



**THE INSTITUTE OF
Company Secretaries of India**

भारतीय कम्पनी सचिव संस्थान

IN PURSUIT OF PROFESSIONAL EXCELLENCE

Statutory body under an Act of Parliament

ICSI HQ: ICSI HOUSE, 22, INSTITUTIONAL AREA, LODI ROAD, NEW DELHI 110003
ICSI NOIDA OFFICE: ICSI House, C-36, SECTOR-62, NOIDA-201309 (UP)

Tender No.: ICSI/Admin/CCTV-NOIDA/2025-26/125(RE)

April 24, 2026

SUB: Tender for Non-Comprehensive Annual Maintenance Contract of CCTV Surveillance System installed at ICSI Houses at C-36 & C-37 (Dte. Of Exams), Sector 62, Noida 201 309.

Important Date & Information	
Tender Publish Date	April 24, 2026
Tender Fee	Rs.236/- (Rs.200 /-+ 18% GST) (Rupees One Thousand One Hundred & Eighty Only)
Earnest Money Deposit (EMD)	Rs. 6,000/- (Rupees Six Thousand only)
Last date and time for sending Pre-Bid Queries through email (*)	All queries have to be sent at Email ID: birender.kumar@icsi.edu by 02:30 PM till April 28, 2026
Replies of Pre-Bid queries	If any, will be uploaded on the following website/portal on or after April 30, 2026 by 02:30 PM at Institute's website www.icsi.edu
Last Date and Time for Submission of Bids	on or before May 08, 2026 by 02:30 PM
Address for submission of Bids	The Institute of Company Secretaries of India, ICSI House, (Ground Floor Reception: Tender Box of Dte. of Purchase) C-36, Sector – 62, Noida – 201309.
Bid Validity	120 days from the date of opening of technical bids.
Date, time & venue of opening of Technical Bids	May 08, 2026 at 03:00 PM or any other date and time as notified later. The Institute of Company Secretaries of India, ICSI House, C – 36, Sector – 62, Noida – 201309 or any other location as notified later on.
Date and time of opening of commercial bids	To be intimated at a later stage, only to technically qualified bidders.
Contact details	Birender Kumar, Assistant Director, (Tel. No. 0120- 45341057) All pre-bid queries have to be sent Email id: birender.kumar@icsi.edu
Institute Website	www.icsi.edu

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Disclaimer

The information contained in this Tender Document or subsequently provided to Bidder(s) or applicants whether verbally or in documentary form by or on behalf of Institute of Company Secretaries of India (hereinafter "Institute" / "ICSI") or by any of its 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) with information to assist the formulation of their proposals. This Tender Document does not purport to contain all the information each bidder may require. This Tender document may not be appropriate for all persons, and it is not possible for the ICSI, its employees or advisors to consider the investment objectives, financial situation and particular needs of each bidder who reads or uses this Tender document. Each bidder 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. 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. 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.



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Tender No.: ICSI/Admin/CCTV-NOIDA/2025-26/125

April 24, 2026

SUB: Tender for Non-Comprehensive Annual Maintenance Contract of CCTV Surveillance System installed at ICSI Houses at C-36 & C-37 (Dte. Of Exams), Sector 62, Noida 201 309.

A. 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. The Institute has another office at C-36/37, Sector — 62, Noida. ICSI is the only recognized professional body in India to develop and regulate the profession of Company Secretaries in India.

B. DEFINITIONS

- i) The "ICSI" means THE INSTITUTE OF COMPANY SECRETARIES OF INDIA, New Delhi.
- ii) The "Service" means providing **Non-Comprehensive Annual Maintenance Contract of CCTV Surveillance System for ICSI**, which the Bidder is required to provide to the ICSI under the Contract through this tender.
- iii) "Bidder" or "Tenderer" means the agency/firm who are engaged in the business of providing **Non-Comprehensive Annual Maintenance Contract of CCTV Surveillance System for ICSI** on annual contract basis and applies in response to this notice inviting tender.
- iv) "Vendor" mean the successful Bidders who are empaneled with ICSI to provide the service through this tender process by entering into the contract with the ICSI.
- v) "Party" means ICSI or Vendor individually and "Parties" shall mean ICSI and Vendor collectively.
- vi) "Letter of Intent" means the communication of the intention of the ICSI to the Bidder for the award of work read with Bid documents.
- vii) "Work Order" means the Order placed after issue of Letter of Intent by the ICSI to the Bidder signed by the authorized officer of ICSI including all attachments and appendices thereto and all documents incorporated by reference therein. Work order along with the Letter of Intent and Bid Documents and the Agreement constitutes the Contract.

Sealed tenders are invited from reputed service providers or authorized agencies for providing **Tender for Non-Comprehensive Annual Maintenance Contract of CCTV Surveillance System installed at ICSI Houses at C-36 & C-37 (Dte. Of Exams), Sector 62, Noida 201 309** 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:

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PART 'A'

1. Instruction to Bidders

1. The Tender is invited on Two Bid system. The Tender Document can be downloaded from **April 24, 2026 to May 08, 2026 (till 03:00 PM)** from the website of the Institute (www.icsi.edu) or Central Public Procurement Portal (CPPP) (<https://eprocure.gov.in/epublish/app>) for which Bidder would be required to enclose a demand draft of **Rs. 236/- (Rs. 200/- + Rs. 36/- for 18% GST)** (non-refundable) from any of the scheduled bank drawn in favour of "THE INSTITUTE OF COMPANY SECRETARIES OF INDIA" payable at New Delhi. The bidder can also make online payment of **Rs. 236/- (Rs.200/- + Rs. 36/- for 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 tender document along with the bid. The bidder who fails to submit the cost of the tender document along with the bid, the bid 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 tender, the latest version of the tender document published by the ICSI through website notification at **Institute's website: www.icsi.edu/tender or Central Public Procurement Portal (CPPP): <https://eprocure.gov.in/epublish/app>** will be treated as authentic and correct.

Note:	<i>Bidders irrespective of their registration with NSIC/MSME have to submit the requisite fee towards the cost of Tender.</i>
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- 1.1 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 over-writing shall be accepted unless authenticated with full signature of the bidder.
2. **Bid Submission:** Each bidder shall submit the tender in three separate sealed envelopes,
- (a) EMD & Tender Fee is to be put in **envelope No. 1** (please mark the envelope as "**No.1 – EMD & Tender Fee**),
- (b) Part 'A' & 'B' including Form I (Annexure A), Form II(a) & II(b) (Annexure B1 & B2), and Form III (Annexure C), Annexure E, Annexure F and Annexure G along with all requisite documents is to be put in **envelope No. 2** (please mark the envelope as "**No. 2 – Technical Bid**"),
- (c) Part 'C' (Annexure D) only is to be put in **Envelope No. 3** (Please mark the Envelope as "**No.3 – Financial Bid**").
- (d) All the sealed envelopes bearing No. 1, 2 and 3 are to be put in main envelop i.e. **Envelope No. 4.**

<i>(Note: The bidders having valid registration with NSIC/MSME may avail exemption from submission of EMD but must enclose valid NSIC / MSME certificate/document in envelope No. 1 instead of EMD demand draft. However, all bidders irrespective of their registration with NSIC/MSME have to submit the requisite fee towards the cost of Tender).</i>

The sealed tender envelope duly super scribed, **Tender for Non-Comprehensive Annual Maintenance Contract of CCTV Surveillance System installed at ICSI Houses at C-36 & C-37 (Dte. Of Exams), Sector 62, Noida 201 309** due on **May 08, 2026** should be addressed by name to **Secretary, The ICSI** and sent at the Institute's address given below either by registered post/speed post/courier or by dropping in the tender box placed at 5th floor of Institute's Headquarter at its Noida office address as mentioned below & should reach on or before **May 08, 2026 at 02.30 pm.**

Address:

Secretary

The Institute of Company Secretaries of India

ICSI House, C-36, Sector - 62, **(Ground Floor: Tender Box of Dte. of Purchase)**

Noida 201309

The Institute 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.

- 1.2 The Technical Bids shall be opened on **May 08, 2026 at 03:00 PM** at the Institute of Company Secretaries of India at ICSI House, C-36, 5th Floor, Sector - 62, Noida – 201 309 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 ICSI / Central Government offices, the due date for opening of the bids will be the following working day at the appointed time and venue.
- 1.3 Institute requires tentative service as mentioned in the Price Bid Format which may vary as per the actual scope of work. The vendor will be obliged to provide service for the actual quantity available at site. The payment to the vendor will be made for the varied quantity either by reducing or enhancing the price pro-rata based on the quoted price.
- 1.4 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 Institute of Company Secretaries of India (hereinafter "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 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. 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. 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.
- 1.5 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.

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1.6 The rates should be mentioned in figures as well as words and GST if applicable shall be mentioned separately. If bid is not submitted as per instruction as mentioned above, will not be considered or evaluated.

1.7 Earnest Money Deposit (EMD)

- i. Every bidder has to make a deposit of Earnest Money (EMD) of Rs. 6,000 /- (Rupees Six Thousand only) in the form of Demand Draft from any of the nationalised bank drawn in favour of "THE INSTITUTE OF COMPANY SECRETARIES OF INDIA" payable at New Delhi. The bidder can also make online payment of the EMD using following online link: "<https://apps.icsi.edu/TenderApp/>" and enclose the receipt of online payment generated by the system with the bid.
- ii. Tenders received without the prescribed Earnest Money Deposit (EMD) shall not be entertained and shall be rejected summarily.
- iii. 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/Vendor 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 / Vendor with the ICSI in the form of bank guarantee from nationalised bank immediately within seven (07) days of issue of work order but before execution of the agreement. 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.

(Note: The bidders having valid registration with NSIC/MSME may avail exemption from submission of EMD but must enclose valid NSIC / MSME certificate/document in envelope No. 1 instead of EMD demand draft).

1.11 Forfeiture Of EMD:

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

- i. the bidder withdraws its bid;
- ii. the selected bidder does not accept the Purchase / Work Order;
- iii. the selected bidder fails to supply goods / services as per the terms of the Tender and Purchase / Work Order.
- iv. 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.

1.11 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.

1.12 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, 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 shall be opened those who qualify in the technical scrutiny. Time and date for opening the financial bid shall be intimated separately through website notification at www.icsi.edu and/or email communication as furnished by the bidder in the bid document.



of the bid,

- 1.13 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.
- 1.15. **Scope of Work:** Vendor (*i.e.* bidder selected) is required to do the following:
- 1.15.1 The vendor has to ensure that its technician(s) carry out two visits per month for checking, liaisons and directions, if any; a report of such visits and the issues discussed will be maintained in the Call Register to be maintained by the vendor. The register must be counter signed by both parties. On demand by ICSI, the register has to be produced by the vendor to ICSI.
 - 1.15.2 Preventive maintenance of all items which will include cleaning of all the equipment, checking individual and complete performance of the equipment of the CCTV surveillance system as a whole.
 - 1.15.3 Preventive maintenance will include monitoring the conditions in which the hardware is working and forewarning the in-charge of any factors detrimental to the satisfactory functioning of the hardware. The vendor will also be responsible for suggesting remedial measure along with its implementation.
 - 1.15.4 The responsibility of backup and retrieval of data during maintenance and service of the equipment will be responsibility of the vendor.
 - 1.15.5 The vendor has to submit its quote considering the CCTV surveillance system and equipment along with it such as the monitors, PC, network device, power supply arrangement, recording devices; servers etc. as a whole and ensure proper working of all the equipment for ensuring effective functioning of the CCTV surveillance system.
 - 1.15.6 The vendor shall be responsible to attend the fault immediately and rectify the same within 24 hrs of call log of such fault. However, if any major fault arises has to be attended within 24 hrs and rectified the fault within seven (07) days with prior intimation to ICSI.
 - 1.15.7 The vendor has to deploy adequate number of skilled/semiskilled manpower for the service for fortnightly visit.
 - 1.15.8 The vendor's scope of work will also include the troubleshooting of any network issues arising in the CCTV surveillance network.
 - 1.15.9 **In case any CCTV camera goes out of order which requires service/repair work, vendor will be responsible for arranging and installing a replacement CCTV camera of similar category on standby mode.**
 - 1.15.10 Non-Comprehensive service includes service charges, labor, taxes, duties all inclusive.
 - 1.15.11 **Replacement of Parts:** Maintenance of the CCTV surveillance system includes replacement of parts of same or higher configurations. In case of non-functionality of an item due to non-consumable item, the expenditure of replacement will be borne by the vendor in totality. Institute will not make any payment other than the AMC price mentioned in its clause.
 - 1.15.12 The vendor will be responsible for the trouble-free integrated working of the CCTV surveillance system and all the appliances and system will be checked and certified for their serviceability minimum once in a month on regular basis and report to be submitted to that effect to ICSI official.
 - 1.15.13 The vendor will have to maintain the systems for efficient functioning at all times.
 - 1.15.14 Presently, CCTV surveillance systems installed at ICSI premises are smoothly running and performance is satisfactory. However, the vendor has to check the whole system on its own before the AMC is started and if any fault or discrepancies are found, same have to be brought to the notice of ICSI officer and to be rectified.
 - 1.15.15 The vendor has to liaison with Original Equipment Manufacturer (OEM) in case of any fault detected in OEM equipment for its rectification, carrying the faulty

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equipment to the OEM's place and bringing back to ICSI site for its re-installation, testing & commissioning, putting the equipment put to use.

- 1.15.16 If any additional CCTV cameras or any other equipment are required to be installed as required by ICSI, on demand the vendor has to do the installation work. However, the material will be supplied by ICSI as required. If the vendor is asked to supply the material, the same has to be supplied by the vendor at market competitive rate. Payment for such material will be made by ICSI.
- 1.15.17 Bidders are welcome to visit ICSI office to inspect the equipment, systems before submitting their bid. The vendor has to submit a report/certificate before the AMC is taken up by them certifying that all systems are found in proper working condition. The details of the defective equipment with rectification/replacement cost have to be submitted separately. ICSI, may at its discretion, entrust the work of such rectification to the vendor.
- 1.15.18 **Details of CCTV surveillance system equipment installed at ICSI House, C-36, Sector-62, Noida:**

ICSI House, C-36 Sector 62, Noida Building: CCTV Surveillance System:

Sl. No.	Item Description	Details	Quantity
1.	DVR	TVT/TD 3332H2	01
2.	IP CCTV Cameras	Dome- Unicam/UCIPC1080IR-L	34
3.	IP CCTV Cameras	Bullet- TVT/TD9431S1	06
4.	Switch (24 port)	D-Link/DGS-121028P	02

ICSI House, C-37 Sector 62, Noida Building: CCTV Surveillance System:

Sl. No.	Item Description	Details	Quantity
1.	NVR	32/64 Channel Honeywell with 16GB HD+CP Plus	04
2.	IP Cameras	Dome/Bullet Cameras Honeywell	82
3.	Switch (24 Port)	POE switch CISCO	03
4.	Biometric Machine (Face detect)	Time Watch	06
5.	EM Double Lock	Bell	06
6.	Access Card	Access Card	40

1.16 **Bid Validity:** Price quoted must be valid for at **least 120 days** from the date of opening of bid.

1.17 Eligibility Criteria:

- 1.17.1 Average Annual Turnover in immediately preceding three consecutive financial years ended as on 31.03.2025 must not be less than Rs. 3 lakhs per annum. (Please attach copy of Audited P & L accounts or IT-returns of the bidding firm as the case may be in support of the bidder's submission).
- 1.17.2 The bidders must have experience in similar business not less than Three (03) years ended as on tender date. (Please attach copy of work order/completion certificate in support of the bidder's submission).

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- 1.17.3 The bidder must have served in at least one (01) similar organization (Government Departments / Universities / Autonomous Institute / Statutory bodies / PSUs) / Private for similar business/services during immediately preceding 03 calendar years ended as of 2025. (Please attach copy of work order/completion certificate in support of the bidder's submission).
- 1.17.4 Bidders must have GST registration and PAN. (Please attach self-attested photocopy of the documents).
- 1.17.5 Self-Certificate on the letter head the firm has not been blacklisted by any Central/State Governments/PSU's, etc. must be enclosed.
- 1.18 **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. On evaluation of financial bid, 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 the cases the EMD amount will be forfeited.
- 1.19 The Institute 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 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.
- 1.20 The Institute reserves the right to award all the work to a single vendor or multiple vendors as per its requirement. Institute also may include more qty. for the existing items as described in the scope of work or brought in new items in the scope of work if needed in future. The vendor(s) will be paid pro-rata based on the qty., rate and duration of AMC for such new qty. for the existing items. For new items brought under the scope of AMC, Institute will pay as per mutual agreed rate but at same terms and condition.

2. Terms and Conditions of the Contract:

- 2.1 The contract will be initially for a period of Three (03) years and is likely to commence from the date of signing of the agreement which may be extended for a further period of two (02) years as per quoted rates, terms and conditions as mutually agreed upon.
- 2.2 The duration of the contract shall be of Three (03) years subject to quarterly appraisal and review by ICSI and in case the jobs performed are not found to be satisfactory, the contract shall be terminated by giving notice of one month by ICSI.
- 2.3 The successful bidder has to submit the performance guarantee/security deposit in form of a Bank Guarantee from any nationalised bank to cover any loss or damage caused to or suffered by the Institute due to acts of commission and omission by the successful bidder or any failure on the part of the successful bidder in fulfillment of terms and conditions of the contract and conditions contained in the contract. The value of the



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bank Guarantee has to be of equivalent amount of 10% of the annual contract price. The bank Guarantee has to be submitted within 10 days of issue of order but before execution of the contract. The Bank Guarantee shall have to remain valid for the entire duration of the Contract plus three months beyond the completion of contract period. The successful bidder shall not be entitled to any claim or receive any interest on the amount of performance guarantee. The EMD of the successful bidder will be refunded after submission of the performance Guarantee/Security Deposit.

- 2.4 The successful bidder having valid registration with NSIC/MSME on the date of submission of tender, are also required to submit requisite security deposit / performance guarantee.
- 2.5 The rate quoted by the firm will be valid for a period of two years and request for revision of rate shall not be entertained under any circumstances during the currency of the contract.
The bidder has to quote rate inclusive of all i.e. cost of manpower, tools and tackles, consumables, enabling services e.g. scaffolding, lifting tools or any other arrangement required to be available for providing effective service as per terms of the contract, statutory benefits to its manpower and statutory taxes and duties except GST which is to be shown separately as per the financial bid format.
- 2.6 **Payment Terms:** Payment will be made on quarterly basis at the end of each quarter for the preceding quarter. Institute will make payment within forty-five days on submission of certified tax invoice subject to appropriateness of the invoice. Payments shall be subject to deductions of any amount for which the contractor is liable under 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.
- 2.7 The successful bidder will have to supply/provide the material/service as per stipulated timeline as per instruction of ICSI, failing which the Institute will cancel the supply/service order issued to the successful bidder.
- 2.8 **Penalty:** The vendor and the employees of the vendor shall be held responsible for guilty of fraud, mischief, misappropriation or any other type of misconduct or breach of condition on the part of bidder or his employee.
- 2.8.1 **Penalty for Deficiency in Service:** The Secretary of the ICSI may impose penalty as he finds appropriate on case-to-case basis based on the damage or loss or any other inconvenience incurred to ICSI, including stopping the payment of bills of respective service, if vendor fails to provide the desired service or making delay in providing services or not able to provide services up to the satisfaction of ICSI.
- 2.8.2 **Penalty for Misconduct or Breach of Condition of Contract:** The vendor and the employees of the vendor shall be held responsible for guilty of fraud, mischief, misappropriation or any other type of misconduct or breach of condition on the part of vendor or his employee. The Secretary of the ICSI may impose for the aforesaid misconduct or breach of condition on the vendor a penalty of minimum Rs 500/- (Rupees five hundred only) to twice to the maximum damages and loss incurred to ICSI, apart

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from the right to terminate the contract, blacklisting of vendor, forfeiture of security deposit / EMD and claim damages.

- 2.9 The vendor shall ensure that all the relevant licenses / registrations / permission, which are/may be required related to the Services provided are valid during the entire period of the Contract, failing so will attract the appropriate penalties.
- 2.10 The personnel supplied by the vendor should not have any Police records/criminal cases against them. The vendor should make adequate enquiries about the character and antecedents of the persons whom they are deploying at ICSI. The character and antecedents of persons will be verified by the vendor before their deployment through local police, collecting proofs of residence, driving license, bank account details, previous work experience and recent photograph and a certification to this effect submitted to ICSI before commencing the service.
- 2.11 The vendor is liable to disclose, in case he has been banned by any organizations under any Services rendered by the vendor. Failure to disclose the same at the beginning can lead to termination of the Contract at any phase.
- 2.12 The vendor will also ensure that the personnel deployed are medically fit and will keep in record a certificate of their medical fitness. The vendor shall withdraw such employees who are not found suitable by ICSI for any reasons immediately on receipt of such a request from ICSI.
- 2.13 The personnel deployed by the vendor shall be the employees of the vendor for all intents and purposes and that the personnel so deployed shall remain under the control and supervision of the vendor and in no case, shall a relationship of employer and employee between deployed personnel and ICSI shall accrue/arise implicitly or explicitly. The vendor and the personnel deployed by the vendor at ICSI sites shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements and administrative / organizational matters which has no direct forbearance on the service provided by the vendor.
- 2.14 The vendor's deployed personnel should be polite, cordial, positive and efficient, while handling the assigned work. The vendor shall be responsible for any act of indiscipline on the part of persons deployed by him. The vendor shall be bound to prohibit and prevent any of their employees from being intoxicated while on duty, trespassing or acting in any detrimental or prejudicial to the interest of this office. The decision of the officer in-charge upon any matter arising under the clause shall be final and binding on the vendor.
- 2.15 The vendor shall maintain the documentary proof for the qualifications and experience of the manpower deployed by them. The bio-data, qualification and experience of the said manpower should be certified by the vendor. All such details have to be submitted by the vendor on demand by ICSI.
- 2.16 ICSI may require the vendor to dismiss or remove from the site of service, any person or persons, employed by the vendor, who may be incompetent or for his/ her/their



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misconduct and the vendor shall forthwith comply with such requirements. The vendor shall replace immediately any of its personnel, if they are unacceptable to this office because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from office.

- 2.17 The Vendor has to provide uniforms including photo identity cards to the personnel deployed at ICSI sites. These cards are to be constantly displayed and their loss reported immediately. The vendor would also ensure that all the employees wear appropriate uniforms and safety gear and adhere to the safety standards wherever applicable. All staff would be in a neat, clean and well-groomed appearance and should carry proper ID cards as provided by the vendor including proper name badges. In case of violations suitable penalties shall be applicable.
- 2.18 The vendor shall be contactable at all times and messages sent by phone /e- mail/ fax / special messenger from ICSI shall be acknowledged immediately on receipt on the same day. The vendor shall strictly observe the instructions issued by ICSI in fulfillment of the Contract from time to time.
- 2.19 The vendor shall be required to keep ICSI updated about the change of address, change of the Management etc. from time to time.
- 2.20 The vendor and/ or the personnel deployed at the ICSI sites shall be responsible for its belongings and ICSI shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel of the vendor.
- 2.21 That the vendor on its part and through its own resources shall ensure that the goods, materials and equipment etc. are not damaged in the process of carrying out the services undertaken by it and shall be responsible for acts of commission and omission on the part of its staff and its employees etc. If ICSI suffers any loss or damage on account of negligence, default or theft on the part of the employees/agents of the vendor, then the vendor shall be liable to reimburse to ICSI for the same. This is subject to the limitation of contract.
- 2.22 Any discrepancy on schedule of quantities and scope of work shall be brought to notice of ICSI for decision, immediately.
- 2.23 Service Status Report: Vendor shall provide ICSI detail report based on Service schedule. In case of default on vendor's part, ICSI may employ and pay a third party to make good the defects and deduct the expenses from the dues payable to the vendor. The Service shall not be considered as completed until it has been certified by ICSI.
- 2.24 All the materials to be supplied for execution of Services shall be of first quality, new and strictly as per specifications. In case, ICSI procures such items and handover the same for fixing to the vendor, the vendor will receive the goods, open the crates and report any discrepancies, store it in his custody until required, install and commission it with necessary care and the best workmanship. All the services shall be executed with highest quality of workmanship and as directed by ICSI. In case, of mock-ups or approved samples, the quality & material below that standard will be rejected.
- 2.25 Quantities given in the technical parameters are tentative and can be changed or varied on mutually agreed terms. Also, the ICSI reserves the right to delete or increase any

