Subject:- Quotation for supply of 2 Touch Screen Kiosk

Dear Sir/s,

The Institute of Company Secretaries of India (ICSI) is a statutory body constituted under an Act of Parliament i.e. the Company Secretaries Act, 1980 (herein after referred as ICSI/Institute). 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 of Company Secretaries of India (“ICSI”) has four Regional councils. Northern India Regional Council (“NIRC”) is one of the four Regional Councils which organizes professional development and continuing education programs for members besides conducting oral coaching classes, Management Skills Orientation Program, etc.

Sealed quotations are invited from supplier for supply of 2 touch screen kiosk having following technical specification at ICSI-NIRC building, 4 Prasad Nagar Institutional Area, New Delhi 110 005 :-

**Touch Screen Kiosk**

<table>
<thead>
<tr>
<th>Touch Monitor</th>
<th>17&quot; Palas Touch Monitor with 3M Surface Capacitive Touch Screen, Metal panel LCD, USB Controller &amp; Driver for Win OS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPU</td>
<td>HP/Acer or similar with Dual Core processor, 2 GB RAM, 320GB HDD</td>
</tr>
<tr>
<td>Kiosk F-12</td>
<td>Metal Kiosk with Stainless Steel finish</td>
</tr>
</tbody>
</table>

The supplier may inspect the site with prior intimation to NIRC, on any working day during working hours for collecting any information required.
Sealed quotation addressed by name to Shri T.R. Mehta, Deputy Director, may be send either by Registered post/Speed Post or by hand at ICSI-NIRC building, 4 Prasad Nagar Institutional Area, New Delhi 110 005 not later than 3:00 PM on 22nd August, 2013.

All the parties are to submit rates along with technical literature of quoted Computer model, in a sealed envelope superscribing on left side top of the envelope “Quotation for Supply of 2 Touch Screen Kiosk”.

Terms and conditions

1. Following information/inputs are to be provided along with your sealed offer.
   i. Validity of offer
   ii. Make
   iii. Warranty/Defect liability period
   iv. Payment terms
   v. Delivery period
   vi. Installation and testing and commissioning
   vii. Offer price should be inclusive of delivery, installation, testing, commissioning and all taxes.

2. **AMC clause after expiry of warranty period.**

3. Goods found defective/not in accordance with our specification will have to be replaced at supplier cost. This will be without prejudice to the institution right to take any other action in the matter as deemed as fit.

4. **Payment**: Payment will be made within 30 days by an “Account Payee Cheque” from the date of receipt of the bill subject to satisfactory execution of the full order.

5. **Liquidated damages**: 0.5% per fortnight on late delivery of goods.

6. **Escalation in price**: No escalation in entire period of execution.

The NIC of ICSI shall not be liable for any postal delays what so ever and quotation received after the stipulated time time/date are liable to be rejected summarily without giving any reason.

The NIC of ICSI reserves the right to accept or reject any quotation without assigning any reason at its sole discretion and the decision of the NIC of ICSI will be final and binding on all concerned.

The NIC of ICSI reserves the right to cancel or modify and / or amend the terms and conditions for this tender without assigning any reason thereof.

Thanking you

Yours faithfully

(T.R. Mehta)
Deputy Director