



ICMAI

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, Odisha-751 012

Tel : 0674- 2396622, 2395622

Mob : 6370813308

E mail : cbc@icmai.in

Mobile App: ICMAI BBSR

Website: www.icmaibbsr.in

NOTICE FOR INVITING TENDER DOCUMENTS

PRINTING OF ANNUAL REPORT OF ICMAI-BHUBANESWAR CHAPTER

Occasion:

56th Annual General Meeting of ICMAI-Bhubaneswar Chapter

Venue:

**CMA Bhawan, A122/2, Nayapalli, Nilakantha Nagar,
Bhubaneswar-751012**

Event Date:

30th May, 2025 (Friday)

Tender Issue Ref. No: ICMAI-BBSR/PRINTING /31804 Dated **07.05.2025**

Last Date of submission of Tender Documents: **15.05.2025 by 6.00 PM**

Mode of submission: Hard Copy Only (Speed Post/Courier/In Person)

Issued by:

Chairman, ICMAI-Bhubaneswar Chapter



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Tender Notice

Ref No. ICMAI-BBSR/Printing/31804

Date: 07.05.2025

The Institute of Cost Accountants of India (ICMAI) is a statutory body established under an Act of Parliament i.e. the CWA Act, 1959 (herein after referred as ICMAI). ICMAI is functioning under the overall administrative jurisdiction of Ministry of Corporate Affairs, Government of India and having its head office at C M A Bhawan, 3 , Institutional Area, Lodi Road, New Delhi-110003 and Kolkata Office at CMA Bhawan, 12, Sudder Street, Kolkata - 700016.

Sealed tenders/quotations are invited from the reputed printers located within Bhubaneswar City, Odisha for printing of ANNUAL REPORT of the Institute of Cost Accountants of India-Bhubaneswar Chapter.

Tender documents shall be available in the website of ICMAI-Bhubaneswar Chapter <http://www.icmaibbsr.in> from **7th May 2025 at 5.00 PM** and can be downloaded in pdf format.

The quotation duly signed by the tenderer on each page to be submitted in a sealed envelope superscribed with Printing of ICMAI Annual Report.

The quotation must be accompanied with all the documents as required and must be submitted the same within the due date and time at the following address in hard copy or Speed Post or Courier, so as to reach within scheduled date and time. The Institute will not consider any quotation received late at any condition.


Chairman, ICMAI-Bhubaneswar Chapter

Address: ICMAI - Bhubaneswar Chapter
CMA Bhawan, A/122/2, Nayapalli, Nilakantha Nagar,
Unit-8, Bhubaneswar -751012



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**TENDER NOTICE FOR PRINTING
OF**

56th ANNUAL REPORT OF ICMAI-BHUBANESWAR CHAPTER

A. TECHNICAL SPECIFICATION FOR ANNUAL REPORT PRINTING -300 Nos.

S.No.	Description	Specification	No of Pages	Size
A	ANNUAL REPORT-300 Nos.			
1	Cover (Multi Color)	300 GSM Imported Art Paper, Mat Lamination & perfect gum binding	4 Pages	Demi 1/4 (8.5 x 11 inches)
2	Pages Coloured Inside	130 GSM Art Paper	80 pages	
3	Colour Print [Additional Pages over & above 80 pages]	130 GSM Art Paper	For every 4 pages for 300 copies	
4	Additional Copies [Same specifications as stated above]		100 Nos.	
5	Fabrication	Perfect Gum Binding		
6	Finishing	Cover Page Mat Lamination		
7	DELIVERY PERIOD : Within 48 hours from the date of providing Final Copy in printable format by ICMAI.			

The tender documents contains:

- Annexure-A (Terms & Conditions)
- Annexure-B (Details of the Bidder)
- Annexure-C (Financial Bid)


(Chairman)

ICMAI-Bhubaneswar Chapter



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ANNEXURE-A: Terms and Conditions for the Information of Tenderers

- Only printing units located within Bhubaneswar city are eligible to participate in this tendering process.
- The quality of materials to be used—such as paper, cover page, etc. must match the specimen copies available at ICMAI- Bhubaneswar Chapter, A/122/2, Nayapalli, Nilakantha Nagar, Bhubaneswar – 751012. Tenderers are advised to inspect the samples before submitting their bids.
- The printing order will be communicated to the tenderer through the email ID provided in their bid and/or by hard copy, preferably five (5) days before the scheduled event.
- Tender documents submitted through digital means will not be entertained. Only hard copy submissions will be accepted. The envelope must be clearly superscribed with **“Quotation for Printing of ANNUAL REPORT OF ICMAI-BHUBANESWAR CHAPTER”** and to be dropped in the tender box kept at ICMAI Bhubaneswar Chapter, A/122/2, Nayapalli, Nilakantha Nagar, Bhubaneswar – 751012 if submitted in person. Alternatively, it may be sent through Speed Post or Courier to the same address, ensuring it reaches before the deadline specified in the tender document.
- Delivery timelines are as follows:
 - within 48 hours of receiving the printable soft copy.
- It is the printer's responsibility to deliver the printed materials to the ICMAI Bhubaneswar Chapter premises as specified above. All delivery charges will be borne by the vendor/printer.
- Taxes will be paid as applicable under law/Act.
- Payment will be made within 21 days through RTGS/NEFT upon receipt of the invoice and delivery challans, provided the items meet the specifications and are in acceptable condition. IT TDS & GST TDS will be deducted as per the Act.
- **The L-1 tenderer will be selected based on the lowest total financial quote before taxes (summation of A + B + C components).**
- For additional pages in print materials, the rate shall be considered per set of four (4) pages. Proportional charges will be deducted if the final page count is reduced below the specified number.
- For extra copies, the price will be quoted in sets of 100 pieces. Correspondingly, the same rate shall be applied for any reduction in quantity.
- For any query or clarification, please contact Shri Tushar Ranjan Mohanty (M: 9692665372) during working days between 10:30 AM to 7:00 PM.
- In case the event is rescheduled due to unavoidable circumstances (e.g., riots, natural calamities, or government notifications), any advance paid will be adjusted against future delivery of services for the revised event date.
- The tender committee reserves the right to reject any or all quotations without assigning any reason.
- Any disputes arising from the tender process or execution of the printing work shall first be attempted to be resolved amicably between ICMAI and the vendor. Failing that, legal action may be taken by either party under the jurisdiction of the courts of Bhubaneswar only.
- Quotations must be submitted in the prescribed formats: Annexure-B: Details of the Tenderer, Annexure-C: Financial Bid.
- Tenders with incomplete information in Part-C (Financial Bid) will be summarily rejected.
- Rates must be quoted for each item specified under sections A, B, and C and will be considered accordingly.
- The contract is strictly for the ICMAI-Bhubaneswar Chapter and shall not be extended. This is a one-time assignment only.

(Chairman, ICMAI-Bhubaneswar Chapter)

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

(Signature with Seal of the Tenderer or Authorized Representative)

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S.No.	Particulars	To Provide Details
1.	Name of the Printer/Tenderer	
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. (Name of the Organisation is to be mentioned)	
7.	PAN [Copy to be enclosed]	
8.	GST Registration No. [Copy to be enclosed]	
9.	Details of Bank Account <ul style="list-style-type: none">- 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. 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 dealings with the Institute of Cost Accountants of India or any of its Chapters in the future.

Date:**Signature of Tenderer/Authorized Signatory with Stamp****Place:**



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ANNEXURE-C: FINANCIAL BID

Sl.No.	Description	Qty	Total Price before GST (Rs)
A	Designing & Printing with paper of Annual Report: Size Demy ¼ (8.5 x 11 inches) Cover (Multi Color): 300 GSM Imported Art Paper, Mat Lamination & perfect gum binding: 04 Pages Pages Coloured Inside: 120 GSM Art Paper; 80 pages	1000 Pcs	
A.1	Extra Copies	100 Nos.	
A.2	Additional Pages Printing – Colour	For 4 Pages	
Total Amount Before GST			
GST is extra as applicable			

Note:

- Delivery of materials should be within 48 hours from the date of providing soft copy by ICMAI – Bhubaneswar Chapter in printable format at the ICMAI- Bhubaneswar Chapter Premises at CMA Bhawan, Nayapalli, Nilakantha Nagar, Bhubaneswar-12, Odisha
- As stated above (A.1 & A.2) if pages are reduced, the invoice amount shall be calculated as per pro-rata basis.
- L1- Tenderer shall be selected on the basis of total price offered before applicable GST.

Date:

(Signature of Tenderer/Authorized Signatory with Stamp)

Place: