



ICMAI
THE INSTITUTE OF
COST ACCOUNTANTS OF INDIA
(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)
BHUBANESWAR CHAPTER

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Contact Details:

CMA Bhawan, A/122/2, Nayapalli, Nilakantha Nagar, Bhubaneswar -751012, Odisha, Tel.: 0674-2396622, Mob. No. : 6370813308, E-mail: cbc@icmai.in, Website: www.icmaibbsr.in

Tender Notice

Ref: ICMAI-BBSR/ RCC-2024/0120/Brochure/Letter Head

Date: 16.11.2023

Date of Invitation: 16.11.2023 Date of Closure: 22.11.2023 (Wednesday) by 6.00 PM

Date of Tender Opening: 22.11.2023 (Wednesday) at 06.30 PM at CMA Bhawan, Nayapalli, Bhubaneswar

The Institute of Cost Accountants of India – Eastern India Regional Council and Bhubaneswar Chapter are organizing a 3 Day **Regional Cost Conference-2024** with the theme “**New Bharat - Paradigm Shift – Challenges & Opportunities**” during **12th -14th January, 2024** at Blue Lily Beach Resort, Puri, Odisha.

In this connection offers are invited from reputed printers located at Bhubaneswar for the printing of Brochure & Letter Head for the event.

Interested vendors (Printers) residing under the pin code of Bhubaneswar city may drop the tender documents in a sealed envelope superscripting “**Quotation for 43rd Regional Cost Conference-2024 Printing of Brochure & Letter Head**” in the tender box kept at the premises of the ICMAI-Bhubaneswar Chapter, CMA Bhawan, A/122/2, Nayapalli, Nilakantha Nagar, Bhubaneswar -751012 as per the following specifications latest by **22.11.2023 (Wednesday) at 6.00 PM**

SI No	Description	Specification	Qty
1	Brochure	Size-1/4 Demy, No of Pages-8, Multi Colour Offset Print, Paper Quality -300 GSM Art Board, Mat Lamination and Center Stitch.	600 (Six Hundred) Pieces
2	Brochure Cover Envelope	Size-1/4 Demy fit to the Brochure, Multi colour print, Paper quality 130 GSM Art Paper Glossy (Envelope Making)	600 (Six Hundred) Pieces
3	Brochure inside Forms (3 types)	Size-1/4 Demy, Multi Colour Offset multi colour print , Paper quality – 120 GSM Art Board (Glossy)	600 (Six Hundred) Pieces of each type
4	Letter Head	Size – A/4 , Multi Colour Offset Print , Paper Quality (Executive Bond)	1000 Pieces

The tender documents contain Annexure-A (Terms & Conditions) , Annexure-B (Details of the Bidder) and Annexure-C (Financial Bid)

(CMA Prakash Chandra Sahoo)
Officer, ICMAI-Bhubaneswar Chapter &
Chairman, Purchase Committee



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ANNEXURE-A : Terms and Condition of the Tender:

1. Sample quality of brochure and Letter Heads specimen copy available at ICMAI- Bhubaneswar Chapter. Bidders are requested to check the quality before submission of the tender document.
2. Printing order will be communicated through the given email id of the Bidder and/or Hard Copy preferably within 3 days from the date of opening of tender documents.
3. Delivery of the items should not exceed 3 days from date of confirmation of the Proof. However before 3 days from the confirmation of the proof is well appreciated.
4. It is the responsibility of the Printer /Vendor to deliver the materials at the premises of ICMAI- Bhubaneswar Chapter, Nayapalli, Bhubaneswar. No transportation charges shall be paid for the same by the ICMAI-Bhubaneswar Chapter
5. Taxes shall be paid as applicable and quoted by the vendor.
6. Payment will be made within 15 days from the receipt of the invoice and satisfactory printing as per the specifications and also in good condition.
7. **L1 Bidder** will be selected based on the lowest financial quote excluding taxes and total price offered for 600 Pieces of Brochure and 1000 Pcs of Letter Head. Additional Pieces cost shall not be considered for Comparative purpose. No Individual Cost of Brochure & Letter Head shall be separated for smooth execution.
8. For any query/clarification, please contact Shri Hemanta Kumar Biswal, AAO, ICMAI- Bhubaneswar Chapter at (0674)- 2396622, M-9778940481 during the office hours.
9. In case of rescheduling of the Seminar date considering unavoidable reasons such as riot, natural Calamities, notification of Central Govt./State Govt./Local Authority/Institute, 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 conference, accordingly no extra cost to be given.
10. The committee reserves the right to reject any/ all quotations without assigning any reason thereof.
11. Any dispute in awarding of the tender and/or Printing Order and also during execution of the work will be settled mutually between the Institute and the vendor.
12. The quotation should be in the prescribed format such as Annexure- B (Details of the Bidder) & Annexure-C (Financial Bid).
13. Bid with incomplete information in the Part -C (Financial Bid) shall be rejected


(CMA Prakash Chandra Sahoo)
Officer, ICMAI-Bhubaneswar Chapter &
Chairman, Purchase Committee

Declaration

This is to certify that I/We before signing this ANNEXURE-A of this tender containing terms & conditions have read and fully understood the same and undertake myself/ourselves to abide by them.

Date;

Place:

(Signature and Seal of the Vendor/Authorised Representative)



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ANNEXURE- B: DETAILS OF THE BIDDER

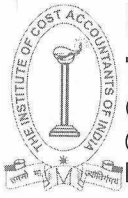
S.No.	Particulars	Provide Details
1.	Name of the Printer	
2.	Status of the Organisation (Company/ Partnership Firm /Proprietorship)	
2.	Year of Commencement of business	
3.	Complete Address (with Phone, Mobile, Email id)	
4.	Whether having in House setup for pre-press and post-press work	
5.	At least 3 Similar Works done in any Govt/ PSU / University / Institutions /Corporate etc. (Name of the Organisations/institutions are to be disclosed)	
6.	PAN [Copy to be enclosed]	
7.	GST Registration No. [Copy to be enclosed]	
8.	Details of Bank Account for Payment Purpose <ul style="list-style-type: none">- Name of the Bank- Branch Address- Account No.- IFSC	

DECLARATION:

I / We hereby 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 Institute of Cost Accountants of India or any of its Chapters in future.

Date :
Place:

Signature of Bidder/Authorized Signatory with Stamp



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PART C: FINANCIAL BID

Sl.No.	Description	Qty	Amount in (Rs.)	GST	Total Price (Rs.)
A	Printing Brochures including Envelopes and inside 3 forms As per the Specification as mentioned including designing & layout charges in complete shape.	600 Pieces			
A.1	Extra Copies if required within 30 days from the delivery date of 1 st Lot	100 Pieces			
B	Letter Head as per specification	1000 Pieces.			
B.1	Extra Piece if required within 90 days from the supply of 1 st lot	100 Pieces			
Total (A+B)- Without Considering A.1 & B.1					
Grand Total (In words)					
Delivery Period: Should be within 3 (Three) days from the date of confirmation of the proof .					
Any other information					

Date :

Place :

Signature of Bidder/Authorized Signatory with Stamp