

Indian Institute of Corporate Affairs

Plot No- P- 6, 7, 8, Sector-5

IMT Manesar

Gurgaon-122050

Dated: 26thDecember, 2012

SHORT NOTICE TENDER

Indian Institute of Corporate Affairs requires the following services. The interested company/firms may submit their lowest rate quotations by 3 pm on 2.1.13 to "Head, Centre for Institutional Partnerships & Corporate Communications, Indian Institute of Corporate Affairs, 2nd Floor, West Wing, Plot No- P- 6, 7, 8, Sector-5, IMT Manesar, Gurgaon-122050".

The quotations shall be opened on 3.1.13 at 3.30 pm at the office of Indian Institute of Corporate Affairs, 2nd Floor, Plot No- P- 6, 7, 8, Sector-5, IMT Manesar, Gurgaon-122050 in the presence of bidders, if they wish to be present.

S.No.	Description	Details	Quantity	Rate per unit	Total
1.	Designing, content writing and printing of the IICA Quarterly Newsletter	i. Quality of paper – 175 gsm art paper ii. 24 pages plus cover iii. Four colour printing with photos iv. Size of Newsletter – A4	500		

2.	Dispatch of the IICA Newsletter	Via Speed Post Includes packaging and labelling	500		

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

Only registered and bona fide firms having adequate experience of 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.

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.

Tenders received after the 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.