



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)

12, SUDDER STREET, KOLKATA - 700 016

TELEPHONES: +91 33 40364757, +91 11 24666125

Website: www.icmai.in e-mail: cpu.hod@icmai.in

Central Purchase Unit

TENDER NOTICE

Ref. no. LTC/EXAM-ans.scripts/02

September 2, 2019

Printing and Stitching of Blank Answer Scripts and Loose Sheets

Reputed and reliable Printers located in and around Kolkata are invited to offer their Rate for Printing (without Paper) of Blank Answer Scripts and Loose Sheets as per details given below -

1. Quantity:

- | | | |
|--|---|--|
| (a) Blank Answer Scripts | - | (i) Intermediate – 2, 00,000 nos.
(ii) Final – 1, 00,000 nos. |
| (b) Loose Sheets | - | 50,000 nos. |
| 2. <u>Size of the Blank Answer Scripts</u> | - | As per sample |
| 3. <u>Paper (To be given by the Institute)</u> | - | Maplitho 70 GSM, 19.00 Kg. (64 cm x 85 cm) |
| 4. <u>Wastage Norms</u> | - | 2.5% |
| 5. <u>Binding</u> | - | Stitching (Not Stapling), both for Intermediate and Final but NOT loose sheets |

Scope of work:

The Printer would make single color printing (as per sample), stitching and cutting on the supplied papers and deliver the ready matter within 10 days of order (in phased manner) as per requirement to the Institute, Headquarters at 12, Sudder Street, Kolkata 700016.

Bidder shall fulfill the following criteria:

- Documents in support of nature of ownership (Partnership firm, Private/Public Limited Company, State/Central Government undertaking or Joint sector organization etc.) with PAN, GSTN, Trade License no., address, Telephone No(s), Mobile no(s), email ids., Fax no(s), if any, are to be provided.
- The bidder must be a profitable one at least for the past 2 years, and therefore must submit annual statement and other relevant information,
- The bidder should have minimum 10 years experience in printing business. Past experience with reputed Institutes/Universities (copy of certificates in support of experience) to be submitted.

EMD

- An earnest money of Rs.7000/- (Rupees seven thousand only) has to be deposited by the bidder in the form of bank draft from any bank in favor of 'The Institute of Cost



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)

12, SUDDER STREET, KOLKATA - 700 016

TELEPHONES: +91 33 40364757, +91 11 24666125

Website: www.icmai.in e-mail: cpu.hod@icmai.in

Central Purchase Unit

Accountants of India'. The EMD of the successful bidder shall be converted into performance security deposit and shall be retained for the entire period of the contract. The printer shall not be entitled to any claim or receive any interest on the amount of performance guarantee/security deposit.

- The Institute shall have the right to forfeit the security deposit if the Printer contravenes or breaches any of the terms and conditions of the tender document/work order / contract or if the Printer withdraws or amends, impairs or derogates from work order / contract or fails to execute the work as per the work order / contract or fails to deliver the satisfactory performance during the period of contract.
- The earnest money deposited by the unsuccessful bidders will be refunded within 30 days from the date of opening of the bids.

Interested vendors may contact Sri Sudarshan Maity, (Dy. Director, Examination), to check the samples at ICAI, 12, Sudder Street, Kolkata – 700 016 during office hours 10.30am to 4.30pm on Monday – Friday except National Holidays. Contact details: email id: exam.dd5@icmai.in, Phone no.: 033-40364752

Terms and conditions

- Total price will be inclusive of supply, service, delivery and taxes. No additional charges other than quoted rate will be entertained.
- All payment(s) is/are to be given to the Bank A/c through Electronic Mode, hence Bank Details [(1) Name of the A/c., (2) A/c. No., (3) Type of A/c., (4) Name of the Bank, (5) Branch Name with Address and (6) IFSC Code] should be provided in the quotation.
- No advance would be paid, complete payment on delivery.
- Conditional / Incomplete bids shall be rejected.
- The bidder must submit the tender as per **Annexure 1** duly filled and signed.
- The price quoted by the bidder should remain valid for the period of contract.
- These answer scripts are being procured for the December 2019 term examinations.
- Blank answer scripts procured should be strictly as per sample specification of the Institute.
- Bidder shall submit this Tender Document duly signed and stamped on each page as a token of his acceptance along with his bid.
- The Institute may, for any reason whether at its own initiative or in response to the clarification requested by the prospective bidder, issue amendment in the form of addendum during the bidding period and subsequent to receiving the bids. Any addendum thus issued shall become part of bidding document and bidder shall submit the addendum duly signed and stamped in token of his acceptance.
- Although the details presented in this Tender Document consisting of conditions of contract, scope of work and technical specifications have been compiled with all reasonable care, it is the bidder's responsibility to ensure that the information provided is adequate and clearly understood.
- The order will be placed for the best interest of the Institute.



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)

12, SUDDER STREET, KOLKATA - 700 016

TELEPHONES: +91 33 40364757, +91 11 24666125

Website: www.icmai.in e-mail: cpu.hod@icmai.in

Central Purchase Unit

If the **performance** is found satisfactory, then the contract of Printing and Stitching of Blank Answer Scripts and Loose Sheets **may be extended on the same rate and terms conditions for two more terms**. If the service is found unsatisfactory then the contract can be terminated at any point of time.

Interested vendors may contact Sri Sudarshan Maity, (Dy. Director, Examination), to check the samples at ICAI, 12, Sudder Street, Kolkata – 700 016 during office hours 10.30am to 4.30pm on Monday – Friday except National Holidays. Contact details: email id: exam.dd5@icmai.in, Phone no.: 033-40364752

The quotations have to be submitted to Shri Gautam Ghosh, CPU, ICAI, CMA Bhawan, 12, Sudder Street, Kolkata – 700 016 in Sealed Envelope, superscribed “**Tender for Ans. Scripts**” on and before 04:00p.m., September 23, 2019

CENTRAL PURCHASE UNIT



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)

12, SUDDER STREET, KOLKATA - 700 016

TELEPHONES: +91 33 40364757, +91 11 24666125

Website: www.icmai.in e-mail: cpu.hod@icmai.in

Central Purchase Unit

Annexure 1

Format of bid

<i>Sl. No.</i>	<i>Details Requested</i>	<i>Provide Details</i>
1.	Name of the Company/ Vendor	
2	Contact person & Mobile number	
3	Full address of the office With Email Address	
5	RTGS Bank Account Details	
6.	Additional Information , If any (attach separate Sheet if required)	
7.	Details of GSTN (if available)	
8.	PAN	
9.	EMD details: Draft no., bank name, date, amount etc.	

*** Documents to be submitted with this tender:** past experience and credentials, annual financial statement of past two years and EMD draft.

Job	Quantity	Lot rate with all taxes and delivery (Rs.)
Printing of Examination Blank Answer Scripts (with stitching) & Loose Sheets	(i) Intermediate – 2, 00,000 nos. (ii) Final – 1, 00,000 nos. (iii) Loose Sheets – 50,000 nos.	Rs. (Rupees.....only)

Signature of bidder:

Seal:

Date:

Place: