



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

CORRIGENDUM

The last date for submission of “Quotation for Rate Contract for Supply of Packing Material for One year” has been extended upto August 10 2017 by 3:00 PM due to administrative reasons and date of opening the offers shall be on August 10 2017 by 3:10 PM at ICSI-HQ.

Other terms & conditions of “Quotation for Rate Contract for Supply of Packing Material for One year” dated June 09, 2017 remains the same.

The bidders may take note the above changes.

Date: July 31, 2017

A K SRIVASTAVA
DIRECTOR(Admn & Purchase)



ICSI HOUSE, C-36, SECTOR 62, NOIDA

Sub: Sealed Quotations for Rate Contract for Supply of Packing Material FOR ONE YEAR

Ref: ICSI/PC-2016/RFQ-2686

Date: June 09, 2017

Sealed Quotations are invited for supply of **Packing Material** 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 / enclosed bid format duly stamped and signed and dated on each page. Details/supporting documents wherever applicable, if attached with the quotation should be duly 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 super scribed, "**Quotation for Supply of Packing Material RFQ-2686**" due on **June 09, 2017**", should be addressed by name to **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 House & should reach on or before **June 27, 2017 by 3:00 PM.**

Address:

Secretary

The Institute of Company Secretaries of India
C-36, Sector 62,
Noida -201309

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 **June 27, 2017 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 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 C-36/37, Sector-62, Noida. 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, taxes, forwarding, packing charges and octroi etc.
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. 3,000/- (Rupees Three Thousand only) for supply of Packing Material 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. The EMD of the bidder shall be forfeited in the following circumstances:- 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.
11. 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.
12. 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.
13. The bidder will quote the rates considering the prevailing taxes. Institute being a statutory body does not have any LST or CST number and way bill form i.e.(Form - 32) will not be issued in this regard by ICSI. TDS and DVAT / WCT will be deducted from the bill of the contractor at the prevailing rate.
14. 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.
15. 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).
16. The contract shall be for a period of **One Year**. However, the ICSI at its sole discretion may extend the Contract further on mutually agreed terms & conditions. The Vendor shall have no right to claim extension of contract.
17. 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 0120-4082132** may be contacted.

**(A K SRIVASTAVA)
DIRECTOR**

ANNEXURE -1

DECLARATION & ACCEPTANCE OF TERMS AND CONDITIONS

To,
The Secretary
The Institute of Company Secretaries of India
C-36, Sector 62,
Noida -201309

This is with reference to your Quotation no: **ICSI/PC-2017/RFQ-2686** due on **June 09, 2017**. We are interested in participate in the **QUOTATION FOR SUPPLY OF PACKING MATERIAL**. 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:



RFQ No 2686

Dated June 09,2017

**RATES QUOTED SHOULD BE NET RATE (UNIT PRICE+VAT+CARTAGE, IF ANY)
RATE CONTRACT OF SUPPLY OF PACKING MATERIAL FOR ONE YEAR**

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

S No.	Item & Specifications	Unit of Measurement	Quantity (*)	Unit Rate in Rupees
1	(PACKMAT004)USED HDPE DISPOSABLE BAG IN THE SIZE OF 3'X '2' (NOIDA DELIVERY) HIGH DENSITY POLLY ETHYLENE	Each	5000	
2	(PACKMAT005)USED HDPE DISPOSABLE BAG IN THE SIZE OF 3'X2' (DELHI DELIVERY) HIGH DENSITY POLLY ETHYLENE	Each	1000	
3	(PACKMAT006) MARKIN CLOTH CLOSELY KNITTED	Meter	500	
4	(PACKMAT007) NYLON STRIPE	Kilogram	200	
5	(PACKMAT010) IRON CLIP HEAVY GAUGE	Kilogram	300	
6	(PACKMAT012) CORRUGATED ROLL 3 PLY (34" WIDTH)	Kilogram	3000	
7	(PACKMAT021) CORRUGATED BOXES (5 PLY) LENTH : 37.00 CMS WEDTH : 26.00 CMS DEPTH : 24.5 CMS FLAP : 13.5 CMS X 26.00 CMS FLAP : 12.00CMS X 37.00 CMS	Kilogram	2000	

TERMS & CONDITIONS

(*) The approximate quantity for One Year.

Delivery Period : 10 days

Validity of offer : One Year

Any Special Terms (Please Specify):

We shall have rate contract for supply of above mentioned material for one year and depending on the requirement, Purchase Order will be issued separately for each supply.

Sample cutting are to be sent along with quotation.

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

Date:

Name and Signature of Bidder with



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Corporate Seal with mobile no