



**THE INSTITUTE OF
Company Secretaries of India**
भारतीय कम्पनी सचिव संस्थान
IN PURSUIT OF PROFESSIONAL EXCELLENCE
Statutory body under an Act of Parliament
(Under the jurisdiction of Ministry of Corporate Affairs)

WESTERN
INDIA
REGIONAL
COUNCIL

18th March, 2024

Sub: Quotation for designing and editing of monthly e-newsletter FOCUS of WIRC of ICSI.

Dear Sir/Madam,

Western India Regional Council (WIRC) is one of the Four Regional Councils of the Institute of Company Secretaries of India (ICSI). ICSI –WIRC has 17 Chapter Offices situated across the Western Region.

E-Newsletter FOCUS of WIRC of ICSI is a monthly e-Newsletter for information and updation on various corporate laws to the members.

Quotations are invited for designing and editing of monthly e-newsletter FOCUS of WIRC of ICSI via sealed envelopes.

The sealed quotations are to be submitted in proper format (refer Annexure A) complete in all respect duly signed on business letter head of the firm/company along with the Sample of Art Work. Sample of Art Work can be send via email to vimala.jogadia@icsi.edu. **Sample of Art Work is mandatory without which quotation will be rejected.**

The monthly issue of e-FOCUS will be approximately of **80-125 pages (A4 Size)**. Also, mention the rates for per additional 10 (Ten) pages.

The sealed quotation duly super scribed, **“Quotation for designing and editing of monthly e-newsletter FOCUS of WIRC of ICSI”** should be sent to ICSI-WIRC, 56 & 57, 5th floor, Jolly Maker Chamber no.2, Nariman Point, Mumbai- 400021 on or before March 22, 2024 by 5:00 P.M.

Quotations received after the stipulated date and time shall not be entertained.

You may quote the rates considering the prevailing taxes. As GST has been implemented, please indicate the HSN Code, GST rate and GST No in the quotation.

For any query, please contact on 022-61307921 or at vimala.jogadia@icsi.edu

ICSI-WIRC



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(to be printed on the letter head of the firm / company)

Annexure – A

Date: _____

**To,
Regional Director
Western India Regional Council of the
Institute of Company Secretaries of India
13, 56 & 57, 1st & 5th Floor,
Jolly Maker Chamber No.2,
Mumbai**

Subject: Quotation for designing and editing of monthly e-newsletter FOCUS of WIRC of ICSI (A4 Size)

Sr. No.	Description of Work	Cost (upto pages 125)	Cost (for every 10 additional pages)	Charges for every single page editing (for 1 page)

Terms & Conditions (if any)

GST Details / Applicable Taxes (if chargeable)

Name of Firm / Company

Authorised Signatory