2024

Sub: Printing of Brochure with Paper.

Quotations are invited from reputed and resourceful Printers, have their own Offset Printing Machine and full setup and in-house facilities as per the following specifications –

Specifications of Brochure with envelope

1. Name – NCMAC Brochure	7. Binding – Centre Stitch
2. Quantity of the Brochure – 500 pcs.	8. Paper for Text - 90 GSM Art Paper Three separate loose leaves of the same size are also needed to print as text.
3. Finished Size of the Book –8 X 10.75 inches	9. Paper for Cover and Lamination – 130 GSM Art paper for cover with gloss lamination.
4. Printing (Text) – four colour	10. Packing – supply in cartons of 100 brochures each carton.
5. Printing (Cover) – Four Color	11. Door Delivery @ New Delhi, CMA Bhawan, Second Floor, 03, Institutional Area, Lodhi Road, New Delhi – 110003 within two calendar days or as advised by the Institute.
6. No. of Pages – 8 + 3 loose leaves	12. Attention: This is one timework.
13. Envelope: As per the size of the brochure, printing in Four Colour Printing on the 90 GSM Maplitho Paper	

Scope of Work and selected party would require to do the following:

• Institute will provide you the ready to print .pdf file of the text and the cover.
• Party /Bidder insert the brochure in the envelope as well.
• Printers have NOT to do any typesetting & designing of any type etc.
• Printing and binding of book on the paper as specified by ICMAI. Paper cost will be borne by the printer.
• The bidder shall also be responsible for stocking and will get the material insured.
• Any number of changes in the number of copies or in a number of pages will be paid extra/deducted on the <i>pro-rata</i> (in proportion) basis.
• Minimum quantity may vary + / - 20%
• The rates are valid till 60 days from the opening of the tender.

The Institute will provide text matter in a ready-to-print .pdf file. The Institute will not check ferros / blueprints and printouts for printing of text as well as cover. The printer would be held responsible for the correctness and accuracy of text and cover as provided in the mail by the Institute. However, the Institute may ask for the ferros and printout at its discretion.

GENERAL TERMS AND CONDITIONS –

1. **This is our ONE TIME work.**
2. **The printer needs to insert the brochure along with the loose leaves in the envelopes.**
3. Printers having their own Offset Printing Machines, full setup and all in-house facilities will be considered. The details must be submitted along with the tender.
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 days from the date of opening of the tender.
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.

QUOTING OF RATES –

1. The rate quoted shall include the cost of materials, all taxes and charges for delivery and loading / unloading. **The rate quoted will be valid for acceptance for 60 (sixty) days** from the date of the offering of the rates. 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.
2. Taxes as applicable should be included in the price, failing which the ICMAI shall have no liability to pay these charges, and the liability shall be that of the tenderer.

MINIMUM QUANTITY OF CONTRACT –

1. The minimum quantities are mentioned is tentative. It will be varying if required.
2. The quantity may be increased and/or decreased by 20% by the competent authority.
3. The ICMAI reserve itself the right to increase or decrease the quantity to be procured.

TERMS OF PAYMENT –

1. **NO ADVANCE PAYMENT IS GIVEN TO PRINTER viz. paper, printing, CD or other etc.**
2. 100 % payment will be made through RTGS to the account of the supplier within 60 working days of receipt of the Invoice/Bill and certificate of receipt of the items as per the Purchase Order. Income Tax, if applicable, will be deducted from the Bills of the supplier as per the law. Payment shall be made subject to recoveries if any.
3. ICMAI cannot provide any Customs Duty Exemption / Excise Duty Exemption Certificate to get any import/excise duty exemption.

DISPUTE & JURISDICTION –

1. Neither the seller nor the buyer shall take any legal proceedings to enforce any claim against the other in any court other than the court of competent jurisdiction located within the limits of the city of New Delhi/Delhi.

PERIOD & TERMS OF DELIVERY –

1. It will be imperative on each Tenderer to fully acquaint himself with the entire local conditions and factors, which would have an effect on the performance of the contract and cost.
2. The tenderers will supply the complete material within a maximum period of two calendar days from the date of finalisation of last proofs or as mentioned in the purchase order.

OTHERS –

1. A very high quality of printing is required. The work done in a slipshod manner will not be accepted.
2. No deviation in the specification including quality of paper will be entertained. Any deviation may entail cancellation of the entire order.
3. The printer will get in regular touch with printing department *vis-à-vis* other respective departments if any for smooth completion of the Job within the time schedule.
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. Daily penalty @ Rs. 2500/- per day in the schedules prescribed shall be imposed by the Institute for default on the part of the printer to adhere to the schedule/s notified. Similarly, poor quality of printing shall also include printing errors, poor printing/binding/missing pages/certain section carrying unprinted pages shall also make the printer liable for QUALITY CUT penalty shall be imposed at the discretion of the Institute.
5. The printer should have registered under GST. A copy of the certificate is to be submitted. Printers should have been established in the business (as Printers of the above items) for a minimum period of 3 years.
6. ICMAI shall have the right to invoke and forfeit the security deposit if the Printer contravenes or breaches any of the terms and conditions of the tender document / Work Order / Contract or if the Printer withdraws or amends, impairs or derogates from Work Order / Contract or fails to execute the work as per the Work Order / Contract or fails to deliver the satisfactory performance during the period of contract.
7. The vendor must ensure safe custody and maintain confidentiality in the printing material, member's database supplied by ICMAI.
8. No deviation in the specification including quality of paper will be entertained. Any deviation may entail cancellation of the entire order.
9. The selected Printer will allow ICMAI Representative, Printing Technologist, Auditors to inspect the Premises where the job is being carried out.
10. For any further information/clarification, please contact CMA Yoginder Pal Singh (+91-11-24666151) from 10.00 a.m. to 5.30 p.m. on all working days (Monday – Friday).
11. The Institute is not bound to accept the Highest Tender and reserves the right to conduct tendering as per its own Tender Guidelines and to cancel any or all the Tenders without assigning any reason thereof. On completion of the Tendering Process, only Selected Tenderers will be contacted.

12. If the performance is found satisfactory, then the contract of Printing for the all Books as listed in page 1 can be extended on the same rate & terms and conditions for a year. If the service is found unsatisfactory, and then the contract can be terminated at any point of time.
13. **The last date for submission of the Tender will be 22nd May 2024.**
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Submission of the Tender Document: Rates are invited at ncmac.tender@icmai.in in the below format ONLY. Signed and scanned copy of the financial bid shall only be accepted.

Quotations / Bids NCC BROCHURE No. of Pages 8 + 3 extra leaves + Envelopes

Quantity	Rate Per Book (inclusive of all applicable taxes with cost of delivery)	
	<i>In words</i>	<i>In figure</i>
500		

Charges of additional envelopes if required – Rs: _____

Charges of additional 4 pages of inside colour – Rs: _____

Note: If the pages are less than as mentioned above pages the same amount will be deducted as mentioned in the cost of additional pages.

Date:

(Signature)
Seal of the Tenderer
Name of the Authorised Signatory