Ref. LPC/BFSI/INSCOST/2026 06.11.2026

TENDER FOR PRINTING AND SUPPLY OF INSCOST - COST MANAGEMENT, COST GOVERNANCE, COST DISCLOSURE & COST ASSURANCE FRAMEWORK FOR THE INDIAN INSURANCE SECTOR

Reputed and reliable Printing Press or Printing Service Providers are invited to offer their rate for Printing with paper a book of BFSI as per details given below:

Detailed Specifications:

1.	Name of the Book	INSCOST - Cost Management, Cost Governance, Cost Disclosure & Cost Assurance Framework for the Indian Insurance Sector
2.	Number of Books to be printed	100 copies
3.	Finished Size of the Book	7.80 x 10.30 inches (Actual finished size)
4.	Paper for Cover	300 GSM Coated Glossy Art Paper
5.	Paper for Color Text	100 GSM Glossy Art Paper
6.	Printing (Text)	All four Color pages
7.	No. of Cover Pages	4 Pages, all cover four color
8.	Total Number of Pages	728 including 4 cover pages
9.	Binding	Section Sewing with Perfect Binding
10.	Delivery	Within 10 calendar days
11.	Period of Contract	1 year. Initially 100 copies would be printed. The contract may be renewed one more time in the same year at the same rate, terms and conditions.

specimen copy must be checked by the bidder for its specifications before participating in the bid

- The Institute will provide soft copy in. pdf form for printing only for the book.
- The Institute will not check ferros/blue prints and printouts for printing of text as well as cover. Printer would be held responsible for the correctness and accuracy for text and cover as provided & finalize by the Institute. The bidder shall also be responsible for stocking and will get the material insured.

General Terms and Conditions

1. Time adherence to schedules as notified by the Institute in printing/binding and strict quality control will be the essence of the transaction.
2. The rates quoted will be binding and valid for a period two months from the date of execution of the contract.
3. **Paper samples for both the inside text pages and the cover have to be submitted in the envelope containing the bid.**
4. **Paper samples provided by the bidders would be checked for its technical accuracy and only those bidders whose paper samples conform to the requirement of the Institute would be shortlisted for being considered for the price bid.**

5. The Institute reserves the right, to divide the Job at any point of time, and award any particular segment (s) of it to anyone.
6. Printing and Supply must be adhered to the sample available at the Institute.
7. Delivery should be within 10 days from acceptance of order.
8. Period of Contract – will end automatically on satisfactory supply of the items.
9. If a firm quotes NIL charges /consideration /abnormal charges, the bid shall be treated as unresponsive and will not be considered.
10. Canvassing in any form in connection with the contract is strictly prohibited.
11. For any further information/clarification, please contact CMA Dibbendu Roy, Additional Director, Secretary & HoD, BFSIB from 9.30 a.m. to 5.30 p.m. on all working days (Monday – Friday). Physical inspection of existing printed book and soft copy in pdf file must be made by intending tenderers before submission of quotation.
12. Institute reserves the right to extend the last date for receipt of bids at its own discretion.
13. Once the supply order is placed, it will be the vendors' responsibility to make the project functional. Any additional cost incurred for completing the project and for which the vendor has not bid at the time of submission of the final offer will be borne by the vendor.
14. The Bidder shall not sub-contract the mentioned work to any organization, person, firm or its franchise without the prior approval of the Institute.
15. 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.
16. Time adherence to schedules to be notified by the Institute in printing/binding and strict quality control will be the essence of the transaction. Daily penalty @ Rs. 250/- per day in the schedules prescribed shall be imposed by the Institute for default on the part of the printer to adhere to the schedule/s notified. Similarly, poor quality of printing shall also include printing errors, poor printing/binding/missing pages/certain section carrying unprinted pages shall also make the printer liable for QUALITY CUT penalty shall be imposed at the discretion of the Institute.
17. **A copy of Trade License / Certificate of Incorporation along with GST registration copy is to be compulsorily submitted.**
18. Printer should have been established in the business, as Printers of similar items for a minimum period of 3 years.
19. The order will be placed for the best interest of the Institute.

Settlement of Dispute

1. All disputes regarding interpretation of the contents of the Agreement or its implementation shall be resolved by Mutual discussion/reconciliation in good faith by the agency and The Institute of Cost Accountants of India.
2. The agreement shall be governed by the Laws of India for the time being in force and subject to exclusive jurisdiction of Courts at Kolkata.

Quoting of rates

1. The rate quoted should include all designing, typesetting, paper, printing, packing, labour, transportation, loading, unloading, supply, applicable taxes etc. No other additional payments would be made.
2. The rate quoted will be final. No enhancement of rates will be allowed for any reasons viz. Non-availability of materials, hike in prices, increase in labour charges etc. during the period of the contract.
3. Taxes as applicable should be included in the price, failing which the ICMAI shall have no liability to pay these charges, and the liability shall be that of the tenderer.
4. **L1 will be evaluated on the basis of amount quoted against "Price per Book" in the darkened box of Annexure 1.**

Minimum QUANTITY OF CONTRACT

The quantity mentioned is tentative. The quantity may be increased and/or decreased by 10-20% by the competent authority, and the Institute reserve itself the right to increase or decrease the quantity to be procured.

Place of Delivery:

BFSI Department
The Institute of Cost Accountants of India
84, Harish Mukherjee Road
Kolkata 700025

Payments

a. No advance payment will be made. Payment will be made after completion of satisfactory supply and submission of invoice / bill in hard copy.
b. The payment will be made in electronic mode only within 30 days of submission of bills.
c. Payment will be made on actual consumption basis.

Submission of Bids

Envelope No. I – TECHNICAL BID:
Seal and signed page of filled in **Annexure-1** and sample of papers (text & cover)

Envelope No. II – PRICE BID:

Filled in Price bid of **Annexure-2.**

The Bidder should prepare two separate envelops – One for submission of Technical Bid and another for submission of Price Bid. These two envelops need to be sealed super subscribing – Technical Bid & Price Bid with the name, address and contact number of the Bidder.

Envelope No. III

Then pre-sealed envelope no. I & II need to be inserted in an another envelop i.e. envelope no. III and it also need to be sealed with a subject heading on it which is as under:

"Tender for printing and supply of INSCOST - Cost Management, Cost Governance, Cost Disclosure & Cost Assurance Framework for the Indian Insurance Sector" (Bid Reference – LPC/BFSI/INSCOST/2026).

The final envelope (III) has to be submitted in the LPC Tender Box kept at the ground floor of the Institute. Address: Local Purchase Committee, CMA Bhawan, 12, Sudder Street, Kolkata – 700 016, on or before **3:00 pm, 26th November, 2026.**

CONVENER
LOCAL PURCHASE COMMITTEE

ANNEXURE I

Technical bid

Sl. No.	Details Requested	Provide Details
1.	Name of the Company/ Vendor	
2.	Contact person & Mobile number	Name: Mobile Number:
3.	Full address of the Registered office With Email Address	
4.	RTGS Bank Account Details (attach separate Sheet if required)	
5.	Certificate of Incorporation / Trade License (**copy to be enclosed**)	
6.	Details of GSTN	
7.	PAN of the Proprietor / Firm	

Signature of bidder: Seal:

Date:

ANNEXURE II

Price Bid

Item No	Name of the books	Price* per Book (Amount in Rs.)	GST	Total Price (Amount in Rs.)	Price [For every 4 additional Colour Pages] (Amount in Rs.)
1	INSCOST - Cost Management, Cost Governance, Cost Disclosure & Cost Assurance Framework for the Indian Insurance Sector				

* The rate quoted should include all paper, printing, packing, labour, transportation, loading, unloading, supply, taxes and all related costs.

Please Note: The selection of the party is based on Price per book. Each book will contain 724 + 4 Cover Pages. If the pages are less than the 724 pages the same amount will be deducted as mentioned in the cost of additional pages. For pages over and above 724 pages additional charges would be paid as quoted.

Declaration: We /our Company agree to all the terms and conditions as indicated in this EOI/Tender Notice and have physically visited and understood the scope of Work. We are not debarred by any other department of the Institute.

Signature of bidder: Seal:

Date: