Sub: Quotations for Supply of Document Case

Ref: ICSI/PC-2013/RFQ-2514 Date: 18-09-2013

Sealed Quotations are invited for supply of Document Case 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 Document Case” due on 30th September 2013”, 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 30th September 2013 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 30th September 2013 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 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.**

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

RFQ No 2514
Dated 18-SEP-13

<table>
<thead>
<tr>
<th>S No.</th>
<th>Item Name/Specification</th>
<th>Unit of Measurement</th>
<th>Qty. Reqd.</th>
<th>Unit Rate in Rupees</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>(SPCL000047) DOCUMENT CASE DULY PRINTED ICSI LOGO AND ADDRESS ON FRONT SIDE.</td>
<td>Each</td>
<td>500</td>
<td></td>
</tr>
</tbody>
</table>

Delivery : New Delhi

Delivery Period Days :

Validity of Offer :

Any Special Terms :
(Please Specify)

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

Date: 

Name and Signature of Bidder with Corporate Seal & Mobile Number