

**INDIAN INSTITUTE OF CORPORATE AFFAIRS  
MINISTRY OF CORPORATE AFFAIRS  
PLOT NO.6, 7 & 8, SECTOR-5, IMT MANESAR, GURGAON**

**File No: IICA-16-36/2014**

**Short Notice Tender inviting sealed bids for printing CSR Handbooks**

Indian Institute of Corporate Affairs invites reputed agencies engaged in printing of publications for the Government offices, Ministries/ Departments/ Institutions.

**Schedule**

Last Date/Time for receipt of Bids : 10<sup>th</sup> September, 2014/3:00 PM.  
Date/Time of Opening of Bids : 10<sup>th</sup> September, 2014/3:30 PM.  
Place of Opening of Bids : Indian Institute of Corporate Affairs  
Plot No - 6, 7 & 8, Sector - 5, IMT, Manesar,  
Gurgaon.  
Address for Communication : Indian Institute of Corporate Affairs  
Plot No - 6, 7 & 8, Sector - 5, IMT, Manesar,  
Gurgaon.

- Agencies that satisfy the eligibility criteria may apply. Sealed tenders may be addressed to:  
Ms. Catherine John,  
Programme Executive,  
Indian Institute of Corporate Affairs,  
Plot No - 6, 7 & 8, Sector - 5, IMT Manesar,  
Gurgaon (Haryana)  
Mob. 0124-2640137.

**Specifications for printing:**

<b>S.NO</b>	<b>DESCRIPTION</b>	<b>SPECIFICATION</b>
<b>1</b>	No of Copies of the CSR Handbook to be printed (Four colour offset printing)	5000
<b>2</b>	No of pages	68-72(including cover)
<b>3</b>	Paper Size	A5
<b>4</b>	Paper thickness	Cover page 300 gsm Inner page 130 gsm
<b>5</b>	Printing quality	Matte Finish
<b>6</b>	Binding	Perfect binding/centre stitch
<b>7</b>	Fabrication	Lamination

**Eligibility Criteria:**

- a) The Agency should have minimum two years experience in the field printing of publications like newsletters, brochures, magazines, handbooks etc.
- b) The Agency should be registered with sales tax/ VAT department, copy of certificate to be submitted alongwith bid.
- c) The Agency/ firm/ individual must submit a list of firms/Government departments/ Ministries for whom they have done this type of work.
- d) Copy of the PAN card.
- e) An Earnest Money deposit of Rs.15000/- by Pay Order/ Demand Draft in favour of Indian Institute of Corporate Affairs, New Delhi. The pay order/ demand draft of Rs 15000 may be kept in the envelop for technical bid. The bids without Earnest Money will not be entertained.

**Performa for submission of the Technical Bid ( PART-A)**

- a) Experience certificate in the field of Printing.
- b) List of firms for whom similar nature of work has been done(Min 2)
- c) Pay order of Rs.15000 drawn in favour of Indian Institute of Corporate Affairs, New Delhi as EMD.
- d) Copy of PAN card.
- e) Copy of registration certificate/TIN Number
- f) Sample of papers which will be used.

**Performa for submission of the Financial Bid (PART- B)**

**Printing (Cover page 300 gsm Inner pages 130 gsm)**

S.NO	DESCRIPTION	RATES
1	No of Copies of the CSR Handbook to be printed : 5000  No of pages : 68-72 (4 colour offset printing)  Paper Size : A5  Paper Thickness 300 gsm outer 130 gsm inner  Matte Finish  Centre Stitch  Lamination	

- Service Tax, Sale Tax, VAT should be mentioned separately.

Signature of the Tenderer

