



**THE INSTITUTE OF COST ACCOUNTANTS OF INDIA**  
(Statutory body under an Act of Parliament)  
CMA BHAWAN, 3, INSTITUTIONAL AREA, LODHI ROAD, New Delhi-110003  
Tel-+91 11 24666124  
Website: [www.icmai.in](http://www.icmai.in)

# **TENDER DOCUMENT**

## **PRINTING OF STUDY MATERIAL OF** **CAT DIRECTORATE**



Last Date of Submission : Monday, August, 16<sup>th</sup>, 2021



Ref: PC/CAT/Study-Mtrl/July-2021

July 23, 2021

## Tender Notice

### **Sub: Tender for inviting quotations for Printing with paper of Study Material of CAT Directorate**

Sealed quotations are invited from the reputed printers and printing service providers for Printing with Paper of Study Material of CAT Directorate.

The quotation duly signed by the bidder on each page and accompanied with all the prescribed documents and relevant paper samples shall be submitted in a sealed envelope super-scribing '**Printing with paper of Study Material of CAT Directorate**' by post / courier / by hand to be dropped in the tender box being kept on the Ground Floor, CMA Bhawan, 3, Institutional Area, Lodhi Road, New Delhi – 110003 within the due date and time as mentioned in the Tender document. The Institute will not consider any quotation received beyond the last date and time as mentioned in the tender document at any condition.

The Institute will provide matter to be printed in MS Word format. However, the Vendor will have to design the matter. The Institute may ask more than once to check for errors/blueprints and printouts for the printing of text at no extra cost.

## SPECIFICATIONS

Sl.	Particulars	Specification
1	<b>Type of work</b>	Designing, Artwork and Printing with paper of 4 types of study material.
2.	<b>Total Types of Study material</b>	4 study material as mentioned below
	Paper 1: Fundamentals of financial Accounting	364 pages
	Paper2: Applied Business and Industrial law	328 pages
	Paper3: Financial Accounting	184 pages
	Paper 4: Statutory Compliance	120 pages
3.	Number of copies to be printed	<b>5000 Nos. each of the above-mentioned study material amounting to 20000 copies</b>
4	Size	<b>8" X 10.25"</b>
5	Cover and Back Pages	<b>In Four Colour:</b> Cover & Back pages (1 & 4 ) (blank 2 & 3) 230 GSM SBS White Card Finishing - Cover 1 & 4 Lamination
6	Inner Pages	Single colour Inner pages on 60 GSM Maplitho of A Grade Mill

7	Number of pages	As indicated above in front of respective study material
8	Binding	Perfect binding
9.	Packing	Shrink wrapping of the Kit consisting of 4 books in a set. Packing of five such sets in Ply Cartoon with Label.
10.	Door Delivery	The responsibility to deliver the material either to the store room of the Institute in its New Delhi office or to the Institute's identified courier Agency as stipulated by the Institute lies with vendor.
11	Time Line	Within 10 days of issuing work order
12	Soft Copy	The vendor shall share the CDR file of complete study material with the Institute
13	Designing and Art work	To be done by the successful bidder. PDF file will be provided by the Institute, no additional payment in this regard will be made.

## (I) Scope of Work

1. **Artwork for Cover Pages** – To be done by the vendor for the Cover Page for Study Materials, the vendor will have to provide with Colour Proofs as many times as may be required by the Institute.
2. **Composition** – The content will be provided by the Institute and composition charge will be payable for new composition(s) only.
3. **Correction & Recomposing** - No charges for authors' corrections can be claimed at any stage of Printing. Charges for huge corrections, made at the instance of the Institute, which might necessitate recomposing, may be considered, if it is done with prior consent of the Institute.
4. **Charges for collection of Manuscript and Delivery of Proof** – No charges can be claimed for collection of 'Matter for Printing' and delivery of Proofs to the Institute.
5. **Delivery of printed CAT study materials** - On receipt of communication from the Institute, the vendor shall pack the materials in the prescribed manner and deliver the same to the store room of the Institute in its New Delhi office or to the Institute's identified courier Agency in New Delhi within the time schedule as prescribed by the Institute. The vendor has to submit all original proofs of handing over the study material to the courier for delivery.

## (II) Eligibility Criteria

1. Tender is open to such qualified and reputed printers (bidders) which are having their own printing press and registered office in Delhi NCR. Attach copy of Press Declaration.
2. Minimum turnover of the bidder for last 3 years needs to be Rs. 50 Lakhs average p.a. pertaining to printing business only. Copies of P&L Account and Balance Sheet duly certified by Chartered Accountant must be enclosed with the Tender.



3. Bidder must have registered for GSTN and PAN No. (copies to be attached)
4. In case, any bidder is found to be ever rejected on any ground by the Institute or on grounds of unsatisfactory performance ever in the past or for providing false information advertently or inadvertently during the tender process in the past, its bid is liable to be rejected.
5. The bidder must have the experience of successfully carrying out the Printing assignments of reputed Institute, Govt. organizations, autonomous bodies etc. Attach list of such organizations along with work order.
6. The bidder should have adequate infrastructure for printing, binding, shrink wrapping, packaging and storage.
7. Computer to Plate (CTP) – The bidder should have minimum 2 CTP with automatic plate processor & complete prepress in-house facility for digitals & proofing including image setter with a capacity of more than 200 plates per day. Only high-quality PS plates to be used throughout.

**(III) The terms and conditions governing the instant quotation are as under: -**

1	Date of Announcement of Tender	Friday, July 23 <sup>rd</sup> , 2021
2	Last date for submission of EOI along with Tentative Technical Bid	Monday, August 16th, 2021 (11.00 AM)
3	Date of Opening of Technical Bid	Monday, August 16th, 2021
4	Earnest Money Deposit	<p>Rs. 24000 (Rupees Twenty Four Thousand only)(Refundable)</p> <p><b>4.1.</b> EMD of Rs.24000/- (Rupees Twenty Four Thousand only) in the form of Demand Draft drawn on any Nationalised/Commercial Bank in favour of "THE INSTITUTE OF COST ACCOUNTANTS OF INDIA" payable at New Delhi must be submitted with the Technical bid. Bid without EMD shall not be considered and be rejected.</p> <p><b>4.2</b> The EMD shall be without interest and no interest shall be payable during the period of holding with THE INSTITUTE till completion of tender process.</p> <p><b>4.3</b> The EMD should remain valid at least for a period of 60 days beyond the final tender validity period.</p> <p><b>4.4</b> EMD of bidder will be forfeited, if the bidder withdraws or amends its bid or impairs or derogated from the bid in any respect within the period of validity of its bid.</p> <p>Further, if the successful bidder fails to furnish the required Performance Security of Rs. 36,000/- within</p>



		<p>the specified period, its EMD will be forfeited.</p> <p><b>4.5</b> EMD will be returned to all unsuccessful bidders without interest after completion of tender process and award of contract to successful bidder.</p> <p><b>Registered Micro Small and Medium Enterprises (MSME) bidders are <u>not required</u> to deposit Earnest Money. However, a supporting document in this regard is required to be attached with the bid.</b></p>
5	Performance Security deposit.	<p>Rs.36,000/- (Rupees Thirty Six Thousand only) (To be submitted on the award of Contract)</p> <p>5.1. The successful bidder, irrespective of its registration status etc. will have to furnish Performance Security of Rs. 36,000/- (Rupees Thirty Six Thousand only) in the form of Demand Draft drawn on any Nationalised/Commercial Bank in favour of "THE INSTITUTE OF COST ACCOUNTANTS OF INDIA" payable at New Delhi within 10 days of award of contract.</p> <p>5.2. Performance Security should remain valid for a period of sixty (60) days beyond the date of completion of all contractual obligations of the supplier or one year whichever is higher.</p> <p>5.3. Performance Security will be refunded to vendor without any interest, whatsoever, after completion of contract satisfactorily in all respects.</p> <p>5.4. Performance Security will be forfeited if the firm fails to perform any of the terms or conditions of the contract, besides, it may also be blacklisted.</p>
6	Address of Submission	<p><b>The Convener, Purchase Committee (PC)</b>, The Institute of Cost Accountants of India, Tender Box, Ground Floor, CMA Bhawan, 3 Institutional Area, Lodi Road, New Delhi-110 003.</p>
7	Mode of Submission of Tender documents	<p>By hand or through post/courier so as to reach before the due date and time. The EOI submitted through courier must mention on the main envelope 'Tender for Printing of Study Material – CAT Directorate.'</p>
8	Two Bid System	<p>The bid should be submitted in a sealed cover in two parts as under-</p> <p><b>A. Technical Bid:-</b> Sealed Cover number one – Super-scribed as "<b>Technical Bid for Printing of Study Material – CAT Directorate</b>"</p> <p>i) The Technical bid should be submitted in the prescribed application form as given in the <b>Annexure-I</b>.</p> <p>ii) The Technical bid should fulfill all the</p>



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		<p>requirements of eligibility criteria as mentioned</p> <p>iii) Hypothetical/ Conditional Incomplete technical bids will not be entertained and rejected out rightly.</p> <p>iv) The technical bid should be signed and stamped by the authorized person.</p> <p><b>B. Financial Bid:</b> Sealed Cover number two – Super-scribed as “<b>Financial Bid for Printing of Study Material-CAT Directorate</b>”</p> <p>i) The financial bid should be submitted in the prescribed form as mentioned in the <b>Annexure-II</b>.</p> <p>ii) The bidders should quote their unconditional rates strictly as per the prescribed format in the <b>Annexure-II</b>.</p> <p>iii) Cutting/overwriting, if any, must be avoided or the same should be duly signed by the authorized person of the bidder.</p> <p>iv) Any arithmetical error i.e. discrepancy between unit price and in total, error in total corresponding to the addition or subtraction of subtotals, discrepancy between words and figures shall be corrected by examining committee.</p> <p>v) GST/Taxes should be mentioned separately.</p> <p><b>C. Sealed Master cover containing Technical and Financial Bids – Super-scribed as “Bid for Printing of Study Material-CAT Directorate”</b></p>
9	Paper Samples	Samples of Paper and Cover Card, duly signed and stamped as per specification should be submitted along with Technical Bid.
10	Validity of Tender	Initially for one year with extended validity for another 2 years from the date of issuance of Work Order at same quantity and rate.
11	Contact Person/s	Mr. Pardeep Kumar Khaneja, Phone: 011-24666109 Mr. Varun Joshi Phone : 011-24666134 Email id: <a href="mailto:catdelhi@icmai.in">catdelhi@icmai.in</a> (Monday to Friday 9.30 – 5.00 pm)

### (IV) Instructions to Bidders

1. The total price quoted will be inclusive of paper cost, printing cost, binding, designing, delivery/courier charges, labourer for delivery, designing etc. No additional charges other than quoted rate will be entertained.
2. Each page of the tender should be duly stamped and signed by the authorized signatory.
3. The Tender shall remain valid initially for one year with extended validity for another 2



- years from the date of issuance of Work Order at same quantity and rate.
4. All payment(s) is/are to be given to the Bank account through Electronic Mode, hence Bank Details {Name of the A/c (2) A/c No. (3) Type of A/c (4) Name of Bank (5) Branch Name with Address and (6) IFSC Code} should be provided in the quotation.
  5. The bidder must submit the tender as per **Annexure-I & Annexure II** duly filled and signed.
  6. The price quoted by the bidder should remain valid for 60 days.
  7. Before the final submission of Tender Document the bidders must check-out the website of the Institute for any corrigendum w.r.t. this Tender. In this connection bidders are also advised to mention their name, address, telephone no. of contact person and also email id on the main envelope in order to receive intimation from the Institute about the corrigendum, in case bids are submitted before the issue of corrigendum.
  8. The Price bid of only those Bidders who would satisfy the eligibility criteria and qualify the technical evaluation will be opened.
  9. The material has to be supplied within 10 days of issuing the work order.
  10. **L1 will be decided on consolidated value quoted for Paper I, II, III & IV as indicated in Financial Bid in bold.**
  11. 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.
  12. 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.
  13. The order will be placed for the best interest of the Institute.
  14. The Committee does not bind itself to accept the lowest tender and reserves the right to reject or partially accept any or all of the tenders received, without assigning any reason.
  15. The delivery of items will be made at the stores of CMA Bhawan, 3 Institutional Area, Lodi Road, New Delhi – 110 003 or to the Institute's identified courier agency
  16. Canvassing in any form in connection with tenders is strictly prohibited and the tenders submitted by the Agency who resort to such canvassing are liable to rejection on this ground alone.
  17. Taxes shall be as applicable and quoted by the vendor.
  18. If any item(s)/services are found to be different from the approved sample/poor quality/substandard the payment will be released after deducting a penalty as may be decided by the competent authority of the Institute.
  19. The number of requirement may vary i.e. it may increase or decrease & the vendor must adhere to the requirement of the Institute. In such case payment will be made on pro-rata basis.
  20. The selected vendor must charge according to actual requirement. For any additional requirement the charges will be on pro-rata basis.
  21. Work Order will be communicated vide email.
  22. If a firm quotes NIL charges/consideration, the bid shall be treated as unresponsive and



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will be summarily rejected.

23. **Taxes:** The percentage of all the taxes, duties, levies, must be quoted in clear terms separately.
24. A penalty of 1% per day would be imposed per day of delay in delivery from the date given for delivery of items.
25. TDS as applicable shall be deducted from bills against print orders.
26. In case, the Bidder after being declared as successful L-1 bidder withdraws himself from the bid or fails to start resume the work, his EMD would be forfeited.
27. No consideration shall be given to any bidder after the expiry of time as stipulated above and no extension of time will normally be allowed for submission of the tender.
28. The Tender form shall be signed by a person on behalf of the bidder organization, who is duly authorized to do so.
29. Loading, unloading and challan/penalty etc. of carriage of material etc. would be the sole responsibility of the successful bidder and the Institute will neither bear responsibility nor bear any expenses/cost in this regard.

### (V) Terms of Payment

1. No payment shall be made in advance nor any loan from any bank or financial institution recommended on the basis of the order of award of work.
2. All payments subject to TDS shall be processed within 20 days of raising the invoice after completion of the task. The invoice must duly be supported by the delivery challan, courier slips signed by user (s) or concerned authorized officer of this office.
3. The Institute shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties mentioned in preceding para.



**Annexure - I**

**Technical Bid- Printing of Study Material-CAT Directorate**

**Part A: Details of the Company:**

S.No.	Details Requested	Provide Details
1.	Name of the Company/ Vendor	
2.	Year of Incorporation/ Establishment - attach proof	
3.	Complete Address (with Phone, Mobile, Email)	
4.	Turnover of last three consecutive years (It should be at least Rs.50 Lakhs average p.a. for following years - attach proof) 2019-20 2018-19 2017-18	
5.	Whether having In House setup for pre-press and post-press work (attach proof)	
6.	At least 3 Similar Work done for Govt/ PSU / University / Institute (attach proof)	
7.	GSTN – attach proof	
8.	Empanelment with Certified Govt. Agency / Press, if any. (attach proof)	
9.	Attach Sample Papers conforming to specifications duly signed & stamped with nomenclature, gsm, mill name and other specification.	
10	EMD of Rs.24,000/-	
11	Attach copies of P&L & BS duly certified by CA	
12	Duly signed Tender document as a token of acceptance of all terms and conditions mentioned therein	
13	Duly signed Technical bid	
14	Bank Details	

**Declaration:**

I, hereby certify that “I am not debarred by Department of Commerce or Ministry/Department concerned.”

Date :

Signature of authorized person

Place :

Full Name & Designation with Corporate Seal

**Annexure - II**

**Part B: Financial Bid- Study Material of CAT Directorate**

Rates to be quoted in below format

(I)

S.No.	Particulars	Specification	5000 copies (Rs.)	Tax amt. (Rs.)	Total including Tax (Rs.)
<b>Paper 1</b>	<b>Fundamentals of financial Accounting</b>				
1	Number of Pages (approx.)	364			
2	Number of copies to be printed	5000 Nos.			
3	Size	8" X 10.25"			
4	Cover and Back Pages in Four Colour: Cover & Back pages (1 & 4) (blank 2 & 3) 230 GSM SBS White Card Finishing - Cover 1 & 4 Lamination				
5	Inner Pages - Single colour 60 GSM Maplitho of A Grade Mill				
6	Binding	Perfect binding			
	<b>Total</b>				

(II)

S.No.	Particulars	Specification	5000 copies (Rs.)	Tax amt. (Rs.)	Total including Tax (Rs.)
<b>Paper 2</b>	<b>Applied Business and Industrial law</b>				
1	Number of Pages (approx.)	328			
2	Number of copies to be printed	5000 Nos.			
3	Size	8" X 10.25"			
4	Cover and Back Pages In Four Colour: Cover & Back pages (1&4) (blank 2 & 3) 230 GSM SBS White Card Finishing - Cover 1 & 4 Lamination				
5	Inner Pages - Single colour 60 GSM Maplitho of A Grade Mill				
6	Binding	Perfect binding			
	<b>Total</b>				



(III)					
S.No.	Particulars	Specification	Rate for 5000 copies (Rs.)	Tax amt. (Rs.)	Total including Tax (Rs.)
<b>Paper 3</b>	<b>Financial Accounting</b>				
1	Number of Pages (approx.)	184			
2	Number of copies to be printed	5000 Nos.			
3	Size	8" X 10.25"			
4	Cover and Back Pages in Four Colour: Cover & Back pages (1 & 4) (blank 2 & 3) 230 GSM SBS White Card Finishing - Cover 1 & 4 Lamination				
5	Inner Pages - Single colour Inner pages on 60 GSM Maplitho of A Grade Mill				
6	Binding	Perfect binding			
	<b>Total</b>				

(IV)					
S.No.	Particulars	Specification	Rate for 5000 copies (Rs.)	Tax amt. (Rs.)	Total including Tax (Rs.)
<b>Paper 4</b>	<b>Statutory Compliance</b>				
1	Number of Pages (approx.)	120			
2	Number of copies to be printed	5000 Nos.			
3	Size	8" X 10.25"			
4	Cover and Back Pages in Four Colour: Cover & Back pages (1 & 4) (blank 2 & 3) 230 GSM SBS White Card Finishing - Cover 1 & 4 Lamination				
5	Inner Pages - Single colour Inner pages on 60 GSM Maplitho of A Grade Mill				
6	Binding	Perfect binding			
	<b>Total</b>				
	<b>Total of (I) + (II) +(III) +(IV)</b>				

**Note:**  
Charges of additional 4 pages of inside text black & white - Rs.....

Date:  
Place:

Signature of Bidder  
Seal  
Mob.No.