



ICSI House', 22 Institutional Area, Lodi Road, New Delhi 110003.
E-mail:info@icsi.edu Website : www.icsi.edu

Sub: Quotations for Supply of Career Counselling Material (Teachers Kit and Key Chain) for one year.

Ref: ICSI/PC-2014/RFQ-2580

Date: 25-08-2014

Sealed Quotations are invited for supply of **Career Counselling Material (Teachers Kit and Key Chain)** 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 dully 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 Career Counselling Material(Teachers Kit and Key Chain) RFQ-2580**" due on **5th September 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 **5th September 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 **5th September 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 initialled, otherwise the quotation / proposal is liable to be rejected.
7. **Delivery of the goods is be made at Noida/Delhi. The vendor has to make his own arrangements to deliver the material.**
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 Career Counselling Material 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.
14. **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.**
15. **The Institute shall take random samples out of the supplied material. Any difference in size, weight, colour etc., will render the entire order for rejection and the tenderer shall have to lift it at their own cost on "as is where basis is".**

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) 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) **The sealed quotations are to be sent separately for each RFQ.**
- (e) For any details / clarifications, Shri A.K. Thareja, Assistant Director, (011-45341053) / Shri Firay Ram, Section Officer (011-45341052) may be contacted.

**(B PRADHAN)
DIRECTOR**



RFQ No 2580

Dated 25-AUG-14

Please arrange to quote for the under listed items as per the quantity and specifications mentioned below. RATES QUOTED SHOULD BE NET UNIT RATE (UNIT RATE + VAT + CARTAGE, IF ANY)

RATE CONTRACT FOR SUPPLY OF CAREER COUSSELLING MATERIAL(TEACHERS KIT AND KEY CHAIN) FOR ONE YEAR

S No.	Item & Specifications	Unit of Measurement	Quantity	Unit Rate in Rupees
1	(SPCLO00012) TEACHERS KIT (DOCUMENT CASE) FOR CAREER COUNSELLING DOCUMENT CASE "SOLO" NO. DC -556 WITH FRONT SIDE SCREEN PRINTING.	Each	1500*	
2	(SPCLO00014) KEY CHAIN KEY CHAIN IN BLUE COLOUR BOX WITH INSTITUTE'S LOGO PRINTED ON THE SAME AS PER THE SAMPLE APPROVED BY THE INSTITUTE.	Each	1500*	

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 annual supply shall be 1500 pcs of each approximately and single order would be for minimum 500 pcs.**

DELIVERY : Noida/Delhi
Delivery Period : 15 days
Validity of Offer : ONE YEAR
Any Special Terms : RATE CONTRACT FOR ONE YEAR
(Please Specify)

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

Date:

**Name and Signature of Bidder with
Corporate Seal & Mobile Number**