THE INSTITUTE OF
Company Secretaries of India
भारतीय कम्पनी सचिव संस्थान
IN PURSUIT OF PROFESSIONAL EXCELLENCE
Statutory body under an Act of Parliament

ICSI HOUSE, C-36, Sector-62, Noida - 201309

Quotation for Rate Contract for C D Duplication (including cost of CD and case) for Two years

Ref: ICSI/PC-2019/RFQ-2745 **Date: July 11, 2019**

Sealed Quotations are invited for **C D Duplication (including cost of CD and case) from resourceful suppliers/dealers preferably from** Delhi/NCR region as per the details given in **Annexure 'B'**. The terms and conditions of the bid and contract are as under:

1. The sealed quotations on single bid basis are to be submitted in prescribed format on the business letter head of the bidder or in the enclosed bid format duly stamped, signed and dated on each page by the bidder. Details/supporting documents wherever applicable, if attached with the quotation must be duly authenticated by the bidder. No over-writings shall be accepted unless authenticated with full signature of the bidder The quotation to be put in a sealed envelope duly super scribed, "**Quotation for Rate Contract for C D Duplication (including cost of CD and case) "RFQ-2745" due on July 22, 2019"**, should be addressed by name to **the Officiating Secretary**, the ICSI and sent at the Institute's address given below either by courier/registered post/speed post/or by dropping in the tender box placed at below address so that it reaches on or before **July 22, 2019 by 3:00 PM.**

   Address:

   The Officiating Secretary
   The Institute of Company Secretaries of India
   ICSI House, C-36, **(Ground Floor : Tender Box)**
   Sector 62,
   NOIDA-201309

   Quotations received after the stipulated date and time shall not be entertained. The Institute shall not be liable for any transit delays what so ever and quotations received after the stipulated time/date are liable to be rejected summarily without giving further notice to the bidder.

2. The quotations shall be opened on **July 22, 2019 by 3:10 PM** in the Institute of Company Secretaries of India at ICSI House C-36, SECTOR 62, NOIDA 201309, in the presence of those bidders 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/ICSI HQ, the due date for opening of the bids will be the following working day at the appointed time and venue.

3. Quotation submitted for the Items should confirm to the specifications shown in the list mentioned in the enclosed Annexure 'B'.

4. Correction and overwriting in the quotation should be avoided. Under the unavoidable circumstances any correction or/and overwriting must be authenticated by putting bidder's seal and signature otherwise the quotation is liable to be rejected.

5. **Delivery of the goods is to be made at DELHI/NOIDA office of ICSI as communicated from time to time. The vendor has to make his own arrangements to deliver the material.** Prices quoted should be FOR Institute premises and should be inclusive of all charges viz i.e. labour and material component, forwarding, packing charges, octroi and all other taxes except GST which is to be shown separately in the quotation by the bidder.

6. Goods found defective / not in accordance with specifications will have to be replaced at vendor's own cost and risk. In case vendors fails to do the same within time frame provided by Institute, the Institute shall neither be liable to pay to the vendor for such defective/inferior quality material nor liable to store such material at its premises. The Institute reserves its rights to remove such defective /inferior material from its premises at vendor's cost and risk. Institute also reserves its rights to procure material from open market for which the differential cost shall be recovered from the bills or Security money of the vendor available with the Institute.

7. The RFQ document can also be downloaded from the website of the Institute (www.icsi.edu) for which bidder would be required to enclose a demand draft of Rs.236/- (Rs.200 + 18% GST) towards the cost of the RFQ document along with their quotes,

8. The bidders are required to deposit an earnest money of **Rs 500/- (Rupees Five thousand only)** along with the quotation 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 EMD to the successful bidder shall be refunded after receipt of Performance Security. The earnest money of the unsuccessful bidders will be refunded without any interest/bank commission/collection charges after the order has been issued in favour of successful bidder. The bidders having valid registration with NSIC/MSME may avail exemption from submission of EMD but must enclose valid NSIC / MSME certificate/document instead of EMD demand draft. **ICSI registered vendors are also need to Submit EMD, without which the quotation will not be considered for evaluation.**

9. The EMD of the bidder shall be forfeited in the following circumstances:-
   (i) the bidder withdraws his bid;
   (i) the bidder does not accept the Purchase / Work Order;
   (ii) the bidder fails to supply goods / services as per the terms of the quotation and Purchase / Work Order.

(iii) any other justified reasons e.g. misleading or wrong information in the Bid, violation of the terms and conditions of the Tender, involvement in forming ring / cartel, submission of multiple bids in different names etc.

10. The successful bidder would be required to make a Security Deposit of 5 % 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. The Successful bidders' EMD will be returned on submission of the security deposit. If the successful bidder wishes to convert EMD in to Security Deposit, they have to submit a written request in this regard. However, balance amount of security deposit is to be deposit separately by the vendor. On failing to do so equivalent amount of money to be deducted from the bill of the vendor.

11. **The GST has been rolled out with effect from 01.07.2017. For implementation of GST in ICSI, firms which have not migrated to or registered with GST regime will not be able to participate in any tender of this Institute. Any offer received from the firms/bidder without GST registration details will be summarily rejected**.

12. **Bidder must have valid GST registration number and Permanent Account Number (PAN). Kindly provide documentary evidence for GST registration number and Income tax registration number (PAN).**

13. The bidder will quote the rates considering the prevailing taxes. As GST has been implemented the bidder will indicate the HSN Code of the material, GST rate and bidder's GST No in the bid.

14. The vendor with whom the Rate Contract is entered, has to deliver goods within maximum two weeks time from the date of placing order.

15. Penalty :
    ½ per cent of total value of contract, for each day of delay, in case of goods are delivered within 7 days after the due date;
    1 per cent of total value of contract, for each day of delay, in case of goods are delivered beyond 7 days but upto 14 days after the due date;
    2 per cent of total value of contract, for each week of delay, in case of goods are delivered beyond 14 days subject to a maximum of 10% of total contract price.

16. The contract shall be for a period of Two Years from the date of issue of Rate Contract Order However, the ICSI at its sole discretion may extend/terminate the Contract. If extended, the contract rate, terms & condition will remain same. The Vendor shall have no right to claim extension of contract.

    The quantity mentioned in price bid is tentative. The ICSI reserves its right to revise the quantity at its own discretion, subject to minimum quantity mentioned in the price bid. However, price quoted by the vendors in the bid shall remain fixed during the Rate Contract irrespective of the quantity ordered.

17. Duly filled in and signed Declaration & Acceptance of Terms and Conditions, as per Performa enclosed in Annexure– A.

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 Institute also reserves its right cancel or withdraw this quotation either in part or in full at any stage without assigning any reason whosoever.

For any details / clarifications, **Shri A.K. Pahwa, Assistant Director (Purchase) 0120-4082146/Mr Saurabh Bansal 011-4082135** may be contacted.

(A K Ghosal)
Director (Purchase & Stores)

THE INSTITUTE OF
Company Secretaries of India
भारतीय कम्पनी सचिव संस्थान
IN PURSUIT OF PROFESSIONAL EXCELLENCE
Statutory body under an Act of Parliament

ANNEXURE-C

DECLARATION & ACCEPTANCE OF TERMS AND CONDITIONS

To,
Officiating Secretary
The Institute of Company Secretaries of India
ICSI House, C-36,
Sector 62,
NOIDA- 201309

SUB: QUOTATION FOR RATE CONTRACT FOR C D DUPLICATION (INCLUDING COST OF CD AND CASE) FOR TWO YEARS

This is with reference to your **Quotation no: ICSI/PC-2019/RFQ-2745** due on **July 22, 2019".** We are interested to participate in the **QUOTATION FOR RATE CONTRACT FOR C D DUPLICATION (INCLUDING COST OF CD AND CASE) FOR TWO YEARS.**. We declare that

i) We have read and understood the terms and conditions given in the quotation / tender Document;

ii) We are eligible for award of the contract as per the qualification criteria mentioned in the quotation / tender Document;

iii) We accept and agrees to all the terms and conditions of the quotation / tender;

iv) We shall comply with all the terms and conditions of the quotation / tender;

v) All the information / documents provided in this bid are true to the best of his knowledge and belief. If at any stage, the information / documents are found to be false, misleading or incorrect then this Bid / Purchase Order shall be cancelled at his cost and risk and he shall indemnify the Institute for the loss caused due to the cancellation and we shall be liable for penal / legal action including black listing.

vi) We understand that the Institute reserves the right to cancel the quotation / tender at any stage or to cancel / reject any one or more bid without incurring any liability.

vii) The duly signed copies of all the tender pages are attached herewith.

