



The Institute of Cost Accountants of India

(Statutory body under an Act of Parliament)

Bhubaneswar Chapter

CMA Bhawan, A/122/2, Nayapalli, Nilakantha Nagar, Bhubaneswar-751012, Tel: 0674-2396622

Email: cbc@icmai.in, web: www.icmaibbsr.in

Tender Ref: ICAI/BBSR/105/Tender/2021, Date : 09/12/2021

**TENDER DOCUMENTS
FOR
PRINTING & SUPPLY
OF
WIRO SQUARE WRITING PAD**



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TENDER NOTICE FOR PRINTING & SUPPLY OF WIRO SQUARE WRITING PAD FOR ICAI-BHUBANESWAR CHAPTER

The Institute of Cost Accountants of India - Bhubaneswar invites sealed tenders from the reputed and reliable Printers at Bhubaneswar for Printing & Supply of Writing Pad at CMA Bhawan, A/122/2, Nayapalli, Nilakantha Nagar, Nayapalli, Bhubaneswar-751012, Odisha

1. Requirement: 400 (Four Hundred) Numbers
2. Specification :
 - Size of the Writing Pad : Crown size
 - Cover : ½ page 300 GSM Art paper before front cover & 300 GSM Plastic material for front & back cover
 - Total Inner Pages: 168 pages consisting 160 pages 70 GSM Mapilitho single colour Rolling Paper having Logo in each page and water mark of logo in the body and 8 pages 170 GSM Art Paper Multi Colour print
 - Binding : Wiro Binding as per sample available in the chapter office.
3. Lowest Offer rate excluding GST shall consider for selection of L-1 Bidder
4. The Tender Documents Comprises of (Scope of Works & Terms and Conditions: Annexure-A, Technical Bid: Annexure-B and Financial Bid: Annexure-C). The Bidder should go through the tender document before participation in tender and submit the rates as per the Financial Bid format at Annexure-C
5. Last date for submission of Sealed Tender at CMA Bhawan in Drop Box is **up to 5.00 PM on 22nd December, 2021**
6. No Tender documents shall be entertained through email or Postal or Courier mode
7. The Tender documents shall be opened on **22nd December, 2021 at 6.00 PM** at CMA Bhawan in the Presence of Suppliers or their authorized representative if interested .
8. The ICAI-Bhubaneswar Chapter has reserved the right to reject the quotations without assigning any reasons thereof. No correspondence in this regard will be entertained.
9. The Tender documents shall be rejected, if less than 03 (three) tenders are received.
10. Any modification/corrigendum shall be hosted in the website of ICAI-Bhubaneswar Chapter (www.icmaibbsr.in) and to be displayed in Notice Board

Himaj Mishra
9/12/21
(CMA Himaj Mishra)
Chairman

Copy to:-

1. Notice Board of the ICAI-Bhubaneswar Chapter
2. Concerned Staff in Charge of ICAI-Bhubaneswar Chapter for uploading in the Chapters website.

SCOPE OF WORK

Printing & Supply of 400 nos Writing Pad, Size of the Writing Pad : Crown size

- Cover : ½ page 300 GSM Art paper before front cover & 300 GSM Plastic material for front & back cover
- Total Inner Pages: 168 pages consisting 160 pages 70 GSM Mapilitho single colour Rolling Paper having Logo in each page and water mark of logo in the body and 8 pages 170 GSM Art Paper Multi Colour print
- Binding : Wiro Binding as per sample available in the chapter office.

TERMS AND CONDITIONS

1. This contract shall be comprise of Printing & Supply of 400 nos Writing Pad. Same shall be delivered within 10 days from the date of receipt of Printing Order.
 2. The Supplier shall quote their rates in both words and figures as per prescribed format of Financial Bid (Annexure-C) excluding GST and same shall be paid as extra as applicable.
 3. It is the responsibility of the proprietor to deliver the material at CMA Bhawan, Bhubaneswar.
 4. ICAI-Bhubaneswar Chapter if feel necessary, may further negotiation with L-1 Bidder Only.
 5. The Supplier who will be awarded the printing order is not permitted to Sub-contract the Supply.
 6. The Supplier shall solely responsible for payment of GST and other statutory dues as applicable.
 7. Tender Documents should be submitted Within scheduled date and time in hard copy only in a sealed envelope superscripted as "PRINTING & SUPPLY OF WIRO SQUARE WRITING PAD" addressing to the Chairman, ICAI-Bhubaneswar Chapter, A/122/2, Nayapalli, Nilakantha Nagar, Bhubaneswar -12.
 8. No tender documents shall be entertained if submitted through Postal, Courier, email / digital mode and submitted after due date and time.
 9. No conditional tender will be accepted by the authority from the Bidders
 10. **TERMS OF PAYMENT**
 - (a) No advance payment will be given by ICAI-Bhubaneswar Chapter
 - (b) Payment will be released through Account Payee Cheque/RTGS to the Supplier within 7- days from the date of Supply of Writing Pad as per specification and submission of bills in duplicate.
 11. The Price quoted by the Suppliers shall remain valid for 15 days.
 12. The ICAI-Bhubaneswar Chapter reserves the right to postpone and/or extend the date of receipt/opening of Tender or to cancel the tender without assigning any reason thereof.
 13. Tender documents will not be opened in case of participation of Less than 03 (Three) Bidders.
 14. Any dispute arises, same shall be sorted out mutually. If not resolved mutually, then either party can take the help of court of law at Bhubaneswar Jurisdiction only.
- Any modification/corrigendum shall be hosted in the website of ICAI-Bhubaneswar Chapter (www.icmaibbsr.org) and to be displayed in Notice Board

DECLARATION BY THE TENDERER

This is to certify that, I/We before signing this ANNEXURE-A of the tender containing the "Scope of Works" along with terms & conditions as per the tender have read, fully understood the same and undertake myself/ourselves to abide by the same.

(Signature with seal of the Tenderer)

Name:

Address:

Handwritten signature

TECHNICAL BID

- 1. Name of the Supplier:-**
- 2. Full Address:**
- 3. Name of the Contact Person/ Authorised Representative:**
- 4. Contact Telephone Number/ Mobile No and Email id :**
- 5. GSTN of the Bidder (Copy to be enclosed if applicable) :**
- 6. PAN of the Bidder (Copy to be enclosed) :**
- 7. Bank Account Details:**
 - **Name of the Account Holder :**
 - **Account Number:**
 - **Name and address of the Bank :**
 - **IFSC Code:**

(Signature with seal of the Bidder)

Handwritten signature

FINANCIAL BID

1. Name of the Firm :-
2. Quoted Price as follows:-

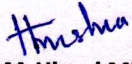
Specification for Wiro square Writing Pad	Offer Price (Excluding GST & including designing) in (₹) for 400 Pcs	Offer Price (Excluding GST & including designing) in (₹) for additional 100 Pcs
Size of the Writing Pad : Crown size	In Figure (₹)----- In Words-----	In Figure (₹)----- In Words-----
Total Inner Pages: 168 pages		
<ul style="list-style-type: none"> • 160 pages 70 GSM Mapilitho single colour Rolling Paper having Logo in each page and water mark of logo in the body and • 8 pages 170 GSM Art Paper Multi Colour print 		
Cover : ½ page 300 GSM Art paper on before front cover & 300 GSM Plastic material for front back cover		
Binding : Wiro Binding	In Figure (₹)----- In Words-----	In Figure (₹)----- In Words-----
Cost of Extra 4 (Four) Pages Multi Colour		

DECLARATION:

I / We herewith certify that the information furnished above is true and correct to the best of my/our knowledge. I /We understand that in case, any deviation is found in the above statement at any stage; I/we shall be blacklisted and will not have any dealing with the ICAI-Bhubaneswar Chapter in future.

Signature with seal of Authorized Signatory :

Date:-


(CMA Himoj Mishra)
Chairman