



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

Local Purchase Committee

TENDER NOTICE

Ref. no. LPC/Examination-convocation/Souvenir

March 6, 2020

Sub: Printing with paper Souvenir for the National Students' Convocation - 2020

Reputed and reliable printers are invited to offer their rate for printing of a souvenir as per details given below:

Specification:

1. Size - 10" X 7.5"
2. Printing - 4 colour
3. Paper - 80 Pages – 105 GSM white glossy art paper
4. Cover - 4 pages - 250 GSM Gloss Lamination
5. Quantity required - 500 pieces
6. Fabrication - Perfect binding
7. Delivery - 3 working days after placing the order (Hard copy)

Terms & Conditions :

- The quoted rate shall include cost of material, labour, transport, taxes & duties, royalties, octroi and other local taxes or levies etc. if any.
- Any cartage/loading and unloading charges for supply of materials at the Institute or venue of the event, will not be paid extra.
- Payment will be made within 30 days against the invoice through e-payment.

Intending Tenderers can contact Shri Kamallesh Pattanayak of Examination on any Working Days (Monday – Friday) during office hours for any further clarification at own cost.

Quotation in sealed envelope, superscribed “**Souvenir for NSC-2020**” to be submitted strictly as per format given below, duly signed and stamped, on or before **4.00 p.m. of March 13, 2020** to Ms. Moumita/Mr. Bhavesh Sinha, **LPC, CMA Bhawan, 12 Sudder Street, Kolkata – 700 016.**

Item	Rate per booklet (Inclusive of all Taxes and Delivery)
Souvenir for National Students' Convocation	Rs.

Note:

- Transportation / labour and any other item required should be borne by the party only. Printing of flexes and banners to be ready within one day after finalization of design. Any other flex may need to be print on exigency. Coordination with other teams / vendors at the venue may be required for smooth execution of the program.
- Design would be provided by the Institute

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All Payments will be made through Electronic Mode to the Bank Account of the selected Tenderer. Please mention Bank Details [(i) Name of the A/c., (ii) A/c. No., (iii) Type of A/c., (iv) Name of the Bank, (v) Name of the Branch with address, (vi) IFS Code No. (vii) MICR No. and (viii) GST number.

Terms & Conditions:

- 100% payment after successful completion of program.
- The price quoted by the Tenderer should remain valid for a period of three months from the date of submission of tender. Incomplete bids will be considered unresponsive.
- The order will be placed for the best interest of the Institute.

Quotations signed by the Tenderer in a sealed envelope superscribed **“Souvenir for NSC-2020”** is to be submitted strictly as per the following format given above, and positively on or before 4.00 p.m. of March 13, 2020 to Ms. Moumita Das/Mr. Bhavesh Kumar Sinha, CMA Bhawan, 12 Sudder Street, Kolkata – 700 016.

**Convener
LPC**