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items of Services. No extra claims of whatsoever nature will be entertained on this account. The qty. mentioned in this document are for guidance of vendor and exact locations, dimensions; clearance will be governed by site conditions. Any discrepancy/changes required shall be reported to ICSI.

- 2.26 The Contract may remain valid and the Term may be extended and/or shall remain incomplete until no dues Certificate has been signed by ICSI.
- 2.27 Water and electricity shall be provided to the Vendor by ICSI free of cost related to the service during the contract period only at ICSI sites. However, unavailability of water and electricity shall not be accepted as reasons for delay. Vendor should make his own arrangements for the same.
- 2.28 Vendor to take care of all compliances such as electrical works shall be carried out in accordance with the provisions of Indian Electricity Act, 2003 and Indian Electricity Rules, 1956 amended up to date. List of Rules of particular importance to Electrical Installations. All components in a wiring installation shall be of appropriate ratings of voltage, current, and frequency, as required at the respective sections of the electrical installation in which they are used. All conductors, switches and accessories shall be of such size as to be capable of carrying the maximum current, which will normally flow through them, without their respective ratings being exceeded. All components shall conform to relevant Indian Standard Specifications, wherever existing. All the Materials with ISI certification mark shall be preferred. All the materials used and replaced for the repair works should have ISI marked. These Indian Standards, including amendments or revisions thereof up to the date of tender acceptance, shall be applicable in the respective contracts.
- 2.29 Vendor shall obtain prior permission from the Buyer to work on holidays or after office hours/ odd hours, if required.
- 2.30 All statutory compliance applicable in regard to the service is to be ensured by the vendor.

3. GENERAL:

- 3.1 **Modification/variation in Terms of Contract:** 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.
- 3.2 **Recovery:** Whenever under the contract through this tender, any sum of money is recoverable by ICSI from the party or / and payable by the party to ICSI, the ICSI shall be entitled to recover such sum by appropriating in part or in whole from the security deposit of the party. In the event of the security being insufficient or if no security has been taken from the party, the balance or the total sum recoverable, as may be, shall be deducted from any sum due to the party or which at any time thereafter may become due to the party under this or any other contract with the ICSI. If this sum is not sufficient to cover the full amount recoverable, the party shall pay the ICSI on demand the remaining balance due along with penalty.
- 3.3 **Dispute Resolution:** Any dispute, difference, controversy or claim ("Dispute") arising between the successful bidder and 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.

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- 3.4 **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 mutual consent of 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.
- 3.4.1 The place of the arbitration shall be at The ICSI, 22, Institutional Area, Lodi Road, New Delhi.
- 3.4.2 The Arbitration proceeding shall be governed by the Arbitration and Conciliation Act of 1996 as amended from time to time.
- 3.4.3 The proceedings of arbitration shall be in English language.
- 3.4.4 The parties are not entitled to approach any court of law without resorting to arbitration approach.
- 3.4.5 The decision / award of the arbitrator shall be final and binding on parties to the arbitration proceedings.
- 3.5 **Jurisdiction:** In respect of any dispute arising between 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 Delhi shall only have the jurisdiction.
- 3.6 **Right to Black List:** ICSI reserves the right to blacklist a party / bidder for a suitable period in case such party / bidder fails to honour his bid without sufficient grounds or found guilty for breach of condition /s of the contract or guilty of fraud and mischief and misappropriation or any other type of misconduct on the part of party(s) / bidder(s).
- 3.7 **Confidentiality:** 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 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 ICSI in divulging the information by the employees of the successful bidder, the ICSI shall be indemnified. The successful bidder agrees to maintain the confidentiality of the ICSI's information after the termination of the contract also. The successful bidder will treat as confidential all data and information about the 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.
- 3.8 **Sub-Contracting:** The successful bidder will not assign or transfer and sub-contract its interest / obligations under this contract to any other concern / individual without the prior written consent of the ICSI.
- 3.9 **Statutory Compliance:** The successful bidder will be required to comply with all statutory obligations from time to time applicable to this contract.
- 3.10 **Force Majeure**

- 3.10.1 For the purpose of this Article, Force "Majeure" means any cause, which is beyond the successful bidder control or that of the Institute, as the case may be, which both could not foresee or with a reasonable amount of diligence could not have foreseen, and which substantially affect the performance of the order, such as: -
- War / hostilities
 - Riot or civil commotion
 - Earth Quake, Flood, Fire, Tempest, Epidemics, Lightning or other natural physical Disaster, Quarantine restricts and Freight embargoes
 - Restrictions imposed by the Government or other statutory bodies, which is beyond the successful bidder control or of the Institute, which prevent or delay the execution of the order either by the successful bidder or by the Institute.
- 3.10.2 If a Force Majeure situation arises, the successful bidder are required to promptly notify ICSI in writing of such condition and the cause thereof within a period of three (3) days from the date of happening of such an event requiring invocation of this force majeure article. Unless otherwise directed by the ICSI in writing, the successful bidder will continue to perform its obligations under this order as far as is reasonably practical and shall seek all reasonable alternative means for performances of this order.
- 3.11 **Indemnity Clause:** The vendor 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 along 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.
- 3.12 **Termination:** The ICSI without prejudice to any other remedy for breach of contract or fails to discharge its obligation under this contract without sufficient ground or found guilty for breach of condition(s) of the contract negligence, carelessness, inefficiency, fraud, mischief and misappropriation or due to any other type of misconduct by the successful bidder or by its staff or agent, by giving written notice of default, sent to the vendor, terminate this contract in whole or in part:
- 3.12.1 If the vendor fails to deliver any or all the services within the time period(s) specified in the contract, or any extension thereof granted by the ICSI.
- 3.12.2 If the vendor fails to perform any other obligations under the contract and
- 3.12.3 If the vendor, in either of the above circumstances, does not remedy his failure within a period of 15 days (or such longer period as the ICSI may authorize in writing) after receipt of the default notice from the ICSI.
- 3.12.4 Without any notice or on a notice period of maximum of 30 days.
- 3.12.5 Any pending or unresolved operational issues, performance, unpaid fees and any other remedies shall be continued by the vendor during the period of the termination notice and the same must be satisfied / completed before the contract is terminated. The ICSI may

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also put in place any other vendor for carrying out the remaining work and expenditure incurred on same shall be recovered from the defaulting vendor.

The quantity indicated in Part "C" (Financial Bid) are tentative and may be increased / decreased at the sole discretion of the Institute and the service provider shall have no right to claim any minimum/definite/guaranteed volume of business.

For any details / clarifications, bidders may contact **Birender Kumar, Assistant Director, Administration ICSI Noida Office: C-36, Sector 62, Noida, Tel: 0120- 45341057, E-mail: birender.kumar@icsi.edu**

Date: April 24, 2026



A. K. Srivastava

Joint Secretary (Purchase)

(Purchase, Store & Administration)

The Institute of Company Secretaries of India

C-36, Sector-62, NOIDA-201309 (U.P.)

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24/4/26

24.06.2024



ICSI HQ: ICSI HOUSE, 22, INSTITUTIONAL AREA, LODI ROAD, NEW DELHI 110003
ICSI NOIDA OFFICE: ICSI House, C-36, SECTOR-62, NOIDA-201309 (UP)

Tender No.: ICSI/Admin/CCTV-NOIDA/2025-26/125

Date: April 24, 2026

SUB: Tender for Non-Comprehensive Annual Maintenance Contract of CCTV Surveillance System installed at ICSI Houses at C-36 & C-37 (Dte. Of Exams), Sector 62, Noida 201 309. PART 'B' (TECHNICAL BID)

Form I: 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 _____
(Limited Co./ LLP /Partnership/ Proprietorship)
(Enclose self-attested copy of document)
 - (c) Name of CEO/Directors /Partners/ Proprietor _____
 2. Postal Address _____
 3. Telephone No. _____ / Mobile No. for communication _____
 4. (a) E-mail-id (mandatory) _____
(b) 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) & its valid period _____
(Enclose self-attested certificate 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. 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 “ _____ (name of the work or supply)” as per Financial Bid (Part 'C').

Signature _____
(Authorized signatory of the bidder)
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.**



(Annexure B)

ICSI HQ: ICSI HOUSE, 22, INSTITUTIONAL AREA, LODI ROAD, NEW DELHI 110003
ICSI NOIDA OFFICE: ICSI House, C-36, SECTOR-62, NOIDA-201309 (UP)

Tender No.: ICSI/Admin/CCTV-NOIDA/2025-26/125

April 24, 2026

SUB: Tender for Non-Comprehensive Annual Maintenance Contract of CCTV Surveillance System installed at ICSI Houses at C-36 & C-37 (Dte. Of Exams), Sector 62, Noida 201 309.

