



**THE INSTITUTE OF
COST ACCOUNTANTS OF INDIA**
(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)
CMA BHAWAN
12, SUDDER STREET, KOLKATA – 700 016.
DELHI OFFICE-CMA BHAWAN, 3 INSTITUTIONAL AREA,
LODI ROAD, NEW DELHI- 110 003

Telephones : (033)2252-1301/1034/1035
: (033)2252-1619/1492/1602
: (033)2252-7373/7143/2204
: (011)24622156-58
E-mail : ccmpgs@icmai.in, cbc@icmai.in
Website : www.icmai.in

Tender Notice

ICMAI/2022/National Seminar_CCMPGS_MAY 2022/BhubaneswarSouvenir-2

Date: 25.04.2022.

Date of Invitation: April 25, 2022 **Date of Closure:** 15:30 hours on May 1, 2022.

Date of Tender Opening: 15:00 hours on May 2, 2022.

The Institute of Cost Accountants of India is organizing 3 Day National Seminar on Cost Management of for Public and Government Services with a theme “Cost Excellence – A Sustainable Business Strategy” at Bhubaneswar on 13th, 14th & 15th May, 2022.

In this connection quotations are invited from reputed printers located at Bhubaneswar for the printing of Souvenir, Invitation Card, Hanging I-card & Writing Pad for the event.

In case you are interested you may send your quote for the printing job in a sealed envelope mentioning “Quotation for 3 Day National Seminar on Cost Management of for Public and Government Services May 2022 at Bhubaneswar” to be dropped in the tender box at CMA Bhawan, A 122/2, Nilakanta Nagar, Nayapalli, Unit – 8, Bhubaneswar – 751012, Odisha as per the following specifications latest by 15:30 hours on Sunday, May 1, 2022.

| S.No. | Description | Specification | Qty | Size |
|----------|---|--|----------------------------------|----------|
| A | Souvenir | | 600 Nos. | |
| 1 | Cover (Multi Color) | 250 GSM Imported Art Paper, Mat Lamination & gum binding | 4 Pages | Demi 1/4 |
| 2 | Pages Inside B/W | 130 GSM Art Paper | 60 pages (approx.) | |
| 3 | Colored Advertisement | 130 GSM Art Paper | 52 pages (approx.) | |
| 4 | B/W Print [Additional Pages over & above 52 pages] | 130 GSM Art Paper | for every 4 pages for 600 copies | |
| 5 | Colour Print [Additional Pages over & above 52 pages] | 130 GSM Art Paper | for every 4 pages for 600 copies | |

Bhubaneswar Chapter of Cost Accountants

CMA Bhawan, A/122/2, Nayapalli, Nilkantha Nagar, Bhubaneswar – 751012

Phone : 0674-2396622/2395622, Mob. No. – 6370813308

E-mail : cbc@icmai.in, Website: www.icmaibbsr.in



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| S.No. | Description | Specification | Qty | Size |
|-----------|---|---|----------|---|
| 6. | Additional Copies [Same specifications as stated above] | | 100 Nos. | |
| 6 | Fabrication | Perfect Bound | | |
| 7 | Finishing | Cover Page Matt Lamination | | |
| B. | Invitation Card with envelop | Multi-colour Invitation Card in 300 GSM Art Paper with both side printing Multi-colour Envelop in 130 GSM glossy paper | 100 Nos. | 8 Inch X 5.5 Inch To accommodate the card as per the above mentioned size |
| C. | Hanging I-Card with plastic jacket with ribbon | I-card – 220 GSM Art Paper multi colour without individual name print Ribbon – to be printed Institute's Name in White or Orange colour with red colour Logo. | 800 Nos | B2 size |
| D. | Writing Pad | Front & Back Cover – 4 pages 170 GSM Art Paper Inner Pages – 60 pages ruling paper of 68 GSM with spiral binding | 800 Nos | 1/6 Demi |

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Terms and Condition of the tender:

1. Sample quality of different items such as paper, cover page etc. to be used should be as per the specimen copy is available at ICAI Bhubaneswar Chapter. Bidders are requested to check the same before submission of the tender document.
2. Purchase order will be communicated to you by email.
3. Delivery of the items should not exceed 4 days from date of finalization of the proof.
4. No delivery charges will be paid extra.
5. Taxes shall be paid as applicable and quoted by the vendor.
6. Quantity given above may vary at the time of placing the Purchase order.
7. Payment will be made within 15 days against the invoice along with duly receipted delivery challans and after receipt of the ordered quantity in full as per the specifications and in good condition.
8. L1 party will be selected based on the financial quote excluding taxes.
9. For measuring Extra pages printing works – a set of 4 pages rate will be considered for 4 for fraction number of pages over and above the specified number of pages.
10. For any query/clarification, please contact Shri Tushar Ranjan Mohanty, Asstt. Coordinator, Bhubaneswar Chapter at (0674)-2396622, M-6370813308 during the validity time for receipt of quotations.
11. Possibility of rescheduling of the date of the seminar may happen in case of any notification of the Central Govt./State Govt./Local Authority imposing restrictions on public gathering come into force due to spread of Novel Corona Virus(COVID-19).
12. Considering the same any advance paid to the Vendor to be adjusted with the future delivery of services/goods to be taken on a deferred date of the seminar
13. The committee reserves the right to reject any/ all quotations without assigning any reason there for.
14. Any dispute in awarding of the tender and during execution of the work will be settled mutually between the institute and vendor.
15. The quotation should be in the following format: Part A – Details of the Company, Part B – Financial Bid.

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Part A: Details of the Company:

| S.No. | Details Requested | Provide Details |
|-------|--|-----------------|
| 1. | Name of the Printer | |
| 2. | Year of Commencement of business | |
| 3. | Complete Address (with Phone, Mobile, Email) | |
| 4. | Turnover of last three consecutive years | |
| 5. | Whether having In House setup for pre-press and post-press work | |
| 6. | At least 3 Similar Work done for Govt/ PSU / University / Institute/Corporates etc. | |
| 7. | Empanelment with Certified Govt. Agency / Press, if any. (attach proof) | |
| 8. | PAN [Copy to be enclosed] | |
| 9. | GST Registration No. [Copy to be enclosed] | |
| 10. | Details of Bank Account <ul style="list-style-type: none">- Name of the Bank- Branch Address- Account No.- Nature of Bank Account- IFSC Code | |

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Part B: Financial Bid

| S.No. | Description | Qty | Per unit Price Quoted (Rs.) | GST | Total Price (Rs.) |
|---|--|-------------|--------------------------------------|-----|----------------------|
| A | Printing with paper of Souvenir As per the Specification mentioned above including Front & Back Cover and designing & layout charges in complete state. | 600 Nos. | | | |
| A.1 | Extra Copies | 100 Nos. | | | |
| A.2 | Additional Pages Printing – B/W | For 4 Pages | | | |
| A.3 | Additional Pages Printing – Colour | For 4 Pages | | | |
| B | Invitation Card with envelop | 100 Nos. | | | |
| C | Handing I-Card with plastic jacket with ribbon | 800 Nos | | | |
| D | Writing Pad | 800 Nos | | | |
| | | | | | |
| Sub-total (I) | | | | | |
| GST as applicable II) | | | | | |
| Grant Total (I+II) | | | | | |
| Grand Total (In words) | | | | | |
| Delivery Period * Should be within seven days from placing the Purchase order | | | | | |
| Any other information | | | | | |

Convenor
Local Purchase Committee-National Seminar on
Cost Management of Public & Government Services
Bhubaneswar

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