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

**QUOTATION FOR RATE CONTRACT FOR SUPPLY OF MEDIA KIT ITEMS FOR TWO YEARS**

**Ref: ICSI/PC-2020/RFQ-2755 June 24, 2020**

**Disclaimer: Due to present situation of pandemic due to Coronavirus (COVID-19) in India, last date for submission of quotation and date for opening of quotation may be changed. Such changes, if any, shall be notified on ICSI’s website (**[**www.icsi.edu**](http://www.icsi.edu)**). The notice of such changes will be binding on all the Bidders.**

Sealed Quotations are invited for **Supply of Media kit items 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 are to be submitted in prescribed format on bidder 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.
2. The quotation to be put in a sealed envelope duly super scribed, “**Quotations forRate Contract for Supply of Media Kit Items “RFQ-2755” due on July 01, 2020”,** should be addressed by name to **the 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 01, 2020 by 3:00 PM.**

Address:

**The 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.

**Note: The password protected quotation soft copy (complete in all respect) is also to be submitted by the bidders through downloadable link and such download link is to be shared on the following email ids:** [**neelam.wadhwa@icsi.edu**](mailto:neelam.wadhwa@icsi.edu)**. The quotation soft copy has to be password protected (Combination of six characters consisting of Alphabet, numeric, special character).  The password need not be sent along with submission of quotation. The password to be shared by bidders only when it is sought from the bidders by ICSI through email/written communication.  The bidders who submit their quotation without password as directed, the ICSI may disqualify their quotation without any further notice to the bidder.  In such case, their quotation may not be evaluated further.**

1. The quotations shall be opened **July 01, 2020 by 3:10 PM.** in the Institute of Company Secretaries of India at ICSI House C-36, SECTOR 62, NOIDA 201309. 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. Due topresent situation of pandemic due to Coronavirus (COVID-19) in India, ICSI may decide to open the bid through electronic mode. If the Bidders wish to be present during the bid opening, the bidders can be allowed to be present through electronic mode only. On request of the bidders appropriate details will be shared through email.
2. Quotation submitted for the Items should confirm to the specifications shown in the list mentioned in the enclosed Annexure ‘B’.
3. 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.
4. **Delivery of the goods is 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.
5. **The bidder has to submit bid of items as per specification mentioned in the financial bid in strict conformation to the samples of item kept at Purchase Cell, C-36, Sector 62, Noida. If bidder wishes to inspect the sample before submission of the bid may please do so by contacting Purchase Cell of the Instituteon any working day from 10 AM to 5 PM (except lunch hour) accordingly for inspection of the samples. The Images of media kit items is enclosed as Annexure –D.**
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 be downloaded from the website of the Institute ([www.icsi.edu](http://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.17,000/- (Rupees Seventeen 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 EMD of the successful bidder will be refunded after 30 days post completion of delivery and payment.**
9. The EMD of the bidder shall be forfeited in the following circumstances:- the bidder withdraws his bid;
10. the bidder does not accept the Purchase / Work Order;
11. the bidder fails to supply goods / services as per the terms of the quotation and Purchase / Work Order.
12. 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.
13. 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**.**
14. **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**.
15. **Bidder must have valid GST registration number and Income tax registration number (PAN). Kindly provide documentary evidence for GST registration number and Income tax registration number (PAN).**
16. The bidders must have experience of not less than Three (03) years ended as on tender date to supply novelty items (Please attach copy of work order/completion certificate in support of the bidder’s submission).
17. 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.
18. The vendor(s) with whom the Rate Contract is entered, has to deliver goods within maximum two weeks time from the date of placing order.
19. 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.

1. 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).
2. 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.
3. 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.
4. The Institute reserves the right to accept or reject any or all the tenders/quotations 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. The Institute also reserves its rights to cancel the whole tender process at any stage without assigning any reason whatsoever.
5. Duly filled in and signed Declaration & Acceptance of Terms and Conditions, as per Performa enclosed in Annexure– A.

***GENERAL:***

* 1. 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.
  2. 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.
  3. 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, **Ms Neelam Wadhwa ,E (Purchase) 0120-4082140/Mr Sanjeet Kumar AD 011-45341088** may be contacted**.**



**(A K Ghosal) Director (Purchase & Stores)**

**ANNEXURE-A**

**DECLARATION&ACCEPTANCE OFTERMS ANDCONDITIONS**

To,

**The Secretary**

The Institute of Company Secretaries of India

ICSI House, C-36, Ground floor, tender box

Sector 62,

**NOIDA- 201309**

**Sub: QUOTATION FOR RATE CONTRACT FOR SUPPLY OF MEDIA KIT ITEMS FORTWO YEARS**

This is with reference to your **Quotation no: ICSI/PC-2020 /RFQ-2755** due on **July 01, 2020**. We are interested to participate in the **QUOTATION FORRATE CONTARCT FORSUPPLY OF MEDIA KIT ITEMS FOR TWO YEARS**. We declare that:

* 1. We have read and understood the terms and conditions given in the quotation / tender Document;
  2. We are eligible for award of the contract as per the qualification criteria mentioned in the quotation / tender Document;
  3. We accept and agrees to all the terms and conditions of the quotation /  tender;
  4. We shall comply with all the terms and conditions of the quotation / tender;
  5. 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.
  6. 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.
  7. 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 – B**

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|  | | RFQ No **2755** | | | | Dated **June 24, 2020** | | |  |
|  | |  | | | | | | |  |
|  | | **Rates Quoted should be all inclusive rate 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** | **UOM** | | **Tentative Quantity** | **Unit Rate in Rupees** | **% GST** |
| **1** | **(SPCL000262) Box Containing Card Holder, Pen and Keychain  Genuine Leather Card holder with embossed ICSI Logo One Key chain : metal with ICSI logo One Pen: brown colour with ICSI logo  (As per approved sample)** | | |  | **Each** | | **500** |  |  |
| **2** | **(SPCL000263) Power Bank  Make : Power Plus   10000mAH with ICSI Logo (As per approved sample)** | | |  | **Each** | | **500** |  |  |
| **3** | **(SPCL000264)Pen Set with Box  Roller Pen with ICSI Logo  (As per approved sample)** | | |  | **Each** | | **500** |  |  |
| **4** | **(SPCL000265)Key Chain with Pen Drive  Pen drive -32 GB with leatherette and white color Key chain withICSI logo   ( As per approved sample)** | | |  | **Each** | | **500** |  |  |
| **5** | **(SPCL000266)Sling Bag in two colours (Brown/Blue) with ICSI logo embossed  Size : 13"x11" with Flap 10"x16" with zip  Width : 3 1/2" One Main Zip (Slidersun), One Front zip (Slidersun)  Two magnate button inside Sling : 50" Two metal D & one adjustor (As per approved sample )** | | |  | **Each** | | **500** |  |  |
| **Sample of the Media Kit items can be referred at Purchase Cell, ICSI House , C-36, Sector 62, Noida -201309** | | | | | | | | | |
|  |  | | |  |  | |  | |  |
|  |  | | **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.**   **Validity of Offer : Two Years** | | | | | | |
|  |  | | **Any clarification regarding the above item may please be obtained from Ms Neeta Sehgal, Asstt Director (Purchase Cell) 0120-4082146)/Mr Sanjeet Kumar AD (011-45341088)** | | | | | | |
|  |  | | **Name and Signature of Bidder with**  **Date : Corporate Seal with mobile no**    **QUOTATION FOR RATE CONTRACT FOR SUPPLY OF MEDIA KIT ITEMS FORTWO YEARS**  **ICSI/PC-2020/RFQ-2755 Date: June 24, 2020**  **Part – I**  **Annexure – C**  **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. Lab. Licence/EPF/ESIC Reg. No. (if applicable) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Enclose self-attested photocopy)  11. 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.** | | | | | |  |
|  |  | |  | | | | | |  |