Sub: Quotations for Supply of Canvas Bags

Ref: ICSI/PC-2013/RFQ-2540  Date: 29-01-2014

Sealed Quotations are invited for supply of Canvas Bags 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 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 superscribed, “Quotation for Supply of Canvas Bags RFQ-2540” due on 10th February 2014”, 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 10th February 2014 by 3:00 PM.

Address:
Shri Sutanu Sinha
Chief Executive
The Institute of Company Secretaries of India
ICSI House, 22, (IIIrd 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 10th February 2014 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
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 Sector-62, Noida only. The vendor has to make his own arrangements to deliver the material at Noida.**

8. Goods found defective / not in accordance with specifications will have to be replaced at supplier’s cost. In case supplier fails to do so 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. 5,000/- (Rupees Five Thousand only) for supply of Canvas Bags (in separate envelope) by way of demand draft/pay order 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 successful bidder would be required to make a Security Deposit of 3 % 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 completion of the Job.**

11. 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.

**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, Shri A.K. Thareja, Administrative Officer, (011-45341053) / Shri Firay Ram, Desk Officer (011-45341052) may be contacted.

( B PRADHAN )
Joint Director
Annexure ‘A’

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

RFQ No 2540

Dated 29-01-2014

<table>
<thead>
<tr>
<th>S No.</th>
<th>Item Name/Specification</th>
<th>Unit of Measurement</th>
<th>Qty.</th>
<th>Unit Rate in Rupees</th>
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<tbody>
<tr>
<td>1</td>
<td>(CANVB00001) EXAM CANVAS BAG (EXAMINER) IN SIZE OF 25&quot; X 22&quot; WITH TAG, SOLID STEEL ROD WITH EYELETS DULY PRINTED ICSI ADDRESS ONE SIDE IN ORANGE COLOUR WITH NEON PERMANENT INK NEW CANVAS BAGS SIZE 25&quot; x 22&quot;, 2.5&quot; STRIP AT TOP FOR EYELIDS AS PER SAMPLE DULY STICHED IN GOOD QUALITY BOTTLE GREEN CANVAS WITH BLACK/BLACK GREEN COTTON CLOTH LINING INSIDE MAKING DOUBLE STICHING ON OUTSIDE AND INSIDE DULY FIXED WITH ACCESSORIES i.e FIXING OF 8 NOS. OF METAL EYELETS ON TOP SIDE AND FIXING OF LEATHER HANDLE IN CENTRE DULY FIXED WITH GOOD QUALITY RIBS AS WELL AS STICHED TOP &amp; BOTTOM BY MAKING OR ADDING LEATHER PIECE TO GIVE GOOD STRENGTH TO HANDLE AND FIXING OF LEATHER BELT WITH RINGS AND SOLID STEEL ROD IN SIZE 8.5&quot; LENTH, ROUND SHAPE WITH EYELET FOR LOCKING DEVICE PURPOSE WITH ONE LEATHER ADDRESS TAG OF 7&quot; X 4-1/2&quot; SIZE WITH 3&quot; X 4-1/2&quot; WINDOW AND THICK TRANSPARENT PVC SHEET INSIDE THE WINDOW OF CHERRY/BLACK COLOUR AS PER THE SPECIMEN.</td>
<td>Each</td>
<td>250</td>
<td></td>
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<tr>
<td>2</td>
<td>(CANVB00005) EXAM CANVAS BAG (EXAM CENTRE) IN SIZE OF 24&quot; X 16 X 10&quot; WITH TAG, SOLID STEEL ROD AND EYELETS DULY PRINTED ICSI ADDRESS ONE SIDE IN ORANGE COLOUR WITH NEON PERMANENT INK NEW CANVAS BAGS SIZE 24&quot; x 16&quot; WITH 10&quot; OF SAME CANVAS WITHOUT JOINT, 2.5&quot; STRIP AT TOP FOR EYELIDS GATE THREE SIDE DULY STICHED IN GOOD QUALITY BOTTLE GREEN CANVAS WITH BLACK/GREEN COTTON CLOTH LINING INSIDE MAKING DOUBLE STICHING ON OUTSIDE AND INSIDE DULY FIXED WITH ACCESSORIES i.e FIXING OF 8 NOS. OF METAL EYELETS ON TOP SIDE AND FIXING OF LEATHER HANDLE IN CENTRE DULY FIXED WITH GOOD QUALITY RIBS AS WELL AS STICHED TOP &amp; BOTTOM BY MAKING OR ADDING LEATHER PIECE TO GIVE GOOD STRENGTH TO HANDLE AND FIXING OF LEATHER BELT WITH RINGS AND SOLID STEEL ROD IN SIZE 8.5&quot; WITH EYELET FOR LOCKING DEVICE PURPOSE AND ONE LEATHER ADDRESS TAG OF 7&quot; X 5&quot; SIZE WITH 3&quot; X 4&quot; WINDOW AND THICK TRANSPARENT PVC SHEET INSIDE THE WINDOW OF CHERRY/BLACK COLOUR AS PER THE SPECIMEN.</td>
<td>Each</td>
<td>250</td>
<td></td>
</tr>
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</table>
Terms & Conditions:

- **Delivery**: C-37 Sector-62, Noida
- **Sample of bag may be inspected** contacting Shri T R Manik, JD(Exam), Noida

Delivery Period Days :

Validity of Offer :

Any Special Terms :
(Please Specify)

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

Date: 

Name and Signature of Bidder with Corporate Seal and mobile number