Sealed Quotations are invited for Quotations for Supply of SPICO GBC from Delhi/NCR vendors only 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 superscribed, “Quotations for Supply of SPICO GBC RFQ-2681” due October 17, 2016”, should be addressed by name to The Secretary, 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 October 17, 2016, by 3:00 PM.

Address:
Secretary
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 October 17, 2016, by 3:10 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 is be made at DELHI only. 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.400/- (Rupees four hundred only) for Quotations for Supply of SPICO GBC by way of demand draft drawn in favour of The Institute of Company Secretaries of India, payable at New Delhi in separate envelop and name of the company on the back of DD. 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 EMD of the bidder shall be forfeited in the following circumstances:-
   (i) the bidder withdraws his bid;
   (ii) the bidder does not accept the Purchase / Work Order;
   (iii) the bidder fails to supply goods / services as per the terms of the quotation and Purchase / Work Order.
   (iv) 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.

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. A penalty @ 2% per week subject to maximum of 10% 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.

13. Payment terms will be 30 days from the date of receipt of the bill in the Institute along with the receipt challan in original. The payment would be released through banking channels (RTGS /NEFT).

14. Duly filled in and signed Declaration & Acceptance of Terms and Conditions, as per Performa enclosed in Annexure– 1.

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 at its sole discretion, reserves the right to accept or reject any or all quotations in full and/or part including the lowest quotation/bid without assigning any reason and such decision shall be final.

For any details / clarifications, Shri A.K. Pahwa, AD (011-45341053) may be contacted.

(Dr SANJAY PANDEY)
JOINT SECRETARY
ANNEXURE -1

DECLARATION & ACCEPTANCE OF TERMS AND CONDITIONS

To,
The Secretary
Institute of Company Secretaries of India
ICSI House, 22, Institutional Area,
Lodi Road, New Delhi-110003

Sub: Quotations for Supply of SPICO GBC

SIR,

This is with reference to your Quotation no: ICSI/PC-2016/RFQ-2681 due on October 17, 2016. We are interested in participate in the Quotations for Supply of SPICO GBC.

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 understands 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:
ANNEXURE –A

Rates Quoted should be Net Unit Rate (Unit Price + VAT + Cartage, if any)

RFQ No 2681 Dated 30-SEP-16

SUPPLY OF SPICO GBC BRAND ONLY

<table>
<thead>
<tr>
<th>S No.</th>
<th>Item Name/Specification</th>
<th>Unit of Measurement</th>
<th>Qty. Reqd.</th>
<th>Unit Rate in Rupees</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>(STN0000004) SPICO (12MM) GBC</td>
<td>1 Box 100 pcs</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>(STN0000005) SPICO (14MM) GBC</td>
<td>1 Box 100 pcs</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>(STN0000006) SPICO (19 MM) GBC</td>
<td>Each</td>
<td>600</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>(STN0000007) SPICO 25 MM GBC</td>
<td>Each</td>
<td>500</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>(STN0000001) SPICO (6MM) GBC</td>
<td>1 Box 100 pcs</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>(STN0000002) SPICO (8MM) GBC</td>
<td>1 Box 100 pcs</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>(STN0000003) SPICO (10MM) GBC</td>
<td>1 Box 100 pcs</td>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>

Delivery Period Days : ___________________________________________________________
Validity of Offer : ____________________________________________________________
Any Special Terms : ______________________________________________ (Please Specify)

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

Date: ____________________________ Name and Signature ofBidder with Corporate Seal
with mobile no