



भारतीय कम्पनी सचिव संस्थान
THE INSTITUTE OF
Company Secretaries of India
IN PURSUIT OF PROFESSIONAL EXCELLENCE
Statutory body under an Act of Parliament
(Under the jurisdiction of Ministry of Corporate Affairs)

Vision
"To be a global leader in promoting
good corporate governance"

Motto
सत्यं वद। धर्मं चर। इत्येते तेषां वाच्ये, इत्येते तेषां वाच्ये

Mission
"To develop high calibre professionals
facilitating good corporate governance"

ICSI HOUSE, 22 INSTITUTIONAL AREA, LODI ROAD NEW DELHI-110003
ICSI HOUSE, C-36 & C-37, SECTOR-62, NOIDA – 201309

**Request For Quotation (RFQ) for
Comprehensive Onsite Annual Maintenance Contract (CAMC) of Fujitsu Servers**

Ref: ICSI/IT/Fujitsu/2026-27/130

June 12, 2026

1. Sealed quotations are invited from Fujitsu OEM/Authorized Service Providers for entering a Comprehensive Onsite Annual Maintenance Contract (CAMC) for a period of one (1) / two (2) /three (3) years for the maintenance of Fujitsu servers installed at ICSI premises.
2. The sealed quotations are to be submitted in prescribed format on business letter head of the bidder or in the enclosed bid format duly stamped, signed and dated on each page by the bidder. Details/supporting documents wherever applicable, if attached with the quotation must be duly authenticated by the bidder. No over-writings shall be accepted unless authenticated with full signature of the bidder.
3. The RFQ document can be downloaded from the website of the Institute (www.icsi.edu) for which bidder would be required to enclose a demand draft of **Rs.236/- (Rs.200 + 18% GST) towards the cost of the RFQ document** along with their quotes. The bidder can also make online payment of **Rs.236/- (Rs.200/- + 18% GST) by using following online link: "<https://apps.icsi.edu/TenderApp/>"** and enclose the receipt of online payment generated by the system towards the cost of the RFQ document with their quotation. The bidder who fails to submit the cost of the RFQ document along with their quotation, the quotation shall not be considered for evaluation, and no further communication shall be entertained in this regard. If any discrepancies found in the downloaded version of the RFQ document, the latest version of the RFQ document published by the ICSI through website notification [Institute's website: www.icsi.edu/tender] will be treated as authentic and correct.
4. The bidders are required to deposit an earnest money of **Rs.15,000/- (Rupees Fifteen Thousand only)** along with the quotation by way of demand draft drawn in favour of The Institute of Company Secretaries of India, payable at New Delhi. The bidder can also make online payment using following online link: "<https://apps.icsi.edu/TenderApp/>" and enclose the receipt of online payment generated by the system with the quotation. The quotation not accompanied with earnest money shall be rejected summarily. 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. The EMD of the unsuccessful bidders will be refunded without any interest/Bank commission/collection charges within thirty (30) days after award of the contract / work order to the successful bidder.
(Note: The bidders having valid registration with NSIC/MSME may avail exemption from submission of Cost of RFQ & EMD but must enclose valid NSIC / MSME certificate/document instead of cost of RFQ & EMD demand draft.
5. The EMD of the bidder shall be forfeited in the following circumstances: the bidder withdraws his bid;
 - a) The bidder does not accept the Purchase / Work Order.
 - b) The bidder fails to supply goods / services as per the terms of the quotation and Purchase / Work Order.
 - c) any other justified 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.

The minimum eligibility criteria for participation in the RFQ are as mentioned in Annexure -E.

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6. The sealed quotations duly super scribed, "Quotation for Comprehensive Onsite Annual Maintenance Contract (CAMC) of Fujitsu Servers" due on June 22, 2026 should be addressed by name to The Secretary, ICSI and sent at the Institute's address given below either by registered post/speed post/or by dropping in the tender box placed at below address so that it reaches on or before June 22, 2026 by 3.00 P.M.

Address:

The Secretary
The Institute of Company Secretaries of India
ICSI House (Ground floor: Tender Box- Dte of Purchase)
C-36, Sector 62,
Noida - 201309

Quotations received after the stipulated date and time shall not be entertained. The Institute shall not be liable for any postal delays whatsoever and quotations received after the stipulated time/date are liable to be rejected summarily without giving any reason.

Note: The **password protected quotation soft copy (complete in all respect)** can also be submitted by the bidders through downloadable link, and such download link is to be shared on the **following email ids: purchase@icsi.edu**. **The quotation soft copy must be password protected (Combination of six characters consisting of Alphabet, numeric, special character)**. **The password need not be sent along with quotation**. The password to be shared by bidders only when it is sought from the bidders by ICSI through email/written communication. The bidders who submit their quotation without password as directed, the ICSI may disqualify their quotation without any further notice to the bidder. In such case, their quotation may not be evaluated further.

7. The quotations shall be opened on **June 22, 2026**, by **4.00 P.M** in the Institute of Company Secretaries of India at ICSI House, C-36, SECTOR 62, NOIDA 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 close holiday or declared Holiday for Central Government offices, the due date for opening of the bids will be the following working day at the appointed date, time and venue.
8. Quotation submitted for the items should match to the work specifications shown in the list mentioned in the enclosed format as Annexure C'. If bidder wishes to inspect the Servers before submission of the bid may please do so by contacting Directorate of Information Technology of the Institute on any working day from 10 AM to 5 PM (except lunch hour) accordingly for inspection of the sample.
9. Correction and overwriting in the quotation should be avoided. Under the unavoidable circumstances any correction or/and overwriting must be authenticated by putting bidder's seal and signature otherwise the quotation is liable to be rejected.
10. **Supply of the Services is be made at NOIDA/DELHI**. Prices quoted should be FOR Institute premises and should be inclusive of all charges viz *i.e.* labour and material component, taxes, forwarding, packing charges, octroi and all other taxes except GST which is to be shown separately in the quotation by the bidder.
11. Spare Parts found defective / not in accordance with specifications will have to be replaced at vendor's own cost and risk. In case vendors fails to do the same within time frame provided by Institute, the Institute shall neither be liable to pay to the vendor for such defective/inferior quality material nor liable to store such material at its premises. The Institute reserves its rights to remove such defective /inferior material from its premises at vendor's cost and risk. Institute also reserves its rights to procure the requisite material from open market for which the cost shall be recovered from the bills or Security money of the vendor available with the Institute. In case OEM



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declares any hardware/spares End-of-Life (EOL) or End-of-Support (EOS), the vendor shall inform ICSI immediately with documentary evidence. Equivalent/refurbished parts of same or higher specification may be used subject to approval by ICSI.

12. The successful bidder(s) would be required to submit a Performance Security Deposit of **5% of the total value of the contract** by way of crossed demand Draft drawn in favour of 'The Institute of Company Secretaries of India', payable at 'New Delhi' which will be refunded without interest after expiry of the contract. The performance security shall have to remain valid for the entire duration of the Contract plus three months beyond the completion of contract period. The successful bidder(s) shall not be entitled to any claim or receive any interest on the amount of performance security/guarantee. In case the selected bidder(s)/vendor(s) opts to convert the EMD to be part of the performance security, balance amount towards the performance security is to be submitted by the selected bidder(s) / vendor(s) with the ICSI in the form of bank guarantee from a nationalized bank or through Demand Draft drawn in favour of the Institute of Company Secretaries of India, payable at New Delhi, issued by any scheduled commercial bank immediately within seven (07) days of issue of work order. If the successful bidder(s) fails to submit the performance security, the Institute may at its discretion cancel the work order or deduct the equivalent amount from the bill of the vendor(s) either against this contract or any other contract with the Institute, as the case may be.
13. All documents of this RFQ are duly signed and stamped by the bidder on all the pages as a token of acceptance of the terms and conditions of the RFQ by the bidder.
14. **For implementation of GST in ICSI, Firms which 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 firms/bidder without GST registration details will be summarily rejected.**
15. **Bidder must have valid GST registration number and PAN. Bidder must submit self-attested documentary evidence for GST registration number and PAN.**
16. The bidder will quote the rates considering the prevailing taxes. As GST has been implemented the bidder will indicate the SAC Code of the material/Service, GST rate and bidder's GST No in the bid.
17. The bidder will quote the rates considering the prevailing taxes. TDS if applicable will be deducted from the bill of the contractor at the prevailing rate.
18. The bidder shall be required to comply with all statutory obligations from time to time applicable to the contract arising from this RFQ.
19. **Liquidated Damage:**
If the vendor fails to deliver any or all the Goods/Services within the original/re-fixed delivery period(s) specified in the contract, ICSI, shall without prejudice to its other remedies, deduct as liquidated damage as follows:
 - a) ½ per cent of total value of contract, for each day of delay, in case of goods are delivered either in full or partly within 7 days after the due date;
 - b) 1 per cent of total value of contract subject to maximum 10%, for each day of delay, in case of goods are delivered either in full or partly beyond 7 days but up to 14 days after the due date;
 - c) Even after two (02) weeks of delay, if the vendor fails to deliver the goods and services, ICSI may reject or accept the goods and services at its sole discretion after imposing applicable penalty and decide accordingly on approval of the competent authority

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20. Payment terms: Payment will be made on a yearly advance basis after first quarter satisfactory performance, and the payment terms shall be 30 days from the date of receipt of the bill in the Institute along with the receipt challan in original. The payment would be released through banking channels (RTGS /NEFT).
21. The contract shall be for a period of **One / Two / Three Years** from the date of issue of Work Order. However, the ICSI at its sole discretion may terminate the Contract any time by giving one month notice. ICSI also reserves its right to extend the contract as per mutually agreed rate, terms & conditions. The Vendor shall have no right to claim extension of contract.
22. The quantity mentioned in price bid is tentative. The ICSI reserves its right to revise the quantity mentioned in the price bid at its own discretion, without any guarantee of any minimum quantity of any item. However, price quoted by the vendors in the bid shall remain fixed during the Contract period irrespective of the quantity ordered.
23. The Institute reserves the right to accept or reject any or all the tenders/quotations including the lowest tender(s) without assigning any reason at its sole discretion and the decision of the Institute will be final and binding on all concerned. The Institute also reserves its rights to cancel the whole tender process at any stage without assigning any reason whatsoever.
24. **Scope of work:**
- Call acceptance and timely service delivery.
 - Maintain Servers and equipment's free of failures.
 - Attending the call in the specified time and its proper closing.
 - Sourcing the required spares for replacement.
 - Periodical preventive maintenance shall be carried out in coordination with ICSI
 - Updating and Reporting of Service Activities.
 - Updating of Corrective measures required for maintaining equipment's.
 - Providing standby equipments and spares.
 - Will give support on organizing back to back support with Principal companies.
 - Support Level – 4** (OEM/escalation-level support involving specialized engineers for critical server hardware faults)
(CALL LOG IN & ACCEPTANCE TIME: 24hrs per day x 7 days,
RESPONSE TIME: Within 2 Hrs,
Resolution Time: 4 Hrs.
Any resolution that requires part replacement for Level 4 support will be resolved within same day.
Closures % - 99% resolution will be given as per contract.
 - The Servers are in ICSI-Noida office at C-36/C-37 Sector 62 Noida (UP) and 22 Institutional Area Lodi Road New Delhi and other service providers' Data Centre within Delhi-NCR. You will be required to maintain the system in the mentioned site(s).
 - The term "maintenance" implies comprehensive maintenance which will cover replacement of all defective parts/equipment's of Servers. You will have to ensure the availability of spares and consumables of the hardware under maintenance.
 - You will be responsible for the trouble-free integrated working of the hardware and firmware.
 - Firmware up-gradation from time to time must be done by you.
 - The response time for domain specialists for attending faults for the servers will be two (2) hours after they are reported to you. You will rectify the faults within maximum Four (4) hours of lodging the complaint failing which you will arrange temporary replacement of the equipment and ensure that services are restored. In case you fail to meet any of these requirements, penalty at the rate of Rs.2000/- per four hour of delay or part thereof shall be imposed for 24 hours after which the Institute will have the right to arrange



repairs/replacement at your cost and risks. In case the standby is provided, the original equipment should be repaired and returned within maximum 7 (seven) days of taking it. Failing which penalty Rs.1000/- per day or part thereof for the delay will be imposed. You will document each & every complaint made verbally, telephonically or in the writing. For each complaint the time of lodging the fault and closing of the issue must be clearly mentioned. You must submit a copy of the log sheet capturing the aforementioned details to the Dte. of IT at ICSI by 3rd day of the following month of every preceding quarter. The log sheet must capture the details of penalty if applicable against each delay if any and the total penalty as per the terms of the tender. Delay or non-submission or error/omissions of the log sheet will lead to imposing minimum penalty of Rs.500/- per day of delay/per deficiency.

- p. You are to provide services/Repair/Replacement for all the parts of Servers, corrosion impacted parts and Firmware support and upgradation time to time as and when required.
- q. Escalation matrix up to the level of CEO must be provided with phone numbers and e-mail addresses of all personnel in the matrix.
- r. During the contract period, any hardware under AMC may be removed from the contract as per the requirement of the Institute and the same will be informed to you through formal communication. In such cases amount against the removed hardware from AMC will NOT be invoiced by you from the date of the Institute's communication. Similarly, any additional hardware may be added under AMC during the contract period at the AMC contract rate of the respective hardware. In case the rate for the respective hardware is not available in the contract, AMC for the same may be awarded at a mutually agreed rate. The invoice for such hardware under AMC will be invoiced by you from the date of acceptance of the Work Order for the same.

25. General:

- (a) Modification/variation in Terms of Contract: The Institute 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.
- (b) The Institute reserves the right to accept or reject any or all quotations including the lowest tender/s without assigning any reason at its sole discretion and the decision of the Institute will be final and binding on all concerned.
- (c) The Institute also reserves its right cancel or withdraws this RFQ either in part or in full at any stage without assigning any reason whatsoever.
- (d) **Termination:** The ICSI without prejudice to any other remedy, reserves the right to terminate the agreement in whole or in part by giving one month notice in writing in case Service Provider fails to discharge its obligation under this agreement without sufficient grounds or found guilty for breach of condition(s) of the agreement, negligence, carelessness, inefficiency, fraud, mischief and misappropriation or any other type of misconduct by Service Provider or by its staff or agent. Any pending or unresolved operational issues, performance, unpaid fees and any other remedies shall be continued by the Service Provider during the period of termination notice and the same must be satisfied before the agreement is terminated. The ICSI may also put in place any other agency for carrying out the remaining work and expenditure incurred on same shall be recovered from the Service Provider. The Service Provider shall have no claim to any payment or compensation whatsoever on account of any profit or advantage, which would have been derived from the performance of this agreement in full, but which he did not derive in consequences of the full performance of this agreement not having been carried out, nor shall he have any claim for compensation / damage for the loss suffered by him by reason of termination of agreement by the ICSI. No claim for interest will be entertained by ICSI with respect to any moneys or balances, which may be in its hands owing to a dispute between itself and the Service Provider.
- (e) **Recovery:** Whenever under the contract through this RFQ, any sum of money is recoverable by ICSI from the vendor or / and payable by the vendor to ICSI, the ICSI shall be entitled to recover such sum by appropriating in part or in whole from the security deposit of the vendor. In the event of the security



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- deposit being insufficient or if no security has been taken from the vendor, the balance or the total sum recoverable, as may be, shall be deducted from any sum due to the vendor or which at any time thereafter may become due to the vendor under said or any other contract with the ICSI. If this sum is not sufficient to cover the full amount recoverable, the vendor shall pay the ICSI on demand the remaining balance due along with penalty.
- (f) **Arbitration:** If, for any reason, such dispute cannot be resolved amicably by the Parties, the same shall be referred to the Arbitration process. In the event of any dispute arising between ICSI and the vendor in any matter covered/ touched by this contract or arising directly or indirectly there from or connected or concerned with the said contract, the matter shall be referred to the sole arbitrator appointed by the mutual consent of both the parties. The decision / award of the Arbitrator shall be final and binding on the parties. Cost of Arbitration will be shared equally by the parties.
- The place of the arbitration shall be at the ICSI, 22, Institutional Area, Lodi Road, New Delhi.
 - The Arbitration proceeding shall be governed by the Arbitration and Conciliation Act of 1996 as amended from time to time.
 - The proceedings of arbitration shall be in English language.
 - The parties are not entitled to approach any court of law without resorting to arbitration approach.
 - The decision / award of the arbitrator shall be final and binding on parties to the arbitration proceedings.
- (g) **Right to Blacklist:** ICSI reserves the right to blacklist a party / bidder for a suitable period in case such party / bidder
- fails to honour its bid without sufficient grounds or found guilty of breach of condition /s of the contract or guilty of fraud, mischief, misappropriation or any other type of misconduct on the part of party / bidder.
 - Giving false, misleading or fake information/ document in the bid;
 - Withdrawing the bid after opening of the financial bids;
 - Refusal to accept Purchase/ Work Order at the quoted prices;
 - Failure to supply goods of the ordered quantity/ quality/ specifications at the agreed rates within the time schedule;
 - Adoption of any unethical or illegal practices;
 - Any other justified reason.
- (h) **Indemnity Clause:** The Service Provider will indemnify ICSI against all statutory liabilities present and future arising out of this contract. In the event of violation of any contractual or statutory obligations, the successful bidder will be fully and solely responsible for the same. Further, in the event of any action, claim, damages, suit initiated against ICSI by any individual, law enforcement agency or government authority due to acts and omissions, the successful bidder will be liable to make good/compensate such claims or damages to the ICSI. As a result of the successful bidder action, inaction or any omissions, if ICSI is required to pay any damages to any individual, law enforcement agency or government authority, the successful bidder would be required to reimburse to ICSI such amount with other expenses incurred by ICSI or ICSI reserves the right to recover but not limited to such amount from the payment(s) due to the successful bidder while settling its bills or from the amount of security deposit lying with ICSI. However, ICSI reserves its right to take legal recourse as permitted under law of the land. In case of any damage caused to the institution due to negligence, carelessness, or inefficiency of staff of the vendor, the vendor shall be responsible to make good the loss. The ICSI shall have right to adjust the damage / loss suffered by it from the security deposit or / and to charge penalty as decided by the Institute. Decision of the ICSI in this respect shall be final & binding on the vendor.
- (i) **Jurisdiction:** In respect of any dispute arising between ICSI and the vendor in any matter covered / touched under this tender / contract or arising directly or indirectly there from or connected or concerned with the said contract, the courts at Delhi shall only have the jurisdiction.



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In the interest of the Institute, ICSI at its discretion may include or exclude any bidder who has served/worked for the ICSI by executing any similar contract through tender/RFP in recent past. Such inclusion or exclusion of bidder shall be decided during technical evaluation of the bids of this tender process. The parties are not entitled to approach any court of law without resorting to arbitration process.

26. The bidder(s) has to submit the following documents along with their quotation:

- Duly filled in and signed bidder's details as per format enclosed in **Annexure – B**
- Duly filled in and signed Declaration & Acceptance of Terms and Conditions, as per format enclosed in **Annexure – A**.
- Audited Balance Sheet and P&L account and/or IT Return in full of the bidder of immediately preceding three financial years ended as on 31st March 2025.
- The DD or online receipt of Rs.236/- towards the cost of the RFQ document & the DD or online receipt of Rs.15,000/- towards the EMD or valid proof of NSIC/MSME registration document if the bidder claim exemption from submission of EMD and cost of RFQ.
- The full document of this RFQ duly signed and stamped by the bidder on all the pages as a token of acceptance of the terms and conditions of the RFQ by the bidder.
- All other documents required to satisfy the eligibility criteria as mentioned in Annexure – E.

For any details / clarifications, **Mr Praveen Kumar V, (JD), Dte of IT** at **0120-4522066** may be contacted.

(A K Srivastava)
Joint Secretary (Purchase)


A. K. SRIVASTAVA

Joint Secretary
(Purchase & Store and Printing)

12/6/26
The Institute of Company Secretaries of India
C-36, Sector-62, Noida (U.P.) - 201309





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ANNEXURE-A

DECLARATION & ACCEPTANCE OF TERMS AND CONDITIONS

To,

The Secretary

The Institute of Company Secretaries of India
ICSI House, C-36, Vth floor, tender box
Sector 62,
NOIDA- 201309

Sub: Quotation for Comprehensive Onsite Annual Maintenance Contract (CAMC) of Fujitsu Servers

This is with reference to your **Quotation no: ICSI/IT/Fujitsu/2026-27/130** due on **June 22, 2026**. We are interested to participate in the **Quotation for Comprehensive Onsite Annual Maintenance Contract (CAMC) of Fujitsu Servers**. 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 his 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 his cost and risk, and he shall indemnify the Institute for the loss caused due to the cancellation and we shall be liable for penal / legal action including black listing.
- vi) We understand that the Institute reserves the right to cancel the quotation / tender at any stage or to 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)
Printed Name Designation

Official seal/ stamp
Date:

Business Address:





Ref: ICSI/IT/Fujitsu/2026-27/130

June 12, 2026

Quotation for Comprehensive Onsite Annual Maintenance Contract (CAMC) of Fujitsu Servers

PARTICULARS OF BIDDER

(ALL COLUMNS ARE TO BE FILLED IN BLOCK LETTERS)

1. Name of the bidder
 - (a) Trade Name _____
 - (b) Status of the Bidder _____
(Proprietorship/Partnership/LLP/Limited Co.)
 - (c) Name of Proprietor/Partners/CEO/Directors _____
2. Postal Address _____
3. Telephone No. / Mobile No. for communication _____
4. E-mail (mandatory) / Website address (if available) _____
5. Bank Draft No, date, Bank name and amount (if applicable)/MSME or NSIC Regn. No.
 - (a) Tender Fees _____
 - (b) EMD _____
 - (c) MSME/NSIC Regn. No. (if applicable) _____
(Enclose self-attested photocopy)
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. Licence/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. **ICSI/IT/Fujitsu/2026-27/130**. Accordingly, I/ we accept the terms and conditions and hereby offer the rates for “_____ (name of the work or supply)” as per Price Quotation (Annexure - ___).

Signature _____

Name of the bidder _____

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 bidder's authorized representative.**



Eligibility Criteria Details

S. No	Particulars	Response Yes/No	Supporting Document Reference with Page No.
1.	The bidder must be incorporated and registered in India under the Indian Companies Act 1956 or 2013 or under any other relevant legal provision in any other Country and should have been operating in India and must have their operating office in India. Please enclose self-attested copy of Certificate of Incorporation, copy of Memorandum of Association (MOA) and Article of Association (AOA) or any other relevant document of incorporation and proof of having office in India.		
2.	Average Annual Turnover in immediately preceding three consecutive financial years ended as on 31.03.2025 must not be less than Rs. 50 (Fifty) Lakhs per annum. (Please attach copy of Audited P&L accounts and balance sheet of three preceding consecutive financial years ending as on 31st March, 2025 of the bidding firm in support of the bidder's submission).		
3.	Bidder should have at least Three (3) years of experience in similar kind of projects. Submit the documents as proof.		
4.	The bidder should have at least two clients, out of that one must be from business house/Central Government/State Government/Public Sector organizations /PSU/Autonomous Bodies/ Statutory Bodies with similar project contract has been executed in immediately preceding Five (5) years ended as on 31st March 2026. 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).		





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good corporate governance"

Motto
सत्यं वद | धर्मं चर | इत्येते तेन लोके: प्रथमं वाचस्पतये

Mission
"To develop high calibre professionals
facilitating good corporate governance"

5.	The bidder must be authorized partner/service provider of the Original Equipment Manufacturer (Fujitsu) to provide Comprehensive Onsite Annual Maintenance Services.		
6.	The bidder must have a minimum of 1 OEM-certified service engineers on their direct payroll stationed in Delhi/NCR.		
7.	The bidder must have their own service centre set up in Delhi/NCR equipped with complete tools for the support and repair of Servers and peripherals.		
8.	PAN (Enclose self-attested photocopy)		
9.	GSTIN Code (Enclose self-attested photocopy)		
10.	Escalation Matrix up to Director / CEO should be provided.		
11.	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.		
12.	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 (5) 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.		





भारतीय कम्पनी सचिव संस्थान
THE INSTITUTE OF
Company Secretaries of India
IN PURSUIT OF PROFESSIONAL EXCELLENCE
Statutory body under an Act of Parliament
(Under the jurisdiction of Ministry of Corporate Affairs)

Vision
"To be a global leader in promoting
good corporate governance"

Motto
सत्यं वद। धर्मं चर। इत्युक्ते मेव त्पुनरिः प्रामाण्यं लोकेऽन्यथाऽस्ति

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13.	The bidder must have a valid (as on the date of submission of the bid) ISO 9001:2008 /9001:2015 Equivalent certificate for quality. (Please attach valid supporting document).		
14.	A self-certified letter by the designated official of the responding firm for taking the responsibility of all kinds of Comprehensive onsite Maintenance and Support of equipment's, firmware etc. specified in this project for a period of Three (3) years .		
15.	The bidder should be a profit-making company for the immediately preceding Three (3) financial years and its net worth should be positive during this period.		





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Annexure C

RATE QUOTES
(on the letter head of the Bidder)

Location: Delhi Office / Noida Office

Rates Quoted should be all inclusive rate except GST which should be shown separately.

Please arrange to quote for the under listed items as per the quantity and specifications mentioned below:

Particulars	Cost of AMC Period of one year i.e., from 28 th November 2026 to 27 th November 2027	Cost of AMC Period of Three years i.e., from 28 th November 2026 to 27 th November 2029	Cost of AMC Period of Five years i.e., from 28 th November 2026 to 27 th November 2031
Comprehensive Onsite Annual Maintenance Services of 8 Fujitsu make Servers: YLNT028485 YLNT028483 YLNT028566 YLNT028487 YLNT028550 YLNT028567 YLNT028486 YLNT028484			
GST@ _____			
Total Amount			

Terms & Conditions:

Please note:

- Quantity of Servers may increase / decrease as per the requirement of the Institute.
- Institute at its sole discretion may award AMC period for one year / three years / five years.
- Vendors have no right to claim any minimum/definite/guaranteed volume of business.
- The Bidder must mention the SAC (Services Accounting Codes) of above item(s) _____
- **Validity of offer** : 180 days
- **Delivery services** : Noida/Delhi

For any details / clarifications, **Mr Praveen Kumar V, (JD), Dte of IT** at **0120-4522066** may be contacted.

Date:

**Name and Signature of Bidder with
Corporate Seal**





Make Model: FUJITSU PRIMERGY RX300 S8

S. No.	Server Serial Numbers	HDD Capacity	RAM Size	No of Cores (6*CPU)	No of CPU are Two (2)	Operating System
1	YLNT028485	8* 600 GB	64	12	Intel (R) Xeon (R) CPU E5-2620 V2@2.10 Ghz	Microsoft(R) Windows(R) Server 2016
2	YLNT028483	8* 600 GB	64	12	Intel (R) Xeon (R) CPU E5-2620 V2@2.10 Ghz	Microsoft Windows Server 2008 R2 Enterprise
3	YLNT028566	8* 600 GB	64	12	Intel (R) Xeon (R) CPU E5-2620 V2@2.10 Ghz	Microsoft Windows Server 2008 R2 Enterprise
4	YLNT028487	8* 600 GB	64	12	Intel (R) Xeon (R) CPU E5-2620 V2@2.10 Ghz	Microsoft(R) Windows(R) Server 2016
5	YLNT028550	8* 600 GB	64	12	Intel (R) Xeon (R) CPU E5-2620 V2@2.10 Ghz	Linux Red Hat 5.7
6	YLNT028567	8* 600 GB	64	12	Intel (R) Xeon (R) CPU E5-2620 V2@2.10 Ghz	Microsoft(R) Windows(R) Server 2016
7	YLNT028486	8* 600 GB	64	12	Intel (R) Xeon (R) CPU E5-2620 V2@2.10 Ghz	Microsoft Windows Server 2008 R2 Enterprise
8	YLNT028484	8* 600 GB	64	12	Intel (R) Xeon (R) CPU E5-2620 V2@2.10 Ghz	Microsoft Windows Server 2008 R2 Enterprise