



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)

Headquarters: CMA Bhawan, 3, Institutional Area, Lodhi Road, New Delhi - 110003

Kolkata Office: CMA Bhawan, 12, Sudder Street, Kolkata - 700016

Website: www.icmai.in

TENDER NOTICE

Ref. No.: Journal Printing/2025

Date: 27.05.2025

Sub: Printing of ICMAI official Journal with paper (The Management Accountant) and Dispatch

Reputed and reliable printers are invited to offer their Rate for the printing of ICMAI official journal with paper (The Management Accountant) as per details given below:

1.	Name of the Book	ICMAI official journal with paper (The Management Accountant)
2.	Quantity of the Book	Minimum 2000 copies and Maximum 3000 copies of each month
3.	Finish Size of the Book	26.5 cms x 19.6 cms (10.50" x 7.75")
4.	Printing (Text, Cover, Inside Cover)	Four colours throughout.
5.	No. of Pages	120 text + 4 pages of cover
6.	Binding	Perfect Binding
7.	Paper for Text	80 GSM Gloss Art Paper / 70 GSM Maplitho Paper
8.	Paper for Cover	170 GSM Gloss Art Paper with lamination.
9.	Envelope	100 micron, single colour institute address printed envelope will be given by the printer as per the quantity.
10.	Posting	Posting will be done by the Printer from their nearest post office under "Magazine Post". This will be paid extra as per the actual against submitting the postal bills.

Scope of Work: Institute will provide only ready to print .pdf file.

Intending Tenderers can contact CMA Sucharita Chakraborty, HoD (Journal & Publications) on any Working Days (Monday – Friday) during Office Hours at Mobile:9903514867 for Specimen/any further clarification.

Quotation, signed by the Tenderer with Seal, should be put in a sealed Envelope, super scribed with the words "**Tender for printing of ICMAI official journal with paper (The Management Accountant)**", and submitted **strictly as per the format, given below, with paper samples duly signed and stamped, on or before 3 p.m. of 17.06.2025** to Tender Box, **LIMITED TENDER ENQUIRY Committee** at Kolkata office of the Institute at 12, Sudder Street, Kolkata – 700 016



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GENERAL TERMS AND CONDITIONS –

1. This is an only one-time contract, as mentioned above.
2. Institute may ask to print only one issue. It may be renewed for another one to six issues / months on the same rates.
3. Time adherence to schedules to being notified by the Institute in printing/binding and strict quality control will be the essence of the transaction.
4. The rates quoted will be binding and valid for twelve months.
5. **(LOWEST ONE) L1 WILL BE SELECTED BASED ON THE RATES GIVEN IN TABLE-1 & TABLE-2 SEPARATELY AS QUOTED IN THE FINANCIAL BIDS. IT IS TO BE NOTED THAT WORK ORDER CAN BE PLACED FOR ANY ONE KIND AS PER THE BID [EITHER TABLE-1 OR TABLE-2] AS PER THE DISCRETION OF THE COMPETENT AUTHORITY.**

QUOTING OF RATES –

1. Quotations must be submitted in sealed covers. 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 90 (ninety) 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 reason 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.**
3. Posting will be done by the Printer from their nearest post office under “Magazine Post”. This will be paid extra as per the actual against submitting the postal bills.

SUBMISSION OF BIDS

Envelope No. I – TECHNICAL BID:

Seal and signed page of filled in **Page 6**. (along with necessary copies of documents & paper samples)

Envelope No. II – FINANCIAL BID:

Filled in Financial bid, **Page 5**

The Bidder should prepare two separate envelopes – One for submission of Technical Bid and another for submission of Financial Bid. These two envelopes need to be sealed super



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subscribing – Technical Bid & Financial Bid with the name, address and contact number of the Bidder.

Envelope No. III

Then pre-sealed envelope no. I & II need to be inserted in an another envelop i.e. envelope no. III and it also need to be sealed with a subject heading on it which is as under:

“Printing of ICMAI official Journal with paper (The Management Accountant) and Dispatch” (Bid Reference – **Journal Printing/2025**)

The final envelope (III) has to be submitted in the LTE Tender Box (Box 2) kept at the ground floor of the Institute. Address: **LIMITED TENDER ENQUIRY Committee**, ICMAI, CMA Bhawan, 12, Sudder Street, Kolkata – 700 016, on or before **3 p.m. of 17.06.2025**.

MINIMUM QUANTITY OF CONTRACT –

1. The minimum quantities are mentioned is tentative. It will be varying if required.
2. 100 micron, single colour Institute address printed envelope will be given by the printer as per the quantity.

TERMS OF PAYMENT –

1. NO, & ANY ADVANCE PAYMENT IS GIVEN TO PRINTER viz. paper, printing, 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. **Posting will be done by the Printer from their nearest post office under “Magazine Post”. This will be paid extra as per the actual against submitting the postal bills.**
4. 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 Kolkata.

PERIOD & TERMS OF DELIVERY –



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1. The tenderers will supply the complete material within a maximum period of 07 calendar days from the date of finalisation of the last proofs or as mentioned in the purchase order.
 2. **Copies will be post through the local post office under “Magazine Post” and rest of the balance copies will be done / door delivery of the Journals in carton of 200 books each at The Institute of Cost Accountants of India, 4th Floor, Harish Mukherjee Road, Kolkata – 700025 in office hours from 10 am to 5 pm only.**

OTHERS –

1. Very high quality printing is required. The work done in a slipshod manner will not be accepted.
2. The process is printing of journals, insertion of the journals in the envelopes, pasting of addresses as labels (addresses will be shared by us in excel format), posting through local post office under magazine post, after that printer have to share the tracking details in the excel format to the Journal & Publications Department within 24 hrs of delivery.
3. No deviation in the specification including the quality of the paper will be entertained. Any deviation may entail the cancellation of the entire order.
4. The printer will get in regular touch with the journal department *vis-à-vis* other respective departments if any for smooth completion of the job within the schedule.

If thought fit, the Institute may also divide the supply of the above instrument(s) among several Tenderers or take away any Instrument (s) from the ambit of the tender and undertake/process separately.

The Institute reserves the right to cancel any or all the Tenders without assigning any reason thereof.

CONVENER – Tender Committee



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Envelope No. II

FINANCIAL BID

Table – 1

	Cost for Printing, Binding, and Dispatching on Art Paper
	Minimum 2000 copies and Maximum 3000 copies
In Figures	
In Words	

Table – 2

	Cost for Printing, Binding, and Dispatching on Maplitho Paper
	Minimum 2000 copies and Maximum 3000 copies
In Figures	
In Words	

(LOWEST ONE) L 1 WILL BE SELECTED BASED ON THE RATES GIVEN IN TABLE-1 & TABLE-2 SEPARATELY.

IT IS TO BE NOTED THAT WORK ORDER CAN BE PLACED FOR ANY ONE KIND [EITHER TABLE-1 OR TABLE-2] AS PER THE DISCRETION OF THE COMPETENT AUTHORITY



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Envelope No. I :

TECHNICAL BID

List	Descriptions
Paper Samples	
PVC Envelope Sample	
List of Machineries	
List of Manpower	
List of Clients especially for the similar work done	
GST Certificate	
Others (If Any)	

USE SEPARATE PAPER TO WRITE IF NECESSARY