



**Sub: QUOTATION FOR THE PRINTING AND SUPPLY OF CERTIFICATES”**

**Ref: Purchase: 2014-15 (Certificate Printing)**

**August 20, 2014**

Sealed Quotations are invited for Quotation for printing and supply of certificates, as per scope of work attached.

The terms and conditions are as under:

1. The sealed quotations are to be submitted in prescribed format duly stamped and signed and dated on each page. Details/supporting documents wherever applicable, if attached with the quotation should be dully authenticated by the bidder/s.
2. The sealed quotations duly superscribed, “**Quotation for printing and supply of certificates**”, should be addressed by name to **Shri Sutanu Sinha, Chief Executive**, The Institute of Company Secretaries and sent at the Institute’s address given below either by registered post/speed post/or by dropping in the tender box placed at 3<sup>rd</sup> floor of Institute’s Headquarter & should reach on or before **August 29, 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

3. The **Technical Bid shall be opened on September 1, 2014 at 11:00 AM** 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. 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.
5. Cutting and overwriting should be avoided. Every cutting and overwriting must be duly

initiated, otherwise the quotation / proposal is liable to be rejected.

6. Printing of the certificates, name of the candidate, examination qualified, gender, discipline/ speciality etc. will have to be filled separately in each individual certificate
7. Price quoted should be valid for at least 90 days from the date of opening of quotation and inclusive of all charges viz. i.e. labour, taxes etc.
8. The work shall either be executed at the Institute's Office at 22, Institutional Area, Lodi Road, New Delhi- 110003 or at vendor's place only in the presence of authorised official of the ICSI.
9. The certificate has to be printed on a very durable material which is highly tear resistant, water resistant, chemically resistant, and termite resistant, including features which enhance the security of the certificate.
10. After printing the degrees, name of the candidate, examination qualified, gender specific text, and division, etc. will have to be filled separately in each individual certificate. The total number of certificates to be printed in six formats will be approximately 6000 annually but will be supplied in instalments on a fortnightly basis.
11. The sample of the various types of certificate to be printed, if desired, may be seen at the institute's office on any working day between 10.00 and 5.00 pm. Responsibility of proof reading and correct printing will be of the printer. However, the final proof is to be approved from the institute before final printing.
12. The tenderers are required to deposit an earnest money of Rs. 15,000/- (Rupees Fifteen Thousand only) by way of demand draft drawn in favour of 'The Institute of Company Secretaries of India' payable at 'New Delhi'. The quotation not accompanied with earnest money shall be rejected summarily. The earnest money of unsuccessful tenderers will be refunded without any interest/bank commission/collection charges within 60 days, after the order has been issued in favour of successful party.
13. The successful Bidder will submit the performance guarantee/ security deposit for amounting **Rs. 20,000/- (Rupees Twenty Thousand only)** and shall be retained two months beyond the period of contract. The agency shall not be entitled to any claim or receive any interest on the amount of performance guarantee. This may be also submitted in the form of bank guarantee and is to be submitted immediately within 7 days after execution of the agreement to cover any loss or damage caused to or suffered by the Institute due to acts of commission and omission by the agent or any failure on the part of agent in fulfilment of terms and conditions of the contract and conditions contained in the agreement. The bank guarantee should be valid up to two months beyond the expiry of contract period. The EMD of the

Successful bidder will be refunded after submission of the Security Deposit/ Bank Guarantee.

14. You will raise bills on completion of each calendar month and Payment will be made within 30 days after scrutinizing and verifying the same.
15. 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.
16. In case of any dispute or difference arising in relation to meaning or interpretation of this order, the authorised official of the Institute and the contractor will address the disputes/ differences for mutual resolution and failing which the matter shall be referred to the sole arbitration of Secretary, The Institute of Company Secretaries of India or his nominee. The provisions of the Arbitration and Conciliation Act, 1996 will be applicable to the arbitration proceedings. The venue of the arbitration shall be at New Delhi. The cost of the Arbitration proceedings shall be shared equally by both the parties. The decision / award of the arbitrator shall be final and binding.
17. Delivery time is of essence. Assignment is to be executed within a week of finalization every month. Delivery at Institute's head office.
18. The successful tenderer will sign a contract for fortnightly supply of certificates for one year (12 months) and shall execute a non-disclosure agreement on the non-judicial stamp paper of requisite value with the Institute at the commencement of the assignment.
19. All disputes arising out of this work order are subject to the jurisdiction of Courts in New Delhi.
20. For any details / clarifications, **Shri Saurabh Bansal, Assistant Education Officer, (Tel. No. 011 – 45341062)** may be contacted.

**Date: August 20, 2014**

**( B. PRADHAN )  
Director**

**Rates Quoted should be Net Unit Rate (Unit Price + taxes, if any)**

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<b>Scope of Work</b>	<b>No. of certificates per month</b>	<b>Rate in Rupees per Certificate</b>
<p>Size of certificate : 250 mm x 340 mm and 210 x 297 mm</p> <p>Colour : Four colour printing with backside printing in single colour</p> <p>Paper: 105-110 GSM. Thickness of about 250-270 microns, tensile strength of about 66 to 72 lbs/ inch and opacity of about 97 per cent, having following characteristics – tear resistant, moisture and chemical resistant, termite and fungal resistant, and anti-ageing properties</p> <p>Security features: Must have sound security features.</p> <p>Binding: Cut to size.</p> <p>Delivery: Time is of essence. Assignment is to be executed within a week of finalization every month. Delivery at Institute’s office.</p>	500 (approx.) certificates per month	

**Validity of Offer:**

**Job Completion Period:**

**Any Special Terms: (Please Specify)**

**Date:** \_\_\_\_\_

**Signature of Bidder:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Mobile No.:** \_\_\_\_\_