

ADMIN/PHOTOCOY&BINDING/816 /2017

8<sup>th</sup> September, 2017

**SUB: EMPANELMENT OF AGENCIES FOR PROVIDING PHOTOCOPY & BOOK BINDING SERVICE AT ICSI HQ NEW DELHI AND NOIDA**

Sealed Quotations (based on single bid) are invited for **EMPANELMENT OF AGENCIES FOR PROVIDING PHOTOCOPY & BOOK BINDING SERVICE** at its head office at 22, Institutional Area, Lodi Road, New Delhi and C- 36-37, Sector – 62, Noida, as per the details given in **Annexure ‘A-1’ and ‘A-2’**. The terms and conditions are as under:

1. The sealed quotations are to be submitted in prescribed format on your business letter head/enclosed sheet duly stamped, 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 PROVIDING PHOTOCOPY & BOOK BINDING SERVICE due on 25<sup>th</sup> September, 2017”** should be addressed to **The Secretary, 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 **25<sup>th</sup> September, 2017 3:00 P.M.**

Address:

**The Secretary  
The Institute of Company Secretaries of India  
ICSI House, C-36, Sector-62, (IIIrdFloor : Tender Box)  
Institutional Area  
Noida - 201309**

3. 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.

The quotations shall be opened on **25<sup>th</sup> September 2017, by at 3:10 PM** in the Institute of Company Secretaries of India at **ICSI House, C-36, Sector-62, Institutional Area, Noida – 201309** in the presence of those vendor(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. **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.**

5. Cutting and overwriting should be avoided. Every cutting and overwriting must be duly initialed, otherwise the quotation / proposal is liable to be rejected.
6. **Delivery of the goods/services is to be made at both the locations –**
  - (i) **The Institute of Company Secretary of India, ICSI House, 22, Institutional Area, Lodi Road New Delhi 110003; and**
  - (ii) **The Institute of Company Secretaries of India, ICSI House, C-36, Sector-62, Institutional Area, Noida – 201309**
7. **The vendor has to make his own arrangements to collect and deliver the material, No cartage charges shall be paid for delivery of items.**
8. All the jobs must be done on the order of Authorized Persons from ICSI.
9. The work must be complete as per time frame given by the Institute.
10. The agency shall be responsible for the safety, safe custody and security of the valuable book issues/volumes, materials, agenda etc. handed over for binding, photocopying and shall be responsible for ensuring the safe return of the materials after completion of the job.
11. The material/sample will be collected from ICSI House and post binding reports and books, printed material, as the case may be, will be delivered within the stipulated time to the office without any additional charge for cartage, labour, etc.
12. All the work must be verified by the concerned officer. Agency has to use good quality of paper and Photocopy must be clear and properly readable.
13. The payment will be made to the party within one month on submission of bill, after obtaining satisfactory work certificate from the officer/section concerned.
14. In case during the course of binding any damage of the books etc. occurs, the value of the damaged books will be recovered from the bill.
15. If the work is not done satisfactorily, the same will have to be redone at no additional cost being payable by the ICSI.
16. In case of dispute, it will be resolved amicably, failing which through arbitration and it would be at New Delhi. Secretary of the ICSI will be sole arbitrator.
17. The Institute of Company Secretary of India (ICSI) reserves the right to reject any or all offers received, without assigning any reason.
18. The Agency shall not appoint any sub-agency to carry out any obligations under the contract.
19. Quotations received by ICSI from various parties/vendors will be scrutinized and compiled for L1 rates as the quotations invited for empanelment of agencies for providing photocopy & book binding service. Parties whichever is interested in working with ICSI on the compiled L1 rates will be kept in panel for further services.
20. The ICSI have prerogative to take the service of any empanelled parties at any time if it so desire.
21. **Vendors shall be submitting the bids for either of location or both locations.**

## 22. Period of Contract

The Contract period shall be initially for a period of one year which may be extended for further period on mutually agreed terms and conditions by both the parties. ICSI reserves the right to extend and/or curtail the contract period

## 23. Earnest Money Deposit (EMD)

- A. The **Earnest Money Deposit (EMD) of Rs. 2,000/- (Rupees: Two Thousand only)** in the form of Demand Draft/pay order drawn in favor of **“THE INSTITUTE OF COMPANY SECRETARIES OF INDIA”** payable at New Delhi only.
- B. Quotations/Tenders received without the prescribed Earnest Money Deposit shall not be entertained.
- C. The EMD to the successful bidder shall be refunded after the receipt of the goods as per the terms of purchase order or receipt of Performance Security whichever is earlier. The EMD to the unsuccessful bidder should be refunded within 30 days after award of the contract / work order.

## 24. Security Deposit:

Security deposit / performance guarantee of **Rs. 5,000/- (Rupees Rs. Five Thousands Only)** in the form of bank guarantee from Govt. Sector Bank is to be submitted by the Agency immediately within 7 days of the execution of the agreement to cover any loss or damage caused to or suffered by the ICSI due to acts of commission and omission by the Agency or any failure on the part of Agency in fulfillment of terms and conditions of the contract and conditions contained in the agreement. The bank guarantee should be valid for a valid a period of up sixty days beyond the expiry of contract period. The vendors registered with NSIC, CPO, DGS&D etc. are also be required to submit requisite Security deposit / performance guarantee. EMD shall be refunded to the successful bidder on receipt of performance guarantee. If desired by the successful bidder in writing, the EMD may be converted into the Performance security and balance amount shall be deposited to complete the Performance Security.

## 25. Impound of EMD

EMD of the successful bidder shall be liable to be forfeited if the agency does not fulfill any of the following conditions:

- A. If the Bidder withdraws their offer during the period of tender validity.
- B. If after submission of quotation the Bidder fails to honor the contract or refuses to comply with any or all terms and conditions of the tender.
- C. An agreement is not signed in the prescribed form within ten days of the receipt of the Letter of Award of the Contract;

## **26. Liquidated Damaged (LD) Clause**

While awarding a contract, an LD clause for levying penalty on the Supplier in case of delay in effecting delivery of goods/services as under

- 10% of the total value of respective order for each hour of delay, in providing photocopy and binding services.

## **27. 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) For any details / clarifications, Ms. Achla Kulshreshtha, Deputy Director, ICSI (011-45341023) E-mail Id: achla.kulshreshtha@icsi.edu may be contacted.

**Date: September 8, 2017**

**A K Srivastava  
Director (Admin. & Purchase)**

## Details of Inputs/ Information to be provided by the Bidder

*To be submitted on your business letterhead duly stamped and signed,*

S. No.	Items	Information /inputs to be filled by the Bidder (if required separate sheets may be enclosed)
1.	<b>Name and address of the agency,</b> telephone number, fax, mobile number, email address	
2.	<b>Type of organization</b> (Whether proprietorship, partnership, private limited, limited company)	
3.	<b>Name and Contact no</b> of the owner/ directors/ proprietor /partners	
4.	Year of formation of the company/agency	
5.	<b>Branches if any in Delhi NCR region</b>	
6.	Name of Agency's 5 largest clients, to whom Agency provides similar Services. (with address and contact no of clients) attached documentary proof i.e. work order/ contract etc if any	
7.		
8.	<b>PAN No (Attaché photocopy)</b>	
9.	<b>GST No ( Attach photocopy)</b>	
10.	<b>Dispute, if any</b>	

### Undertaking:

**I hereby certify that all the information furnished above is true to my knowledge. I have no objection to ICSI to verifying any or all the information furnished in this document with the concerned authorities, if necessary.**

Signature of the authorized signatory of the agency

Official seal/ stamp

Date:

Place:

ADMIN/PHOTOCOY&amp;BINDING/816 /2017

**Quotation for Empanelment of Agencies for Providing Photocopy & Book Binding Service  
at ICSI House, 22, Institutional Area, Lodi Road, New Delhi**

*To be submitted on your business letterhead duly stamped and signed,*

S. No		PARTICULARS		Rate (In Rupees)
1	Photocopy	Photocopy A4	Per page- single page	
			Per page – Back to back	
		Photocopy FS	Per page- single page	
			Per page – Back to back	
		Photocopy A3	Per page- single page	
			Per page – Back to back	
2	Spiral/Spico Binding  <i>Plastic spiral Coil / comb binding / Wire-O Binding</i>	Spiral Binding A4 Size	01 to 100 paper/sheets	
			101-200 paper/sheets	
			201-600 paper/sheets	
		Spiral Binding FS	01 to 100 paper/sheets	
			101-200 paper/sheets	
			201-600 paper/sheets	
		Spiral Binding A3	01 to 100 paper/sheets	
			101-200 paper/sheets	
			201-600 paper/sheets	
3	Color Papers (For Separator)	Color paper A4	Per sheet / paper	
		Color paper FS	Per sheet / paper	
		Color paper A3	Per sheet / paper	
4	Lamination	I Card / Half page of A4	Per piece/page	
		A4	Per piece/page	
		FS	Per piece/page	
		A3	Per piece/page	

Cont...

Name and Signature of Bidder with Corporate Seal

Date :

ADMIN/PHOTOCOY&amp;BINDING/816 /2017

**Quotation for Empanelment of Agencies for Providing Photocopy & Book Binding Service  
at ICSI House, 22, Institutional Area, Lodi Road, New Delhi**

*To be submitted on your business letterhead duly stamped and signed,*

5	<b>Color Printout</b> <i>On glossy/ matte paper/ thick paper</i>	Color Print A4	Per page- single page	
			Per page – Back to back	
		Color Print FS	Per page- single page	
			Per page – Back to back	
		Color Print A3	Per page- single page	
			Per page – Back to back	
6	<b>Black &amp; White Laser / Digital Printout</b>	B/w Print A4	Per page- single page	
			Per page – Back to back	
		B/w Print FS	Per page- single page	
			Per page – Back to back	
		B/w Print A3	Per page- single page	
			Per page – Back to back	
7	<b>Tax if Any</b>		%	

*Name and Signature of Bidder with Corporate Seal*

*Date :*

ADMIN/PHOTOCOY&amp;BINDING/816 /2017

**Quotation for Empanelment of Agencies for Providing Photocopy & Book Binding Service  
at ICSI House, C-36, Sector-62, Noida**

*To be submitted on your business letterhead duly stamped and signed,*

S. No		PARTICULARS		Rate (In Rupees)
1	<b>Photocopy</b>	Photocopy A4	Per page- single page	
			Per page – Back to back	
		Photocopy FS	Per page- single page	
			Per page – Back to back	
		Photocopy A3	Per page- single page	
			Per page – Back to back	
2	<b>Spiral/Spico Binding</b> <i>Plastic spiral Coil / comb binding / Wire-O Binding</i>	Spiral Binding A4 Size	01 to 100 paper/sheets	
			101-200 paper/sheets	
			201-600 paper/sheets	
		Spiral Binding FS	01 to 100 paper/sheets	
			101-200 paper/sheets	
			201-600 paper/sheets	
		Spiral Binding A3	01 to 100 paper/sheets	
			101-200 paper/sheets	
			201-600 paper/sheets	
3	<b>Color Papers</b> (For Separator)	Color paper A4	Per sheet / paper	
		Color paper FS	Per sheet / paper	
		Color paper A3	Per sheet / paper	
4	<b>Lamination</b>	I Card / Half page of A4	Per piece/page	
		A4	Per piece/page	
		FS	Per piece/page	
		A3	Per piece/page	

Cont ...

Name and Signature of Bidder with Corporate Seal

Date :



ADMIN/PHOTOCOY&amp;BINDING/816 /2017

**Quotation for Empanelment of Agencies for Providing Photocopy & Book Binding Service  
at ICSI House, C-36, Sector-62, Noida**

*To be submitted on your business letterhead duly stamped and signed,*

5	<b>Color Printout</b> <i>On glossy/ matte paper/ thick paper</i>	Color Print A4	Per page- single page	
			Per page – Back to back	
		Color Print FS	Per page- single page	
			Per page – Back to back	
		Color Print A3	Per page- single page	
			Per page – Back to back	
6	<b>Black &amp; White Laser / Digital Printout</b>	B/w Print A4	Per page- single page	
			Per page – Back to back	
		B/w Print FS	Per page- single page	
			Per page – Back to back	
		B/w Print A3	Per page- single page	
			Per page – Back to back	
7	<b>Tax if Any</b>		%	

*Name and Signature of Bidder with Corporate Seal*

*Date*

To,  
The Secretary  
Institute of Company Secretaries of India  
ICSI House, C-36, Sector 62 Institutional Area  
Noida 201309 (U.P.)

**Sub: Tender Quotation for Empanelment of Agencies for Providing Photocopy & Book Binding Service at ICSI HQ New Delhi & Noida**

Sir,

This is with reference to your tender no: **ADMIN/PHOTOCOY&BINDING/816 /2016** due on **25<sup>th</sup> September, 2017**. We are interested in participate in the tender / quotation for empanelment of agencies for **Providing Photocopy & Book Binding Service at ICSI HQ New Delhi & Noida**. 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 agree 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 our 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 our cost & 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 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.
- vii) The duly signed copies of all the tender pages are attached herewith.

(Authorized Signatory of the Bidder)

Name

Address:

Contact No:

Official seal/ stamp

Date: