



**THE INSTITUTE OF
Company Secretaries of India**
IN PURSUIT OF PROFESSIONAL EXCELLENCE
Statutory body under an Act of Parliament

**THE INSTITUTE OF COMPANY SECRETARIES OF INDIA
"ICSI HOUSE" 22 INSTITUTIONAL AREA LODI ROAD
NEW DELHI-110 003**

Sub: Quotation of Printing of various Job works of ICSI

Purchase: 2013-14 (JW)

August 26, 2013

The Institute of Company Secretaries of India is a statutory body under an Act of Parliament. It is functioning under the overall administrative jurisdiction of Ministry of Corporate Affairs, Government of India, with its headquarters located at "ICSI House" 22 Institutional Area Lodi Road New Delhi-110 003.

The Institute is interested in outsourcing its various printing activities on turn-key basis. Sealed quotations are invited from printers having mini offset screen printing and binding units of their own, for printing of various printing activities of job work (Mini Offset and Screen Printing work) as per details given in the **Annexure-I & II**. As such, printers would be required to purchase and stock the papers for the Institute.

Printers will make use of its own paper as per specification in the **Annexure-II**. The rates of all types of printing activities and paper to be quoted should be **all inclusive i.e. Octroi, Loading/Unloading Charges, Cartage and VAT etc.** Quoted rates for printing and paper will be valid for *Two* years. No increase in the rates of printing activities and paper will be entertained during the period. A sample of paper may be shown to the Institute before printing.

Sealed quotations addressed to Shri Sutanu Sinha, Chief Executive, The Institute of Company Secretaries of India may be sent at the Institute's address as mentioned herein below along with Earnest Money, duly mentioning on top left hand corner of the sealed envelope '**Quotation for Printing of Various Job Work of ICSI**' must reach office of the Chief Executive, The Institute of Company Secretaries of India, Lodi Road New Delhi either by Registered Post/Speed Post or by dropping in the quotation box placed at 3rd floor not later than **3.00 PM September 9, 2013**. The institute shall not be liable for any postal delay. Quotation/s received after the stipulated date and time will not be entertained.

The bidder is required to deposit an earnest money of Rs. 10,000/- (Rupees ten thousand only) by way of demand draft drawn in favour of the Institute of Company Secretaries of India, payable at New Delhi. The quotation not accompanied with earnest money shall be summarily rejected. The earnest money of un-successful bidders will be refunded without any interest/Bank commission/collection charges after the acceptance of the quotation/award of the contract.

The Institute will provide MSS, CD and butter paper wherever required, which should be returned after completion of Job.

The bids will be opened on **September 10, 2013 at 11.00 AM**. Bidders or their authorized representatives, not more than one person may be present at the time of opening of quotations, if they desire so.

The other Terms and Conditions are as under:-

Delivery Schedule	Will depend upon the nature of job and vary from 2 days to 30 days.
Delivery Point	1) "ICSI House", 22 Institutional Area, Lodi Road, New Delhi-110 003 2) C-37, Sector-62, Noida 3) 4, Prasad Nagar, Institutional Area, New Delhi-110 005
Payment Terms	1) Within 45 days of the execution of the job and submission of bills in terms of the purchase order to be issued by the Institute. The bill/s must be accompanied with the delivery challans. 2) The Institute will be making payment for the material which is accepted at its end. Publishers/Printers is liable to replace the defective material.
Earnest Money	An earnest money deposit of Rs. 10,000/- (Rupees ten thousand only) by way of demand draft drawn in favour of The Institute of Company Secretaries of India, payable at New Delhi is to be submitted alongwith the quotation, otherwise quotation will be rejected summarily

1. Printer will make its own arrangement for the paper.
2. Sample papers to be used would be approved by the Institute.
3. The Institute reserves the rights to accept/reject quality of the papers or quotations without assigning any reason.
4. Reputed printers **based in Delhi/New Delhi only** having infrastructure and capacity to make their own investments should come forward to the Institute for executing of its jobs as given in the **Annexure-1**.
5. Sample for the aforesaid are available with the Institute which could be seen, if so required by contacting **Shri A K Sil, Deputy Director** at the below mentioned address between 2.00 to 5.00 PM.

