

## **Notice Inviting Tender**

IICA/ 5-27/2012(CGO)  
Indian Institute of Corporate Affairs  
(Ministry of Corporate Affairs)

2<sup>nd</sup> Floor, Paryavaran Bhavan,  
CGO Complex, Lodhi Road,  
New Delhi-110 003

Dated: 25<sup>th</sup>. September, 2012

Subject:- Printing of Annual Report for the year 2011-12 of the Indian Institute of Corporate Affairs.

Sealed tenders from interested firms having requisite experience are invited for Printing of Annual Report for the year 2011-12 of the Indian Institute of Corporate Affairs as per the specifications and terms & conditions detailed out in the following paragraphs:-

### **A. Specifications of printed material required:**

Quantity: 1500 copies of 52 pages each.  
Size : 8.5 x 11.75  
Paper : Imported Art Paper  
Inner Pages: 135 gsm art paper  
Cover : 250 gsm art Paper  
Colour : 4 colour  
Matt lamination on cover  
Binding : Perfect binding

### **B. Qualifying Criteria:**

Only registered and bona fide firms having adequate experience in the relevant field of Printing/ supply of these items to Government Ministries/Departments /Government Organisations/ PSUs/ Corporate Sector etc. in this line need to apply.

### **C. Material and quality:**

The firm shall provide the Bench Mark quality/ brand of the material to be used, wherever necessary.

2. The brief terms and conditions shall be as follows:-

- (a) The defective printing material, if found, will be replaced by the firm.
- (b) The earnest money of Rs. 10,000/- (Rupees ten thousand only) through a demand draft drawn on any scheduled bank in Delhi/ New Delhi, in favour of Indian Institute of Corporate Affairs must accompany the quotation letter. Quotations received without earnest money shall be rejected forthwith.
- (c) TDS and other taxes as applicable will be deducted from the bill as per the prevailing laws.
- (d) The ordered printed material has to be supplied in time as per the specifications. Any deviation will be considered as breach of contract and will be dealt accordingly.
- (e) The Indian Institute of Corporate Affairs has all the right to reject/ accept any/ all the tenders without assigning any reason.
- (f) Tender application without complete documents/ information shall not be considered.
- (g) No negotiation will be undertaken with any bidder save with the lowest bidder.
- (h) Failure by the contractor/ firm to comply with any statutory requirements and terms of agreement during the period of contract shall result in termination of the contract and subsequent disqualification for participation in any future tender in the IICA.

**D.Tendering Process:**

The tender is invited in the prescribed form as at Annexure ( Attached) complete in all respect in a cover super subscribed as “ Tender for Printing of Annual Report” on the envelop addressed to the Chief Administrative Officer, Indian Institute of Corporate Affairs and should be dropped in the tender box on the 2<sup>nd</sup>. Floor, Paryavaran Bhavan, CGO Complex, Lodhi Road, New Delhi-110 003 by 2.30 PM on 28<sup>th</sup>. September, 2012. The bids shall be opened in the presence of bidders who wish to be present at 3.00 PM on 28<sup>th</sup>. September, 2012. Incomplete bid documents or the bids submitted in any other format will be summarily rejected. 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.

**E. Settlement of Disputes:**

In the event of any dispute between the parties regarding the terms and conditions, supply of material (printed) and execution thereof shall be referred to the DG & CEO, Indian Institute of Corporate Affairs, whose decision shall be final and binding on the parties.

**NOTE :**

The Bidders should sign and stamp each page of this tender document as a token of having read and understood the terms and conditions contained herein and submit the same along with the bid. The Bidders would fill up the information in the Annexure enclosed at the end of this document in clear and legible terms. Wherever, the prices are to be quoted, it should be written in figures and words as well. The quoted prices should also include the impact of all overheads. Annexure will also have to be signed and stamped by the firm through its authorized signatory.

(R. Sitaraman)  
Chief Administrative Officer

Bid Document

1. Name of the Firm/ Company:
  
2. Address with Tele No, fax No., e-mail:
  
3. Contact person's Name:
  
4. Address of workshop with area of premises:
  
5. Essential Details:
  - (i) Registration:
  
  - (ii) Experience certificate for last two years:
  
  - (iii) Fifteen digit Service Tax Code of the Firm:
  
  - (iv) Financial standing-Turnover details of last two years:
  
6. Name of Banker:
  
7. Whether Certificate of registration with the Registrar of companies and with the Delhi sales Tax Department, etc. are enclosed:
  
8. Details of EMD enclosed: Rs. 10,000/- ( Rupees ten thousands only) vide-----

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8. Bid format :

S.No.	Paper/ Printing specifications	Rates Rs.	Total for 1500 booklets Rs.
	Pages : 52 pages each for each booklet. Size : 8.5 x 11.75 Paper : Imported Art Paper Inner Pages: 135 gsm art paper Cover : 250 gsm art Paper Colour : 4 colour Matt lamination on cover Binding : Perfect binding		

Declaration :

I/ we hereby certify that the information furnished above is full and correct to the best of my/ our knowledge. We understand that in case any deviation in the above statement at any stage, the company will be blacklisted and will not have any dealing with the Institute, in future.

Place :

Dated :

Signatures of the authorized  
signatory of the Firm/ company

Seal of the Firm/ Company-----