



Ref. LPC/SSB/ISS/2026

20.02.2026

**TENDER FOR SERVICE PROVIDER OF DESIGNER**

Reputed and reliable designers are invited to offer their rate for designing, composing of various publications as per details given below:

Detailed Specifications: Designer Services

Sl.no	Particulars of Work
1	Monthly newsletter of average 48 pages every month
2.	Flyer designing for events per item
3.	Certificates of ESG Course per item
4.	Composing of publication per page
5.	Masking of articles per page
6.	PPT and design per page

Period of Contract is 1 year

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

- The Institute will provide the assigned job to be completed within the timeline.

**General Terms and Conditions**

1. Time adherence to schedules as notified by the Institute in designing and strict quality control will be the essence of the transaction.
2. The rates quoted will be binding and valid for a period two months from the date of execution of the contract.
- 3. Sample of work have to be provided by the L1.**
4. The Institute reserves the right, to divide the Job at any point of time, and award any particular segment (s) of it to anyone.
5. Designing must be adhered to the sample available at the Institute.
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 Dibbendu Roy, Additional Director, Secretary SSB from 9.30 a.m. to 5.30 p.m. on all working days (Monday – Friday).
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. 250/- per day in the schedules prescribed shall be imposed by the Institute for default on the part of the designer to adhere to the schedule/s notified.
- 15. A copy of Trade License / Certificate of Incorporation along with GST registration copy is to be compulsorily submitted.**
16. 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 designing, typesetting,. 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. increase in labour charges etc. during the period of the contract.
3. Taxes as applicable should be included in the price, failing which the ICMAI 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 "Designing charges" in the darkened box of Annexure 1.**

#### **Place of Delivery:**

SSB Department

#### **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**

Seal and signed page of filled in **Annexure-1** and sample of design of five pages in pdf and jpeg.

Filled in Price bid of **Annexure-2**.

**The Bidder should prepare an envelope for submission of Price Bid. The envelope need to be sealed supersubscribing –Price Bid with the name, address and contact number of the Bidder.**

Envelope No. II

**Then pre-sealed envelope no. I need to be inserted in an another envelop i.e. envelope no. II and it also need to be sealed with a subject heading on it which is as under:**

**“Tender for designer services for Sustainability Standards Board”**

The final envelope (II) has to be submitted in the LPC Tender Box kept at the ground floor of the Institute.  
Address: The Convener, Local Purchase Committee, CMA Bhawan, 12, Sudder Street, Kolkata – 16 on or before **3:00 pm, 13<sup>th</sup> March, 2026**.

**CONVENER**  
**LOCAL PURCHASE COMMITTEE**



**ANNEXURE I**

**Details of the Vendor**

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 ( <b>copy to be enclosed</b> )	
6.	Details of GSTN	
7.	PAN of the Proprietor / Firm	

Signature of bidder:

Seal:

Date:



**ANNEXURE II**

**Price Bid**

Designer charges for each item

Item No	Name of the activity	(Amount in Rs.)
1	Monthly newsletter of average 48 pages every month	
2	Flyer designing for events per item	
3	Certificates of ESG Course per item	
4	Composing of publication per page	
5	Masking of articles per page	
6	PPT and design per page	

**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: