



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: lpc.kolkata@icmai.in

Local Purchase Committee

TENDER NOTICE

Ref. LPC/EXAM-MARKSHEET/01

April 16, 2021

Print & Supply of various types Mark sheets and Certificates

Reputed and reliable Printers located in and around Kolkata are invited to offer their Rate for Printing Mark sheets & Certificate as per details given below -

Specification:

Item	Specification	Types / Quantity
Mark Sheet	Paper - 105 GSM parchment paper Institute logo water marked	TYPE – I - 50,000
	Size - A4, center perforated	TYPE – II - 30,000
	Printing Text - Single Colour (both sides)	

Item	Specification	Types / Quantity
Certificate	Paper - 105 GSM parchment paper Institute logo water marked	TYPE – I - 25,000
	Size - A4	TYPE – II - 10,000
	Printing Text - Single Colour (both sides)	TYPE – III - 20,000
		TYPE – IV - 2,000

Samples of all items (Type I, Type II, Type III and Type IV) are available at the Examination dept. of the Institute for viewing/inspection.

Security features :

- UV security features in printing
- Error text in printing

Scope of work :

- 1) To print all types of Mark Sheets and Certificates and must adhere to the sample available with the Institute; *Bidders must visit to the Institute for checking / inspection / clarification of the sample before offering their quote.*
- 2) To perform design and typesetting work when/wherever required.
- 3) To supply the items at the Institute; Packing should be done in below manner –
 - o A bundle of 500 in corrugated box mentioning the material type and serial numbers properly.

Eligibility & enclosures:

- A) Must hold ISO certification, Copy to be attached.
- B) Should have minimum annual turnover of Rs. 1crore in last 3 years; audited annual reports of 2017-18, 2018-19, 2019-20 to be furnished.
- C) Should have minimum 8 years experience in printing of certificates / mark sheets. Copy of year of incorporation/registration to be enclosed.
- D) Copies of valid trade licenses, permissions to be enclosed.



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- E) Should have undertaken such activities at reputed Institutes / colleges / Universities in the country. Enclose copies of latest 2 such work orders.
- F) Must have an establishment in and around Kolkata as Institute may conduct informed/uninformed inspection to examine the assigned job.
- G) All the above mentioned documents should be enclosed in the bid submission envelop

Interested vendors may contact Sri Kamalesh Pattanayak, 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.dd2@icmai.in, Phone no.: 033-40364752

Instructions for bidders:

- The rates to be offered should include all designing, material, typesetting, printing, packing, labour, transportation, loading, unloading, supply etc. No other additional payments would be made.
- Taxes as applicable will be paid extra.
- Bidders shall bear all costs associated with the preparation and submission of its bid.

Terms & Conditions:

- i) Supply must be adhered to the sample available at the Institute.
- ii) The Firm will maintain highest standard of printing and utmost confidentiality during the course of complete printing and dispatch of this stationery to destination. The security and confidentiality shall be strictly maintained.
- iii) University / Institute logo/water mark at the center as a security features.
- iv) ***The selected vendor will have to submit Rs.100/- Non-Judicial Bond stating that the security, confidentiality, time management shall be maintained as per Examination schedule and terms of acceptance mentioned in the said letter, failing to cause appropriate action shall be initiated as per rules. Order will come to effect only submission of this undertaking.***
- v) Design matters / logo for the items to be provided by the Institute.
- vi) Printable designs may be modified / altered under advance intimation
- vii) Typesetting and proof correction work shall be done as per the directives of the Institute.
- viii) Schedule of delivery –
 - a. Time – Within 10 days from acceptance of order.
 - b. Place of Delivery – CMA Bhawan, 12, Sudder Street, Kolkata – 700 016
- ix) The bidder/s should adhere with all seriousness to the time schedule provided by the Institute.
- x) The price quoted by the bidder should remain valid for 90 days.
- xi) This is an annual contract and the contract can be renewed for one more year at same rate, terms and conditions on mutual consent.
- xii) Procurement would be done in phased manner and bills should be submitted as per work order and payments would be made on the same.
- xiii) If a firm quotes NIL charges/consideration/abnormal charges, the bid shall be treated as unresponsive and will not be considered
- xiv) Canvassing in any form in connection with the contract is strictly prohibited.
- xv) **L1 will be decided based on the consolidated amount quoted in the darkened box of Total Rs.**



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- xvi) Institute reserves the right to extend the last date for receipt of bids at its own discretion.
- xvii) Once the supply order is placed, it will be the vendor's 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
- xviii) 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.
- xix) Quotations that are not as per prescribed format (annexure 1), would summarily be rejected.
- xx) Institute reserves the right to modify the quantity included in the schedule of requirements at any time after acceptance of tender without a notice. The bidders shall have no claim to any payment of compensation.
- xxi) Institute reserves the right to repudiate the contract and entrust the work to any other third party in the event of breach of terms and conditions of this agreement or in the event of unsatisfactory performance observed by the Institute.
- xxii) Institute may ask clarifications if any during the evaluation and the bidders are expected to respond. Lack of response from them will enable the Institute arrive at its own decision about such bids.
- xxiii) The Institute shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the engaged personnel of the contracting Firm.
- xxiv) The work executed by the vendor should be to the satisfaction of the concerned officer where work was executed. If the same is not found satisfactory, the firm will have to do the job again at its own cost. The decision of the concerned officer and of the Institute in this regard will be final and unassailable and binding on the vendor.
- xxv) The participating bidder has to submit this tender document signed and sealed on each page, together with the Bid, as acceptance of the terms and conditions mentioned herein.
- xxvi) The order will be placed for the best interest of the Institute.

Payments:

- No advance payment will be made. Payment will be made after completion of satisfactory supply and submission of invoice / bill in hard copy. Taxes will be extra as applicable.
- The payment will be made in electronic mode only within 30 days of submission of bills.

Submission of Bids:

The quotations have to be submitted in the **LPC TENDER BOX** kept at the ground floor of the Institute. Address: The Institute of Cost Accountants of India, CMA Bhawan, 12, Sudder Street, Kolkata – 700 016 in Sealed Envelope, superscribed “**Tender for Print & Supply of Mark sheets and Certificates**” (Bid Reference - **LPC/EXAM-MARKSHEET/01**) on or before 4:00pm, April 22, 2021.

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Annexure 1

Format of bid

Sl. No.	Details Requested	Provide Details
1.	Name of the Company/ Vendor	
2.	Contact person & Mobile number	
3.	Full address of the office With Email Address	
4.	RTGS Bank Account Details	
5.	Details of GSTN	
6.	PAN of proprietor	

"I on behalf of certify that I have visited the Institute for examining /checking / inspecting / clarifying the sample of all types Mark sheets and Certificates available with Examination Department and I shall adhere to the sample for execution of the work and I am quoting the below rate only after inspection of materials."

Item	Quantity (pcs.)	Rate per 1000 pcs. (Rs.)
Mark Sheet (A)	TYPE – I - 50,000	
	TYPE – II - 30,000	

Item	Quantity	Rate per 1000 pcs. (Rs.)
Certificate (B)	TYPE – I - 25,000	
	TYPE – II - 10,000	
	TYPE – III - 20,000	
	TYPE – IV - 2,000	

***Total (in words) Rs.only (A)+(B) Total Rs./-**

* the above total value is total price (Rs.) quoted for 1000 pcs. mentioned for (A) and 1000 pcs. mentioned for (B)

applicable taxes would be extra

Signature of bidder:

Seal:

Date: