

**Indian Institute of Corporate Affairs**  
**Plot No- P- 6, 7, 8, Sector-5**  
**IMT Manesar**  
**Gurgaon-122050**

**Dated: 31<sup>st</sup> December, 2012**

**SHORT NOTICE TENDER**

Indian Institute of Corporate Affairs requires the following services. The interested company/firms may submit their lowest rate quotations by 06.01.13 by 3:00 pm. to "The Head, Centre for Institutional Partnerships and Corporate Communications, Indian Institute of Corporate Affairs, 2<sup>nd</sup> Floor, Plot No- P- 6, 7, 8, Sector-5, IMT Manesar, Gurgaon-122050". The quotations shall be opened on 07.01.13 at 3:30 p.m. at the office of Indian Institute of Corporate Affairs, 2<sup>nd</sup> Floor, Plot No- P- 6, 7, 8, Sector-5, IMT Manesar, Gurgaon-122050.

<b>S.No.</b>	<b>Description</b>	<b>Details</b>	<b>Rate per unit</b>
1.	Designing and printing of the Visiting Cards	(i) Quality of paper: 300 gsm art paper (ii) Four colour with photos	
2.	Designing and printing of the Letter Heads	(i) Quality of paper: Normal A4 size D.O. paper (ii) Four colour with photos	

Any other charges and service tax or other applicable taxes may be mentioned separately.

Only registered and bona fide firms having adequate experience of at least two years in the relevant field need apply. While submitting the tender, the bidder shall have to furnish to the IICA, proof of experience, financial standing, turnover etc. A firm having any legal suit/criminal case pending against its proprietor or any of its directors (in the case of a Private Ltd. Company) or having been earlier convicted on grounds of moral turpitude or for violation of laws in force shall not be eligible.

No advance made payment will be made for the above mentioned items of work. After the satisfactory completion of the work, the bill in triplicate may be sent to this office for arranging payment. The payment will be made after satisfactory completion of the assigned jobs.

The bids will be opened on 07.01.13 at 3:30 p.m. at IICA, 2<sup>nd</sup> Floor, Plot No- P- 6, 7, 8, Sector-5, IMT Manesar, Gurgaon-122050 in the presence of bidders who wish to be present.

Tenders received after stipulated date will not be accepted. Indian Institute of Corporate Affairs reserves the right to reject any or all quotations without assigning any reason for same.