



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(Statutory body under an Act of Parliament)

HQ.: CMA BHAWAN, 3, INSTITUTIONAL AREA, LODHI ROAD, NEW DELHI-110003

KOLKATA OFFICE: 12, SUDDER STREET, KOLKATA – 700 016

website: www.icmai.in

Ref. LPC/Exam/Attendance Sticker/2025

15.09.2025

TENDER NOTICE

Supply of pre printer attendance sticker sheet in Legal size maplitho paper, punch as par Institute sample

Quotations are invited from reputed and reliable suppliers, for supply of pre-printed legal size sticker pages with variable data printing and punch as par Institute sample for registering attendance of the examinees for term of Examinations.

The details of the Job are as follows:

SI No	Particulars	Item Specification	Quantity Req'd. per term (Approx.)
1	Pre-printed sticker with variable data printing punch as par Institute sample	- Paper: 80 GSM maplitho good quality self-adhesive sticker paper with 60 GSM releaser and 20 GSM adhesive. - Size: legal sheet size (each sheet containing 40 stickers as per sample) - Variable data would provide by the Institute. - Customized label as per Institute sample. - Packet: Exam Center, Course wise packing per cartoon.	27000 Nos

Requirement:

- Vender must have office/Press in Kolkata.
- Should have own sticker label printing, punching and cutting machine.
- Attendance sheet (Paper printing and punching with paper) should be strictly as per Institute sample.
- Timeline ready packed material must be supplied by 7 to 10 days after providing variable data.
- The vendor should have experience of same job with National level professional Institution / universities in last one year.

The contract will be for December 2025 to June 2026 examination terms. The contract would initially be for one year but we may extend the contact up to 1 year based on the satisfactory performance and other terms and condition remaining same.

Intending tenders are requested to compulsorily verify the sample before submitting the quotations of the job before offering their tender by contacting Shri K. Pattanayak, Dy. Director - Examination on any Working Day (Monday – Friday) during Office Hours except Holiday(s).



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Quotations signed with seal by the tenderer in a sealed envelope superscripted with "**QUOTATION FOR ATTENDANCE SHEET (EXAMINATION)**" is to be submitted strictly as per the format given below and (**Annexure A**) and **must have submitted sample hard copy attendance as per requirement**, positively on or before 4.00 p.m. of 6th October, 2025 in the 'Box No: 1 – Local Purchase Committee' of the Institute at Ground Floor, CMA Bhawan, 12, Sudder Street, Kolkata-700016.

The bids will be valid for 30 days. Incomplete bids will be considered unresponsive. The order will be placed for the best interest of the Institute.

100% Payment against successful delivery of materials and on submission of invoice. All Payments will be made through Electronic Mode to the Bank Account of the selected tenderer.

Please mention Bank Details [(i) Name of the A/c., (ii) A/c. No., (iii) Type of A/c., (iv) Name of the Bank, (v) Name of the Branch with address, (vi) IFS Code No. and (vii) MICR No.

CONVENER
LOCAL PURCHASE COMMITTEE



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Format of Technical bid

Annexure-A

Sl. No.	Details Requested	Provide Details
1.	Name of the Company/ Vendor	
2.	Contact person & Mobile number	
3.	E- Mail Address	
4.	Full address of the office (Kolkata)	
5.	Tread License (Attach updated copy)	
6.	GSTN	
7.	Submit sample as per Institute specified format and stander.	YES NO
8.	Work experience with same type of job	References: 1. 2. 3.
9.	Certificate or purchase order of same job with National level professional Institution in last one year.	YES NO

Declaration: 'I/We have checked the samples to be supplied'

Signature of bidder:

Seal:

Date:

Place:



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Format of Financial bid

Annexure-B

Sl. No.	Details Requested	Provide Details
1.	Name of the Company/ Vendor	
2.	Contact person & Mobile number	
3.	E- Mail Address	

SI No	Particulars	Rate per 1000 Nos [Inclusive of all Taxes and Delivery]
1	Paper with print and punch: 80 GSM maplitho good quality self-adhesive sticker paper with 60 GSM releaser and 20 GSM adhesive. punch as par Institute sample. Variable data will provide by the Institute.	

Declaration: 'I/We have checked the samples to be supplied'

Signature of bidder:

Seal:

Date:

Place: