

**INDIAN INSTITUTE OF CORPORATE AFFAIRS****Plot No. P-6,7,8 Sector 5,****IMT Manesar****Gurgaon-122050.****Dated: 30<sup>th</sup> April, 2013****SHORT NOTICE TENDER**

1. Indian Institute of Corporate Affairs requires the following services. The interested company/firms may submit their lowest rate quotations by 6<sup>th</sup> May, 2013 by 3:00 p.m. alongwith sample of the cloth to "Shri B.K. Malhotra, Administrative Officer, Indian Institute of Corporate Affairs, Plot No. P-6, 7, 8 Sector 5, IMT Manesar, Gurgaon-122050". The quotations shall be opened on **7<sup>th</sup> May, 2013 at 3:30 p.m.** at the office of Indian Institute of Corporate Affairs, 1<sup>st</sup> Floor, Plot No. P-6, 7, 8, Sector 5, IMT Manesar, Gurgaon-122050.

<b>Description</b>	<b>Details</b>	<b>Rate per unit</b>
<i>Supply of seat covers for chairs in the Auditorium</i>	<p><i>With High quality cloth, stitched seat covers for 300 chairs. IICA may, at its discretion, decide to have two or three sets of covers. Each cover will be in two parts – one for the seat (approximately ½ meter cloth) and second to cover the back of the seat (approximately two meter cloth). The detailed specifications of the cloth are:</i></p> <p><i>(i) <u>Jaquard doobby</u> Polyester 27% Cotton 40% Viscose 33% GSM-325-350 gms.</i></p> <p><i>(ii) <u>Jute slike</u> Cotton 48% Polyester 36% Viscose 16% GSM-275-300 gms.</i></p> <p><i>If they so feel, interested parties may contact Shri B.K. Malhotra, Administrative Officer, IICA, Manesar at the cited address or at telephone No. 0124/24369794 or 0124/2640059 and visit the Auditorium for measurement of the seats and understand the requirements.</i></p>	

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

2. Only registered and bonafide firms having adequate experience or 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. The following documents in support of their eligibility and experience may be submitted alongwith the quotations:
  - (i) Photocopy of Service Tax / VAT Number,
  - (ii) Income Tax PAN Number,
  - (iii) Copy of Income Tax Return of the previous year; and
  - (iv) Work experience in Government Departments / PSUs or other institutions of high standing.
3. Earnest Money of Rs.5,000/- (Rupees Five Thousand only) in the form of Demand Draft/Pay Order in favour of IICA, New Delhi must be deposited by bidders alongwith their quotation. The validity of the Demand Draft/Pay Order need to be upto three months from the date of submission of the tender.
4. 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.
5. The bids will be opened on **7<sup>th</sup> May, 2013 at 3:30 p.m.** at Indian Institute of Corporate Affairs, 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.
6. 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.