(Signature of the Bidder)
Printed Name Designation

Official seal/ stamp

Date:
Business Address:

THE INSTITUTE OF
Company Secretaries of India
भारतीय कम्पनी सचिव संस्थान
IN PURSUIT OF PROFESSIONAL EXCELLENCE
Statutory body under an Act of Parliament

QUOTATION FOR RATE CONTRACT FOR C D DUPLICATION (INCLUDING COST OF CD AND CASE) FOR TWO YEARS

ICSI/PC-2019/RFQ-2745 Date: July 11, 2019
Part – I

Annexure – A

PARTICULARS OF BIDDER
(ALL COLUMNS ARE TO BE FILLED IN BLOCK LETTERS)

1. Name of the bidder
   (a) Trade Name _____
   (b) Status of the Bidder _____
   (Proprietorship/Partnership/LLP/Limited Co.)
   (c) Name of Proprietor/Partners/CEO/Directors _____

2. Postal Address _____
3. Telephone No. / Mobile No. for communication _____
4. E-mail (mandatory) / Website address (if available) _____
5. Bank Draft No, date, Bank name and amount (if applicable)/MSME or NSIC Regn. No.
(a) Tender Fees _____
(b) EMD _____
(c) MSME/NSIC Regn. No. (if applicable) _____
(Enclose self-attested photocopy)
6.Name of the Banker, Branch Name, A/c No. and IFS Code
(for e-payment purpose) _____
7. PAN (Enclose self-attested photocopy) _____
8. GSTIN Code (Enclose self-attested photocopy) _____

9. Trade License/Business License/CIN (if applicable) _____
(Enclose self-attested photocopy)
10. Any other Relevant Information _____
(e.g. Number of Years of Experience in similar line of business / Turnover for last Financial year)

I/We hereby declare and affirm that I/we have read and understood the terms and conditions of this tender/quotation/NIT as stipulated in the tender notice No. **ICSI/PUR/__/___/__/20__-__**. Accordingly, I/ we accept the terms and conditions and hereby offer the rates for "_____(name of the work or supply)" as per Price Quotation (Annexure -__).

Signature _____

Name of the bidder_____

Date_____ **Official seal of bidder** _____

- **NOTE : Please submit all supporting documents (self–attested photocopy) wherever applicable in support of the information furnished above with seal and signature of the bidder's authorized representative.**

THE INSTITUTE OF
Company Secretaries of India
भारतीय कम्पनी सचिव संस्थान
IN PURSUIT OF PROFESSIONAL EXCELLENCE
Statutory body under an Act of Parliament

ANNEXURE -B

RFQ No **2745**

July 11, 2019

Rates Quoted should be all inclusive of all except GST which should be shown separately

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

S No.	Item & Specifications	HSN Code	Unit of Measurement	Quantity	Unit Rate in Rupees	GST %
1	(CDDUP00002) CD Duplication (CD + 4 Colours Printing of Sticker pasted on CD + Slim Jewel Case) (500 & above)		Each	500		
2	(CDDUP00003) CD Duplication (CD+ 4 Colours printing of Sticker pasted on CD + Plastic Sleeve) (1 to 499)		Each	499		
3	(CDDUP00004) CD Duplication (CD + 4 Colour printing of Sticker pasted on CD + Plastic Sleeve) (500 & Above)		Each	500		
4	(CDDUP00007) CD Duplication (CD+ 4 colours printing of sticker pasted on CD + DVD Jewel Case + Inlay Card of 4 colour printing) (500 & above)		Each	500		

TERMS & CONDITIONS

- **The Institute shall have rate contract for supply of above mentioned material for Two years and depending on the requirement, Purchase Order will be issued separately for each supply. Institute does not guarantee to order any minimum quantity in a particular year or in a single order. ICSI reserves its right to order any quantity of bags in a single order. Irrespective of the quantity of the order, the rate contract holder shall be obliged to supply the same without any deviation of the price.**
- **Rate Contract holder's denial to supply as per order will attract cancellations of the contract & forfeiture of the security deposit.**
- **The above quantity is tentative for Two Years**

DELIVERY : DELHI /Noida
Delivery Period : within a week

Any clarification regarding the above items may please be obtained from Shri A K Pahwa AD (0120-4082146) / Shri Saurabh Bansal (0120-4082135) (Purchase Cell)

Date:

Name and Signature of Bidder with Corporate Seal and mobile no