Form II: Eligibility Criteria Details

S. No.	Particulars	Response Yes/No	Supporting Document Reference with Page No.
1.	Average Annual Turnover in immediately preceding three consecutive financial years ended as on 31.03.2025 must not be less than Rs. 3 lakhs per annum. (Please attach copy of Audited P & L accounts or IT-returns of the bidding firm as the case may be in support of the bidder's submission).		
2.	The bidders must have experience in similar business not less than Three (03) years ended as on tender date. (Please attach copy of work order/completion certificate in support of the bidder's submission).		
3.	The bidder must have served in at least one (01) similar organization (Government Departments / Universities / Autonomous Institute / Statutory bodies / PSUs) / Private for similar business/services during immediately preceding 03 calendar years ended as of 2025. (Please attach copy of work order/completion certificate in support of the bidder's submission).		
4.	Bidders must have GST registration and PAN. (Please attach self-attested photocopy of the documents).		
5.	Self-Certificate on the letter head the firm has not been blacklisted by any Central/State Governments/PSU's, etc. must be enclosed.		

NOTE:

- i. Tender document each and every page has to be signed and stamped by bidder.
- ii. Conditional bids summarily rejected.

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

Official

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

To,

**The Secretary
The Institute of Company Secretaries of India
ICSI House, C-36, (5th Floor)
Sector-62 Noida – 201 309 (UP)**

SUB: Tender for Non-Comprehensive Annual Maintenance Contract of CCTV Surveillance System installed at ICSI Houses at C-36 & C-37 (Dte. Of Exams), Sector 62, Noida 201 309.

Sir,

This is with reference to the tender no. **Tender No.: ICSI/Admin/CCTV-NOIDA/2025-26/125** due on **May 08, 2026**. We are interested to participate in the **Tender for Non-Comprehensive Annual Maintenance Contract of CCTV Surveillance System installed at ICSI Houses at C-36 & C-37 (Dte. Of Exams), Sector 62, Noida 201 309**.

We declare that:

- i) We have read and understood the terms and conditions given in the quotation / tender Document;
- ii) We are eligible for award of 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 black listing 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)

Printed Name

Designation

Official seal/ stamp

Date:



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(Annexure D)

ICSI HQ: ICSI HOUSE, 22, INSTITUTIONAL AREA, LODI ROAD, NEW DELHI 110003
ICSI NOIDA OFFICE: ICSI House, C-36, SECTOR-62, NOIDA-201309 (UP)

Tender No.: ICSI/Admin/CCTV-NOIDA/2025-26/125

April 24, 2026

SUB: Tender for Non-Comprehensive Annual Maintenance Contract of CCTV Surveillance System installed at ICSI Houses at C-36 & C-37 (Dte. Of Exams), Sector 62, Noida 201 309.

PART 'C' (FINANCIAL BID)

The bidder has to quote rate inclusive of all i.e. cost of manpower, tools and tackles, consumables, enabling services e.g. scaffolding, lifting tools or any other arrangement required to be available for providing effective service as per terms of the contract, statutory benefits to its manpower and statutory taxes and duties except GST which is to be shown separately as per the financial bid format, The bidder will be also responsible for installing replacement of any defective which are not repairable or any new equipment without any additional cost to ICSI. Institute will not arrange any manpower for enabling, fitting of equipment replacement of equipment.

A: ICSI House, C-36 Sector 62, Noida Building: CCTV Surveillance System:

Sl. No.	Details of CCTV Surveillance System	Make / Model	Tentative Qty. (a)	Rate per Unit (b) (Rs.)	Amount (c)=(a)*(b) (Rs.)	GST rate (d) = (c) * GST rate (Rs.)	Total price inclusive all (e) = (c)+(d) (Rs.)
1.	DVR	TVT/TD-3332H2	01				
2.	IP CCTV Camera (DOM)	Unicam/UCIPC1080IR-L	34				
3.	IP CCTV Camera (Bullet)	TVT/ TD9431S1	06				
4.	Switch (24 Port)	D-Link/DGS-1210 28P	02				
TOTAL							
A	Amount in words: (Rupees _____)						

B: ICSI House, C-37 Sector 62, Noida Building: CCTV Surveillance System:

Sl. No.	Details of CCTV Surveillance System	Make / Model	Tentative Qty. (a)	Rate per Unit (b) (Rs.)	Amount (c)=(a)*(b) (Rs.)	GST rate (d) = (c) * GST rate (Rs.)	Total price inclusive all (e) = (c)+(d) (Rs.)
1.	NVR	32/64 Channel Honeywell with 16GB HD+CP Plus	04				
2.	IP Cameras	Dome/Bullet Cameras Honeywell	82				
3.	Switch (24 Port)	POE switch CISCO	03				

Handwritten signature

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4.	Biometric Machine (Face detect)	Time Watch	06				
5.	EM Double Lock	Bell	06				
6.	Access Card	Access Card	40				
TOTAL							
B	Amount in words: (Rupees _____)						

(Signature of the Bidder)
Printed Name Designation
Official seal/ stamp
Date:

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