

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

Subject : Request for proposal for designing and printing of Training Modules for IICA

Last Date: June 02, 2017 by 9 A.M.

About IICA

IICA is an autonomous institute working under the aegis of the Ministry of Corporate Affairs to deliver opportunities for research, education, and advocacy. It propels knowledge and training through its network of schools, centres and National foundation.

Services Required

IICA is intending to publish one of its training module and hence, requests you to submit your expression of interest and rates in accordance to the guidelines mentioned herein below

–

1. Modules to be designed and printed in 2 booklets. Each booklet is to be designed and printed with following specifications –
 - a. One booklet with 104 A4 Size pages including cover page and another booklet with 20 A4 pages including cover page (final pages more than defined will be on pro rata basis)
 - b. 300 gsm for cover page (Indian art card) and 130 gsm for rest of the documents (Indian art paper).
 - c. Cover page to be laminated
 - d. Perfect binding
 - e. Four colour printing
 - f. 500 copies each

Guidelines for Submission of EOI

1. You may submit the proposal along with following documents –
 - a. Brief introduction of the agency including past experience (especially with government departments) and PAN number.
 - b. Cost of publishing the above documents. Please indicate in case the cost varies for matt and glossy lamination. The rates must be inclusive of taxes and delivery at Manesar.
 - c. 2-3 samples of the designed newsletters, etc.
2. The proposal may be submitted through mail at tanweer.cdm@gmail.com or to Mr. Tanweer Akram, Project Manager, CDM, Indian Institute of Corporate Affairs Plot No - 6, 7 & 8, Sector - 5, IMT, Manesar, Gurgaon.
3. The last date for submission of proposal is June 02, 2017 by 9 A.M.
4. There can be additional demand for more copies of publications.

Terms & Conditions

1. Proposals should be submitted in a sealed cover, if physical copy is submitted. Cover should clearly indicate "Proposal for designing and printing of IICA publications."
2. Any effort by company to influence the IICA in the IICA's proposal evaluation, proposal comparison or contract award decisions may result in rejection of the company's proposal.
3. Indian Institute of Corporate Affairs, reserves the right either to accept or reject any or all the proposals at any time prior to award of assignment.
4. All disputes are subject to the jurisdiction of courts in the National Capital Territory of Delhi.
5. 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 companies.