

Indian Institute of Corporate Affairs
2nd Floor, Paryavaran Bhavan,
CGO Complex, New Delhi-110 003
Dated: 3rd April, 2014

NOTICE INVITING TENDER

Indian Institute of Corporate Affairs requires the following services and items for procurement for the Global Conference **at Mumbai on 16th and 17th of April, 2014.** The interested event management company/firms may submit their lowest rate quotations by 3.30 P.M. on 11th April, 2014 to the undersigned. The quotations shall be opened at 4.00 P.M. on 11th April, 2014 at the office of Indian Institute of Corporate Affairs, 2nd Floor Paryavaran Bhavan, CGO Complex, Lodhi Road, New Delhi-110 003

S.no	Description	Quantity	Rate	Service tax/VAT	Total Price
1.	Jute Bags with printing	300			
2.	Printing for a colored booklet (around 36 pages)	300			
3.	Conference pads	300			
4.	pens	300			
5.	Identity Cards with neck tags	300			

Total Cost

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 to 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 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 payment will be made for the above mentioned items of work. After the satisfactory completion of the event, the bill in triplicate may be sent to this office for arranging payment. The payment will be made after satisfactory completion the assigned jobs/supply of items.

The bids will be open at 4 P.M. on 11th April, 2014 at IICA, 2nd floor, Paryavaran Bhawan, New Delhi in the presence of bidders who wish to be present.

Tenders received after stipulated date and time will not be accepted. Indian Institute of Corporate Affairs reserves the right to reject any or all quotations without assigning any reason for same.

Administrative Officer