



## INSOLVENCY PROFESSIONAL AGENCY OF INSTITUTE OF COST ACCOUNTANTS OF INDIA

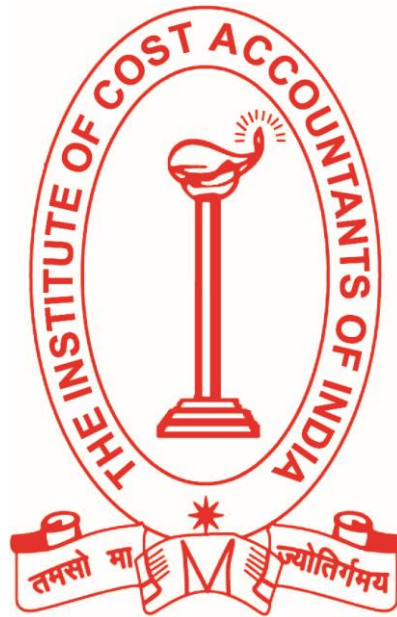
CMA BHAWAN, 3 INSTITUTIONAL AREA, LODI ROAD, N.D.-110003

Tel-+91 011 24666100

Website: [www.ipaicmai.in](http://www.ipaicmai.in) e-mail: [ipa@icmai.in](mailto:ipa@icmai.in)

# **TENDER DOCUMENT**

## **PRINTING OF JOURNAL**



Last Date of Submission : 14<sup>TH</sup> February, 2020 at 2.30 PM



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Ref:Tender/2019/03/IPA

February 6, 2020

### Tender Notice

#### Sub: Tender for inviting quotations for Printing of Journal

Sealed quotations are invited from the reputed printers and printing service providers for Printing of Journal.

The quotations duly signed by the bidder on each page to be submitted in a sealed envelope super-scribed with 'Printing of Journal.'

In case you are interested you may send your quote by hand or by post for the printing job in a sealed envelope mentioning "Quotation for Printing of Journal." to be addressed to IPA of Institute of Cost Accountants of India & dropped in the tender box on 3<sup>rd</sup> Floor, CMA Bhawan, 3, Institutional Area, Lodhi Road, New Delhi - 110003 on the following specifications latest by 2:30 PM on 14<sup>th</sup> February, 2020.

The quotation must be accompanied with all the documents along with the paper samples as required and must submit the same within the due date and time of Tender Period. The Institute will not consider any quotation received late at any condition even through the Indian Postal Service.

The Institute will provide text matter to be printed along with the designing of matter. The Institute may ask to check errors/blueprints and printouts for the printing of text on no extra cost. The agency would be held responsible for the correctness and accuracy for text and cover as provided in the mail by the Institute.

For further information/clarification, the intending bidders may consult Bhagyashree Bothra@ 24666113 on any Working Day (Monday-Friday) during office hours 9.30 am to 5.30 pm

### SPECIFICATIONS

Name of the Publication – **The Insolvency Journal**

Sl.	Particulars	Specification
1	Printing	<b>Coloured:</b> Text including Photographs and Graphics
2	Size	<b>A4 size</b> <b>21 * 29.7 cm</b>



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3	Cover and Back Pages	<b>In Four Colour:</b> Cover & Back pages on <b>Matt coated, 300 GSM Imported Art Paper</b>
4	Inner Pages	<b>In Four Colour:</b> Inner pages on <b>Recyclable 70 GSM Gloss LWC Paper (High Bright White)</b>
5	Number of pages	<b>65 to 80</b>
6	Number of copies	<b>200/300/500 Copies</b>
7	Binding	<b>Perfect binding</b>

### Additional requirement (Charges)

- Addition/Deletion of pages (Recyclable 70 GSM Gloss LWC Paper (High Bright White))
- Charges for Designing and typesetting of Document

### Eligibility Criteria

- Minimum turnover of agency for last 3 years need to be Rs.5 lakhs average p.a.
- Agency must have registered for GSTN

### Terms and conditions

- The total price quoted will be all inclusive of paper cost, printing cost, binding, designing, delivery/courier charges, labourer for delivery, designing etc. No additional charges other than quoted rate will be entertained.
- All payment(s) is/are to be given to the Bank account through Electronic Mode, hence Bank Details {Name of the A/c (2) A/c No. (3) Type of A/c(4) Name of Bank (5)Branch Name with Address and (6) IFSC Code} should be provided in the quotation.
- The bidder must submit the tender as per Annexure 1 duly filled and signed.
- The price quoted by the bidder should remain valid for 60 days.
- The material have to be supplied within 7 days of issuing the work order.
- **L1 will be decided on consolidated value quoted for printing of 200/300/500 Nos.**
- The Institute may, for any reason whether at its own initiative or in response to the clarification requested by the prospective bidder, issue amendment in the form of addendum during the bidding period and subsequent to receiving the bids. Any addendum thus issued shall become part of bidding document and bidder shall submit the addendum duly signed and stamped in token of his acceptance.
- Although the details presented in this Tender Document consisting of conditions of contract, scope of work and technical specifications have been compiled with all reasonable care, it is the bidder's responsibility to ensure that the information provided is adequate and clearly understood.



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- The order will be placed for the best interest of the Institute.
- The Committee does not bind itself to accept the lowest tender and reserves the right to reject or partially accept any or all of the tenders received, without assigning any reason.
- The delivery of items will be made at the stores of CMA Bhawan, 3 Institutional Area, Lodi Road, New Delhi – 110 003. Vendors to arrange helpers in this regard.
- Canvassing in any form in connection with tenders is strictly prohibited and the tenders submitted by the Agency who resort to such canvassing are liable to rejection on this ground alone.
- Taxes shall be as applicable and quoted by the vendor.
- If any item(s)/services are found to be different from the approved sample/poor quality/substandard the payment will be released after deducting a penalty as may be decided by the competent authority of the Institute.
- The number of requirement may vary i.e. it may increase or decrease & the vendor must adhere to the requirement of the Institute. In such case payment will be made on pro-rata basis.
- The selected vendor must charge according to actual requirement. For any additional requirement the charges will be on pro-rata basis.
- Work Order will be communicated vide email.
- If a firm quotes NIL charges/consideration, the bid shall be treated as unresponsive and will be summarily rejected.
- **Taxes:** The percentage of all the taxes, duties, levies, must be quoted in clear terms separately.
- A penalty of 1 % per day would be imposed per day of delay in delivery from the date given for delivery of items.

### Annexure - 1

#### Technical Bid- Technical Cell Publication

##### Part A: Details of the Company:

S.No.	Details Requested	Provide Details
1.	Name of the Company/ Vendor	
2.	Year of Incorporation/ Establishment	
3.	Complete Address (with Phone, Mobile, Email)	
4.	Turnover of last three consecutive years (It should be at least Rs.5 Lakhs average for following years - attach proof)	



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	2018-19 2017-18 2016-17	
5.	Whether having In House setup for pre-press and post-press work (attach proof)	
6.	At least 3 Similar Work done for Govt/ PSU / University / Institute(attach proof)	
7.	GSTN	
8.	Empanelment with Certified Govt. Agency / Press, if any. (attach proof)	

### **Part B: Financial Bid- Technical Cell Publication**

Rates to be quoted in below format

S.No.	Publication-Cost Audit-Value Proposition for Stakeholders	Specification	Rate for 200 copies (Rs.)	Tax amt. (Rs.)	Total including Tax (Rs.)
<b>A. 1</b>	Size	21*29.7 cm			
<b>2</b>	Number of Pages (approx)	65			
<b>3</b>	Printing (Colour)	Text including Photographs & Graphics			
<b>4</b>	Cover & Back Pages (Four color)	300 GSM Imported Art card			
<b>5</b>	Inner Pages (Four colour)	Recyclable 70 GSM Gloss LWC Paper (High Bright White)			
<b>6</b>	Fabrication	Perfect Binding			
<b>7</b>	Finishing Cover Page & Back cover	Thermal Mat coated			
<b>B.</b>	Composite Designing & Typesetting				
	<b>Total</b>				

Cost of additional 16 colour pages

Rs.



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### **Part B: Financial Bid- Technical Cell Publication**

Rates to be quoted in below format

S.No.	Publication-Cost Audit-Value Proposition for Stakeholders	Specification	Rate for 300 copies (Rs.)	Tax amt. (Rs.)	Total including Tax (Rs.)
<b>A. 1</b>	Size	21*29.7 cm			
<b>2</b>	Number of Pages (approx)	65			
<b>3</b>	Printing (Colour)	Text including Photographs & Graphics			
<b>4</b>	Cover & Back Pages (Four color)	300 GSM Imported Art card			
<b>5</b>	Inner Pages (Four colour)	Recyclable 70 GSM Gloss LWC Paper (High Bright White)			
<b>6</b>	Fabrication	Perfect Binding			
<b>7</b>	Finishing Cover Page & Back cover	Thermal Mat coated			
<b>B.</b>	Composite Designing & Typesetting				
	<b>Total</b>				

Cost of additional 16 colour pages

Rs.

### **Part B: Financial Bid- Technical Cell Publication**

Rates to be quoted in below format

S.No.	Publication-Cost Audit-Value Proposition for Stakeholders	Specification	Rate for 500 copies (Rs.)	Tax amt. (Rs.)	Total including Tax (Rs.)
<b>A. 1</b>	Size	21*29.7 cm			
<b>2</b>	Number of Pages (approx)	65			
<b>3</b>	Printing (Colour)	Text including Photographs & Graphics			
<b>4</b>	Cover & Back Pages (Four color)	300 GSM Imported Art card			
<b>5</b>	Inner Pages (Four colour)	Recyclable 70 GSM Gloss LWC Paper (High Bright White)			
<b>6</b>	Fabrication	Perfect Binding			
<b>7</b>	Finishing Cover Page &	Thermal Mat coated			



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	Back cover				
<b>B.</b>	Composite Designing & Typesetting				
	<b>Total</b>				

Cost of additional 16 colour pages	Rs.
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Date :

Place:

Signature of Bidder

Seal

Mob.No.