



**The Institute of Cost Accountants of India**  
(Statutory body under an Act of Parliament)

**Bhubaneswar Chapter**

CMA Bhawan, A/122/2, Nayapalli, Nilakantha Nagar, Nayapalli, Bhubaneswar-751012, Tel: 0674-2396622, e-mail: [cbc@icmai.in](mailto:cbc@icmai.in), web: [www.icmaibbsr.in](http://www.icmaibbsr.in)

**Ref No: ICAI-BBSR /TENDER/AR PRINTING /0113 dated 04.04.2022**

**TENDER DOCUMENTS  
FOR  
PRINTING OF ANNUAL REPORT**

**Estimated Cost is Rs.80,000/- (Rupees Eighty Thousand Only )**

  
(CMA Himoj Mishra)  
Chairman



**The Institute of Cost Accountants of India**  
(Statutory body under an Act of Parliament)  
**Bhubaneswar Chapter**

**Ref: ICAI-BBSR/TENDER/AR PRINTING/0113/2021**

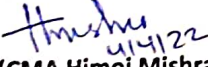
**Date:04.04.2022**

**TENDER FOR PRINTING OF ANNUAL REPORT**

The Institute of Cost Accountants of India - Bhubaneswar invites sealed tenders from the reputed and reliable Printers at Bhubaneswar for printing of Annual Report (Multicolour) for the FY 2021-2022.

Last Date and Time to drop the Sealed Tender documents ( Hard Copy) at Tender Box at CMA Bhawan , Nayapalli, Bhubaneswar	19.04.2022 (Tuesday) by 6.00 PM
Date and Timing of Opening of Tender documents at CMA Bhawan, Nayapalli, Bhubaneswar	19.04.2022 (Tuesday) at 6.30 PM at CMA Bhawan in the presence of the Tenderer or their authorized representatives if interested.

1. Requirement: 500 (Five Hundred ) numbers
2. Specification : Size: Demi 1/4<sup>th</sup> , Inner Page : Multi Colour 64 (Sixty Four ) Pages 90 gsm glossy art Paper , Cover Page : 04 (Four) Pages 220 gsm Glossy Multi Colour, Lamination: Matt lamination of Cover (Front and Back) and Gum Binding . Tenderer may also visit CMA Bhawan to see the sample paper.
3. Lowest Offer rate excluding GST shall consider for selection of L-I Tenderer
4. The Tender Documents Comprises of (Scope of Works: Annexure-A, Terms and Conditions: Annexure-B, Technical Bid: Annexure-C and Financial Bid: Annexure-D). The Tenderer should go through in detail before participation in tendering process and submit the quotation as per the Financial Bid format (Annexure-D)
5. Last date for submission of Sealed Tender at CMA Bhawan in Drop Box is up to 6.00 PM on 19.04.2022 (Tuesday)
6. No Tender documents shall be entertained through email or Postal or Courier mode
7. The Tender documents shall be opened on 19.04.2022 (Tuesday) at 6.30 PM at CMA Bhawan in the Presence of Tenderers or their authorized representative if so 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 not be opened, if less than 03 (Three) participation found.
10. To know further details may visit the website of the ICAI-Bhubaneswar Chapter [www.icmaibbsr.in](http://www.icmaibbsr.in)
11. Any modification/corrigendum shall be hosted in the website of ICAI-Bhubaneswar Chapter ([www.icmaibbsr.in](http://www.icmaibbsr.in)) and to be displayed in Notice Board

  
(CMA Himoj Mishra )  
Chairman

Copy to:-

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

## **ANNEXURE-A**

### **SCOPE OF WORK**

Printing of 500 (Five Hundred) numbers Multi Colour Annual Report of ICAI-Bhubaneswar Chapter having following specification

{Size: Demi 1/4<sup>th</sup> , Inner Page : Multi Colour 64 (Sixty Four ) Pages 90 gsm glossy art Paper , Cover Page : 04 (Four) Pages 220 gsm Glossy Multi Colour, Lamination: Matt lamination of Cover (Front and Back) & Gum Binding }.

Numbers of Annual Report and Pages may be increased/decreased considering the requirements. Accordingly, amount shall be calculated as per quoted price offered in the Financial Bid.

