



**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/HKS/2025-26/116

31st October, 2025

SUB: Tender for providing of House Keeping Facility and Allied Services at ICSI House, C-36 & C-37, Sector-62, Noida (HQ), ICSI New Delhi (HQ), and Various ICSI Locations in Delhi NCR.

Important Date & Information	
Tender Publish Date	31 st October, 2025
Tender Fee	Rs.1,180/- (Rs.1,000 /-+ 18% GST) (Rupees One Thousand One Hundred & Eighty Only)
Earnest Money Deposit (EMD)	Rs. 3,00,000 /- (Rupees Three Lakhs 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 06 th November, 2025
Replies of Pre-Bid queries	If any, will be uploaded on the following website/portal on or after 12 th November, 2025 by 02:30 PM at Institute's website www.icsi.edu
Last Date and Time for Submission of Bids	on or before 20 th November, 2025 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. Note: The technical bid soft copy (complete in all respect) is also to be submitted by the bidders through downloadable link and such download link is to be shared on the following email id: Praveen.ojha@icsi.edu Financial bid (soft copy) is not to be submitted by email till further notification.
Bid Validity	180 days from the date of opening of technical bids.
Date, time & venue of opening of Technical Bids	20 th November, 2025 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

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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IN PURSUIT OF PROFESSIONAL EXCELLENCE

Statutory body under an Act of Parliament

(Under the jurisdiction of Ministry of Corporate Affairs)

ICSI HQ: ICSI HOUSE, 22, INSTITUTIONAL AREA, LODI ROAD, NEW DELHI-110003

ICSI NOIDA OFFICE: ICSI House, C-36, SECTOR-62, NOIDA-201309 (UP)

ICSI/Admin/HKS/2025-26/116

31st October, 2025

SUB: Tender for providing of House Keeping Facility and Allied Services at ICSI House, C-36 & C-37, Sector-62, Noida (HQ), ICSI New Delhi (HQ), and Various ICSI Locations in Delhi NCR.

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.
- i) The "Service" means providing **Tender for providing of House Keeping Facility and Allied Services at ICSI House, C-36 & C-37, Sector-62, Noida (HQ), ICSI New Delhi (HQ), and Various ICSI Locations in Delhi NCR**, which the bidder is required to provide to the ICSI under the Contract through this tender.
- ii) "Bidder" or "Tenderer" means the agency/firm that is engaged in the business of providing **House Keeping Facility and Allied Services** on annual contract basis and applies in response to this notice inviting tender.
- iii) "Vendor" mean the successful bidder who is engaged by ICSI to provide the service through this tender process by entering into the contract with the ICSI.
- iv) "Party" means ICSI or Vendor individually and "Parties" shall mean ICSI and Vendor collectively.
- v) "Letter of Intent" means the communication of the intention of the ICSI to the vendor for the award of work read with tender documents.
- vi) "Work Order" means the order placed after issue of Letter of Intent by the ICSI to the vendor 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 tender documents and the agreement constitutes the contract.
- vii) Housekeeping Staff/other Staff/Supervisor means manpower deputed **for providing of House Keeping Facility and Allied Services**
- viii) The "Contract" means the contract entered into by ICSI with vendor(s) for **providing of House Keeping Facility and Allied Services at premises of ICSI at Various Locations in Delhi NCR** which the vendor(s) is (are) required to provide to the ICSI under the contract through this tender.
- ix) The words "Contract", "Agreement", "Order" to be read intra alia and the words have been used interchangeably. Therefore, the words may be understood and interpreted correctly as may be best applicable: Work Order along with the Letter of Intent if any and tender documents and the agreement

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constitutes the contract.

Sealed tenders are invited from reputed service providers or authorized agencies for providing **Tender for providing of House Keeping Facility and Allied Services at ICSI House, C-36 & C-37, Sector-62, Noida (HQ), ICSI New Delhi (HQ), and Various ICSI Locations in Delhi NCR**, as per the details given in Part 'A', 'B' & 'C' of the Tender Document. The terms and conditions governing the instant Tender are as under:

PART 'A'

A: Instruction to Bidders

1. The Tender is invited on Two Bid system. The Tender Document can be downloaded from **31st October, 2025 to 20th November, 2025 (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. 1,180/- (Rs.1,000/- + Rs.180/- 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. 1,180/- (Rs.1,000/- + Rs.180/- 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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2. Earnest Money Deposit (EMD)

- i) Every bidder has to make a deposit of Earnest Money (EMD) of Rs. 3,00,000 /- (Rupees Three Lakhs only) in the form of Demand Draft from any of the scheduled/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).

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.
3. 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 / cutting shall be accepted unless authenticated with full signature of the bidder. ICSI shall reserve its discretion to decide on authenticity/ validity of the over-writing without prejudice to its any other right. **Each and every page of the Tender document has to be signed, stamped and submitted with the Tender by bidder.**
4. **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**.

(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).

The sealed tender envelope duly super scribed **Tender for providing of House Keeping Facility and Allied Services at ICSI House, C-36 & C-37, Sector-62, Noida (HQ), ICSI New Delhi (HQ), and Various ICSI Locations in Delhi NCR due on 20th November, 2025** should be addressed by name to the **Secretary, 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 Ground floor of Institute's Headquarter at its Noida office address as mentioned below & should reach on or before **02:30 PM on 20th November, 2025**.

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.

Note: The technical bid soft copy (complete in all respect) is also to be submitted by the bidders through downloadable link and such download link is to be shared on the following email id: praveen.ojha@icsi.edu Financial bid (soft copy) is not to be submitted by email till further notification.

5. The **Technical Bid shall be opened on 20th November, 2025 at 03:00 PM** or any other date and time as notified later on, in the Institute of Company Secretaries of India at ICSI House, C-36, Sector-62 Noida 201309 or any other place as notified later on, in the presence of those bidder(s), who wish to be present. Date & time of opening of bids will be informed through the e-mail id those who requests for the same and also may be notified on the ICSI's website (www.icsi.edu) and / or Central Public Procurement Portal (CPPP) (<https://eprocure.gov.in/epublish/app>) No separate communication will be sent in this regard through any other mode of communication. **In the event of due date being a closed holiday or declared Holiday for ICSI- HQ / Central Government offices, the due date and time for opening of the bids can be changed on the sole discretion of ICSI which may be notified only at the ICSI website (tender page).**
6. The GST has rolled out with effect from 01.07.2017. For implementation of GST in ICSI, bidders who has not migrated to or registered with GST regime will not be eligible to participate in any tender of the Institute. Any offer received from the bidder without GST registration details will be summarily rejected.
7. The Bidder must have not been blacklisted by Central/ State Government Ministry/ Department/ PSU/ Statutory Body / Government Company. Bidder also should not be under any legal action for indulging in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice with any Central/ State Government Ministry/Department/ PSU/ Statutory Body / Government Company in last 5 years.
8. The Bidder is expected to examine all instructions, forms, terms and specifications in the bidding

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documents. Failure to furnish all information required by the bidding documents may result in the rejection of its bid and will be at the bidder's own risk.

9. The bid prepared by the Bidder, as well as all correspondence and documents relating to the Bid exchanged between the Bidder and the ICSI shall be in English.
10. ICSI shall have the right to assess the competencies and capabilities of the bidder by going through the credentials given in the Technical Bid and based on such credentials, ICSI may reject the candidature of the bidder without assigning any reason. In such case(s) the Financial Bid shall not be opened for that particular bidder. The Financial Bid of only those bidders who qualify in the technical scrutiny shall be opened and time and date for opening the Financial Bid shall be communicated separately.
11. ICSI reserves the right of accepting the bid in whole or in part without assigning any reason and such decision shall be final. The part acceptance of the bid shall not violate the terms and conditions of the tender documents and the bidder shall execute the work at the specified rates without any extra charges or compensation within the stipulated period.
12. The bidder must quote rate inclusive of all i.e., cost services or any other arrangement required to be available for providing effective service as per terms of the contract, statutory taxes and duties except GST which is to be shown separately as per the financial bid format.
13. Incomplete bids shall be rejected outrightly. No alterations, amendments or modifications shall be made by the Bidder in the Tender documents and if any such alterations are made or any special conditions attached, the bid shall be liable to be rejected at the discretion of the ICSI without reference to the bidder. Tampering with any format given may be liable for rejection / disqualification of the bids. Correction and overwriting anywhere in the tender document should be avoided. Every correction and overwriting must be authenticated with full signature of the bidder, otherwise the tender is liable to be rejected. Decision of ICSI on such corrections, overwriting, authentications shall be final and binding on the concerned bidder.
14. Each Bidder acknowledges and accepts that ICSI may in its absolute discretion apply selection criteria specified in the tender document for evaluation of proposals for short listing / selecting the eligible Vendor(s). All Bidders on responding to ICSI for this tender will be deemed to have accepted the terms of this tender document. Non acceptance of any of the terms & conditions as stated in Tender document and non-submission of the stipulated Earnest Money Deposit (EMD) shall render the Bid invalid.
15. 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.
16. 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

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agreement as given by the Institute will not be eligible to participate in this tender.

17. 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.
18. The Institute reserves the right to reject the lowest and /or all other offers or accept any bid without assigning any reason and the decision of the Institute shall be final. Institute reserves the right to amend/ modify the tender document.
19. Conditional tenders will not be accepted and will be summarily rejected.
20. Institute reserves the right to offer the same type of job/services to more than one Service Provider.
21. Eligibility Criteria:

S. No.	Particulars	Response Yes/No	Supporting Document Reference with Page No.
(i)	The bidder shall be a company incorporated, registered under the Indian Companies Act, 1956 or Companies Act, 2013. The Object Clause of the Company to mention the specific Function (in this case Housekeeping Services) in the MOA as its main/ ancillary business. Please attach Certificate of Incorporation / Copy of Registration Certificate (s). The following document submissions is mandatory : 1. Declaration - None of the Director is disqualified 2. Declaration- All compliances of Companies Act, 2013 has been duly filed 3. KYC of all Directors is required to be submitted. 4. Declaration that None of the Directors are Blacklisted 5. Complete Office ID containing Photograph of all the Directors 6. KYC of the authorised Person i.e Supervisor or the Nodal officer of the Agency who will be the POC for the ICSI Offices.		
(ii)	Bidder must have Registration under Employee Provident Fund and Miscellaneous Provisions Act, 1952. (Please enclose self-attested photo copy of the certificate)		

(iii)	Bidder must have Registration under Employees State Insurance Act., 1984. (Please enclose self-attested photo copy of the certificate)		
(iv)	Bidders must have Registration under the contract labour (Regulation & Abolition) Act, 1970. (Please enclose self-attested photo copy of the certificate)		
(v)	The bidder should have at least Three (3) clients, out of which minimum One (1) should be from Central Government/State Government/Public Sector organizations /Autonomous Bodies/ Statutory Bodies/ Public Listed Company (Please attach work order/agreement copy) for providing similar service. Kindly also provide name and contact details of the concerned officials of each client.		
(vi)	The bidder must have served in at least one (01) similar organization (Government Departments / Universities / Autonomous Institute / Statutory bodies / PSUs / Public Listed Company) for similar business/services during immediately preceding 03 calendar years ended as on March 31, 2024 (Please attach copy of work order/completion certificate in support of the bidder's submission).		
(vii)	The bidders must have an organized and established command structure, which can respond immediately as per requirements of the Institute (Please enclose organizational structure on bidder's letterhead with specific name, designation and their qualification).		
(viii)	Bidder must have strength of at least 50 housekeeping staff in its Delhi/NCR branches (self-attested latest PF statement downloaded from the EPFO website showing deposit of PF for full month in the respective accounts of the staff).		
(ix)	Bidder must not have defaulted on any bank / financial institute loans in the past. There should not be any statutory dues or undisputed liability (Please enclose undertaking on bidder's business letterhead signed by the authorized signatory).		
(x)	Average of the annual turnover of the bidder for each year of the last 3 years (FY 2021-22, 2022-23, 2023-24) must be not less than Rs.50 lakhs. Audited financial P&L statements and Balance Sheet are to be enclosed.		
(xi)	Bidder should have office establishment in Delhi (NCR) (Please attach supporting document).		
(xii)	Submission of Tender Fee		
(xiii)	Submission of EMD or valid NSIC / MSME certificate/document		
(xiv)	PAN (Please attach self-attested photocopy of the documentary proof to be submitted)		
(xv)	GSTIN Code (Enclose self-attested photocopy)		

(xvi)	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 practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, any other unlawful or unethical business practices with any Central/ State Government Ministry/Department/ PSU/ Statutory Body / Government Company in last 5 years. The Bidder also must not have been declared bankrupt/insolvent or should not have filed for bankruptcy/insolvency in the past five years or in the process of being declared bankrupt / insolvent before any designated authority in any country (Declaration from Authorized Signatory on the Bidder's Business Letter Head).		
(xvii)	The Bidder who has refused to continue or sign the agreement in past five years for any contract awarded by ICSI, will not be eligible to participate in this tender. The bidder who has been terminated during the contract period due to unsatisfactory performance will also not be eligible to participate in this tender. Declaration from Authorized Signatory on the Bidder's Business Letter Head to be enclosed.		

22. Scope of Work :

1. The contract being offered through this tender is intended to have housekeeping solution for ICSI instead of mere deployment of housekeeping staff (House keepers and supervisor). The successful bidder has to provide a holistic housekeeping services to ICSI.
2. Broad Scope of Work:

Vendor (i.e. bidder selected) is required to do the following but not limited to:

 - a. Vendor will provide housekeeping staff (including female staff) and (01 no.) Supervisor to be deployed at all ICSI offices in Delhi-NCR per day 8 hours duty. The number of housekeepers or supervisor may be increased or decreased as per the requirement of the ICSI. The vendor will provide quality (branded) housekeeping material and Institute will pay Lump sum amount for such material supplied on monthly basis. Vendor may assess quantum of material according to scope of work mentioned in this tender. Further if required, vendor will provide sewer cleaning/plumber/ carpenter services on need basis as when instructed by ICSI authorized official for which payment will be reimbursed/paid separately.
 - b. Vendor will provide all premium quality branded material for usage of ICSI and for cleaning of the ICSI premises in sufficient quantity every month.

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List of such material but not limited to be as under:

S.No.	Name of the Items	Quality	Brand / Premium Quality
1.	Liquid Soap alongwith dispensers	High-quality, pH balanced, moisturizing formula, pleasant fragrance.	Reputable brand (e.g., Dettol, Lifebuoy, Savlon, or a known premium institutional brand)
2	Bathroom freshner Cubes	Bathroom freshner Cubes of Premium-quality and long-lasting fragrance release.	Standard market brand
3	Naphthalene Balls	Pure white, uniform size, strong repellent odor.	Standard market brand, purity≥99%
4	Toilet Roll of Premium quality	2-ply or 3-ply, soft, highly absorbent, high-sheet count rolls.	Premium material brand
5	Hand towel in seats (two sets for each officer in every six months) including cleaning at regular intervals as per instruction of designated official(s) of the Institute for which no separate payment will be made.	100% Cotton, highly absorbent, soft, durable for frequent washing, standard hand towel size.	Premium-quality textile manufacturer or institutional supplier (for eg. Trident)
6	Hand towel in toilets (two sets for each toilet in every six months) including cleaning at regular intervals as per instruction of ICSI officials for which no separate payment will be made.	100% Cotton, highly absorbent, soft, durable for frequent washing, standard hand towel size	Premium-quality textile manufacturer or institutional supplier.
7	Cotton Dusters	100% woven cotton, lint-free, minimum 12 oz per square yard, hemmed edges, standard size (e.g., 18"×18")	Premium-quality
8	Glass Dusters	Microfiber cloth, non-abrasive, streak-free cleaning capability, standard size (e.g., 16"×16").	High-quality microfiber specialist (for e.g., 3M Scotch-Brite Microfiber)
9	Dust Mop With blue acrylic cloth and handle	Heavy-duty telescopic or non-telescopic handle, durable frame,	

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		replaceable high-quality blue acrylic mop cloth.	
10	Flat Wet Mop with cotton mop head and handle	Sturdy aluminum or steel handle, durable frame, high-absorbency cotton mop head, easy-change mechanism.	Professional cleaning equipment brand
11	Dust Mop head acrylic	High-density blue acrylic yarn, laundrable, heavy-duty stitching, suitable for commercial frames.	Match the quality/brand of the Dust Mop.
12	Flat Wet Mop Head	100% premium cotton or blend, high loop count for maximum absorbency and release, machine washable, suitable for commercial frames.	Premium quality/brand of the Flat Wet Mop.
13	Floor cleaner with marble floor/Granite	Neutral pH, low-foaming, non-streaking, specifically formulated for delicate natural stone (marble) and granite.	Reputable cleaner brand
14	Toilet cleaner	Commercial-grade, thickened acid or non-acid formula, strong disinfectant properties, fresh fragrance.	Leading consumer or institutional brand (e.g., Harpic, Lysol.)
15	Cotton Duster	100% woven cotton, lint-free, minimum 12 oz per square yard, hemmed edges, standard size.	Industrial-grade cleaning supplier or high-density fabric manufacturer.
16	Housekeeping caddy for each Housekeeping personnel	Durable, high-density plastic, multi-compartment design, comfortable handle, suitable for carrying spray bottles and tools.	Professional cleaning equipment brand
17	Blue plastic floor squeeze with white color double blade (55 Cm) with handle (35 cm)	Heavy-duty, high-grade plastic, durable white double rubber/neoprene blade, specific dimensions (55cm width, 35cm handle length).	Industrial cleaning equipment supplier (check for specified dimensions carefully).
18	Manual scrubbing tool for skirting and corner with handle green pad	Ergonomic handle, sturdy connection, uses standard size green scrubbing pads, designed for targeted floor and edge cleaning.	Professional cleaning tool brand (e.g., 3M Scotch-Brite Pad Holder).
19	Hand scrubbing tool for vertical area with green pat & white pad	Handheld grip, suitable for vertical and uneven surfaces, comes with both abrasive (green) and non-abrasive (white) interchangeable pads.	Professional cleaning tool brand (e.g., 3M Scotch-Brite Hand Pad Holder).
20	Glass cleaning set complete	Includes squeegee (rubber channel), washer (microfiber/fabric), T-bar handle, and a professional-grade glass cleaning solution concentrate.	Professional window cleaning brand.

21	Cobweb brush round	Dome or round-shaped brush head, stiff poly/plastic bristles, telescoping or extension pole compatible.	Good quality household or light commercial broom/brush manufacturer.
22	Cobweb brush curved	Curved or angled brush head, stiff poly/plastic bristles, telescoping or extension pole compatible, for corners and difficult angles.	Good quality household or light commercial broom/brush manufacturer.
23	Vertical Dust Pan clip with broom	Upright standing dust pan with a sealed edge, long handle, and a clip to secure the included upright broom.	Ergonomic and durable commercial-grade set.
24	Red Duster with handle	Acrylic or microfiber fabric head in red color, telescopic or long handle, for light dusting of high/hard-to-reach areas.	Standard commercial cleaning supplier.
25	Broom	Sturdy handle (wood or metal), synthetic or natural fiber bristles, standard household/commercial size.	Durable, commercial-grade broom.

- c. The vendor has to submit the list of consumables of monthly requirement for procurement in advance **for Material for housekeeping services which are to be provided by the vendor, as per the terms and conditions of the Tender**
- d. Housekeeping staff duty timings and No. of working days per week may change from time to time as instructed by the authorized official of ICSI.
- e. Police Verification of Staff which will be working at ICSI Offices to be submitted by the vendor to all ICSI offices where the vendor will provide its Services. Whenever there is change of any employee, User Directorate to be notified and Police verification of the changed employee to be submitted at the Office where the staff will work with a copy to the user Directorate.
- f. Vendor must perform following activities and frequency of cleaning/sweeping at ICSI premises :

(a) **Activities and frequency of cleaning / sweeping:**

S. No.	Works Details	Frequency of Cleaning
1.	Rooms	
i.	Cleaning of the doors	Minimum once in a day
ii.	Removal of the Cobwebs	Minimum once in a week
iii.	Dusting of the verticals	Minimum once in a week
iv.	Cleaning of Electrical Switches	Minimum once in a week
v.	Spot cleaning of the walls	As required

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vi.	Dusting of Windows/ panes	Minimum once in a day
vii.	Cleaning of windows	Minimum once in a week
viii.	Scrubbing of the skirting	Minimum once in a week
ix.	Dusting of other article in the room	Minimum once in a day
x.	Wet mopping of the Floor	As required
xi.	Dry mopping of the Floor	As required
xii.	Dusting of the Furniture & Fixtures	Minimum once in a day
xiii.	Trash Removals	As required
xiv.	Emptying of Dustbins	Minimum twice in a day
xv.	Vacuum Cleaning of Carpets	Minimum once in a day
xvi.	Spotting of Carpet	As required
xvii.	Cleaning of the Doormat	Minimum once in a day
xviii.	Dusting of Electrical Equipment	Minimum once in a week

