

**Tender Notice**

Ref No: LTE/ACHIEVER'S MEET/BOOKLET/2024-25

Date: 29.11.2024

**SUBJECT: PRINTING OF BOOKLET/ ALBUM FOR CMA ACHIEVERS' MEET**

The sealed quotations are invited from the reputed printers and printing service providers located in DELHI & NCR only, for Printing of Booklet/ Album.

The quotation duly signed by the tenderer on each page to be submitted in a sealed envelope superscribed with Printing of Booklet/ Album for CMA Achiever's Meet.

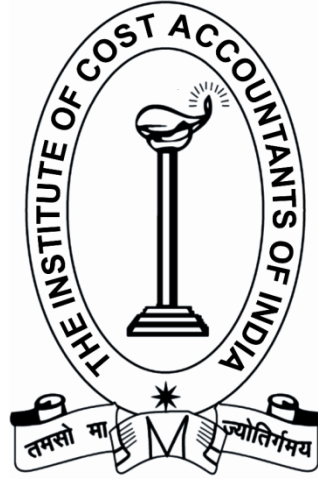
The quotation must be accompanied with all the documents as required and must be submit the same within the due date and time at the following address. The Institute will not consider any quotation received late at any condition even through the Indian postal service.

**The Convenor, Limited Tender Enquiry  
The Institute of Cost Accountants of India  
CMA Bhawan, 03, Institutional Area,  
Lodhi Road, New Delhi – 110003**

THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

TENDER NOTICE

PRINTING OF BOOKLET/ ALBUM



Name of Bidder: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Issue of Tender: 29<sup>th</sup> November 2024

Last Date of Submission: **4<sup>th</sup> December 2024 up to 15:00 Hrs.**

*No tender will be accepted after the above mentioned date and time*

## PRINTING OF BOOKLET/ ALBUM

### A. DETAILED TECHNICAL SPECIFICATIONS BOOKLET/ ALBUM

1.	Name of the Book	CMA Achievers (A Commemorative Booklet)
2.	Quantity of the Book	400 copies [+ /- 20%]
3.	Finish Size of the Book	10.75 (w) x 8 (h) inches
4.	Cover+ Binding	Hard cover four Colour with jacket Hard Bound (Coffee table book binding)
5.	Printing (Text)	320 pages Total Approx (8 pages+/-) (Four Colour)
6.	Paper for Text	Inner page- 170 GSM Glossy finish art paper.
7.	Delivery	Full Quantity within 3 days of finalization of the proof. To be delivered at:- The Institute of Cost Accountants of India 3, Institutional Area Lodhi Road, New Delhi -110 003

**INFORMATION SHEET**

Sl. No.	Particulars (submit the Documents/Proofs also)	Details
1.	Name of the Organization	
2.	Address of the Organization	
3.	Contact Details with email ID	
4.	Contact Person with Designation	
5.	PAN Details	
6.	GSTIN	
7.	Average Turnover for FY 2022-23 to 2023-24	
8.	Trade License/Udyog Aadhar/MSME Certificate etc.	
9.	Bank Details for NEFT/RTGS	

Date                      Name of Contact Person                      Signature of the Tenderer                      Seal of the Tenderer

**COMMERCIAL BID – BOOKLET/ ALBUM**

All-inclusive per copy cost for Printing, Binding and Delivery at the Venue  
(No over-writings shall be accepted at any cost).

SL. NO.	PRICE OF BOOKLET/ ALBUM (RS.)	APPLICABLE TAXES (RS.)	TOTAL AMOUNT (RS.)
1.			

Rates should be preferable filled in type written form.

- Charges of additional 4 pages of inside text four colour-----Rs. -----

The Institute will provide a soft copy for printing the BOOKLET/ ALBUM. However, the vendor has to do the modifications till the finalization of the contents.

The Institute will not check ferros/blueprints and printouts for printing of text as well as cover. The printer would be held responsible for the correctness and accuracy of text and cover as provided & finalized by the Institute.

Date:

Name and Signature of Bidder/printer with Corporate Seal

## **GENERAL TERMS AND CONDITIONS –**

1. Rates will be considered as specified in item mentioned above, by the vendors from the Printing Press or Printing Service Providers of Delhi & NCR based on the requirement of the services.
2. The contract shall only be for the PRINTING OF BOOKLET/ ALBUM and NOT be extended. This is our ONE TIME work.
3. Time adherence to schedules to be notified by the Institute in printing/binding and strict quality control will be the essence of the transaction.
4. The quoted rates will be binding and valid for two months from the date of execution of the contract.
5. The average turnover of vendor from printing work should be more than 20,00,000/- (Rs. Twenty Lakhs) for the financial year 2022-23 and 2023-24.

## **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 at the program venue of Delhi. The rate quoted will be valid for acceptance for 60 (sixty) 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. The quotation to be submitted in a sealed manner mentioning “**QUOTATION FOR PRINTING OF BOOKLET/ ALBUM FOR CMA ACHIEVERS' MEET**” and to be dropped in the tender box on Ground Floor, CMA Bhawan, 3, Institutional Area, Lodhi Road, New Delhi 110003.
3. The tender document must be signed by the party on each page with a rubber stamp.
4. Taxes as applicable should be mentioned in the bid, failing which the ICMAI shall have no liability to pay these charges, and the liability shall be that of the tenderer.

## **MINIMUM QUANTITY OF CONTRACT –**

1. The minimum quantities are mentioned is tentative. It will vary if required.
2. The quantity may be increased and/or decreased by 20% by the competent authority.
3. The ICMAI reserve itself the right to increase or decrease the quantity to be procured.

## **TERMS OF PAYMENT –**

1. IN ANY CASE ADVANCE PAYMENT WILL NOT BE GIVEN TO PRINTER viz. paper, printing, dispatching or other etc.
2. 100 % payment will be made through RTGS to the account of the supplier within 45 working days of receipt of the Invoice/Bill with duly signed & stamped delivery challans showing the receipt of the items as per the Purchase Order. Applicable TDS will be deducted from the Bills of the supplier as per the law. Payment shall be made subject to recoveries if any.
3. ICMAI will not provide any Customs Duty Exemption / GST Exemption Certificate to get any import/GST exemption if any.

## **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 Delhi.

## **PERIOD & TERMS OF DELIVERY –**

1. It will be imperative for each vendor to fully acquaint himself with the entire local conditions and factors, which would affect the performance of the contract and cost.
2. The tenderers will supply the complete material within a maximum period of 3 days from the date of finalisation of the last proofs or as mentioned in the purchase order at the Institute.

## **OTHERS –**

1. A very high quality of printing is required. The work done in a slipshod manner will not be accepted.
2. No deviation in the specification including the quality of the paper will be entertained. Any deviation may entail cancellation of the entire order.
3. The printer will get in regular touch with the printing department *vis-à-vis* other respective departments if any for smooth completion of the Job within the schedule.
4. Time adherence to schedules to be notified by the Institute in printing/binding and strict quality control will be the essence of the transaction.
5. The printer should be registered under GST. A copy of the certificate is to be submitted. Printers should have been established in the business (as Printers of the above items) for a minimum period of 3 years.
6. The vendor must ensure safe custody and maintain confidentiality in the printing material, and member's database supplied by ICMAI.

7. The selected Printer will allow the ICMAI Representative, Printing Technologist, and Auditors to inspect the Premises where the job is being carried out.
  8. For any further information/clarification, please contact at +91-11-24666116/143 from 10.00 a.m. to 5.30 p.m. on all working days (Monday – Friday).
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**The Convenor, LTE**

