



**THE INSTITUTE OF  
Company Secretaries of India**  
IN PURSUIT OF PROFESSIONAL EXCELLENCE  
Statutory body under an Act of Parliament

**'ICSI HOUSE', 22 INSTITUTIONAL AREA, LODI ROAD  
NEW DELHI – 110 003**

**Sub: Quotation for Rate Contract for Supply of Computer Consumables for Six Months**

**Ref: ICSI/PC-2013/RFQ-2526**

**Date: 09-12-13**

Sealed Quotations are invited for Rate Contract for Six Months for supply of **Computer Consumables** 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, "**Quotation for Supply of Computer Consumables**" due on **20<sup>th</sup> December 2013**", should be addressed by name to **Shri Sutanu Sinha, Chief Executive**, 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 **20<sup>th</sup> December 2013 by 3:00 PM.**

Address:

**Shri Sutanu Sinha  
Chief Executive**

The Institute of Company Secretaries of India  
ICSI House, 22, **(III<sup>rd</sup> 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 **20<sup>th</sup> December 2013 at 3.30 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 to be made at Delhi. The vendor has to make his own arrangements to deliver the material at Delhi.**
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.



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9. **The tenderers are required to deposit an earnest money of Rs. 3,000/- (Rupees Three Thousand only) for supply of Computer Consumables 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 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. 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.
11. The rates quoted should be valid for six months from the date of opening of quotations.
12. We shall have rate contract for supply of above mentioned material for one year and depending upon the requirement, Purchase order will be issued separately for each supply.
13. **A penalty @ 2% per week subject to maximum of 5% 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.**

**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 quantities indicated in Annexure 'A' are tentative and may be increased / decreased at the sole discretion of the Institute and the vendor shall have no right to claim any minimum / definite volume of business.
- (d) For any details / clarifications, **Shri A.K. Thareja, Administrative Officer, (011-45341053) / Shri Firay Ram, Desk Officer (011-45341052) may be contacted.**

**( B PRADHAN )  
Joint Director**



RFQ No 2526

Dated 09-DEC-13

**COMPUTER CONSUMABLES FOR ADMN. STORES**

We shall have RATE CONTRACT for supply of below mentioned material for Six Months and depending upon the requirement, Purchase Order will be issued separately for each supply. The below quantity is for Three Months and half yearly supply will be approximately 2 times the quantity mentioned.

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

S No.	Item & Specifications	Unit of Measurement	Quantity for One Quarter	Unit Rate in Rupees
1	(COMC000003) LASER TONNER HP 1015/1022 (12A)	Each	10	
2	(COMC000013)CD WRITABLE (CD-R) MOSER BAER SLIM BOX PACKING	Each	100	
3	(COMC000014) CD REWRITABLE (CD-RW) MOSAR BAER SLIM BOX PACKING	Each	20	
4	(COMC000022) DVD +RW Moser Baer (Slim Box Packing)	Each	20	
5	(COMC000026) MOUSE PAD	Each	10	
6	(COMC000030) LASER TONNER HP 1300	Each	1	
7	(COMC000031) CONNECTOR R J (D LINK BRAND)	Each	50	
8	(COMC000072) HP TONNER NO. 80A  LASER TONNER HP NO. 80A (CF 280A) FOR LASER JET PRO 400 PRINTER	each	2	
9	(COMC000035) LASER TONNER HP 1160/1320(49A)	Each	4	
10	(COMC000037) LASER TONNER HP 2600 N (6000-A)BLACK	Each	1	
11	(COMC000038) LASER TONNER CANNON FAX (FX-3)	Each	1	



12	(COMC000039) RIBBON PRINTER EPSON 2090 NEW CASSETTE EPSON ORIGINAL	Each	5	
13	(COMC000040) LASER TONNER HP 2015(53A)	Each	6	
14	(COMC000041) LASER TONNER HP 2300	Each	1	
15	(COMC000044) DUST COVER (COMPUTER)	Each	4	
16	(COMC000050) DVD (R) Moser Baer SLIM BOX PACKING	Each	30	
17	(COMC000051) LASER TONNER HP 2600 N (6001-A CYAN COLOUR)	Each	1	
18	(COMC000052) INK JET PRINTER CARTRIDGE BLACK FOR HP L7580 (9396/88 XL)	Each	2	
19	(COMC000053) INK JET PRINTER CARTRIDGE CYAN COL. FOR HP L7580 (9391)	Each	2	
20	(COMC000054) LASER TONNER HP 4015 N (CC-364A)	Each	10	
21	(COMC000055) CD-R MOSER BAER SPINDLE PACK OF 10 CDS (NO OTHER BRAND)	Each	4	
22	(COMC000056) INK JET PRINTER CARTRIDGE COL FOR HP L 7580 (9392)MAJENTA	Each	2	
23	(COMC000057) INK JET PRINTER CARTRIDGE COL FOR HP L 7580 (9393)YELLOW	Each	2	
24	(COMC000058) LASER TONER HP 2035N (CE505A/05A)	Each	8	
25	(COMC000059) CARTRIDGE FOR LIPI T 6215 LINE PRINTER	Each	10	
26	(COMC000060) LASER TONER 2600 N (6002-A) YELLOW COLOUR	Each	1	
27	(COMC000061) LASER TONER 2600N (6003A MAJENTA COLOUR	Each	1	
28	(COMC000062) PEN DRIVE 4GB TRANSCEND	Each	6	
29	(COMC000065) PATCH CORD ( 7 FEET LONG) AMP BRAND	Each	6	



30	(COMC000066) TONNER FOR K X F MB-772 FOR FAX MACHINE (BLACK)	Each	1	
31	(COMC000067) HP INKJET CARTRIDGE 704 (BLACK)	Each	2	
32	(COMC000068) HP INKJET CARTRIDGE 704 (COLOURED)	Each	2	
33	(COMC000069) HP INKJET CARTRIDGE 802 (LARGE) BLACK	Each	2	
34	(COMC000070) HP INTJET CARTRIDGE 802 (LARGE) COLOURED	Each	2	
35	(COMC000071) PEN DRIVE 8 GB TRANSCEND	Each	4	
36	(ENV0000004) ENVELOPES CD MAILER WITH BUBBLE SHEET	Each	50	

**TERMS & CONDITIONS**

We shall have RATE CONTRACT for supply of above mentioned material for Six Month and depending upon the requirement, Purchase Order will be issued separately for each supply. **The above quantity is one quarter and Half Yearly supply will be approximately 2 times the quantity mentioned.**

**Delivery : New Delhi**

**Delivery Period : 07 Days**

**Validity of offer : Six Month**

Any Special Terms :  
(Please Specify)

Any clarification regarding the above items may please be obtained from Shri A.K.Thareja, AO/Shri Firay Ram,DO (Purchase Cell)

Name and Signature of Bidder with  
Corporate Seal and mobile number

Date: