Sealed Quotations are invited for supply of **Members Folders** as per the details given in Annexure ‘A’. The terms and conditions are as under:

1. The sealed quotations are to be submitted in prescribed format on your business letter head duly stamped and signed and dated on each page. Details/supporting documents wherever applicable, if attached with the quotation should be duly authenticated by the vendor/s. No over-writings shall be accepted unless authenticated with full signature of the vendor/s.

2. The sealed quotations duly super scribed, **“Quotation for Supply of Members Folders RFQ-2570 due on 9th July 2014”**, should be addressed by name to **Shri Sutanu Sinha, Chief Executive**, The ICSI and sent at the Institute’s address given below either by registered post/speed post/or by dropping in the tender box placed at IIIrd floor of Institute’s Headquarter & should reach on or before **9th July 2014 by 3:00 PM**.

   Address:

   Shri Sutanu Sinha  
   Chief Executive  
   The Institute of Company Secretaries of India  
   ICSI House, 22, (IIIrd Floor : Tender Box)  
   Institutional Area, Lodi Road  
   New Delhi-110003

Quotations received after the stipulated date and time shall not be entertained. The Institute shall not be liable for any postal delays what so ever and quotations received after the stipulated time/date are liable to be rejected summarily without giving any reason.

3. The quotations shall be opened on **9th July 2014 at 3.30 PM** in the Institute of Company Secretaries of India at ICSI House, 22 Institutional Area, Lodi Road, New Delhi in the presence of those tenderer(s) who wish to be present. No separate communication will be sent in this regard. In the event of due date being a close holiday or declared Holiday for Central Government offices, the due date for opening of the bids will be the following working day at the appointed date, time and venue.

4. Items tendered should confirm to the specifications / samples shown in the list mentioned in the enclosed Annexure ‘A’ which may be inspected at the Institute.

5. Sample(s) of the material to be used / supplied should be enclosed with the quotation indicating complete specifications otherwise your quotation is liable to be rejected summarily.

6. Cutting and overwriting should be avoided. Every cutting and overwriting must be duly initialed, otherwise the quotation / proposal is liable to be rejected.
7. **Delivery of the goods is be made at 22 Institutional Area Lodhi Road New Delhi-110003 only.** The vendor has to make his own arrangements to deliver the item.

8. Goods found defective / not in accordance with specifications will have to be replaced at supplier’s cost. In case supplier fails to do same within time frame provided by Institute, the Institute shall be constrained to go for open market and shall be at liberty to recover the differential cost from supplier.

9. **The tenderers are required to deposit an earnest money of Rs. 3,000/- (Rupees Three Thousand only) for supply of Members Folders by way of demand draft drawn in favour of The Institute of Company Secretaries of India, payable at New Delhi. The tender not accompanied with earnest money shall be rejected summarily. The earnest money of the tenderers will be refunded without any interest/bank commission/collection charges after the order has been issued in favour of successful party.**

10. Prices quoted should be FOR Institute premises and should be inclusive of all charges viz i.e. labour and material component, taxes, forwarding, packing charges and octroi etc.

11. **A penalty @ 2% per week subject to maximum of 5% on the delayed supply will be imposed in case of supply is not made in accordance with the time schedule given by the Institute in the work order/ Purchase order.**

12. **Vendors must visit Lodi Road office for inspection of sample before sending the quotation.**

**GENERAL:**

(a) All disputes, differences, claims and demands arising under or pursuant to or touching the contract shall be referred to the arbitrator to be appointed by the Secretary of the Institute of Company Secretaries of India, New Delhi. The award of the sole arbitrator shall be final and binding on both the parties under provisions of the Arbitration and Reconciliation Act, 1996 or any statutory modifications on re-enactment thereof as in force. Place of such arbitration proceedings shall be at Delhi.

(b) The Institute reserves the right to accept or reject any or all tenders including the lowest tender/s without assigning any reason at its sole discretion and the decision of the Institute will be final and binding on all concerned

(c) For any details / clarifications, **Shri A.K. Thareja, Assistant Director, (011-45341053) / Shri Firay Ram, Section Officer (011-45341052) may be contacted.**

( B PRADHAN )
Dated 30-06-2014

RFQ No 2570

Quotations for Rate Contract for Supply of PU Leather Folders for One Year

(Rates Quoted should be Net Unit Rate (Unit Price + VAT + Cartage, if any)

<table>
<thead>
<tr>
<th>S No.</th>
<th>Item &amp; Specifications</th>
<th>Unit of Measurement</th>
<th>Quantity</th>
<th>Unit Rate in Rupees</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>(SPCL000019) MEMBER’S FOLDER FOR NEWLY ADMITTED MEMBER BLACK PU LEATHER FOLDER OF 15” X 11” SIZE WITH GOLDEN SCREEN PRINTING ON BOTH SIDES DULY PACKED IN CARD BORAD BOX OF 5 PLY WITH BLUE PRINTING ON ONE SIDE.</td>
<td>Each</td>
<td>1500*</td>
<td></td>
</tr>
</tbody>
</table>

**TERMS & CONDITIONS**

- We shall have rate contract for supply of above mentioned material for one year and depending on the requirement, Purchase Order will be issued separately for each supply. *The above quantity is for one quarter and yearly supply will be approximately 4 times the quantity mentioned. However the minimum order would be for 300 folders. Vendors must visit Lodi Road office for inspection of sample before sending the quotation.*

**DELIVERY** : NEW DELHI

Delivery Period :

Validity of Offer : ONE YEAR

Any Special Terms : (Please Specify)

Any clarification regarding the above items may please be obtained from Shri A.K.Thareja, AD/Firay Ram, SO(Purchase Cell)

Date: Name and Signature of Bidder with Corporate Seal & Mobile Number