



ICSI-CCGRT

**(The Institute of Company Secretaries of India –
Centre for Corporate Governance Research & Training)**

CCGRT/PC: 2017-18(ROV)

Date: 15th January, 2018

Subject: Registration of Vendors for Supply of Concerned Items

The Institute of Company Secretaries of India is a statutory body constituted under an Act of Parliament, i.e. the Company Secretaries Act, 1980. It is functioning under the overall administrative jurisdiction of Ministry of Corporate Affairs, Government of India having its Headquarters at “ICSI House”, 22 Institutional Area Lodi Road, New Delhi-110 003 and ICSI House C-36, Sector 62, NOIDA -201309. The Institute has its Regional Offices at Kolkata, Delhi, Chennai & Mumbai and Centre for Corporate Governance Research & Training Centre herein after referred as “ICSI-CCGRT” at Navi Mumbai and 69 Chapters all over India.

The ICSI-CCGRT invites expression of interest from the interested parties for Registration of vendors for supply of various Stationery Articles, Photocopy Papers, Computer Consumables, Jute Bags, Leather Bags, Electrical Items, Sanitary Items, Hardware Items, Novelties items and other items required in ICSI-CCGRT campus for three years effective from the date of registration. The last date of receipt of application is on or before **February 15, 2018**.

The interested vendors / manufacturers may submit the application in the format enclosed to this Notice in a sealed envelope super scribing “**Registration of Vendors for Supply of Concerned Items**” addressed to:

Dean
ICSI-CCGRT
Plot No. 101, Sector 15, Institutional Area,
CBD Belapur, Navi Mumbai – 400 614

The application may be submitted / dropped in a sealed tender box kept at reception of ICSI-CCGRT or the same may be sent by post on or before last date. The ICSI-CCGRT shall not be liable for any postal delays what so ever in receipt of the applications and the applications received after the stipulated date and time shall not be entertained. Incomplete application received shall be summarily rejected. The ICSI-CCGRT reserves the right to accept or reject any or all applications without assigning any reason at its sole discretion.

(Dr. Tarun Pandeya)
Dean, ICSI-CCGRT



APPLICATION FOR REGISTRATION OF VENDORS

- 1 Description of Items for which Registration is requested

Sr. No.	Items
1	
2.	

2. Interested parties / agencies should apply for Registration with the Institute by furnishing following details:
1. Name of the firm/Organization
 2. Contact Person Name
 3. Address (Please enclosed a copy of the address proof)
 4. Contact Numbers (M) _____ / e-mail ID _____
 5. Permanent Account Number (PAN)
 6. GSTIN
 7. Other Registrations (MSME/NSIC)
 8. Area of interest for rendering/supplying various items
 9. Details of existing clients
 10. Date of incorporation /Commencement of business
 11. Annual Turnover/Profit
 12. Copy of audited annual accounts, ITR, if available
 13. Whether trader or manufacturer
 14. An undertaking that the firm has never been blacklisted by any of the client(s) on any of the reasons whatsoever
 15. Any other information, the party/agency desires to share with the ICSI-CCGRT
- 3 The agency / vendor can submit application for registration for supply of single or more items in one application.
- 4 The short listed/successful parties / agencies will be communicated regarding registration with the ICSI-CCGRT.
- 5 For any clarification, the vendors may contact us at ccgrrt@icsi.edu , Tarun.pandeya@icsi.edu Phone No.: 022 – 41021501/15.
- 6 ICSI-CCGRT reserves the right to reject or accept the application for registration without assigning any reason.
7. Mere registration shall not entitle vendor to receive order for supply.
8. Registration is only for the purpose of sending quotation / tender enquiry. Only lowest bidder in the receptive goods/services category will be considered for awarding order/contract.

Signature _____

Name of the Firm/Vendor _____

Date _____

Official seal of bidder _____

NOTE: Please submit all supporting documents (self –attested photocopy) wherever applicable in support of the information furnished above with seal and signature of the authorized representative.