6. In case of increase/decrease of number of pages, charges will be calculated proportionately.
7. The contract shall be initially be for a period of two year which may be extended further on the same terms and conditions as mutually agreed. Separate print order will be issued depending upon the requirement from time to time.
8. In case you are not empanelled with the Institute, you may do so by depositing Rs. 3,000/- as Earnest Money Deposit (refundable) in cash at the Reception Counter or by demand draft drawn in favour of The Institute of Company Secretaries of India, payable at New Delhi.
9. The successful bidder would be required to make a Security Deposit of 5% of the total annual value of the contract by way of crossed demand draft drawn in favour of The Institute of Company Secretaries of India, payable at New Delhi or execute Bank Guarantee of the equivalent amount of 5% within 10 days of placement of the work order. The Security Deposit shall not bear any interest and in case of any Default/Non-performance for printing, delay penalties would be imposed which would be recovered from Security Deposit.
10. 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. 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.

For any further details/information/clarification, **Shri R P Bajaj, Desk Officer on Telephone No. 011 – 4534 1042**, may be contacted.

Date: August 26, 2013

**(B PRADHAN)
JOINT DIRECTOR**

Annexure-I

Sl. No	Particulars	Unit	Rate.
1.	Printing of Invitation card (400 GSM ivory/cinarmass card size upto 5.25" x 8.5" envelopes on 100 gsm sunshine paper) (single colour screen ptg. on one side of the cards and single colour screen printing on envelopes) (CRC and butter paper will be provided by ICSI)	per card	
2.	Envelopes (120 gsm sunshine) Single colour screen printing (size upto 5.25" x 8.5")	Per envelopes	
3.	Negatives- positives making charges for screen ptg. (Size upto 17 x27/4)	per positive per colour	
4.	Screen printing charges PVC On paper, Visiting card art paper & art card etc) -Size upto 17" x 27/4) Screen Printing Charges Gloss (size upto 17"x27")	per 100 per colour	
5.	Stickers making charges includes typesetting charges, cost of paper, printing, gumming and cutting etc.) (Size ie. 1"x 6", 2"x 8" etc)	per sq. inch.	
6.	Numbering charges (On letter press)	per 1000 or part thereof	
7.	Sticker making charges which involves screen ptg. (Ground in mehroon colour , die cutting, gumming , cost of paper, delivery etc.)	per sticker	
8.	Creasing charges (by machine on art card etc.) size upto 17" x 27"/4 e.g. greeting cards, titles etc.)	per 1000 or part thereof	
9.	Printing of visiting cards (polyester cards) two colour screen ptg. (one colour PVC and one gloss) (inclusive of composing charges, printing and cost of cards etc.)	per 100 card	
10.	a)Composing charges upto 17 x 27/4 running matter b)Composing charges upto 17" x 27"/4 tabular matter	per page per page	
11.	Printing charges (mini offset) (Black) per page per 1000 or part thereof (Size upto 17" x27"/4)		
12.	Printing charges (mini offset) (colour) per page per 1000 or part thereof (Size upto 17" x27"/4)		
13.	Pad making charges upto 17" x 27"/ 4, No. of copies 1, No. of sheets 100 to 300	Per pad	
14.	Pad making charges upto 17" x 27"/ 4, No. of copies 1+1, No. of sheets 100 to 300	Per pad	
15.	Pad making charges upto 17" x 27"/ 4, No. of copies 1+1+1, No. of sheets 100 to 300	Per pad	
16.	Pad making charges upto 17" x 27"/ 4, No. of copies 1+1+1+1, No. of sheets 100 to 300	Per pad	
17.	Pad making charges upto 17" x 27"/ 4, No. of copies 1+1+1+1+1, No. of sheets 100 to 300	Per pad	

18.	Pad making charges upto 17" x 27"/ 4, No. of copies 1+1+1+1+1+1, No. of sheets 100 to 300	Per pad	
19.	Leather Binding charges upto 20" x 30" / 4 No. of sheets 100 to 500	Per Register	
20.	Pucca binding (upto 17 x 27/4) (1+1+1+1+1)	Per Book	
21.	Fancy pad making charges (size upto 17" x 27"/4) (No. of sheets upto 200)	Per pad	
22.	Ruling charges per side per 1000 or part thereof stop / cross	Per Stop Per Cross	
23.	Numbering charges (Manual) per 1000 or part thereof		
24.	Folding charges (Manual) per 1000 or part thereof per fold (Ready size upto 17" x 27"/4 on art paper , art card etc)		
25.	T- Punching charges for 2 punch per 1000 or part thereof		
26.	T- Punching charges for 4 punch per 1000		
27.	Perforation charges per 1000 or part thereof per perforation		
28.	Packet making charges with craft paper (Size upto 17" x27"/4) No. of sheets upto 300	Per packet	
29.	Packet making charges with craft paper (Size upto 17" x27"/4) No. of sheets upto 500	Per packet	
30	Set making charges (staple at corner) 1+1+1+1 etc. size upto 17" x 27" 4 (e. g 1+1,) (1+1+1,) (1+1+1+1)	per set per set per set	
31	Sample be procured from Mr. A K Sil, Deputy Director The ICSI. Letter heads in 23"x36"/8 size on 100 gsm imported DO paper, 3 times screen ptg. in Blue colour gloss. (Inclusive of cost of paper and fancy pad making charges also)	per pad of 100 sheets each	
32	Block making charges (for letter press)	per sq. inch & minimum charges for small block e.g signature etc. per block	
33	Die making charges for stickers, etc.	Per Sq. inch	
34.	Digital printout charges (B/W) upto A-4 size)	Per copy Rs.	
35.	Digital printout charges (4 colour) upto A-4 size	Per copy Rs.	
36.	Digital printout charges (B/W) size upto 13" x 18"	Per copy Rs.	
37.	Digital printout charges 4 colour size upto 13" x 18"	Per copy Rs.	

Annexure-II

SI NO.	PAPER SPECIFICATION	PAPER SIZE	Unit / Qty per ream/ KG/Pkt/ Gross	Rate
1	Colour ptg. Paper	18" x 22" (5.9 kg)	per ream of 480 sheets	
2	Sunlit bond	18" x 22" (53 gsm)	per ream of 500 sheets.	
3	Ballarpur maplitho Paper		Per kg.	
4	Art paper	23" x 36" / 110 gsm	per ream of 500 sheets	
5	Art paper	23" x 36" / 130 gsm	per ream of 500 sheets	
6	Art paper	23" x 36" / 160 gsm	per ream of 500 sheets	
7	Green/Pink/Blue card	22 " x 28" / 10.1 kg	per packet of 150 sheets	
8	White card	22 " x 28" / 10.1 kg	per packet of 150 sheets	
9	Cinarrmass Art card	22 " x 28" /300 gsm 22 " x 28" /100 gsm	per packet of 150 sheets per packet of 150 sheets	
10	Sunbeam Ledger Paper		per kg	
11	Art card	22 " x 28" /300 gsm	per packet of 150 sheets	
12	Art card	22 " x 28" /250 gsm	per packet of 150 sheets	
13	Art card	23 " x 36" /300 gsm	per packet of 150 sheets	
14	Art card	23 " x 36" /250 gsm	per packet of 150 sheets	
15	Imported Art card	22 " x 28" /280 gsm	per packet of 100 sheets	
16	Colour ptg. Paper	23" x 36" (18.6 kg)	per ream of 480 sheets	
17	Imported Art paper	25 " x 36" /100 gsm	per gross of 150 sheets	

Wastage Factor:

- (i) 2% wastage for printing per colour per page
- (ii) 2% for numbering and 2% per page wastage for lamination
- (iii) In case paper consumption is less than 250 sheets than minimum wastage would be 5 sheets per colour per page for printing and numbering for short run.