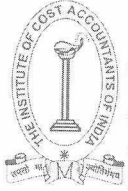
**ICMAI****THE INSTITUTE OF
COST ACCOUNTANTS OF INDIA**
(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)**EASTERN INDIA REGIONAL COUNCIL & BHUBANESWAR CHAPTER****Contact Details:**The ICAI-Bhubaneswar Chapter, CMA Bhawan, A/122/2, Nayapalli, Nilakantha Nagar, Bhubaneswar-12, Odisha,
Email : cbc@icmai.in, eirc.rcc2024@icmai.in, Ph-0674-2396622, M-6370813308, Web:www.icmaibbsr.in**Tender Notice****Ref: ICAI-EIRC-BBSR/RCC-2024/0124/Souvenir & Other****Date: 19.12.2023****Date of Invitation: 19.12.2023 (Tuesday) , Date of Closure: 26.12.2023 (Tuesday) at 06.00 PM****Date of Tender Opening & Place : 26.12.2023 (Tuesday) at 06.30 PM at CMA Bhawan, Nayapalli, Bhubaneswar-12**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 “**Rupantar: New Bharat – A Paradigm Shift – Challenges & Opportunities**” from 12th January, 2024 to 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 Souvenir, Invitation Card , Hanging I-card, Writing Pad & Coupons for the event.

Interested vendors (Printers) residing under the pin code of Bhubaneswar city may drop the tender documents in a sealed envelope super-scribing “**Quotation for 43rd Regional Cost Conference-2024- Printing of Souvenir and other items**” in the tender box kept at **ICMAI-Bhubaneswar Chapter, CMA Bhawan, A/122/2, Nayapalli, Nilakantha Nagar, Bhubaneswar-12, Odisha**, Tel.: 0674-2396622 as per the following specifications latest by **06.00 PM on 26.12.2023**

S.No.	Description	Specification	Qty	Size
A	Souvenir	500 Nos.		
1	Cover (Multi Color- Folded)	250 GSM Imported Art Paper, Mat Lamination & gum binding	8 Pages	Demi 1/4
2	Pages Inside B/W	130 GSM Art Paper	38 pages	
3	Pages Coloured Inside	130 GSM Art Paper	62 pages	
4	B/W Print [Additional Pages over & above 38 pages]	130 GSM Art Paper	for every 4 pages for 500 copies	
5	Colour Print [Additional Pages over & above 62 pages]	130 GSM Art Paper	for every 4 pages for 500 copies	
6.	Additional Copies [Same specifications as stated above]		100 Nos.	
7.	Fabrication	Perfect Binding		
8.	Finishing	Cover Page Mat Lamination		
B.	Invitation Card with Envelope	Multi-Colour Invitation Card in 300 GSM Art Paper with both side printing. Multi-colour Envelop in 130 GSM glossy paper	150 Nos.	8 Inch X 5.5 Inch Envelope 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 Ribbon – to be printed Institute’s Name in White or Orange colour with red colour Logo.	500 Nos	B2 size



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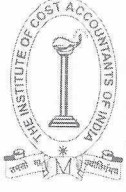
Contact Details:

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S.No.	Description	Specification	Qty	Size
D.	Writing Pad	Front & Back Cover (Multi Colour) – 4 pages : 170 GSM Art Paper Inner Pages – 60 pages ruling paper of 68 GSM with spiral binding and printing Institute logo in each of the pages.	500 Nos	1/6 Demi
E	Coupon	One side Multi colour Print (220 GSM Art Paper	06 varieties and total 2300 (400X5 Varieties and 300X1 variety). Day wise fabrication binding will be held and few to be kept loose. The quantity of binding and loose coupons will be intimated in due course of time	Visiting Card Size : 8.00 cm X5.00 cm)

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 (RCC-2024)



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ANNEXURE-A : 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 as available at ICMAI-Bhubaneswar Chapter. Bidders are requested to check the same 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 10 days before the event.
3. Delivery of the items should not exceed 4 days from date of confirmation of the Proof.
4. It the responsibility of the Printer /Vendor to deliver the materials at the premises of ICMAI-Bhubaneswar Chapter, Bhubaneswar. For delivery of the materials, the charges/expenses shall be borne by the Printer/Vendor.
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 along with copy of delivery challans in complete shape as per the specifications and in good condition.
7. **L1** Bidder will be selected based on the lowest financial quote before GST for all items as mentioned in the Financial Bid . Hence , no unit wise quoted shall be considered for evaluation of L-1 Bidder
8. For measuring extra pages printing works – a set of 4 pages rate will be considered for 4 (four) or fraction number of pages over and above the specified number of pages. Accordingly proportionate amount to be deducted , if numbers of pages is reduced.
9. For any query/clarification, please contact Shri Hemanta Kumar Biswal, AAO, ICMAI-Bhubaneswar Chapter at (0674)- 2396622,M-9778940481 during the office hours (From 10.00 AM to 07.00 PM)
10. In case of rescheduling of the event 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 event without any financial implication.
11. The committee reserves the right to reject any/ all quotations without assigning any reason thereof.
12. Any dispute in tender documents and /or awarding of the printing work or during execution of the work will be settled mutually between the ICMAI-Bhubaneswar Chapter and the vendor.
13. The quotation should be in the prescribed format such as Annexure- B (Details of the Bidder) & Annexure-C (Financial Bid).
14. Bid with incomplete information in the Part -C (Financial Bid) shall be rejected

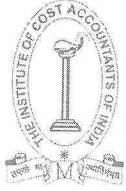
(CMA Prakash Chandra Sahoo)
Officer, ICMAI-Bhubaneswar Chapter &
Chairman, Purchase Committee

This is to certify that I/We before signing this ANNEXURE-A of this tender containing terms and conditions as per the tender 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

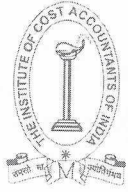
S.No.	Particulars	Provide Details
1.	Name of the Printer	
2.	Status of the Organisation (Company/ Partnership Firm /Proprietorship)	
2.	Year of Commencement of business	
3.	Complete Address (with Phone, Mobile, Email id)	
4.	Turnover of last three consecutive years	
5.	Whether having in House setup for pre-press and post-press work	
6.	At least 3 Similar Work done for Govt/ PSU / University / Institution/Corporate etc.	
7.	PAN [Copy to be enclosed]	
8.	GST Registration No. [Copy to be enclosed]	
9.	Details of Bank Account - Name of the Bank - Branch Address - Account No. - Nature of Bank Account - IFSC Code	

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	Price Quoted (Rs.)	GST	Total Price including GST (Rs.)
A	Printing with paper of Souvenir As per the Specification as mentioned including Front & Back Cover and designing & layout charges in complete shape.	500 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 envelope	150 Nos.			
C	Hanging I-Card with plastic jacket with ribbon	500 Nos			
D	Writing Pad	500 Nos			
E	Coupon (06 Varieties day wise fabrication Binding) and each variety around 100 in loose	300 Nos books			
Total Amount					
Total amount in words					
* Delivery of materials should be within 4 (four) days from the date of proof confirmation. * As stated above (A.2 & A.3), if pages will be reduced proportionate amount also to be deducted from the bill. * L-1 Bidder shall be selected on the basis of total price offered before tax. * Bidders may properly understand before participation in tendering process and may also see the sample as available at ICMAI-Bhubaneswar Chapter					
Any other information					

Date :

Place :

Signature of Bidder/Authorized Signatory with Stamp