

Indian Institute of Corporate Affairs

**2nd Floor, Paryavaran Bhavan,
CGO Complex, New Delhi-110 003**

Dated: 7th December, 2011

SHORT NOTICE TENDER

Indian Institute of Corporate Affairs requires 300 no. of folders containing scribbling pads, pen, as per design and quality, for the conduct of conference on "CSR Conclave – Private Sector Perspective at Y.B. Chavan Centre, Nariman Point, Mumbai, at 9-30 A.M. on 5th January, 2011. The folders will have to be supplied by 20th December, 2011 positively. The interested event management company/firms engaged in the field may submit their lowest rate quotations by 3.30 P.M. 14th December, 2011 to the undersigned. The quotations shall be opened at 11.00 A.M. on 15th December, 2011 at the office of Indian Institute of Corporate Affairs, 2nd Floor Paryavaran Bhavan, CGO Complex, Lodhi Road, New Delhi-110 003

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

The design and quality of the folders can be seen in the office of Indian Institute of Corporate Affairs.

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 made payment will be made for the above mentioned items of work. After the supply of folders as per approved design and quality the bill in triplicate may be sent to this office for arranging payment. The payment will be made after satisfactory completion the assigned jobs.

The bids will be open at 4.00Pm on 14th December, 2011 at IICA, 2nd floor, Paryavaran Bhawan, New Delhi in the presence of bidders who wish to be present.

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.

(Gautam Kumar)
Incharge (Admin) & C.I.O
011-2290182

DG, IICA has selected a few items for use in his office at IICA.