

Tender Notice

CMA/DEL/2018/GN

Date: 14.11.2018

Date of Invitation: Nov. 14, 2018

Date of Closure: Nov.19, 2018 till 15:00 PM

The Technical department of the Institute of Cost Accountants of India intends to publish the Guidance Note on Director's Responsibility with regard to Maintenance of Cost Records.

In case you are interested, you may send your quotation for the printing job in a sealed envelope mentioning "**Quotation for Guidance Note on Maintenance of Cost Records**" to be dropped in the tender box on 3rd Floor, CMA Bhawan, 3, Institutional Area, Lodhi Road, New Delhi – 110003 on the following specifications latest by 15:00 hours on Monday, 19th Nov., 2018.

DETAILED SPECIFICATIONS:

1. Coloured cover & back pages on Matt coated, 300 GSM Imported art card
2. Two coloured pages containing Foreword and Preface
3. Black and white inner pages on 80 GSM paper with 7" x 9.7" layout
4. Number of pages around 70.
5. Number of copies to be printed: 1000 Copies (One Thousand)

Additional requirement

- Perfect binding
- Addition/Deletion of Black & White pages on 80 GSM paper
- Addition/Deletion of coloured pages
- Charges with Designing and typesetting of Document

Terms and Conditions

1. Sample quality of different items such as paper, cover page etc. to be used should also be sent, along with the quotes. In case similar item has been printed earlier a sample of the same may also be enclosed.
2. Purchase order will be communicated to the successful bidder by email/post.
3. Delivery of the items should not exceed 3 days from date of giving approved proof of the book.
4. No delivery charges will be paid extra.
5. Taxes shall be paid as applicable and quoted by the vendor.
6. Quantity of the books and numbers of pages may vary.
7. Soft Copy of the books in PDF and Printable format is to be given.
8. Payment will be made within 30 days against the invoice alongwith duly receipted delivery challans and after receipt of all the items as per specifications and in good condition.
9. The quotation and Price must be valid for 90 days from the last date of quotations.
10. For any query/clarification for Tender document, please contact at 011-24666127 during the validity time for receipt of quotations.
11. The committee reserves the right to reject any/ all quotations without assigning any reason there for.

Date:

Name and Signature of Bidder / printer with Corporate Seal

Convenor (LPC)

The quotation should be in the following format:

Part A: Details of the Company:

S.No.	Details Requested	Provide Details
1.	Name of the Company/ Vendor	
2.	Year of Incorporation/ Establishment	
3.	PAN No (attach proof)	
4.	GST Registration No (attach proof)	
5.	ESIC/ PF No. (attach proof)	
6.	Complete Address (with Phone, Mobile, Email)	
7.	Turnover of last three consecutive years (Copy of Balance Sheet)	
8.	At least 3 Similar Work done for Govt. / PSU / University / Institute (attach proof)	
9.	RTGS Bank Account Details	

Declaration:-

I, _____, hereby certify that "I am not debarred by Department of Commerce or any Ministry/Department concerned."

Date:

Name and Signature of Bidder / printer with Corporate Seal

Part B: Financial Bid

Description	Guidance Note on Director's Responsibility with regard to Maintenance of Cost Records
Specification	Coloured cover & back pages on Matt coated, 300 GSM Imported art card, Two coloured pages containing Foreword and Preface, Black and white inner pages on 80 GSM paper with 7" x 9.7" layout, Perfect binding
No of Pages	Around 70
Qty.	1000 Copies
1. Total Cost per unit	
2. Designing/Typesetting Charges per unit (If any, please specify seperately)	
3. Taxes	
4. Total Amount	
5. Addition/Deletion of each 8 pages of 80 GSM Black & White pages for Text	
6. Addition/Deletion of each 4 pages of 300 GSM Colour pages for Cover	

Note:

***The above quantity may be increase/ decrease as per requirement.**

Date:

Name and Signature of Bidder / printer with Corporate Seal

Convenor (LPC)