

संख्या:आई आई सी ए / **File No. IICA**

**I-25012/17/2019-NFCSR**

भारतीय कॉरपोरेट कार्य संस्थान/ **Indian Institute of Corporate Affairs**

प्लॉट न. ६, ७, और ८, सेक्टर-५ /**Plot No. -6, 7 & 8, Sector – 5,**  
आई एम टी मानेसर, जिला गुडगाँव/**IMT Manesar, Distt., Gurgaon**  
पिन कोड -१२२०५०/ **Pin Code-122050**

**Dated 7<sup>th</sup> September, 2020**

**Notice:** Limited Tender Enquiry for supply of Scrolls for the National CSR Awards

Sealed quotations are invited in separate envelopes (Technical and Financial) from reputed vendors for the supply of Scrolls for National CSR Awards at the Indian Institute of Corporate Affairs (IICA). Bid document with other terms & conditions can be downloaded from IICA's website: [www.iica.nic.in](http://www.iica.nic.in) and be submitted as per following:-

**Eligibility Criteria:**

1. The Bidder should have experience of more than five years in preparing and supplying scrolls for reputed Awards of the Government of India/State Governments for different Ministries /Departments.
2. The Bidder should be a registered entity as per applicable law.

**Specification of the Scrolls:**

1. Scrolls should be similar to as given for Padma Awards by the Ministry of Home Affairs, Government of India.
2. Required number of scrolls is approximate 42.
3. Expected date of delivery is by 20<sup>th</sup>October, 2020.

**Documents to be provided/enclosed in the technical bid (Envelope – I):**

1. Forwarding letter duly signed by the Authorized person.

2. Registration Certificate of the Firm.
3. Name and address of Registered Office, Head Office and Regional Office of the company with name and phone numbers of key persons.
4. List of Scrolls supplied by the firm in last five years with details of customers in following format:

Sr.No.	Name of the Ministry/Department	Name of the Award	Number of Scrolls supplied
1.			
2.			

5. Pictures of all the Scrolls listed above;
6. Time required for delivering the required numbers of scrolls.

**Documents to be provided in the financial bid (Envelope-II):**

1. Financial Quote mentioning price per scroll including all taxes details.

**Note:**

1. IICA will have right to reject any bid(s) without assigning any reason(s).

**The bid document complete in all respect** (Technical Bid (sealed Envelope-1) and Financial Bid (Sealed Envelope-II) **in a single sealed Envelope should reach the Chief Administrative Officer, Indian Institute of Corporate Affairs, Plot No.6, 7 & 8, Sector-5, IMT Manesar, Gurugram-122051 or by email [national.csrawards@mca.gov.in](mailto:national.csrawards@mca.gov.in) on or before 17<sup>th</sup> September, 2020 (17.00 hrs). No bid after the last date shall be entertained.**