



Sub: Sealed Quotations for Rate Contract for Supply of Various Items for Golden Jubilee

Ref: ICSI/PC-2017/RFQ-2694

September 06, 2017

Sealed Quotations are invited for **Supply of Various Items for Golden Jubilee** 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 OR enclosed 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 Various Items for Golden Jubilee "RFQ-2694" due on September 12, 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 Headquarter & should reach on or before **September 12, 2017 by 3.00 P.M.**

Address:

Secretary
The Institute of Company Secretaries of India
ICSI House
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 **September 12, 2017 by 3.10 P.M** in the Institute of Company Secretaries of India at ICSI House, C-36, SECTOR 62, NOIDA 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/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. 1,000/- (Rupees One thousand only) for **Supply of Various Items for Golden Jubilee** 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 EMD to the unsuccessful bidder should be refunded within 30 days after award of the contract / work order.

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. 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.
13. **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).**
14. **The GST has 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.**
15. 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.
16. 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).
17. The contract shall be for a period of **One year** However, the ICSI at its sole discretion may extend the Contract on mutually agreed terms & conditions. The Vendor shall have no right to claim extension of contract.
18. Duly filled in and signed Declaration & Acceptance of Terms and Conditions, as per Performa enclosed in **Annexure – B**

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 (PURCHASE) (0120-4082146)/ Sh Ajay Sharma (0120-4082132)) may be contacted.**

Date: September 06, 2017

(A K SRIVASTAVA)
DIRECTOR (ADMN. & PURCHASE)



ANNEXURE - A

RF No 2694

Dated 06-SEP-17

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

RATE CONTRACT FOR SUPPLY OF VARIOUS ITEMS FOR GOLDEN JUBILEE :

S No.	Item & Specifications	HSN CODE	Unit of Measurement	Quantity	Basic Rate in Rupees	GST (%)
1	(GJSPCL0001)ROUND NECK T-SHIRT OF COTTON CLOTH ROUND NECK T-SHIRT OF COTTON CLOTH (180 GSM) of NAVY BLUE COLUR WITH PRINTING of ICSI GOLDEN JUBILEE LOGO (Visiting Card Size) on Chest - Left Side - As per the sample approved by the Institute WITH THE FOLLOWING SIZES : MEDIUM: LARGE: XL: (Single Packing in Polythene)		Each	200		
2	(GJSPCL0002)KEY CHAIN KEY CHAIN IN BLUE COLOUR BOX WITH PRINTING of ICSI GOLDEN JUBILEE LOGO AS PER THE SAMPLE APPROVED BY THE INSTITUTE.		Each	200		
3	(GJSPCL0003) CAP WITH PRINTING of ICSI GOLDEN JUBILEE LOGO CAP WITH PRINTING of ICSI GOLDEN JUBILEE LOGO OF GOOD QUALITY COTTON MATERIAL AS PER THE SAMPLE APPROVED BY THE INSTITUTE (SINGLE PACKING IN POLYTHENE)		Each	200		
4	(GJSPCL0004)MUG WITH PRINTING of ICSI GOLDEN JUBILEE LOGO MUG WITH PRINTING of ICSI GOLDEN JUBILEE LOGO ON TWO SIDE AS PER THE SAMPLE APPROVED BY THE INSTITUTE		Each	200		
5	(GJSPCL0005)CUP AND SAUCER WITH PRINTING OF ICSI GOLDEN JUBILEE LOGO CUP AND SAUCER WITH PRINTING OF ICSI GOLDEN JUBILEE LOGO ON TWO SIDES OF CUP AS PER THE SAMPLE APPROVED BY THE INSTITUTE		Each	200		



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

6	(GJSPCL0006)CAR STICKER WITH PRINTING OF ICSI GOLDEN JUBILEE LOGO CAR STICKER WITH PRINTING OF ICSI GOLDEN JUBILEE LOGOAS PER THE SAMPLE APPROVED BY THE INSTITUTE		Each	200		
7	(GJSPCL0007)PAPER WEIGHT WITH PRINTING OF ICSI GOLDEN JUBILEE LOGO PAPER WEIGHT WITH PRINTING OF ICSI GOLDEN JUBILEE LOGO AS PER THE SAMPLE APPROVED BY THE INSTITUTE		Each	200		

TERMS & CONDITIONS

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.

Delivery Period :
Validity of Offer :
Any Special Terms :
(Please Specify)

Any clarification regarding the above items may please be obtained from Sh A K Pahwa,
Asstt. Director, Shri Ajay Sharma , Deputy Director Purchase Cell)

Date:

Name and Signature of Bidder with
Corporate Seal with monbile no



DECLARATION & ACCEPTANCE OF TERMS AND CONDITIONS

To,
Secretary
Institute of Company Secretaries of India
ICSI House, C-36, SECTOR 62
NOIDA

SUB: QUOTATION FOR SUPPLY OF VARIOUS ITEMS FOR GOLDEN JUBILEE

SIR,

This is with reference to your Quotation no: **ICSI/PC-2016/RFQ-2694 due on on September 12, 2017**. We are interested in participate in the Quotation for Supply of Various Items for Golden Jubilee. 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: