



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

Telephones : +91-33- 2252-1031/1034/1035  
+ 91-33-2252-1602/1492/1619  
+ 91-33- 2252-7143/7373/2204  
Fax : +91-33-2252-7993  
+91-33-2252-1026  
+91-33-2252-1723  
Website : www.icmai.in

### TENDER NOTICE

Ref. No. : TC/02/2019

Date: 10/01/2019

#### **Sub. : Printing with Paper of OMR Wrapper for Examination Answer Script.**

Quotations are invited from reputed and reliable Printers, having their own infrastructure, for Printing with Paper of OMR Wrapper for Examination Answer Script, initially for 1 year (June and December 2019 terms) but that may be extended up to another 1 year (June and December 2020 terms) based on the satisfactory performance under same price, terms and conditions.

Details of the job are as follows -

Item	-	OMR Wrapper for Intermediate & Final Examination Answer Script
Quantity	-	Intermediate - 2, 00,000 nos. & Final – 1, 00,000 nos.(Per term).
Paper for Printing	-	As per Sample (105 GSM)
Printing	-	As per Format
No. of Pages	-	4 (Four)
Specifications	-	

(a) Each OMR Wrapper will be printed with unique identification barcode with 128 bits (as per Sample)  
(b) Each OMR Wrapper will be printed and perforated as per the format done by service provider.  
(c) Service provider may be instructed to supply the same for attachment with the Answer Sheet.

Verification of Sample of OMR Wrapper, Specification of Paper and for any further query/clarification, Shri Arunava Ganguly, (Addl. Director Examination), Sri Kamalesh Pattanayak, (Dy. Director, Examination) may be contacted on any Working Day (Monday – Friday) during Office Hours.

#### Instructions to Bidders

All columns of this bid should be filled. Any additional information should be enclosed separately and referred to in the relevant column of the bid form. The Tenderers are invited to submit a Technical Proposal and a Financial Proposal, as specified in the Scope of the Work. The tenderers are required to deposit Earnest Money Deposit of Rs. 20000/ in the form of Demand Draft drawn in favour of The Institute Cost Accountants of India payable at Kolkata and the same is to be enclosed with the Technical Proposal. The Technical and Financial proposal will be rejected if the EMD of Rs.20000/ is not attached. The Proposal will be the basis for a signed Contract/Order with the selected Tenderer. The quotation along with the Sample of Paper, signed by the Tender **and within two separate sealed envelope, superscribed with "Printing with Paper of OMR Wrapper-Technical bid" and "Printing with Paper of OMR Wrapper-Financial bid" is to be submitted strictly as per the following format on or before 5.30 p.m. of January 30, 2019** in the Tender Box of the Institute at 12, Sudder Street, Kolkata – 700016. Commercial bids will be opened for those parties only whose samples are approved by the Institute.



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▪ **Financial bid format:**

Item	Quantity (Per term)	Lot Rate with all Taxes & Delivery
OMR Wrapper for Intermediate & Final Examination Answer Script	Intermediate - 2, 00,000 nos. Final – 1, 00,000 nos.	Rs. (Rupees..... .....only)

▪ **Technical bid format:**

- Documents to be submitted with technical bid:
- Interested vendors eligible shall furnish the following documents along with Tender Form:-
  1. Company Profile
  2. Write up on company's experience on printing of OMR sheet.
  3. Audited financial statement to show work undertaken in last three years.
  4. Certificate of work undertaken from the agency or department.
  5. EMD

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 Tenderer will be contacted.

CONVENER  
TENDER COMMITTEE  
(from Rs. 2.5 Lakhs upto Rs. 25 Lakhs)