### **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 it .

(Signature with seal of the Tenderer)

Name:

Address:

*thushar*

**TERMS AND CONDITIONS**

1. The quoted amount should be excluding of GST and including designing / delivery charges.
2. ICAI-Bhubaneswar Chapter if feel necessary, may do further negotiation with L-1 Printer Only.
3. No conditional tender will be accepted by the authority by ICAI-Bhubaneswar Chapter
4. The Printer who will be awarded the printing order is not permitted to Sub-contract for printing.
5. The printer shall solely responsible for payment of GST and other statutory dues as applicable.
6. TDS shall be deducted from the bill amount as applicable
7. Annual Report should be delivered within 4 (four) days from the date of proof confirmation and it is the responsibility of Supplier to deliver the same at CMA Bhawan, Nayapalli, Bhubaneswar
8. If any information / document furnished by the Tenderer with the tender papers are found to be misleading or incorrect at any stage their tenders will be rejected without assigning reasons thereof.
9. Tender Documents should submit within scheduled date and time in hard copy only in a sealed envelope superscripted as "PRINTING OF ANNUAL REPORT" addressing to the Chairman, ICAI-Bhubaneswar Chapter, A/122/2, Nayapalli, Nilakantha Nagar, Bhubaneswar -12.
10. No tender documents shall be entertained if submitted through Postal, Courier, email / digital mode and submitted after the scheduled date and time
11. Tender Documents shall be opened on the scheduled date and time in the office of the ICAI-Bhubaneswar Chapter, CMA Bhawan, A122/2, Nayapalli, Nilakantha Nagar, Bhubaneswar in the presence of the tenderers or their authorized representative if interested.
12. Tender documents will not be opened in case of participation is less than 03 (Three) Printers
13. 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.
14. The Price quoted by the Printers shall remain valid for 30 days.
15. Payment will be released through RTGS/NEFT. No advance shall be given to the Printer against the Contract. However, If Competent Authority of ICAI-Bhubaneswar Chapter feel necessary for fast progress of printing may release some amount of advance with the request of Printer.
16. For any services, the printer should not be blacklisted by any Organisation. If found later on, the action deemed fit will be initiated against the Printer as per the law.
17. The Interested Tenderers may contact Shri Bikram Keshari Chahtaray of ICAI-Bhubaneswar Chapter (Phone No. 0674-2396622/ M-6370813308) for clarification if any.
18. The Competent Authority of ICAI-Bhubaneswar Chapter reserves the rights to penalize as deep proper, if the Printer fails to deliver the Annual Report within the specified time or in accordance with the specifications / samples.
19. Offer rate for 500 (Five Hundred) Pcs (excluding GST) as per financial bid shall be considered for selection of L-1 Printer/Tenderer.
20. Any modification/corrigendum shall be hosted in the website of ICAI-Bhubaneswar Chapter ([www.icmaibbsr.in](http://www.icmaibbsr.in)) and to be displayed in Notice Board
21. In case of any legal dispute, it will be adjudicated within the jurisdiction of Bhubaneswar Court only.

  
(CMA Himoj Mishra)  
Chairman

Read and Understood the above terms and conditions:

(Signature with Seal of the Printer/Tenderer)



**TECHNICAL BID**

1. Name of the Supplier:-
2. Full Address:
3. Name of the Contact Person:
4. Contact Telephone Number/ Mobile No and Email Id :
5. GSTN of the Bidder (Enclose Copy):
6. PAN of the Bidder (Enclose Copy ) :
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)

*Thusha*

**FINANCIAL BID FOR PRINTING OF ANNUAL REPORT**

1. Name of the Printer/Tenderer :-

2. Quoted Price :-

Specification	Offer Price (Excluding GST) for 500 (Five Hundred) Pcs In (₹) (Figure)	Offer Price for 500 (Five Hundred Pieces In Word
Size of the Annual Report : Demi 1/4 <sup>th</sup>	In Figure (₹)-----	Rupees.....
Inner Page : Multi Colour 64 (Sixty Four ) Pages 90 gsm glossy art Paper		
Cover Page : 04 (Four) Pages 220 gsm Glossy Multi Colour		
Lamination: Matt lamination of Cover (Front and Back)		
Binding : Gum Binding	In Figure (₹)-----	Rupees.....
Cost of Extra 4 (Four) Pages Multi Colour		

**N.B:**

01. Price is to be quoted excluding GST and including designing /delivery charges
02. Before submission of Tender Documents , Tenderer may visit CMA Bhawan to see the sample papers as per above stated specifications
03. If pages shall be reduced, then equal amount as stated for extra 04 (four) page is to be deducted and vice versa
04. Every Four Pages shall be treated as one unit. Accordingly, any fraction page(s) like 1,2 or 3 page addition/deduction, rate of 4 (four) pages shall be applicable.

(Name &amp; Signature of the Tenderer/Printer )

*Himisha*  
21/4/22  
(CMA Himoj Mishra )  
Chairman