



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

**‘ICSI HOUSE’, 22 INSTITUTIONAL AREA, LODI ROAD
NEW DELHI – 110 003**

Sub: Quotations for Rate Contract for One Year for Supply of Envelopes

Ref: ICSI/PC-2013/RFQ-2483,2484 & 2485

Date: 12-06-2013

Sealed Quotations are invited for Rate Contract for One Year for supply of Envelopes 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 superscribed, **“Quotation for Supply of Envelopes, RFQ NOS. 2483,2484 & 2485” due on 24th June 2013**, 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 **24th June 2013 by 3:00 PM.**

Address:

**Shri Sutanu Sinha
CE**

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 **24th June 2013 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 be made at the Institute's Headquarters at Lodi Road New Delhi or at any where in Delhi, as per the requirement.**
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 Envelopes 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. **The successful bidder would be required to make a Security Deposit of 3 % of the total 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' which will be refunded without interest after expiry of the contract.**
11. 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.
12. The rates quoted should be valid for one year from the date of opening of quotations.
13. We shall have rate contract for supply of above mentioned material for one year and depending upon the requirement, Purchase order will be issued separately for each supply and minimum order would be for 5000 envelopes.

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 CE 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) The quantities indicated in Annexure 'A' are tentative and may be increased / decreased at the sole discretion of the Institute and the vendor shall have no right to claim any minimum / definite volume of business.
- (d) For any details / clarifications, **Shri A.K. Thareja, Administrative Officer, (011-45341053) / Shri Firay Ram, Desk Officer (011-45341052) may be contacted.**

**(B PRADHAN)
Joint Director**



RFQ No 2483

Dated 12-JUN-13

Please arrange to quote for the under listed items as per the quantity and specifications mentioned below.

The rates should be all inclusive of printing, die cutting, gumming, cost of paper, cartage and all type of taxes. 100 10000 envelopes are generally ordered at one time. There are five to ten occasions in a year when envelopes are required.

S No.	Item & Specifications	Unit of Measurement	Quantity	Unit Rate Rupee
1	(ENVPROG002) ENVELOPE FOR PROGRAMMES IN THE SIZE OF 5.5" X 7.5" OF 120 GSM SUNSHINE PAPER WITH 2 COLOUR OFFSET PRINTING	Each	Any Quantity	
2	(ENVPROG005) ENVELOPE FOR PROGRAMMES IN THE SIZE OF 5.5" X 7.5" OF 95 GSM SUNSHINE PAPER WITH 2 COLOUR OFFSET PRINTING	Each	Any Quantity	
3	(ENVPROG008) ENVELOPE FOR PROGRAMMES IN THE SIZE OF 8" X 10" OF 120 GSM SUNSHINE PAPER WITH 2 COLOUR OFFSET PRINTING	Each	Any Quantity	
4	(ENVPROG011) ENVELOPE FOR PROGRAMMES IN THE SIZE OF 8" X 10" OF 95 GSM SUNSHINE PAPER WITH 2 COLOUR OFFSET PRINTING	Each	Any Quantity	
5	(ENVPROG014) ENVELOPE FOR PROGRAMMES IN THE SIZE OF 9.25" X 11.25" OF 120 GSM SUNSHINE PAPER WITH 2 COLOUR OFFSET PRINTING	Each	Any Quantity	
6	(ENVPROG017) ENVELOPE FOR PROGRAMMES IN THE SIZE OF 9.25" X 11.25" OF 95 GSM SUNSHINE PAPER WITH 2 COLOUR OFFSET PRINTING	Each	Any Quantity	
7	(ENVPROG020) ENVELOPE FOR PROGRAMMES IN THE SIZE OF 9" X 12.5" OF 120 GSM SUNSHINE PAPER WITH 2 COLOUR OFFSET PRINTING	Each	Any Quantity	
8	(ENVPROG023) ENVELOPE FOR PROGRAMMES IN THE SIZE OF 9" X 12.5" OF 95 GSM SUNSHINE PAPER WITH 2 COLOUR OFFSET PRINTING	Each	Any Quantity	

TERMS & CONDITIONS

- We shall have rate contract for supply of above mentioned material for **One** year and depending on the requirement, Purchase Order will issued separately for each supply.
- The Institute will provide coloured printout with CD for preparation of envelopes.
- The pro rata amount will be calculated on the basis of per 1000 rates.

Delivery Period : **3 DAYS TO 4 DAYS**

Validity of Offer :

Any Special Terms :
(Please Specify)

Any clarification regarding the above items may please be obtained from Shri A.K.Thareja Phone No. 45341053 /
Firay Ram DO(Purchase Cell) Phone No. 45341052.

Date:

Name and Signature of Bidder with Corporate Seal and mobile
number

Please arrange to quote for the under listed items as per the quantity and specifications mentioned below.

The rates should be all inclusive of printing, die cutting, gumming, cost of paper, cartage and all type of taxes. 1000 to 10000 envelopes are generally ordered at one time. There are five to ten occasions in a year when envelopes are required.

S No.	Item & Specifications	Unit of Measurement	Quantity	Unit Rate in Rupees
1	(ENVPROG001) ENVELOPE FOR PROGRAMMES IN THE SIZE OF 5.5" X 7.5" OF 120 GSM SUNSHINE PAPER WITH 4 COLOUR OFFSET PRINTING	Each	Any Quantity	
2	(ENVPROG004) ENVELOPE FOR PROGRAMMES IN THE SIZE OF 5.5" X 7.5" OF 95 GSM SUNSHINE PAPER WITH 4 COLOUR OFFSET PRINTING	Each	Any Quantity	
3	(ENVPROG007) ENVELOPE FOR PROGRAMMES IN THE SIZE OF 8" X 10" OF 120 GSM SUNSHINE PAPER WITH 4 COLOUR OFFSET PRINTING	Each	Any Quantity	
4	(ENVPROG010) ENVELOPE FOR PROGRAMMES IN THE SIZE OF 8" X 10" OF 95 GSM SUNSHINE PAPER WITH 4 COLOUR OFFSET PRINTING	Each	Any Quantity	
5	(ENVPROG013) ENVELOPE FOR PROGRAMMES IN THE SIZE OF 9.25" X 11.25" OF 120 GSM SUNSHINE PAPER WITH 4 COLOUR OFFSET PRINTING	Each	Any Quantity	
6	(ENVPROG016) ENVELOPE FOR PROGRAMMES IN THE SIZE OF 9.25" X 11.25" OF 95 GSM SUNSHINE PAPER WITH 4 COLOUR OFFSET PRINTING	Each	Any Quantity	
7	(ENVPROG019) ENVELOPE FOR PROGRAMMES IN THE SIZE OF 9" X 12.5" OF 120 GSM SUNSHINE PAPER WITH 4 COLOUR OFFSET PRINTING	Each	Any Quantity	
8	(ENVPROG022) ENVELOPE FOR PROGRAMMES IN THE SIZE OF 9" X 12.5" OF 95 GSM SUNSHINE PAPER WITH 4 COLOUR OFFSET PRINTING	Each	Any Quantity	

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 Institute will provide coloured printout with CD for preparation of envelopes.
- The pro rata amount will be calculated on the basis of per 1000 rates.

Delivery Period : **3 DAYS TO 4 DAYS**
 Validity of Offer :
 Any Special Terms :
 (Please Specify)

Any clarification regarding the above items may please be obtained from Shri A.K.Thareja, AO(Purchase Cell)

Date:

Name and Signature of Bidder with Corporate Seal and mobile number

Please arrange to quote for the under listed items as per the quantity and specifications mentioned below.

The rates should be all inclusive of printing, die cutting, gumming, cost of paper, cartage and all type of taxes. 1000 to 10000 envelopes are generally ordered at one time. There are five to ten occasions in a year when envelopes are required.

S No.	Item & Specifications	Unit of Measurement	Quantity	Unit Rate in Rupees
1	(ENVPROG003) ENVELOPE FOR PROGRAMMES IN THE SIZE OF 5.5" X 7.5" OF 120 GSM SUNSHINE PAPER WITH 1 COLOUR OFFSET PRINTING	Each	Any Quantity	
2	(ENVPROG006) ENVELOPE FOR PROGRAMMES IN THE SIZE OF 5.5" X 7.5" OF 95 GSM SUNSHINE PAPER WITH 1 COLOUR OFFSET PRINTING	Each	Any Quantity	
3	(ENVPROG009) ENVELOPE FOR PROGRAMMES IN THE SIZE OF 8" X 10" OF 120 GSM SUNSHINE PAPER WITH 1 COLOUR OFFSET PRINTING	Each	Any Quantity	
4	(ENVPROG012) ENVELOPE FOR PROGRAMMES IN THE SIZE OF 8" X 10" OF 95 GSM SUNSHINE PAPER WITH 1 COLOUR OFFSET PRINTING	Each	Any Quantity	
5	(ENVPROG015) ENVELOPE FOR PROGRAMMES IN THE SIZE OF 9.25" X 11.25" OF 120 GSM SUNSHINE PAPER WITH 1 COLOUR OFFSET PRINTING	Each	Any Quantity	
6	(ENVPROG018) ENVELOPE FOR PROGRAMMES IN THE SIZE OF 9.25" X 11.25" OF 95 GSM SUNSHINE PAPER WITH 1 COLOUR OFFSET PRINTING	Each	Any Quantity	
7	(ENVPROG021) ENVELOPE FOR PROGRAMMES IN THE SIZE OF 9" X 12.5" OF 120 GSM SUNSHINE PAPER WITH 1 COLOUR OFFSET PRINTING	Each	Any Quantity	
8	(ENVPROG024) ENVELOPE FOR PROGRAMMES IN THE SIZE OF 9" X 12.5" OF 95 GSM SUNSHINE PAPER WITH 1 COLOUR OFFSET PRINTING	Each	Any Quantity	

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 Institute will provide coloured printout with CD for preparation of envelopes.
- The pro rata amount will be calculated on the basis of per 1000 rates.

Delivery Period : **3 DAYS TO 4 DAYS**
 Validity of Offer :
 Any Special Terms :
 (Please Specify)

Any clarification regarding the above items may please be obtained from Shri A.K.Thareja,
 AO(Purchase Cell)

Date:

Name and Signature of Bidder with Corporate Seal
 and mobile number