

QCI/NABCB/0625/441

**Request for Quotation
for
“Supply of Promotional
Merchandise for APAC 2025”**



QUALITY COUNCIL OF INDIA
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Quality Council of India (QCI) is a premier autonomous body set up by Government of India. QCI is responsible for creating a Quality Mindset and envisions to ensure quality across products and services that touch every citizen. As an independent and autonomous body, QCI creates a mechanism for independent third-party assessments of products, services, and processes, coordinating its activities through its constituent boards and divisions.

APAC 2025 Annual Meetings. APAC is the regional accreditation cooperation for the Asia Pacific region having membership from accreditation bodies in the Asia Pacific region. APAC is recognized by the International Accreditation Forum (IAF) and the International Laboratory Accreditation Cooperation (ILAC).

We hereby invites quotation for “**Supply of Promotional Merchandise for APAC 2025**” as per the details given below:

S.No.	Particulars	Units	Rate*	Cost*
1	Umbrella Size - 26" Mechanism - Auto on Auto off Leafs - 10 leafs Printing - 5"×5" (printing on 2 leafs) Printing - 4 colour Branding: APAC	250		
2	Lapel pin Size - 1.5×1.5 inch Material - Brass Colours - 11 colours With heavy magnet Branding: APAC	250		
3	Chest moon bag Dimension - 35cm×8cm×18cm Printing - 4×4.5" Colour print Material – Polyester Branding: APAC	250		
4	Kit bag Size - 15"×18"×4.5" Material - Canvas Pockets - 3 With customised borders Printing: 4-Color printing Branding: APAC	250		
5	Diary with folder Size - executive With changable refill Printing - UV on cover and refill Branding: APAC	250		
6	Pen Model Number: 3007 Pluto Roller Pen Pen Weight (grams): 35 Pen Length (mm): 136 Diameter (mm): 11 Writing Type : Roller Pen Finishes : gloss Ink colour : Blue Refill : German Roller Refill Pen Material Brass Branding: APAC	250		

7	Memento 18mm Acrylic With laser print and UV print also with 2"base Size - 6"×4" Branding: APAC	250		
8	Delivery Charges (<i>if applicable</i>)			
	Total Cost*			

*Exclusive of GST

Note:

1. Sample images are attached as **Annexure-1**.
2. The financial proposal must be submitted in the above mentioned format on the letterhead of the applying agent duly signed and stamped along with the below mentioned documents:
 - a. Valid Certificate of Registration/Incorporation, GST Registration, PAN
 - b. Copy of purchase order(s) for supply of similar items, if any.

Terms and Conditions:

1. **Delivery Timeline:** The delivery must be made within 7-10 days on receipt of the purchase order.
2. **Delivery Address:** Shangri-La Bengaluru, No 56-6B, Palace Road, Bengaluru – 560001.
3. **Payment:** The payment shall be made post successful delivery within 30 days of submission of proper tax invoice.
4. **Penalty:** Penalty may be imposed on non-performance/ violation of any of the terms and conditions mentioned in this RFQ.
5. The financial evaluation will be done on total value of the items proposed and the order shall be placed to the overall L1 vendor.
6. QCI reserves the right to accept or reject any bid, to annul the entire bid process or reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected Vendor(s) or any obligations to inform the affected Vendor(s) the grounds for such decision. QCI also reserves the right to negotiate with the successful Vendor if necessary.
7. The contract will be awarded to the Vendor whose proposal conforms to this RFQ and is, in the opinion of QCI, the most advantageous and represents the best value to the assignment, price and other factors considered.
8. No part of this document can be reproduced in any form or by any means, disclosed or distributed to any person without prior written consent of QCI, except to the extent required for submitting the bid and no more. The information contained in this document is only disclosed for the purposes of enabling potential Vendors to submit a proposal to QCI. This document should not therefore be used for any other purpose. This document contains proprietary information furnished for evaluation purposes only; except with the written permission of the QCI, such information may not be published, disclosed, or used for any other purpose. The bidding firms acknowledge and agree that this document and all portions thereof, including, but not limited to, any copyright, trade secret and other intellectual property rights relating thereto, are and at all times shall remain the sole property of QCI. The title and full ownership rights in the information contained herein and all portions thereof are reserved to and at all times shall remain with QCI. Vendors must agree to take utmost care in protecting the proprietary and confidential nature of the information contained herein.
9. QCI, by issuance of this RFQ does not necessarily indicate or imply that the project will be commenced. The Vendor will absolve QCI of all responsibilities if the project does not start within the stipulated timeframe. QCI reserves the right to withdraw this assignment at any time without prior consultation or information to the Vendors.
10. QCI may at its sole discretion and at any time during the evaluation of proposal, disqualify any respondent, if the firm:
 - i. Submitted the proposal after the response deadline.

- ii. Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements.
- iii. Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying complete on or financial failures, etc. in any project in the preceding three years.
- iv. Submitted a proposal that is not accompanied by required documentation or is nonresponsive, failed to provide clarifications related thereto, when sought.
- v. Submitted more than one proposal.
- vi. Was declared ineligible by the Government of India/State/UT Government for corrupt and fraudulent practices.

11. Disclaimer: QCI shall not be responsible for any late receipt of applications for any reasons whatsoever. The applications received late will not be considered. QCI reserves the right:

- i. To reject any/all applications without assigning any reasons thereof.
- ii. To relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of the QCI without assigning any reasons thereof.
- iii. To include any other item in the Scope of work at any time after consultation with applicants or otherwise

Interested parties may submit the quotation in a sealed envelope superscribing "**Supply of Promotional Merchandise for APAC 2025**" to Deputy Director (Finance & Accounts), Quality Council of India, Institution of Engineers Building, 2nd Floor, 2, Bahadur Shah Zafar Marg New Delhi - 110002, India (By post or by hand) on or before **June 5, 2025 by 4 PM**.

For any queries, you may contact the below:

Procurement Team, QCI

Email id: procurement@qcin.org

Annexure-1

1. Umbrella



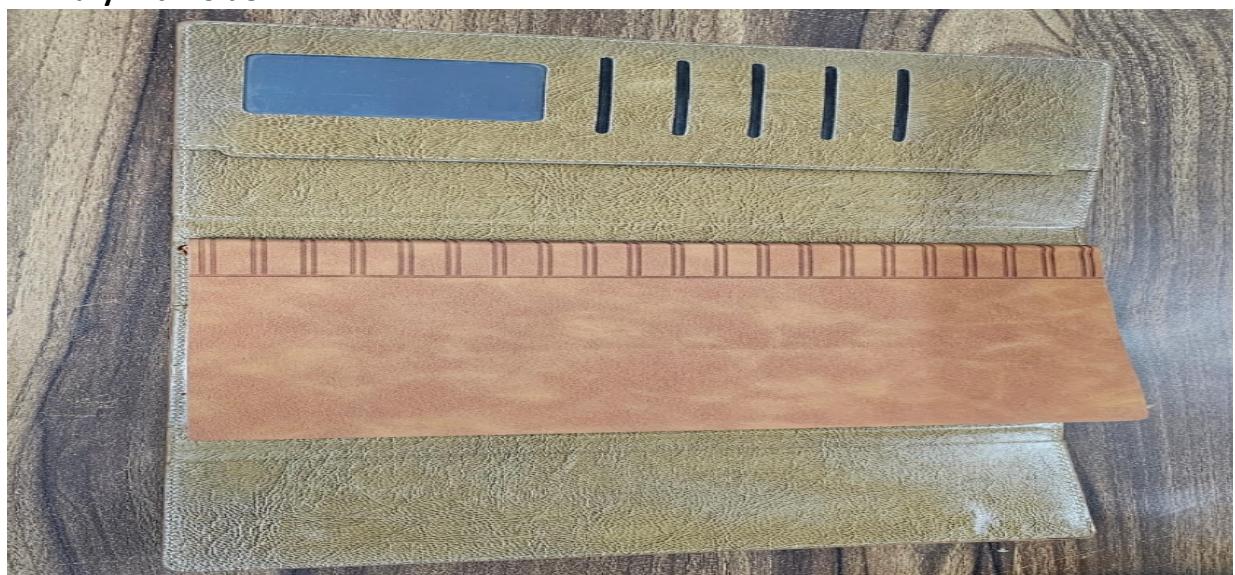
2. Lapel Pin



3. Chest Moon Bag



4. Diary with folder



5. Kit Bag (*sample to be offered by the bidder*)

6. Pen



7. Memento

