



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(Statutory body under an Act of Parliament)

12, SUDDER STREET, KOLKATA - 700 016

TELEPHONES: +91 033 2252 1031 / 1034 / 1035, 2252 1492 / 1602 FAX +91 33- 2252 1026

Website: www.icmai.in

Local Purchase Committee

Ref. LPC/Convocation/Souvenir/2024-25

23.04.2024

Tender for printing and supply of Souvenir for National Students' Convocation - 2024

Reputed and reliable Printing Press or Printing Service Providers are invited to offer their rate for Printing with paper Souvenir for National Students' Convocation of the Institute of Cost Accountants of India, as per details given below:

Detailed Specifications:

1.	Name of the Book	National Students' Convocation - 2024
2.	Number of Books to be printed	400 copies
3.	Finished Size of the Book	10" X 7.5" (Actual finished size)
4.	Paper for Cover	4 pages - 250 GSM Gloss Lamination
5.	Paper for Text	100 Pages – 100 GSM white glossy art paper
6.	Printing (Text & Cover)	Four color
7.	Total Number of Pages	100 + 4 pages of cover
8.	Binding	Perfect Binding
9.	Doorstep Delivery	The bidders will supply the complete material within a maximum period of 3 calendar days from the date of finalisation of last proofs or as mentioned in the purchase order at the Venue of Program at Kolkata
10.	Note	This is strictly time bound work, entire order need to be delivered within two calendar days.
11.	The quantity may be increased and/or decreased by 25% by the competent authority.	

specimen copy must be checked by the bidder for its specifications before participating in the bid

- The Institute will provide soft copy in .pdf form ready to print file for printing the souvenir.
- The Institute will not check ferros/blue prints and printouts for printing of text as well as cover. Printer would be held responsible for the correctness and accuracy for text and cover as provided & finalize by the Institute. The bidder shall also be responsible for stocking and will get the material insured.

General Terms and Conditions

1. Time adherence to schedules as notified by the Institute in printing/binding and strict quality control will be the essence of the transaction.
2. The rates quoted will be binding and valid for a period of two months from the date of execution of the contract.
3. The Institute reserves the right, to divide the Job at any point of time, and award any particular segment (s) of it to anyone.
4. Printing and Supply must be adhered to the sample available at the Institute.
5. Delivery should be within 03 days from acceptance of order.



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6. Period of Contract – will end automatically on satisfactory supply of the items.
7. If a firm quotes NIL charges /consideration /abnormal charges, the bid shall be treated as unresponsive and will not be considered.
8. Canvassing in any form in connection with the contract is strictly prohibited.
9. For any further information/clarification, please contact CMA Tinku Ghosh Das, Deputy Director, trd.dd1@icmai.in (+91-33-2252-1031/1034/1035) from 10.00 a.m. to 5.30 p.m. on all working days (Monday – Friday). Physical inspection of existing printed book and soft copy in pdf file must be made by intending tenderers before submission of quotation.
10. Institute reserves the right to extend the last date for receipt of bids at its own discretion.
11. Once the supply order is placed, it will be the vendors' responsibility to make the project functional. Any additional cost incurred for completing the project and for which the vendor has not bid at the time of submission of the final offer will be borne by the vendor.
12. The Bidder shall not sub-contract the mentioned work to any organization, person, firm or its franchise without the prior approval of the Institute.
13. 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.
14. Time adherence to schedules to be notified by the Institute in printing/binding and strict quality control will be the essence of the transaction. Daily penalty @ Rs.500/- per day in the schedules prescribed shall be imposed by the Institute for default on the part of the printer to adhere to the schedule/s notified. Similarly, poor quality of printing shall also include printing errors, poor printing/binding/missing pages/certain section carrying unprinted pages shall also make the printer liable for QUALITY CUT penalty shall be imposed at the discretion of the Institute.
15. **A copy of Trade License / Certificate of Incorporation along with GST registration copy is to be compulsorily submitted.**
16. Printer should have been established in the business, as Printers of similar items for a minimum period of 3 years.
17. The order will be placed for the best interest of the Institute.

Settlement of Dispute

1. All disputes regarding interpretation of the contents of the Agreement or its implementation shall be resolved by Mutual discussion/reconciliation in good faith by the agency and The Institute of Cost Accountants of India.
2. The agreement shall be governed by the Laws of India for the time being in force and subject to exclusive jurisdiction of Courts at Kolkata.

Quoting of rates

1. The rate quoted should include all paper, printing, packing, labour, transportation, loading, unloading, supply, applicable taxes etc. No other additional payments would be made.
2. The rate quoted will be final. No enhancement of rates will be allowed for any reasons viz. Non-availability of materials, hike in prices, increase in labour charges etc. during the period of the contract.



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3. Taxes as applicable should be included in the price, failing which the Institute shall have no liability to pay these charges, and the liability shall be that of the tenderer.
4. **L1 will be evaluated on the basis of amount quoted against "Price per Book" in the darkened box of Annexure 1.**

Minimum QUANTITY OF CONTRACT

The quantity mentioned is tentative. The quantity may be increased and/or decreased by 25% by the competent authority, and the Institute reserve itself the right to increase or decrease the quantity to be procured.

Place of Delivery:

For The Institute of Cost Accountants of India
Science City (Main) Auditorium
JBS Haldane Ave, Mirania Gardens, East Topsia, Topsia,
Kolkata, West Bengal 700046

Payments

- a. No advance payment will be made. Payment will be made after completion of satisfactory supply and submission of invoice / bill in hard copy.
- b. The payment will be made in electronic mode only within 30 days of submission of bills.
- c. Payment will be made on actual consumption basis.

Submission of Bids

The quotations STRICTLY AS PER PRESCRIBED FORMAT (Annexure 1) have to be submitted in the **LPC Tender Box** kept at the ground floor of the Institute. Address: **Local Purchase Committee**, Institute of Cost Accountants of India, CMA Bhawan, 12, Sudder Street, Kolkata – 700 016 in Sealed Envelope, superscribed "**Tender for printing and supply of Souvenir for National Students' Convocation – 2024**" (**Bid Reference – LPC/Convocation/Souvenir/2024-25**) on or before 4:00pm, **29th April, 2024**.

CONVENER
LOCAL PURCHASE COMMITTEE



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ANNEXURE 1

(Page 1)

Format of bid

Sl. No.	Details Requested	Provide Details
1.	Name of the Company/ Vendor	
2.	Contact person & Mobile number	Name: Mobile Number:
3.	Full address of the Registered office With Email Address	
4.	RTGS Bank Account Details (attach separate Sheet if required)	
5.	Certificate of Incorporation / Trade License (copy to be enclosed)	
6.	Details of GSTN	
7.	PAN of the Proprietor / Firm	

Signature of bidder:

Seal:

Date:



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ANNEXURE 1

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Item No	Name of the books	Price* per Book (Amount in Rs.)	Price [For every 4 additional Pages] (Amount in Rs.)
1	National Students' Convocation 2024		

* The rate quoted should include all paper, printing, packing, labour, transportation, loading, unloading, supply, taxes and all related costs.

Please Note: The selection of the party is based on Price per book. Each book will contain 100 + 4 Cover Pages. If the pages are less than the 100 pages the same amount will be deducted as mentioned in the cost of additional pages. For pages over and above 100 pages additional charges would be paid as quoted.

Declaration: We /our Company agree to all the terms and conditions as indicated in this EOI/Tender Notice and have physically visited and understood the scope of Work. We are not debarred by any other department of the Institute.

Signature of bidder:

Seal:

Date: