THE INSTITUTE OF COMPANY SECRETARIES OF INDIA  
“ICSI HOUSE” 22 INSTITUTIONAL AREA LODI ROAD
NEW DELHI-110 003

TENDER DOCUMENT

Sub: Tender for Printing of ICSI Study Material on turnkey basis


The Institute of Company Secretaries of India is a statutory body constituted under an Act of Parlament i.e. the Company Secretaries Act, 1980. It is functioning under the overall administrative jurisdiction of Ministry of Corporate Affairs, Government of India having its headquarters located at “ICSI House” 22 Institutional Area, Lodi Road New Delhi-110 003.

Sealed tenders are invited from printers having web offset from DELHI/NCR by the Chief Executive, The Institute of Company Secretaries of India (“ICSI”), ICSI HOUSE, 22 Institutional Area, Lodi Road, New Delhi - 110 003 from printers for printing of ICSI study material of CS Foundation, Executive and Professional Programs on turnkey basis.

The tender document may be obtained during working hours from January10, 2014 to January 27, 2014 between 10.00 AM and 1.00 PM on all working days on payment of Rs. 500/- from the Reception Counter of the INSTITUTE at “ICSI House” 22 Institutional Area, Lodi Road New Delhi-110 003 on cash payment or by submitting a demand draft of same amount in favour of “The Institute of Company Secretaries of India”, payable at New Delhi. The tender document can also be downloaded from the website of the ICSI (www.icsi.edu) for which parties would be required to enclose a demand draft of Rs. 500/-towards the cost of the tender document along with their quotes, failing which the tender shall be rejected out rightly.

Sealed tenders addressed to Chief Executive, The Institute of Company Secretaries of India [the Institute] shall be sent at the Institute’s address as mentioned herein below alongwith Earnest Money, duly mentioning on top left hand corner of the sealed envelope “Tender forprinting of ICSI study material” must reach office of the Secretary & CE, The Institute of Company Secretaries of India, 22, Institutional Area, Lodi Road, New Delhi either by Registered Post/Speed Post or by dropping in the quotation box placed at IIIrd floor not later than 3.00 PM on January 27, 2014.
Tenders received after the stipulated date and time shall not be entertained. The INSTITUTE shall not be liable for any postal delays whatsoever and tender received after the stipulated date and time shall be rejected summarily without giving any reason.

THE TERMS AND CONDITIONS

1. The Bidder / printers are required to deposit an earnest money of Rs. 6 Lakh (Rupees Six Lakh Only) by way of demand draft drawn in favour “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 unsuccessful Bidder/s will be refunded without any interest/bank commission/collection charges within 30 days after the order is issued in favour of successful bidder / printer. The EMD of successful bidder / printer will be refunded after the execution of the first printing order to the satisfaction of the Institute.

2. The tender document should be submitted under two separate covers, Envelope No. 1 and 2. Envelope No. 1 is Technical bid and should contain Profile of the Bidder / printer Company in brief, Tenderer’s Appraisal, Technology Details, cost of tender form and other details as mentioned in ‘Eligibility conditions and documents to be furnished for technical evaluation’. (Please mark the envelope as “Envelope No. 1– Technical Bid”. EMD should be put in envelope No. 1.“Commercial Bid should be put in Envelope No. 2”. The Envelope No. 1 and 2 should be superscribed with the Tenderers Name and Address and sealed separately. Both the sealed envelopes bearing No. 1 and 2 are to be put in main envelop i.e. Envelope No. 3. This envelope should bear the inscription “Tender for Printing of ICSI Study Material on turnkey basis” and sent to Chief Executive, The Institute of Company Secretaries of India, 22, Institutional Area, Lodi Road, New Delhi.

3. The sealed tenders are to be submitted in the specified format on business letter head of the bidder / printer duly stamped and signed and dated on each page as unconditional acceptance to the terms specified by the INSTITUTE. Details/supporting documents wherever applicable, if attached with the tender should be duly authenticated by the Bidder / printer/s. No over-writings shall be accepted unless authenticated with full signature of the Bidder / printer/s.

4. The Technical Bid shall be opened on January 28, 2014 at 11:00 AM in the Institute of Company Secretaries of India at ICSI House, 22 Institutional Area,
Lodi Road, New Delhi. Bidder / printer/s or their authorized representatives, not more than one person may be present at the time of opening of tender, if they so desire / printer. No separate communication will be sent in this regard. In the event of due date being a close day or declared holiday, the due date for opening of the bids will be the following working day at the appointed date, time and venue.

5. The INSTITUTE shall have the right to assess the competencies and capabilities of the Bidder / printer/s by going through the credentials given in the Technical Bid and on the basis of such credentials, INSTITUTE may reject the candidature of the Bidder / printer/s without assigning any reason. In such case(s) the Financial Bid shall not be opened for that particular Bidder / printer/s. The Financial Bid of only those parties who qualify in the technical scrutiny shall be opened and time and date for opening the financial bid shall be intimated separately.

6. The experienced contractors/agencies having turnover of Rs. 20 crore or above may quote their rates for printing of the study material of CS Foundation, Executive and Professional Programs of Company Secretaryship Course. Rates are to be quoted on the assumption that every year approximately 30,000, 50,000 and 20,000 students are registered for CS Foundation, Executive and Professional Programs respectively. Print Orders will be issued in five to ten lots in a year or even more for each programme on the basis of the registration of students. The Institute can also give order of 500 copies only in one go as a special case, with no extra cost.

7. The rates to be quoted should be inclusive of designing of cover (if required in case of correction etc.)/ processing/CT plate making / paper for text/cover paper/printing/binding/lamination, all statutory levies, taxes, charges, surcharges, VAT, octroi & other taxes, cartage, freight, transport, loading/unloading, at INSTITUTE stores/logistics etc. No component of cost would be paid unless the same is included specifically in the quotations.

8. The successful bidder / printer would be required to execute Bank Guarantee of Rs. 10 Lakhs /- (Rupees Ten Lakhs Only) and also execute an agreement with the INSTITUTE on a non-judicial stamp paper of Rs. 100/-containing the detailed terms and conditions.

9. The Institute would provide the CD for Text as well as cover which will be returned by the printer after printing.

10. Rates for printing of study material may be quoted as per the specifications given in Annexure B(I) to B(V) for Foundation, Executive & Professional programs respectively. The number of pages mentioned in Annexures are estimates only, Pro-rata payment will be made in case change in the number of pages.

11. The text paper shall be used by the bidder / printer would be of 60 GSM of Century Paper or ‘A’ Grade Mill confirming to the ISI 1848/1991 specifications with latest amendments authenticated by Government approved laboratory of
repute such as Saharanpur campus of Central Pulp Research Institute Saharanpur etc. The sample of the paper may be got approved by the PRN unit of the Institute before printing. The tentative specifications are reproduced below:

<table>
<thead>
<tr>
<th>Particulars</th>
<th>Specifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grammage</td>
<td>60 GSM (+- 2.5%)</td>
</tr>
<tr>
<td>Mechanical Pulp</td>
<td>Not more than 20%</td>
</tr>
<tr>
<td>PH</td>
<td>Note less than 5</td>
</tr>
<tr>
<td>Tensile index</td>
<td>CD-Min 20 MD-Min 30</td>
</tr>
<tr>
<td>Tear Index</td>
<td>CD-Min 4 MD-Min 3.5</td>
</tr>
<tr>
<td>Brightness</td>
<td>80% or more</td>
</tr>
<tr>
<td>Opacity</td>
<td>80% or more</td>
</tr>
<tr>
<td>COBB</td>
<td>22 g/m2)</td>
</tr>
<tr>
<td>Title/Cover</td>
<td>300 GSM Art Card</td>
</tr>
</tbody>
</table>

Cover I, II, III & IV would be printed in four colour with Thermal lamination on outer side.

12. In case of revision of study material, the Institute would provide CRC’s and CD to the printer who would prepare plates for printing. Rates shall be quoted by the bidder / printer/s for new pages only for preparing such plates (for cover as well as Text).

13. Study material found defective/not in accordance with specifications will have to be replaced or lifted back as decided by the Institute at printer’s risk, cost and responsibility. In case the printer fails to replace the defective copy(ies) / material within the time frame fixed by the Institute, the Institute reserves the right to cancel the contract / or charge penalty as decided by the Institute. In case of delay in supply of study material (either the complete set or one book / two books, etc.), a delayed penalty of Rs. 1,000/- per day will be imposed on the printer and such amount will be deducted from the bill raised by the printer.

14. Printed dummy copies of the study material as per finish size specifying the exact quality (Mill of paper along with grammage and size of the paper used is to be enclosed, duly signed by the printer, with the quotation letter).

15. The payment to the bidder / printer would be made on the basis of complete set (i.e. inclusive of cost of complete set of study material of each stage, set making charges, packing, storing, freight charges, etc.).

16. Payment terms would be 60 days from the date of receipt of the bill in the Institute along with the receipted challan in original containing full details/specifications of the study material supplied. The payment would be released through banking channels. The printer will be ready to keep the printed sets of study material at their premises with no extra cost. Payment will be made after a minimum supply of 1000 sets of study material or for entire print order
which is earlier. The printer should have sufficient space for storing 10000 sets exclusively for ICSI.

17. In case, due to some technical reason the Print Order for all the study materials of the set cannot be given by the Institute, the set of the remaining books shall be sent as per the instructions of the Institute and pro-rata payment will be made while settling the bills.

18. The printer shall be responsible for replenishing the study material whenever there is a short supply &/or part supply.

19. The study materials shall be delivered at ICSI Main Stores at Sector 62, NOIDA/Lodhi Road / logistic provider for storage and dispatch at NCR Delhi, as per the instructions to be given by the Institute from time to time.

20. Requisition for printing of study material will be given by the Printing Section of the Institute.

21. Transit Insurance charges of study material will have to be paid by the Bidder / printer.

22. Memorandum Invoice for issue of study material will be maintained by Main Stores of the INSTITUTE.

23. The payment to the bidder / printer will be made on the basis of satisfactory proof of delivery obtained by the Main stores and quality checked by PRN Unit at INSTITUTE HQ. Against each print order the printer will have to send one set of study material at ICSI HQ for quality check.

24. The bidder / printer will be responsible for stocking and will get the material insured.

25. The rate should be given for a complete set of CS Foundation Programme / CS Executive Programme / CS Professional Programme.

26. The bidder / printer should also seek instructions from the Institute with regard to the changes to be incorporated in the revised and updated edition of the study material. This is to be adhered to as and when any study material is to be reprinted by the bidder / printer. On page (ii) of the study material the printer will print the print order number/date/quantity printed in each print order.

27. The printing of the study material is to be handled by the bidders / printers on turnkey basis. The bidder / printer has to procure the paper at his own cost as per the specifications mentioned in Clause 11. Editorial rights are vested with the Institute. No advance payment would be released by the Institute.

28. The bidder / printer will purchase the paper of its own. The Institute will not pay any extra charges than quoted subject to the following:
The bidder / printer shall pay increase in the cost of paper up to fifty paisa per kilo. The Institute will make payment for subsequent increase in the paper cost exceeding 50 paisa per kilo on production of sufficient proof of increase in paper cost subject to satisfaction of the committee of the Institute constituted for this purpose who will verify the increased rates independently and the decision of such committee will be final and binding on the vendor.

29. The bidder/s / printers are required to submit a copy of their latest balance sheet together with available machinery / infrastructure.

30. The quantity of the study material to be printed will be intimated to the bidder / printer by way of print order.

31. The Institute reserves the right to cancel/modify/amend the terms and conditions for outsourcing of printing of study material without assigning any reason thereof.

32. All information called for in the enclosed forms should be furnished against the respective columns in the forms. If information is furnished in a separate document, reference to the same should be given against respective columns. Such separate documents shall be chronologically placed at the end of the prescribed application. If information is ‘nil’ it should also be mentioned as ‘nil’ or ‘no such case’. If, any particulars/query is not applicable in case of the bidder/s, it should be stated as ‘not applicable’. However, the bidder/s are cautioned that not giving complete information called for in the application forms or not giving it in clear terms or making changes in the prescribed forms or deliberately suppressing the information may result in the bidder/s being summarily disqualified. Bids / Applications made by Fax and those received after the prescribed time shall not be entertained.

33. The bid / application should be type-written. The bidder / applicant should sign each page of the application. Overwriting should be avoided. Correction, if any, shall be made by neatly crossing out, initialing, dating and rewriting. All pages of the Tender document shall be numbered and submitted as a package with signed letter of transmittal.

34. References, information and certificates from the respective clients certifying suitability or capability of the bidder / applicant should be signed by an officer not below the rank of Director/General Manager/Company Secretary/Chief Financial officer or equivalent.

35. The contract would initially be for two years which may be extended further on the same rates, terms and conditions if agreed to by both the parties.

36. Bidder / Applicant is required to submit the information on any litigation in which the bidder / applicant was involved during the last five years, including any current litigation.
37. Authorization for INSTITUTE to seek detailed references should also be given in the application along with details and designation of person to whom reference can be made by INSTITUTE.

38. The bidder / applicant will give a certificate of solvency and will also authorize INSTITUTE approach the Bank issuing the solvency certificate to confirm the correctness thereof.

39. A certificate of transmittal is also to be given by bidder / applicant in the format as given in the tender document.

GENERAL:

a) All disputes, differences, claims and demands arising under or pursuant to or touching the tender / contract / print order shall be referred to the sole 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 the provisions of the Arbitration and Conciliation Act, 1996 or any statutory modifications on re-enactment thereof as in force. Place of such arbitration proceedings shall be at Delhi and cost of Arbitration proceedings shall be borne by the parties equally. The decision / award of the Arbitrator shall be final and binding on both the parties. 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 shall be final and binding on all concerned.

c) At the time of awarding the tender the printer will have to give declaration in writing that no part of the matter/ soft copy given for the printing of study material will be used for any other purpose excepting printing of ICSI material only. If the printer at any time is found not strictly adhering to the aforesaid, suitable legal action including cancellation of the contract will be initiated by the ICSI.

d) For any details/clarifications, Shri Ravi Prakash Bajaj, Administrative Officer on telephone No. 011-45341042 may be contacted.

Date: **January 10, 2014**

(B Pradhan)

Joint Director
Annexure - A

TECHNICAL/INFRASTRUCTURAL BID

1) NAME OF PRINTING PRESS & COMPLETE ADDRESS

DAVP GRADING (IF ANY)

2) TELEPHONE NO. & FAX NO.

3) CONTACT PERSON

4) LEGAL STATUS i.e.

WHETHER PUBLIC LTD. / PVT. LTD. CO / PARTNERSHIP / PROPRIETORSHIP / ANY OTHER (ATTACH DOCUMENTARY EVIDENCE)

5) COMPOSITION OF DIRECTORS / PARTNERS ETC.

6) INCOME TAX REGN. NO.

(ATTACH DOCUMENTARY EVIDENCE)

7) SALES TAX REGN. NO. / WC Regn. NO.

(ATTACH DOCUMENTARY EVIDENCE)

8) INFRASTRUCTURE AVAILABLE

(PLEASE INDICATE NO. & TYPE OF MACHINE & MANPOWER DEPLOYED AGAINST EACH)

<table>
<thead>
<tr>
<th>SECTION</th>
<th>NO. OF MACHINE</th>
<th>TYPE / SPECIFICATIONS</th>
<th>MANPOWER DEPLOYED</th>
</tr>
</thead>
<tbody>
<tr>
<td>DESIGNING/LASER / DTP TYPESETTING</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CAMERA SECTION / IMAGE SETTOR</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PLATE MAKING /</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CTP MAKING</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PRINTING – SINGLE COLOR / DOUBLE COLOUR / FOUR COLOUR / WEB</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FOLDING</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BINDING (SECTION SEWING)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(PERFECT)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DESPATCH</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

9) TOTAL AREA OF PLANT

10) NUMBER OF MAGAZINES BEING DONE FOR GOVT. / EDUCATIONAL INSTITUTIONS – PLEASE SPECIFY (IN DETAILS) ORGANISATION / NAME OF MAGAZINE / PRINT RUN / PERIODICITY / CONTACT OFFICIAL WITH TEL. NO. (PLEASE ATTACH SEPARATE SHEET, IF NECESSARY)

11) DEDICATED SPACE FOR KEEPING PRINTED STUDY MATERIAL SETS OF THE INSTITUTE. NO. OF PRINTED SETS THAT CAN BE KEPT BY THE PRINTER FOR EACH PROGRAMME No of Sets

Date: Name and Signature of Bidder / printer with Corporate Seal

Annexure – B(I)
## Commercial Bid for Printing of Study Material (Foundation Programme)

<table>
<thead>
<tr>
<th>Finish Size</th>
<th>21 cms x 27.5 cms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Printed area</td>
<td>17 cm x 24 cm</td>
</tr>
<tr>
<td>Binding</td>
<td>Perfect binding with section sewing</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Details of the Programme</th>
<th>Estimated number of pages of each all books</th>
<th>Estimated number of copies In a year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foundation Programme</td>
<td>426 pages</td>
<td>30000 (in ten lots or more )</td>
</tr>
<tr>
<td>Cover</td>
<td>I,II,III&amp; IV covers are to be printed in 4 colours. Thermal Lamination on cover I &amp; IV.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Number of books</th>
<th>Cost of one book of the set</th>
</tr>
</thead>
<tbody>
<tr>
<td>C S Foundation Programme</td>
<td>4 Nos.</td>
</tr>
<tr>
<td>Set Making Charges (1 set contains 4 books + instruction sheets duly tightened with plastic thread from all four sides)</td>
<td>Rs.……..per set</td>
</tr>
<tr>
<td>In case of correction in the text and cover of study material, CTP making charges will be given extra for correction pages only, i.e. per plate of 8 pages for text and per plate of 4 pages per cover</td>
<td>Rs.…….. per plate of 8 pages for text</td>
</tr>
<tr>
<td></td>
<td>Rs.…….. per plate of 4 pages for cover</td>
</tr>
</tbody>
</table>

The Institute will provide soft copy as well as hard copy for text and cover for printing. The Institute will not check ferros and printouts for printing of text as well as cover. Printer would be held responsible for the correctness and accuracy for text and cover as provided print outs by the Institute. However, The Institute may ask for Ferros/printouts in some special cases.

Please specify Paper wastage: Text Cover:

Date: Name and Signature of Bidder / printer with Corporate Seal
### Commercial Bid for Printing of Study Material (Executive Programme)

<table>
<thead>
<tr>
<th>Details of the programme</th>
<th>Estimated number of pages of each book</th>
<th>Estimated number of copies in a year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Programme</td>
<td>830 pages</td>
<td>50000 (in ten lots or more)</td>
</tr>
<tr>
<td>Cover</td>
<td>I,II,III &amp; IV covers are to be printed in 4 colours</td>
<td>duly laminated (Thermal) on Cover I &amp; IV</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CS Executive Programme</th>
<th>7 Nos.</th>
<th>Rs.........</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Programme</td>
<td>Set Making Charges (1 set contains 7 books + Small Booklet + instruction sheets duly tightened with plastic thread from all four sides)</td>
<td>Rs......... per set</td>
</tr>
<tr>
<td>In case of correction in the text and cover of study material, CTP making charges will be given extra for correction pages only, i.e. per plate of 8 pages for text and per plate of 4 pages per cover</td>
<td>Rs...... per plate of 8 pages for text</td>
<td>Rs........ per plate of 4 pages for cover</td>
</tr>
</tbody>
</table>

**The Institute will provide soft copy as well as hard copy for text and cover for printing. The Institute will not check ferros and printouts for printing of text as well as cover. Printer would be held responsible for the correctness and accuracy for text and cover as provided print outs by the Institute. However, the Institute may ask for Ferros/printouts in some special cases.**

Please specify Paper wastage:   Text   Cover:

Date: Name and Signature of Bidder / printer with Corporate Seal
Annexure – B(III)

**Commercial Bid for Printing of Study Material (Professional Programme)**

<table>
<thead>
<tr>
<th>Details of the programme</th>
<th>Estimated number of pages of each book</th>
<th>Estimated number of copies in a year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Programme</td>
<td>640 pages</td>
<td>20000 (in four lots or more)</td>
</tr>
<tr>
<td>Cover</td>
<td>I,II,III &amp; IV covers are to be printed in 4 colours duly laminated (Thermal) on Cover I &amp; IV</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Number of books</th>
<th>Cost of one book of the set</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS Professional Programme</td>
<td>8* Nos. (compulsory)</td>
</tr>
</tbody>
</table>

**Professional Programme**

Set Making Charges (1 set contains 8 books duly tightened with plastic thread from all four sides)

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Rs...........per set</td>
</tr>
</tbody>
</table>

In case of correction in the text and cover of study material, CTP making charges will be given extra for correction pages only, i.e. per plate of 8 pages for text and per plate of 4 pages per cover

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Rs...... per plate of 8 pages for text</td>
</tr>
<tr>
<td></td>
<td>Rs.......... per plate of 4 pages for cover</td>
</tr>
</tbody>
</table>

* In addition study material of five optional subjects will be printed, whose quantity will vary and pro rata payment will be made. These study material will not be a part of sets and of the financial quote.

**The Institute will provide soft copy as well as hard copy for text and cover for printing** The Institute will not check ferros and printouts for printing of text as well as cover. Printer would be held responsible for the correctness and accuracy for text and cover as provided print outs by the Institute. However, the Institute may ask for Ferros/printouts in some special cases. In case of increase/decrease in the size of books, Pro-rata payment will be made accordingly.

Please specify Paper wastage:  
Text  
Cover:

Date: 
Name and Signature of Bidder / printer with Corporate Seal
Commercial Bid for small Booklet

(This booklet will be sent in sets of Executive Programme study material. The quantity of this book will be same as given in the print order of Executive programme study material)

A Guide to Company Secretaryship – Study and Examination (to be inserted in sets of Executive Programme Study material only)

1. Size of Book : 5.25” x 8.5”
2. Print area : 4” x 7.25”
3. Printing (Text) : Black
4. Printing (Cover) : Single colour (Blue) on Cover I and IV only
5. No. of Pages : 40 + 4 pages of cover
6. Binding : Centre Stitched
7. Paper for Text : 60 GSM Century, same as study material
8. Paper for Cover : 130 GSM Art Paper

Rate Rs. ______________ per book (to be filled in by the printer)

The Institute will provide soft copy of all Forty four pages. The rates to be quoted should all inclusive i.e. typesetting, CTP, printing, folding, cost of paper and all type of taxes, loading/unloading at ICSI Store etc.

The Institute will provide soft copy as well as hard copy for text and cover for printing. The Institute will not check ferros and printouts for printing of text as well as cover. Printer would be held responsible for the correctness and accuracy for text and cover as provided print outs by the Institute.

Date: Name and Signature of Bidder / printer with Corporate Seal
Annexure B(V)

Commercial Bid for printing of Instruction Sheet to be used in set making of Foundation and Executive Programme Study Material

No. of Pages : 4 (four) Folder type

Ready size : 23” x 36” /8 (8.5” x 10.75”)

Paper to be used : 80 GSM Century Maplitho

Printing : Black on all four pages

Rate : Rs…………….per copy (to be filled in by the printer)

The Institute will provide soft copy of all four pages. The rates to be quoted should all inclusive i.e. typesetting, CTP, printing, folding, cost of paper and all type of taxes etc.

Date: Name and Signature of Bidder / printer with Corporate Seal
LETTER OF TRANSMITTAL

To
THE INSTITUTE OF COMPANY SECRETARIES OF INDIA,
22, Institutional Area,
Lodi Road, New Delhi -110003

Sub: Submission of Tender application for Printing of Study Material of INSTITUTE on turnkey basis

Sir,

Having examined the details given in Tender Document, Web-Notice for the above work, I/we hereby submit the Tender documents (issued/downloaded from web) and other relevant information.

1. I/We hereby certify that all the statements made and information supplied in the enclosed forms and accompanying statements are true and correct.

2. I/We have furnished all information and details necessary for Tender Document and have no further pertinent information to supply.

3. I/We submit the requisite certified solvency certificate and authorize THE INSTITUTE OF COMPANY SECRETARIES OF INDIA to approach the Bank issuing the solvency certificate to confirm the correctness thereof. I/We also authorize, THE INSTITUTE OF COMPANY SECRETARIES OF INDIA to approach individuals, employers, firms and corporation to verify our competence and general reputation.

4. I/We submit the following certificates in support of our suitability, technical know-how & capability for having successfully completed the following works:

Enclosures:

Seal of Applicant

Date of submission        Signature(s) of applicant(s)