



**THE INSTITUTE OF
COST ACCOUNTANTS OF INDIA**
(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)
CMA BHAWAN
12, SUDDER STREET, KOLKATA – 700 016.

Telephones: 2252-1031/1034/1035
2252-1602/1492/1619
2252-7143/7373/2204

Fax: 91-33-2252-7993
91-33-2252-1026
91-33-2252-1723

Website: www.icmai.in

Sep 25, 2020

THE INSTITUTE OF COST ACCOUNTANTS OF INDIA
12, SUDDER STREET, KOLKATA – 700 016.

TENDER NOTICE

Notice Inviting Tender No.: HR/HQ MANPOWER /2020-21

The Institute of Cost Accountants of India having its Headquarters at 12, Sudder Street, Kolkata-700016 invites quotations from publication of advertisements in News Papers from the reputed and bona-fide agencies in respect of publication of advertisements in News Papers.

GENERAL TERMS AND CONDITIONS

- ADVERTISEMENT WILL BE PUBLISHED – Tentative date.

The Times of India– All editions
Anandabazar Patrika-Kolkata Edition

- The rate to be offered should be all inclusive subject to T.D.S. No other charges / taxes would be considered extra.
- Time is the essence of the work order. It is to be ensured that the matters are to be published in the newspapers on the day as per the requirement of the Institute.
- **Payment Terms:** No advance payment will be made. Payment will be made after completion of the satisfactory service and submission of invoice / bill in hard copy or in e-bill along with the paper-cutting (hard copy / soft copy) of the newspapers containing the advertisements for which the bill is raised by the agency.
- **Mode of Payment:** The payment will be made to you in a mode of electronic payment within 15 days of submission of bills in email along with copies of publications in a manner of e-paper screenshot.
- **Period of Validity:** This will an one time contract will be end automatically after the above said publishment.
- **Acceptance of Tender:** The Authority of Institute does not bind itself to accept the lowest priced bid and reserves the right to reject any or the entire bids received without assigning any reason thereof.
- Creative will be provided by selected tender before release of advertisement at no cost.

Submission of Bids :

Filled Annexure 1 transformed in a password secured pdf file along with this tender documents signed and stamped have to mailed into the mail id finance.so3@icmai.in with carbon copies (cc:) marking to trd.ad1@icmai.in & hr@icmai.in .



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The last date of bid submission will be 2.00 p.m. of 29th Sep.' 2020, after that no bid will be acceptable.

The subject of the mail will be captioned “**HR/HQ MANPOWER /2020-21**”. Complete official address of the bidder along with the contact details must be mentioned in the body of the email.

After expiry of the bid submission date, if the tender not further extended, all the participated vendor will asked to provide passwords of their submitted secured bids which will be provided to the same email ids mentioned above. Any email related to password unless it is not asked or after the time frame drawn for submission of password will be liable to bid cancellation. (Time Frame for sending passwords will be 2 working days from the date of the email sent for approaching passwords).

Format of submission of bid must be followed strictly failing which lead to rejection of bid.

No hard copy tender would be entertained. Any clarification requires only for submission of bids may be clarified from @ finance.so3@icmai.in .

Local Purchase Committee
25,000 to 2.5 lacs.



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Annexure 1

Financial Bid

Rate should be quoted in following format:-

Times of India [Editions - All] ~~ [Hue – B&W] ~~ [Size - 5 X 3 sqcm] Anandabazar Patrika -Kolkata edition ~~ [Hue – Colour] ~~ [Size - 5 X 2.8 sqcm]		Total (A.I.)
Name of Tender :		
GST No.		
Tentative Date	The Times of India – All editions/Anandabazar Patrika-Kolkata edition	