Enquiry Letter

19.06.2015

Dear Sir,

Sealed quotations along with samples are invited for entering in to the rate contract for supply of the below mentioned types of envelopes:

S.No.	Item Name	Approx. Annual Requirement[1] (in nos)
1.	11" x 5" star craft paper (100 GSM) envelope with flap of 1 ¼" in brown colour with window. Quality of cellophane used for window and the pasting of window should be very good.	300000
2.	11" x 5" star craft paper (100 GSM) envelope with flap of 1½" in brown colour without window .	100000
3.	16" x 12" cloth lined yellow envelope (Andhra Paper of 105 GSM) with flap of 2".	30000
4.	15" x 10' cloth lined yellow envelope (Andhra Paper of 105 GSM) with flap of 2".	10000
5.	12" x 10" Golden Yellow envelope of pastal paper in 120 GSM with 1.75" flap.	15000
6.	12" x 10" envelope in orange colour of pastal paper in 120 GSM with 1.75" flap.	5000
7.	12" X 9 ½" STAR KRAFT brown ENVELOPES, in 100 GSM CLOTH LINED WITH 2 ½" GATE AND EARS, 3"flap	20000
8.	13"x10" star craft paper brown envelope in 100 GSM with 2.5" flap	20000
9.	14" x 10" Star Craft paper Envelopes, 100 GSM in brown colour with 3" flap	100000
10.	14" x 9" with 4" flap PVC Lined (Laminated) White Envelope in 120 GSM with self adhesive for sealing	10000
11.	16"x 12" with 3" flap PVC Lined (Laminated) creame colour Envelope in 170 GSM with self adhesive for sealing	15000
12.	CD-Mailer made of star craft paper of 100 GSM with bubble pack cover pasted inside and self adhesive on the flap for sealing	10000

Note:

1. **The quantities mentioned above are approx. annual requirements, which will be procured by us on fortnightly/monthly/quarterly basis as per the requirement and minimum lot size at one time could be 1000 -2000 nos. to any no. of higher quantity.**

2. **All the envelopes will be supplied with printing of Institute's Address and Logo in single colour on one side.**

3. **Printing on the envelopes will be offset.**

General conditions /instructions for submission of quotations:

1. The sealed quotations are to be submitted on business letterhead of the supplier 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 supplier. No over writings shall be accepted unless authenticated with full signature of the supplier/s.

2. The quotation should be given in two separate sealed envelopes super scribed Part A (Technical Bids) and Part B (Commercial Bid). Both the sealed envelopes together to be placed in a third big envelope duly sealed and super scribed as "**Quotation for Supply of Envelopes".**

3. The last date of receipt of sealed offer in a sealed envelope duly super scribed as **"Quotation for Supply of Envelopes"**as mentioned above and addressed to Caretaker (Gr. Deputy Secretary), HRD (A) is on or before 09.07.2015 up to 2.00 P.M. in a sealed tender box kept at the ground floor of annex building of the Institute at IP Marg, New Delhi – 110 002.

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. The technical part shall contain the following: a) EMD of the prescribed amount; b) Sample of Different Envelopes and c) Copies of PAN No. and CST/VAT and TIN No.

6. The Commercial part shall contain only the rates for the items.

7. Quotations received without samples shall not be considered.

8. The Earnest Money Deposit (EMD) of Rs.20,000/- (Rupees Twenty Thousand only) in the form of Demand Draft/pay order drawn in favour of "**Secretary, The Institute of Chartered Accountants of India**" payable at Delhi is to be submitted along with the quotation. The suppliers who are already empanelled with the Institute are not required to submit the EMD. In case of successful bidder, EMD shall be converted in to performance security and shall be retained for the entire period of the rate contract.

9. The supplier must have CST/VAT/Service Tax Registration No. and PAN Number. Enclose self attested copies of the relevant documents.

10. The quotation should contain the lowest rates along with the delivery period, payment terms, VAT/ Sales Tax, etc.

11. DELIVERY SCHEDULE :
    - 11.1 Delivery of the material is to be completed within 15 to 20 days from the date of order or otherwise by written permission of the ICAI.
    - 11.2 Replacement shall be undertaken by the supplier at his own cost for replacement of poor quality of materials.
    - 11.3 Free delivery at different locations of the Institute in Delhi & NCR. The Material at different locations shall be delivered by the supplier with its own arrangement of transport and labour.

12. PAYMENT

12.1 The material will be delivered with delivery challans. After supply of the material the bill shall be submitted along with the original delivery challan.

12.2 The payment will be made within 15 days on receipt of the bills.

12.3 No payment shall be released if the bills are not accompanied by the following details:

(i) One sample envelope out of the supply made with date and stamp of the supplier.

(ii) A declaration on supplier letterhead mentioning - " Certified that the envelopes supplied by us are in conformity with the specifications mentioned in your Purchase Order in terms of paper quality, size, printing. And in case of any deviation in the material supplied, appropriate penalty may be deducted from our bills.

13. VALIDITY OF RATES

The price finalized will be valid for a period of one year from the date of finalization of the order and the repeat orders may be placed during this period on the same rates. Validity period of quoted rate may be extended for another year if agreed by both the parties.

14. AWARDING OF WORK

14.1 ICAI reserves the right to award the work of supply of above items to different suppliers. The work may be awarded separately to more than one supplier on the rates approved by ICAI for better service options.

14.2 There will be no guarantee for any minimum volume of business and the same shall be dependant on adherence & response to ICAI Queries from time to time and performance of the selected supplier on the order given i.e. performance in timely deliveries.

15. MODIFICATION OF ORDERS

ICAI may at any time, during the period of the contract may increase/decrease the quantities of the items as mentioned in order, without creating any liability of ICAI for compensation on any grounds, whatsoever due to this change. In such a case, the Supplier will have to perform the service in the increased/decreased quantity at the same contract rates within the time stipulated.

16. Penalty:

16.1 ICAI shall have the right to levy penalty based on the total ordered value for the delay after the expiry of the stipulated date of delivery @ 0.5% per day of the value of the delayed material subject to a maximum of 10% of the total cost of the material. After expiry of 10 days of the date of delivery ICAI shall have a right to purchase the material from open market and the Contractor shall be responsible to

make good the loss suffered by ICAI i.e. the difference of rate between the quoted price of vendor and of open market.

16.2 The losses to the ICAI which are directly attributable to the Contractor shall be deducted from the bills /adjusted from the performance guarantee.

16.3 ICAI also reserves the right to levy appropriate penalty for variation in the quality of material which will be minimum 10% of the total value of the material for each such deviation and can by maximum up to 100% of such deviations including termination of contract resulting in forfeiture of the Performance Security Deposit.

17. ICAI'S RIGHT TO ACCEPT OR REJECT A BID

17.1 ICAI reserves the right to accept a Bid other than the lowest and to accept or reject any Bid in whole or part, or to annul the bidding process or to reject all Bids with or without notice or reasons. Such decisions by ICAI shall bear no liability whatsoever consequent upon such decisions. The tender document is non-transferable. Conditional tenders shall be rejected.

17.2 ICAI shall not be obliged to furnish any information / clarification / explanation to the unsuccessful Bidders as regards non acceptance of their Bids. Except for refund of EMD to unsuccessful Bidders, ICAI shall not correspond with the unsuccessful Bidders.

18. Rate shall be quoted in rupees (both in figures and in words) and no amendment of quoted rates in "Rate schedule" shall be permitted after opening of the tender.

19. All the pages/documents of the tender document should bear the signature of the tenderer. All the entries should be legibly written. Any over writing, corrections & cutting should bear the initials of the tenderer. Corrections should be made by writing again instead of shaping or over writing.

20. In case of any dispute or difference arising in relation to meaning or interpretation of the work order/agreement/contract under this tender, the matter shall be mutually sorted by both the parties and only in the event of there being no resolution, the matter shall be referred to Arbitration. Each party shall nominate one arbitrator and the two nominated arbitrators shall nominate a Presiding Officer. In case of difference between the two arbitrators, the matter shall be referred to the Presiding Officer for resolution. The arbitration shall be conducted in accordance with the provisions of the Arbitration and Conciliation Act, 1996. The seat of arbitration shall be at New Delhi and the language of arbitration shall be English. The award of the arbitrator shall be final and binding.

Further conditions apply:

1. Mere receipt of Enquiry Letters by any person does not confer any right to participate in selection process.

2. Finalization of any bid is the sole discretion of the Institute.

3. Institute reserves the right to modify the Enquiry Letters or any other condition.

4. Institute reserves the right to cancel, reject any proposal with / without assigning any reasons.

Thanking You,

Yours faithfully

(S. S. Sharma)
Caretaker (Gr. Deputy Secretary)
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