



ICSI WIRC/Admin/Furniture/2025

27 October 2025

Sub: Tender for Supply and Installation of Office Furniture (Executive Chairs and Classroom Chairs/Sofa/Center Table etc.)

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Important Date & Information		
1	Tender Publish Date	October 27, 2025
2	Cost of Tender	Rs.236/- (Rs.200/- + Rs.36/- for 18% GST) (Rupees Two Hundred and Thirty-Six Only)
3	Earnest Money Deposit	Rs. 28,000/- (Rupees twenty eight thousand only)
4	Last date and time for Sending Pre-Bid Queries in writing	All queries must be sent at email ID, bhavna.rakte@icsi.edu by 3:00 PM till 03 Nov 2025
6	Last Date and Time for Submission of Bids	06 Nov 2025 by 2:00 PM
7	Address for submission of Bids	ICSI-WIRC, 13 56 & 57, 1 st & 5th Floor, Jolly Maker Chambers. II, Nariman Point, Mumbai – 400 021
8	Bid Validity	60 days from the date of submission of bids
9	Date, time & venue of opening of Technical Bids.	Address as above. Date: November 06, 2025 at 03:00 PM
10	Date and time of opening of commercial bids.	To be intimated at a later stage, only to technically qualified bidders.
11	Contact details	Shri KC Kaushik Regional Director (WIRC of ICSI) Tel: 022 – 6130 7915 E-mail: kailesh.kaushik@icsi.edu
12	Institute Website	https://www.icsi.edu/wiro/home/

Disclaimer

The information contained in this Tender Document or subsequently provided to Bidder(s) / Applicants whether verbally or in documentary form by or on behalf of Western India Regional Council of Institute of Company Secretaries of India (hereinafter “WIRC of ICSI”) or by any of their employees or advisors, shall be subject to the terms and conditions set out in this Tender Document and all other terms and conditions subject to which such information is provided. The purpose of this Tender document is to provide the Bidder(s)/Applicants with information to assist the formulation of their proposals. This Tender Document does not purport to contain all the information each Bidder/Applicant may require. This Tender document may not be appropriate for all persons, and it is not possible for the WIRC of ICSI, their employees or advisors to consider the investment objectives, financial situation and particular needs of each Bidder/Applicant who reads or uses this Tender document. Each Bidder/Applicant should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP document and where necessary obtain independent advice from appropriate sources. WIRC of ICSI, its employees and advisors make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the RFP document. WIRC of ICSI may in their absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this Tender Document.



Tender Cost: Rs. 236/-

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27 October 2025

Tender Document

Sub: Tender for Supply and Installation of Office Furniture (Executive Chairs and Classroom Chairs/Sofa/Center Table etc.)

About ICSI:

The Institute of Company Secretaries of India (ICSI) is a statutory body constituted under an Act of Parliament i.e., the Company Secretaries Act, 1980 (herein after referred as ICSI/ Institute). ICSI is functioning under the overall administrative jurisdiction of Ministry of Corporate Affairs, Government of India and having its head office at 22, Institutional Area, Lodi Road, New Delhi-110003. The Institute has two other offices at ICSI-House, C-36 & C-37, Sector – 62, Noida. ICSI is the only recognized professional body in India to develop and regulate the profession of Company Secretaries in India.

Sealed tenders are invited by the Western India Regional Council of The Institute of Company Secretaries of India from reputed brand authorized Suppliers/OEMs for **“SUPPLY AND INSTALLATION OF OFFICE FURNITURE (EXECUTIVE CHAIRS AND CLASSROOM CHAIRS/SOFA/CENTER TABLE ETC.)”** as per the details given in Part ‘A’, ‘B’ & ‘C’ of the Tender Document. The terms and conditions governing the instant Tender are as under:

PART ‘A’

1. Instructions to Bidders

- 1.1 The tender document may be obtained during working hours from **27 October 2025 to 05 November 2025 (till 01.30 PM)** at **WIRC of ICSI, Mumbai any working day from Monday to Friday and 1st & 3rd Saturday except 2nd & 4th Saturday, Sundays & holidays on payment of Rs.236/- (Rs.200 + 18% GST)** (non-refundable) from the Reception Counter of the WIRC of ICSI at 13, 56 & 57, 1st & 5th Floor, Jolly Maker Chambers II, Nariman Point, Mumbai – 400 021 or by submitting a demand draft of same amount in favour of “WIRC of ICSI”, payable at Mumbai. The tender document can also be downloaded from the website of the Institute (www.icsi.edu) and website <https://www.icsi.edu/wiro/home/>. for which bidder would be required to enclose a demand draft of **Rs.236/- (Rs.200/- + 18% GST)** (non-refundable) drawn in favour of **“WIRC of ICSI”** payable at Mumbai, towards the cost of the tender document along with their quotes, failing which the tender shall be out- rightly rejected. If any discrepancies found in the downloaded version of the tender, the version of the tender document kept at Reception Counter of the WIRC of ICSI will be treated as authentic and correct.

- 1.2 The sealed tenders are to be submitted in prescribed format on the bidder's business letter head duly stamped, signed and dated on each page of Part 'A' & 'B' and 'C' as a token of the bidder's unconditional acceptance to the terms prescribed by the Institute. Details/supporting documents wherever applicable, if attached with the tender must be duly authenticated by the bidder. No overwriting shall be accepted unless authenticated with full signature of the bidder.
- 1.3 **Bid Submission:** Each bidder shall submit the tender in three separate sealed envelopes, (i) EMD & Tender Fee is to be put in **envelope No. 1** (please mark the envelope as "**No.1 – EMD & Tender Fee**"), (ii) Part 'A' & 'B' including **Annexure I, Annexure II and Annexure III** along with all requisite documents is to be put in **envelope No. 2** (please mark the envelope as "**No. 2 – Technical Bid**"), (iii) Part 'C' only is to be put in **Envelope No. 3** (Please mark the Envelope as "**No.3 – Financial Bid**"). All the sealed envelopes bearing No. 1, 2 and 3 as mentioned above are to be put in the main envelope i.e. Envelope No. 4. (**Note:** The bidders having valid registration with NSIC/MSME may avail exemption from submission of EMD and Cost of Tender but must enclose valid NSIC / MSME certificate/document in envelope No. 1 instead of EMD demand draft).
- 1.4 The sealed tender envelope duly superscribed, "**TENDER FOR SUPPLY AND INSTALLATION OF OFFICE FURNITURE (EXECUTIVE CHAIRS AND CLASSROOM CHAIRS/SOFA/CENTER TABLE ETC.)**" due on **06 November 2025** should be addressed by name to **Shri KC Kaushik, Director**, ICSI-WIRC, 13, 56 & 57, 1st & 5th Floor, Jolly Maker Chambers II, Nariman Point, Mumbai- 420 021 and sent at the Institute's address given below either by registered post/speed post/courier or by dropping in the tender box of WIRC of ICSI office address as mentioned below & should reach on or before **02.00 PM on 06 November 2025**.

Address:

Shri KC Kaushik, Regional Director
ICSI-WIRC
13, 56 & 57, 1st & 5th Floor, Jolly Maker Chambers II,
Nariman Point, Mumbai – 400 021

- 1.5 WIRC of ICSI shall not be liable for any transit delays whatsoever and tenders received after the stipulated time/date are liable to be rejected summarily without assigning any reason and without any further reference to the bidder.
- 1.6 If any bidder is having queries or require any clarification on the scope of work or tender terms & conditions may seek through e-mail to **Ms Bhavna Rakte, Senior Executive Assistant (e-mail: bhavna.rakte@icsi.edu)** by **03 November 2025 up to 3:00 PM**. Any substantial change in the tender terms & conditions and scope of work will be notified by addendum/corrigendum through ICSI Website (tender page). Any queries received after the due date will not be entertained.
- 1.7 The Technical Bids shall be opened on **06 November 2025 at 03:00 PM** at the ICSI-WIRC, 13, 56 & 57, 1st & 5th Floor, Jolly Maker Chambers II, Nariman Point, Mumbai-420 021 in the presence of those bidder(s) who wish to be present. No separate communication will be sent in this regard. In the event of due date being a closed holiday or declared Holiday for WIRC of ICSI / Central Government offices, the due date for opening of the bids will be the following working day at the appointed time and venue.

- 1.8 WIRC of ICSI requires tentative items as mentioned in the Price Bid Format which may vary as per the actual quantity. The vendor will be obliged to provide items as per actual requirement at site. The payment to the vendor will be made on the basis of actual items quantity supplied on the quoted price.
- 1.9 The information contained in this Tender Document or subsequently provided to Bidder(s)/ applicants whether verbally or in documentary form by or on behalf of WIRC of ICSI or by any of their employees or advisors, shall be subject to the terms and conditions set out in this Tender Document and all other terms and conditions subject to which such information is provided. The purpose of this Tender document is to provide the Bidder(s)/Applicants with information to assist the formulation of their proposals. This Tender Document does not purport to contain all the information each Bidder/Applicant may require. This Tender document may not be appropriate for all persons, and it is not possible for the WIRC of ICSI, their employees or advisors to consider the investment objectives, financial situation and particular needs of each Bidder/Applicant who reads or uses this Tender document. Each Bidder/Applicant should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this Tender document and where necessary obtain independent advice from appropriate sources. WIRC of ICSI, its employees and advisors, make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the Tender document. WIRC of ICSI may be in their absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this Tender Document.
- 1.10 Rates should be quoted as per the enclosed financial bid pro-forma (**Part C**). Any change in the pro-forma by the bidder shall lead to cancellation of the tender.
- 1.11 The rates should be mentioned in figures as well as words and GST, if applicable, shall be mentioned separately. If the bid is not submitted as per instruction as mentioned above, will not be considered or evaluated.

2. Earnest Money Deposit (EMD)

- 2.1 The **Earnest Money Deposit (EMD) of Rs. 28,000/- (Rupees Twenty-Eight Thousand only)** in the form of Demand Draft/pay order drawn in favour of “WIRC of ICSI, Mumbai” payable at Mumbai only is to be submitted along with the bid.
- 2.2 Tenders received without the prescribed Earnest Money Deposit (EMD) shall not be entertained and shall be rejected summarily.
- 2.3 The EMD of the successful bidder can either be converted as part of the performance security on request of the bidder or will be refunded after receipt of Performance Guarantee/Security. In case the selected bidder/bidder/vendor opts to convert the EMD to be part of the performance security, balance amount towards the performance security will be recovered from the payable amount to the vendor. The EMD of the unsuccessful bidders will be refunded without any interest/Bank commission/collection charges within 30 days after award of the contract / work order to the successful bidder.

3 Forfeiture of EMD:

The EMD of the bidders shall be forfeited in the following circumstances: -

- 3.1 the bidder withdraws its bid.
- 3.2 the selected bidder does not accept the Purchase / Work Order.
- 3.3 the selected bidder fails to supply goods / services as per the terms of the Tender and Purchase / Work Order.
- 3.4 any other unjustified reasons e.g. misleading or wrong information in the Bid, violation of the terms and conditions of the Tender, involvement in forming ring/cartel, submission of multiple bids in different names etc.
- 3.5 The GST has rolled out with effect from 01.07.2017. For implementation of GST in ICSI, bidders who have not migrated to or registered with GST regime will not be able to participate in any tender of this Institute. Any offer received from the bidder without GST registration details will be summarily rejected.
- 3.6 WIRC of ICSI shall have the right to assess the competencies and capabilities of the bidder by going through the credentials given in the Technical Bid and based on such credentials, ICSI-WIRC may reject the candidature of the bidder without assigning any reason. In such case(s) the Financial Bid shall not be opened for that particular bidder. The Financial Bid of only those bidders shall be opened to those who qualify in technical scrutiny. Venue, time and date for opening the financial bid will be intimated to the bidders who qualify in the technical bid by sending e-mail to the e-mail address furnished by the bidders in their technical bids. Financial bids shall be opened in the presence of the representatives of the qualified bidders who remain present at the time of opening of the financial bids at the venue, on a specified date and time as intimated.
- 3.7 Correction and overwriting anywhere in the tender document should be avoided. Every correction and overwriting must be authenticated with full signature of the bidder, otherwise the tender is liable to be rejected.

The Institute shall not be liable for any postal delays whatsoever and tender received after the stipulated time/date are liable to be rejected summarily without giving any reason. Similarly, incomplete quotations and/or without earnest money and un-signed will be rejected summarily. Cuttings and over-writing(s) should be avoided. The cutting and over-writing must be duly initialed otherwise the quotation is liable to be rejected.

SALIENT FEATURES OF THE TENDER

1	Date of commencement of work at site	Within 7 days from the date of issue of letter of Intent (LOI)
2	Mobilization advance	No mobilization Advance
3	Period of completion	15 days from the 7 th day of issue of letter of Intent
4	Payment Terms	10% to be retained till the expiry of defect liability period or same may be refunded against equivalent amount of bank guarantee valid for a period of sixty days beyond the date of completion of Defect Liability period.
5	Period of honoring of certificates	NA
6	Retention Money	10% of the Contract value to be retained till the completion of Defect Liability Period.
7	Defect Liability period	One year from the date of supply of items.
8	Liquidate Damages	0.5 % per week or part thereof for delay beyond the completion period subject to the max of 10% of total contract price.
9	Language for communication	English
10	Insurance, Custom Duties, GST & any other applicable taxes	To be provided and paid by the vendor (Price quoted shall include all taxes)
11	Assignment & Subletting	Not Allowed
12	Rates of B.O.Q's items	To be quoted all-inclusive including unloading & freight charges & including all taxes, Octroi, GST charges, surcharges, cess etc. (Institute being a statutory body does not have any LST of CST Number and no waybill form (Form-32) or any other form for transfer/shifting of material will be issued by the Institute)
13	Period of submitting final bill	NA
14	Labour Cess	As per law of local authority of Maharashtra Government
15	Water and electricity charges	NA
16	Signing of Agreement	NA
17	Income tax/ GST Deduction	TDS/WCT will be deducted a prevailing rate from each running bill.



GENERAL CONDITIONS OF CONTRACT

a) DISPATCH & TRANSIT INSURANCE:

All the furniture and other materials required for the above-mentioned scope of work are to be dispatched and delivered at the above-mentioned site with your own arrangement of transportation including loading, unloading and transit insurance. No extra cost will be paid in this regard.

b) SCHEDULE OF QUANTITIES

The quantities given herein are approximately and they are subject to alterations omissions, deductions or additions as provided for in the conditions of this contract and do not necessarily show the actual quantities of the work to be done.

c) QUALITY OF WORK:

The vendor shall guarantee that the materials and workmanship are the best of their respective kinds for the service intended and that all items of work will be free from all inherent defects in workmanship and materials. He shall also guarantee that the works will not fail in any respect due to quality of materials and workmanship.

The specifications assume a proper degree of skill on the part of Contractor and workmen employed.

d) NON-TENDER ITEMS:

Owner shall have the right to add/change/delete any item at its absolute discretion. Payment for Non-Tender Items shall be made on the basis of Rate Analysis to be submitted by the Vendor along with the original proof of purchase. The Vendor shall be paid actual cost for labour and material plus 10% (towards incidental charges, overheads & profits) for non-tendered Items based on approval of Rate Analysis by the Owner. WCT/GST on work contract is to be paid on these items, as per prevailing statutory rates.

e) QUALITY ASSURANCE:

All furniture shall be supplied and installed as per final specifications, B.O.Q. & model. In case of any ambiguity, decision will be given by Owner.

In case the furniture supplied by vendor is found to be of unacceptable quality, the Owner shall order replacement of such defective items without affecting the contract value or contract time. No payment will be made above the rates in the Bill of Quantities for such re-work or replacement. Owner reserves the right to get defective work removed or rectified work removed or rectified through other agencies & recover the cost thereof from the vendor's dues.

f) APPROVED MAKES/AGENCIES:

The vendor shall provide all materials from the list of approved makes and also appoint the specialist agency from the approved list as provided in the Tender. The Client will approve make/agency as selected by the vendors within the approved list after inspection of their samples/ and their compliance with Technical Specifications/B.O.Q. items and after ascertaining their quality and recent past performances. In case the material is not in conformity with BOQ & Technical Specification though it is in approved list or for Aesthetic reason, Owner may select the other approved makes.

g) COMPLIANCE WITH STATUTORY REGULATIONS & WORK RULES:

The vendor shall be responsible for complying with the applicable laws/bye laws/ Regulations in force from time to time.

The vendor shall have to bear all statutory liabilities (including safety of its workers/personnel) as applicable to workers/personnel engaged for the job. Nothing will be paid extra in this regard. If any amount is paid by Owner in this regard, the same amount will be deducted from vendor's bill.

The vendor shall have to arrange insurance cover for the workers/personnel /engaged including the liabilities, if any, towards workmen compensation or under any other law.

- 1) The **Technical Bid shall be opened on 06 November 2025 at 3:00 PM** in the ICSI-WIRC, 13, 56 & 57, 1st & 5th Floor, Jolly Maker Chambers II, Nariman Point, Mumbai-420 021 or any other date, time or place as notified later in the presence of those bidder(s), who wish to be present. Due to any exigency, WIRC of ICSI may decide to open the bids on electronic mode. Mode, Date & time of opening of bids will be informed through the e-mail id those who requests for the same and also be notified on the WIRC of ICSI's website (<https://www.icsi.edu/wiro/home/>). No separate communication will be sent in this regard through any other mode of communication. **In the event of due date being a closed holiday or declared Holiday for WIRC of ICSI/ Central Government offices, or any other exigency, the due date and time for opening of the bids can be changed on the sole discretion of WIRC of ICSI which will be notified only at the WIRC of ICSI website (tender page).**

- 2) The GST has rolled out with effect from 01.07.2017. Bidders who have not migrated to and is not registered with GST will not be eligible to participate in any tender of the Institute. Any offer received from the bidder without GST registration details will be summarily rejected.

ICSI prefers to deal with OEM. However, if for any reason OEM is not able/allowed to participate in the tender, the bid can be submitted through its authorised channel partners/authorized Resellers. If the bidder is an authorised channel partner/reseller, then it must submit authorization certificate from the OEM along with the technical bid. If the bidder is authorized channel partner or reseller, the bidders must provide a certificate from the OEM. This certificate is to be submitted by the bidder with the technical bid.

- 3) WIRC of ICSI shall have the right to assess the competencies and capabilities of the bidder by going through the credentials given in the Technical Bid and on the basis of such credentials, WIRC of ICSI may reject the candidature of the bidder without assigning any reason. In such case(s) the Financial Bid shall not be opened for that particular bidder. The Financial Bid of only those bidders who qualify in the technical scrutiny shall be opened and time and date for opening the Financial Bid shall be communicated separately.
- 4) WIRC of ICSI may call for any additional documents, from the participating bidders during the technical evaluation process to establish their eligibility. WIRC of ICSI may also call for further technical clarification on the proposals submitted by the bidders.
- 5) The Bidders have to submit specifications of the furniture for which they have submitted the bid with comparative of specifications as mentioned on the tender in hard copy as well as in soft copy in a pen-drive.
- 6) The Institute at its discretion may call the bidders to discuss the technical specifications, make and model and the effectiveness of the product proposed to be supplied by them in commensuration to the Institute's requirements.
- 7) WIRC of ICSI reserves the right to negotiate the rate with the bidder and also may call for revised financial proposal as per modalities as approved by the Competent Authority of WIRC of ICSI.
- 8) WIRC of ICSI reserves the right to accept the bid in whole or in part without assigning any reason and such decision shall be final. The part acceptance of the bid shall not violate the terms and conditions of the tender documents, and the bidder shall execute the work at the specified rates without any extra charges or compensation within the stipulated period.
- 9) Incomplete bids shall be rejected outrightly. No alterations, amendments or modifications shall be made by the Bidder in the Tender documents and if any such alterations are made or any special conditions attached, the bid shall be liable to be rejected at the discretion of the WIRC of ICSI without reference to the bidder. Tampering with any format given may be liable for rejection / disqualification of the bids. Correction and overwriting anywhere in the tender document should be avoided. Every correction and overwriting must be authenticated with full signature of the bidder, otherwise the tender is liable to be rejected. Decision of WIRC of ICSI on such corrections, overwriting, authentications shall be final and binding on the concerned bidder. Please note that all the information as desired needs to be provided. Incomplete information may lead to rejection of Bid.
- 10) Bids submitted by forming any consortium or joint venture is not allowed. Any such bid received submitted by such bidders will be rejected outrightly and without any notice to the bidders. A single bidder can submit only one bid, any deviation, e.g., multiple bids by any bidder or bids submitted by forming a cartel will also be rejected. If at any stage of the bidding process, it is found that bids submitted by different bidders having common Directors/promoters, such bids will be rejected.
- 11) The acceptance of TENDER shall rest with the WIRC of ICSI. WIRC of ICSI does not bind itself to accept the lowest bidder and reserves to itself the right to reject any or all the bids received without assigning any reason(s) whatsoever and any notice to Bidder. Non acceptance of any bid shall not make the WIRC of ICSI liable for compensation or damages of any kind. WIRC of ICSI further reserves the right to accept a bid other than the lowest or to annul the entire bidding process with or without notice or reasons. Such decisions by WIRC of ICSI shall be final and bear no liability whatsoever consequent upon such decisions.

- 12) The WIRC of ICSI may at any time during the bidding process before and/or after opening the technical bid and/or financial bid, request the Bidders to submit revised Technical Bids and/or Financial Bids and/or Supplementary Bids, in case of change in Scope of Work, without thereby incurring any liability to the affected Bidder or Bidders.
- 13) Bidder should have all necessary patents, license rights, authority, agency and other proprietary rights required in respect of any device or method used by it for completing the Purchase Order. Bidder shall indemnify and hold WIRC of ICSI harmless from and against any liability, penalty, cost or expense suffered or incurred as a result of Bidder failing to comply with this obligation.
- 14) **Bid Validity:** Price quoted must be valid for at least 60 days from the date of opening of bid. Price quoted must be valid for at least 60 days from the date of opening of technical bid. However, the prices finalized after opening the tenders shall not increase throughout the period of Contract. WIRC of ICSI reserves its discretion to extend the validity of the Tender with the mutual consent of the bidder concerned.
- 15) All costs and expenses incurred by Bidders in any way associated with the development, preparation, and submission of bid / responses, including but not limited to; the attendance at meetings, discussions, demonstrations, etc. and providing any additional information required by ICSI to facilitate the evaluation process, and in all such activities related to the bid process, will be borne entirely and exclusively by the bidder.
- 16) **Eligibility Criteria Details:** Bidders who fulfil the following eligibility criteria will only be considered for evaluation of their bids:

Sl. No.	Criteria
1.	WIRC of ICSI prefers to deal with OEM. However, if for any reason OEM is not allowed to participate in the tender, the bid can be submitted through its authorised channel partners/authorized Resellers. If the bidder is an authorised channel partner/reseller, then it must submit authorization certificate from the OEM along with the technical bid. If the bidder is authorized channel partner or reseller, the bidders must provide a certificate from the OEM. This certificate is to be submitted by the bidder with the technical bid.
2.	The Bidder should have minimum five years of Experience in Supply and Installation of Office Furniture (Attach documentary evidence e.g., copy of work order, contract document, award letters, agreement etc. or any other relevant document)
3.	The bidder should have at least two clients , out of that one must be from business house/Central Government/State Government/Public Sector organizations /Autonomous Bodies/ Statutory Bodies with whom similar contract has been executed immediately preceding 5 years ended as on 31 st March 2025. Please enclose copy of work order, contract document, award letters, agreement etc. or any other relevant document (Please also provide name and contact details of the concerned officials of the respective clients).

4.	Copy of PAN. Please enclose self-attested photocopy of the PAN.
5.	Copy of GSTIN Certificate. Please enclose self-attested photocopy of the GSTIN certificate.
6.	The Bidder who was awarded any contract in the past by the Institute but terminated during the contract period due to unsatisfactory performance will not be eligible /considered to participate in this tender. Also, a bidder who was awarded any contract earlier but refused to continue the contract/refused to sign the agreement as given by the Institute will not be eligible to participate in this tender. Please enclose declaration from Authorized Signatory on the Bidder's Business Letter Head.
7.	Bidder should not have been blacklisted by any Firm/Organization/School/ Board/ University / Institution, or any Government organization and no litigation is pending in the court of law against the bidder. Bidder also should not be under any legal action or not declared ineligible to participate for unsatisfactory past performance by the Government of India for indulging in corrupt, fraudulent, coercive, undesirable, or restrictive practices or any other unlawful or unethical business practices with any Central/ State Government Ministry/Department/ PSU/ Statutory Body / Government Company in last 5 years. The Bidder also must not have been declared bankrupt/insolvent or should not have filed for bankruptcy/insolvency in the past five years or in the process of being declared bankrupt/insolvent before any designated authority. Please enclose declaration from Authorized Signatory on the Bidder's Business Letter Head

- 17) **Bid Evaluation:** The technical bids will be evaluated based on the bid eligibility criteria and those who qualify in the technical evaluation process shall be declared as eligible bidder for financial bid. WIRC of ICSI also reserves its right to evaluate bidders based on their past performance as certified by their clients, which can be ascertained by WIRC of ICSI by contacting their past/current clients. On evaluation of financial bids of the technically qualified bidders, the lowest bidder will be treated as successful bidder. Any bidder who puts any condition in the financial bid will be disqualified from the bidding process without any further reference to the bidder. Financial bid submitted in unsealed cover along with technical bid in violation of bid submission process will also attract disqualification of the bidder from the bidding process. Indication of price anywhere in the technical bid also will disqualify the bidder. In both cases the EMD amount will be forfeited.
- 18) WIRC of ICSI shall be under no obligation to accept the lowest or any other offer received in response to this tender notice and shall be entitled to reject any or all offers, including those received late or incomplete offers without assigning any reason whatsoever. WIRC of ICSI reserves the right to make any changes in the terms and conditions of the work. The institute will not be obliged to meet and have discussions with any bidder, or to listen to any representations.

- 19) WIRC of ICSI reserves the right to accept or reject any or all the tenders including the lowest tender(s) without assigning any reason at its sole discretion and the decision of the WIRC of ICSI will be final and binding on all concerned. WIRC of ICSI also reserves its rights to cancel the whole tender process at any stage without assigning any reason whatsoever.
- 20) **Delivery Schedule**
- (a) Time is the essence of the Contract. The successful bidder has to comply with the delivery schedule strictly as instructed/mentioned in the order.
 - (b) The quantity of furniture ordered is to be delivered, installed and commissioned complete in all respects, within four weeks of placing the order.
- 21) **Payment Terms:** Payment will be released on the basis of following points.
- a) Payment on the supplied items shall be made after successful delivery and subsequent installation of the operating software (if applicable) along with fully operational support services and after confirmation of warranty of the materials; duly accepted by WIRC of ICSI as per the scope of work and terms of the contract. Payment will be released upon acceptance of the bills submitted duly authenticated by an authorized officer of the Institute.
 - b) In case any difficulties occur of receiving support during the warranty period then Vendor will be fully responsible for comprehensive maintenance free of charge during the warranty and/or support period and in case of default, WIRC of ICSI will have the right to arrange maintenance at vendor's risk and cost and responsibility. Payment of any kind whatsoever will not be made to the vendor except the one mentioned in the order.
 - c) Payments shall be subject to deductions of any amount for which the vendor is liable under the agreement against this contract. Further, all payments shall be made subject to deduction of TDS (Tax deduction at Source) as per the prevailing income- Tax Act and any other taxes as on the date of invoice submission and/or payment date.
 - d) The vendor's request for payment shall be made to the WIRC of ICSI in writing, accompanied by proforma invoices including all supporting documents describing, as appropriate, delivered and accepted by WIRC of ICSI.
 - e) If any excess payment has been made by the WIRC of ICSI due to difference in contracted price and vendor's invoice, the WIRC of ICSI may without prejudice to its rights recover such amounts by other means after notifying the bidder or deduct such excess payment from any payment subsequently falling due to the WIRC of ICSI.
- 22) **Payment of Taxes** The vendor shall be responsible for and shall pay all taxes, duties, assessments or other charges of any kind or nature whatsoever levied by any government or governmental body on or in connection with the Services including without limitation all statutory levies, taxes, fee, duties, rate, charges, surcharges etc. and any other tax ("taxes") levied on service provided by the Service Provider. WIRC of ICSI may withhold from payments due to the Service Provider any amounts required with respect to the aforementioned taxes and to remit the same with the relevant authorities, in case of failure on the part of the Service Provider.

23) **Penalty:**

- a) Without prejudice to its right to terminate and other rights the ICSI shall levy Penalty at the following rates
 - (i) ½ per cent of total value of contract, for each day of delay, in case of delivery within 7 days after the due date.
 - (ii) 1 per cent of total value of contract, for each day of delay, in case of delivery beyond 7 days but up to 14 days after the due date.
 - (iii) 2 per cent of total value of contract, for each week of delay, in case of delivery beyond 14 days subject to a maximum of 10% of total contract price.
- b) In case of delay beyond fifteen (15) days from the stipulated period, Institute may at its discretion **to** cancel the order and arrange to procure the same from the next bidder on the panel/open market at the sole risk, cost and responsibility of the bidder.
- c) In case of failure to supply the ordered quantity / specifications / quality in the time schedule and at the agreed rates in, the Institute shall have right to purchase the same from the market at the prevalent rate and the difference between the agreed price and purchase price would be recovered from the successful bidder. Further, if the supplied items are not in accordance with the ordered items, then the Institute reserves the right to reject the whole lot or accept, whole or part supply, at less than the agreed / market price. Any loss to the Institute on this account shall be adjusted from the EMD / Performance Security.

24) In case of any damage or loss caused to the Institute due to breach of term or condition of the tender / contract, negligence, carelessness, inefficiency, fraud, mischief and misappropriation or any other type of misconduct of the bidder(s)/ vendor or its staff, the bidder(s)/vendor shall be liable to compensate the loss cause to ICSI and to pay damages. The Institute shall have right to adjust the damage/loss suffered by it from the security deposit / earnest money deposit / bank guarantee and / or to charge penalty as decided by the Institute. Decision of the Institute in this respect shall be final & binding.

25) **GENERAL:**

- 1. **Modification/variation in Terms of Contract:** WIRC of ICSI reserves the right to modify or may bring some variation in the terms and conditions of the contract on mutually agreed terms, if it is found necessary due to any operational difficulty or any other genuine reasons.
- 2. **Dispute Resolution:** Any dispute, difference, controversy or claim (“Dispute”) arising between the successful bidder and WIRC of ICSI hereinafter jointly to be called “parties” and singularly as “party” out of or in relation to or in connection with the agreement/contract, or the breach, termination, effect, validity, interpretation or application of this agreement/contract or as to their rights, duties or liabilities hereunder, shall be addressed for mutual resolution by the authorized official of the parties.

3. **Jurisdiction:** In respect of any dispute arising between WIRC of ICSI and the vendor in any matter covered / touched this tender / contract or arising directly or indirectly there from or connected or concerned with the said contract, the courts at Mumbai shall only have jurisdiction.
4. **Confidentiality:**
- a) The bidder(s)/ vendor shall not use or disclose any Confidential Information of the Institute except as specifically contemplated herein. For purposes of this tender / contract "Confidential Information" means information that: (i) is sufficiently secret to derive economic value, actual or potential, from not being generally known to other persons who can obtain economic value from its disclosure or use; and (ii) is the subject of efforts that are reasonable under the circumstances to maintain its secrecy or confidentiality.
 - b) The successful bidder acknowledges that all material and information which has and will come into its possession or knowledge in connection with this agreement or the performance thereof, whether consisting of confidential and proprietary data or not, whose disclosure to or use by third parties may be damaging or cause loss to WIRC of ICSI will all times be held by it in strictest confidence and it shall not make use thereof other than for the performance of this agreement and to release it only to employees requiring such information, and not to release or disclose it to any other party. The successful bidder agrees to take appropriate action with respect to its employees to ensure that the obligations of non-use and non-disclosure of confidential information under this agreement are fully satisfied. In the event of any loss to WIRC of ICSI in divulging the information by the employees of the successful bidder, the WIRC of ICSI shall be indemnified. The successful bidder agrees to maintain the confidentiality of the WIRC of ICSI's information after the termination of the contract also. The successful bidder will treat as confidential all data and information about the WIRC of ICSI /Contract, obtained in the execution of this tender including any business, technical or financial information, in strict confidence and will not reveal such information to any other party.

For any details / clarifications, bidders may contact **Ms. Bhavna Rakte, Senior Executive Assistant** (e-mail:bhavna.rakte@icsi.edu) Tel: 022-61307919

Shri K C Kaushik, Regional Director

ICSI-WIRC

13, 56 & 57, 1st & 5th Floor, Jolly Maker Chambers II, Nariman Point, Mumbai – 400 021

To be printed on the business letterhead of the Vendor

(Annexure I)

ICSI WIRC/Admin/Furniture/2025

Date: October __, 2025

**Sub: Tender for Supply and Installation of Office Furniture (Executive Chairs
and Classroom Chairs/Sofa/Center Table etc.)**

PART 'B' (TECHNICAL BID)

Form I: PARTICULARS OF BIDDER

(ALL COLUMNS ARE TO BE FILLED IN BLOCK LETTERS)

1	Name of Bidder	
	a) Trader Name	
	b) Status of the Bidder (Limited Co./Pvt.Ltd./Firm) (Enclose self-attested copy of document)	
	c) Name of CEO/ Directors/ Partners /Proprietor	
2	Postal Address (Including India Office)	
3	Telephone No./Mobile No. for communication	
4	a) E-mail-id (mandatory) Website	
	b) Address (if available)	
5	Bank draft No.Date, Bank Name & Amount (if Applicable)/MSME or NSIC Regn.No.	
	a) Tender Fees	
	b) valid NSIC / MSME certificate Number (Enclose copy)	
6	Name of the Banker,Branch Name,A/c. No. and IFS Code (for e-payment purpose)	
7	PAN (Enclose self-attested photocopy)	
8	GSTIN Code (Enclose self-attested photocopy)	
9	Trade License/Business License/CIN (If applicable) (Enclose self-attested photocopy)	
10	Lab. License/EPF/ESIC Reg.No. (if applicable) (Enclose self-attested photocopy)	
11	Any other relevant Information (e.g. Number of Years of Experience in similar line of business/Turnover for last financial year)	

I/We hereby declare and affirm that I/we have read and understood the terms and conditions of this tender/quotation/NIT as stipulated in the tender notice No. _____.

Accordingly, I/ we accept the terms and conditions and hereby offer the rates for “
_____ (na
me of the work or supply)” as per Financial Bid (Part ‘C’).

Signature

(Authorized signatory of the agency)

Date: _____

Name of the bidder
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 bidder’s authorized representative.

(Annexure II)

ICSI WIRC/Admin/Furniture/2025

Date: October 2025

Sub: Tender for Supply and Installation of Office Furniture (Executive Chairs and Classroom Chairs/Sofa/Center Table etc.)

Sl. No.	Criteria	Response (Yes/No)	Supporting Document with Page No.
1.	WIRC of ICSI prefers to deal with OEM. However, if for any reason OEM is not allowed to participate in the tender, the bid can be submitted through its authorised channel partners/authorized Resellers. If the bidder is an authorised channel partner/reseller, then it must submit authorization certificate from the OEM along with the technical bid. If the bidder is authorized channel partner or reseller, the bidders must provide a certificate from the OEM. This certificate is to be submitted by the bidder with the technical bid.		
2.	The Bidder should have minimum five years of Experience in Supply and Installation of Office Furniture (Attach documentary evidence e.g., copy of work order, contract document, award letters, agreement etc. or any other relevant document)		
3.	The bidder should have at least two clients , out of that one must be from business house/Central Government/State Government/Public Sector organizations /Autonomous Bodies/ Statutory Bodies with whom similar contract has been executed immediately preceding 5 years ended as on 31 st March 2025. Please enclose copy of work order, contract document, award letters, agreement etc. or any other relevant document (Please also provide name and contact details of the concerned officials of the respective clients).		
4.	Copy of PAN. Please enclose self-attested photocopy of the PAN.		
5.	Copy of GSTIN Certificate. Please enclose self-attested photocopy of the GSTIN certificate.		
6.	The Bidder who was awarded any contract in the past by the Institute but terminated during the contract period due to unsatisfactory performance will not be eligible /considered to participate in this tender. Also, a bidder who was awarded any contract earlier but refused to continue the contract/refused to sign the agreement as given by the		

	Institute will not be eligible to participate in this tender. Please enclose declaration from Authorized Signatory on the Bidder's Business Letter Head.		
7.	Bidder should not have been blacklisted by any Firm/Organization/School/ Board/ University / Institution or any Government organization and no litigation is pending in the court of law against the bidder. Bidder also should not be under any legal action or not declared ineligible to participate for unsatisfactory past performance by the Government of India for indulging in corrupt, fraudulent, coercive, undesirable, or restrictive practices or any other unlawful or unethical business practices with any Central/ State Government Ministry/Department/ PSU/ Statutory Body / Government Company in last 5 years. The Bidder also must not have been declared bankrupt/insolvent or should not have filed for bankruptcy/insolvency in the past five years or in the process of being declared bankrupt/insolvent before any designated authority. Please enclose declaration from Authorized Signatory on the Bidder's Business Letter Head		

ICSI WIRC/Admin/Furniture/2025

October __, 2025

Tender acceptance letter to be printed on business letterhead of the bidder and to be submitted with the Technical Bid

To

Shri K C Kaushik
Regional Director
ICSI-WIRC

13,56 & 57, 1st & 5th Floor, Jolly Maker Chamber II,
Nariman Point, Mumbai – 400 021

Sub: Tender for Supply and Installation of Office Furniture (Executive Chairs and Classroom Chairs/Sofa/Center Table etc.)

Sir/ Madam,

This is with reference to the tender No. **ICSI WIRC/Admin/Furniture/2025** due on _____.
We are interested in participating in the **Tender for Supply and Installation of Office Furniture (Executive Chairs and Classroom Chairs/Sofa/Center Table etc.)** dated _____

We declare that:

- i) We have read and understood the terms and conditions given in the quotation / tender document.
- ii) We are eligible for the contract as per the qualification criteria mentioned in the quotation / tender Document.
- iii) We accept and agree to all the terms and conditions of the quotation / tender.
- iv) We shall comply with all the terms and conditions of the quotation / tender.
- v) All the information / documents provided in this bid are true to the best of our knowledge and belief. If at any stage, the information / documents are found to be false, misleading or incorrect then this Bid / Purchase Order shall be cancelled at our cost and risk, and we shall indemnify the Institute (ICSI) for the loss caused due to the cancellation and we shall be liable for penal / legal action including blacklisting by ICSI.
- vi) We understand that ICSI reserves the right to cancel the quotation / tender at any stage or cancel / reject any one or more bid without incurring any liability.
- vii) The duly signed copies of all the tender pages are attached herewith.

(Signature of the Bidder)

Name

Designation

Official seal/ stamp

Date:

PART 'C' (FINANCIAL BID)

Rates Quoted should be all inclusive rate except GST

Sr. No.	Description and Specifications as given below or it's equivalent)	Fabric Color	Model	Tentative Image	QTY	Special Basic Unit Price	Total Unit Price
01	*Magna Flip Cushion Seat * Plastic Back * Fixed Arms *Powder coted 4 legs *With writing pad	Black	MAGMA FLIP VA 'PC' Legs		100		
02	* Astro Medium Back Mesh Chair * AC 60 Mesh * Single Lock Synchro Mechanism * Adjustable Lumber Support * One-way Adjustable Arms (Heights) * Nylon Base * Fabric Upholstered Cushion Seat	Black	ASTRO MBGS ADJ ARMS		45		
03	* FB Optima High Back Mesh Chair * Optima Mesh Standard (Black) * With Headrest * Multilock With Seat Sliding Mechanism * Three way – Height Adjustable Armrests (Height) with 2D pad (Left/Right & Front/Back) * Chrome Magna Base * Fabric Upholstered	Black	FP OPTIMA HBSSN '3D' ADJ AMRS		03		

	Cushion Seat						
04	INDULGE SOFA- LEATHERETTE TWO-SEATER Size: 1830 MM L X 750 MM D X 740 MM HT	Black	S906-MS- INDULGE		02		

Sr. No.	Description and Specifications	Fabric Color	Model	Tentative Image	QTY	Special Basic Unit Price	Total Unit Price
05	* SJ708LA-2-Seater with PVC Cushion * Cushioned Tandem (Fabric) * Fixed Arms * Size: L 1350 x D 690 x H 825 mm	Black	SJ708LA – 2-seater With PVC Cushion		02		
06	* SJ 708 LA – 3-Seater with PVC Cushion * Cushioned Tandem (Fabric) * Fixed Arms * Size: L 1980 x D 690 x H 825 mm	Black	SJ708LA – 3-seater With PVC Cushion		01		

(Signature of the Bidder)

Printed Name

Designation

Official seal/ stamp

Date: