

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

File No: IICA-16-40/2014

**Invitation for Expression of Interest (EoI) for empanelling agencies for
designing and printing of IICA publications.**

Schedule

Last Date/Time for receipt of Bids : 23rd September, 2014/5:00 PM.

Address for Communication : Indian Institute of Corporate Affairs
Plot No - 6, 7 & 8, Sector - 5, IMT, Manesar, Gurgaon.

- The Agencies that satisfy the eligibility criteria may apply for empanelment. Sealed Technical Bids are to be addressed to Centre for IP&CC :

Ms. Catherine John,
Programme Executive,
Indian Institute of Corporate Affairs,
Plot No - 6, 7 & 8, Sector - 5, IMT Manesar,
Gurgaon (Haryana)
Ph: 0124-2640137.

Eligibility Criteria:

- a) The Agency should have minimum two year`s experience in the field of designing, graphic lay out and printing/ publishing of publications like newsletters, brochures, magazines etc. (proof to be submitted in support of their experience).
(Rs20-25lakhs)
- b) The Agency should have an annual turnover of ~~Rs.25-50lakh~~ in each year for the last two years.
- c) The Agency should submit a copy of the work order for atleast two Government departments/ institutions where it has fulfilled job orders.
- d) The Agency should be registered with sales tax/ VAT department, copy of certificate to be submitted along with bid.

- e) The Agency should give an undertaking that they have not been black-listed by any Government department and no criminal case/ complaint is pending against them anywhere in India, copy of the undertaking may be attached with the bid.
- f) Agencies must submit samples of the Newsletters/ Brochures/ Magazines/ Reports printed by them.
- g) Copy of the PAN card, Service Tax Registration Number and TIN to be attached with the bids.

Terms & Conditions:

- The empanelment would be valid for the period of one year.
- Technical bids should be submitted in a sealed cover. Cover should clearly indicate "Technical Bid for designing and printing of IICA publications.
- Any effort by a bidder to influence the IICA in the IICA`s bid evaluation, bid comparison or contract award decisions may result in rejection of the bidder`s bid.
- Indian Institute of Corporate Affairs, reserves the right either to accept or reject any or all the bids at any time prior to award of empanelment.
- All disputes are subject to the jurisdiction of courts in the National Capital Territory of Delhi.
- In case of any differences the firms can be called for negotiation. DG & CEO, IICA will be the Sole Arbitrator on all matters and his decision will be binding on the bidder.

Selection process

After opening Technical Bids, the Evaluation Committee (EC) of IICA shall scrutinize all the bids received on the criteria enumerated in Technical Qualification above. The Committee may also verify the credentials of firms with the organization where they had provided such services in designing and printing.

The Agency must also submit a power point presentation on its work experience.

Evaluation shall be done on all parameters mentioned in the Technical Qualification. It is mandatory for all bidders to qualify the criteria's mentioned in the technical bid.

Guidelines for Submission

Interested / eligible Agency / Firm / Individual may submit required documents as detailed in the Guidelines for Submission given below.

The cover containing the Technical bid should be addressed to:

Ms. Catherine John,
Programme Executive,
Indian Institute of Corporate Affairs,
Plot No - 6, 7 & 8, Sector - 5, IMT Manesar,
Gurgaon (Haryana)

The following documents should be attached:-

- a) Experience certificate in the field of designing and printing.
- b) List of firms for whom similar nature of work has been done.
- c) An undertaking/certificate that the Agency/ Firm/ Individual is not blacklisted.
- d) 2-3 samples of the newsletter, brochures magazines etc.
- e) Income Tax Return (ITR) for two years which may indicate the turnover for each year.
- f) Copy of PAN card.
- g) Copy of registration certificate.
- h) Audited financial statement for last two financial years.
- i) Sample of papers which will be used.