2. Toilets

i.	Cleaning of doors and windows	Minimum once in a day
ii.	Scrubbing of the Urinals	Minimum thrice in a day
iii.	Scrubbing of the sinks	Minimum thrice in a day
iv.	Washing of Toilet walls and floor	Minimum once in a day
v.	Washing of W/C	Minimum twice in a day
vi.	Washing of W/b	Minimum twice in a day
vii.	Changing of the Urinal Cubes	As required
viii.	Changing of the Odonil cubes	As required
ix.	Cleaning of the Doormat	Minimum once in a day
x.	Trash Removals	As required
xi.	Refilling of the Soap dispenser	As required
xii.	Refilling of the Toilet paper rolls	As required
xiii.	Refilling of the face tissues	As required
xiv.	Cleaning of Toilet Fittings	Minimum once in a day
xv.	Cleaning of Washbasin	Minimum once in a day
xvi.	Cleaning of Mirrors	Minimum once in a day

3. Stairs

i.	Wet Mopping of stairs	Minimum twice in a day (Morning/evening)
ii.	Dry Mopping of Stairs	Minimum four times in a day
iii.	Scrubbing of Stairs	Minimum once in a day

4. **Passage area**

- | | | |
|------|-----------------------------------|-------------------------|
| i. | Wet Mopping | Minimum twice in a day |
| ii. | Dry Mopping | As required |
| iii. | Scrubbing of front entrance tiles | Minimum twice in a week |
| iv. | Washing of the Floors | As required |

5. **Pantry**

- | | | |
|------|----------------------|------------------------|
| i. | Dusting | Minimum once in a day |
| ii. | Wet Mopping | Minimum twice in a day |
| iii. | Dry Mopping | Four times a day |
| iv. | Washing of the Floor | As required |
| v. | Trash Removal | As required |

6. **Terrace: open Area**

- | | | |
|------|----------------------------------|-------------------------|
| i. | Dry Mopping, sweeping & cleaning | Minimum once in a week |
| ii. | Wet Mopping | Minimum once in a month |
| iii. | Washing of the Floors | As required |

(b) **Other activities:**

- i. Removal of paper, litter, garbage and packing material from all floors/Rooms/pantry etc., and to be dumped in a dump yard of the Institute.
- ii. Vacuum cleaning of carpeted floors and server room on a daily basis, dusting of furniture etc., firstly with dry cloth and then with good quality liquid detergent.
- iii. Cleaning and scrubbing of toilets on regular interval/ as & when required.
- iv. Cleaning of washbasins, sanitary fittings and toilets floors with dry & wet mops.
- v. Cleaning of window glass panes/ panels both sides, frames & air conditioning Grills.
- vi. Dry & wet mopping of staircases, pantry & lobby area.
- vii. Cleaning of planters.
- viii. Reception and lobbies to be mopped twice/thrice in a shift or as and when required.
- ix. Cleaning of Reception door and main entrance glass door and frames on both sides.
- x. Dry & wet mopping of main lobby area on regular intervals.
- xi. Dry & wet dusting of glass partitions with glass cleaner.
- xii. Dusting and cleaning of conference tables and chairs.
- xiii. Spot cleaning of carpets on regular basis as per prescribed maintenance instructions.
- xiv. Cleaning of panel posters, painting, light fittings, furniture & fixtures etc.
- xv. Scrubbing of staircase, lobbies and outside areas.
- xvi. Removal of cobwebs.
- xvii. Cleaning of open lawns, foot path area on daily basis.
- xviii. Cleaning and maintenance of artificial plants.

- g. The housekeeping staff deployed shall not be below the age of 18 years but preferably of the age group of 21 years to 40 years, who must fulfill the following education criteria:

Educational Qualification

for House Keeper	:	at least 5 th standard passed
Supervisor	:	Matriculation but not Graduate
Languages Known (Read, write & speak)	:	Hindi or proficiency in any other Indian language)

- h. The exact required number of Housekeeping staff would be intimated at the time of award of contract.
- i. Identity card (Showing the name of the staff) shall have to be provided by the vendor at its own cost which should be worn by all the housekeeping staff while on duty.
- j. In case there is any change in deployment of housekeeping staff, such change shall be intimated in writing by the vendor in advance to ICSI.
- k. Any untoward incident and suspicious activity noticed during discharge of duties by housekeeping staff must be reported immediately to authorized official of the ICSI after happening of such incident.
- l. Weekly duty roster has to be submitted to the authorized official of ICSI in advance and any suggestion/change by ICSI in duty roster to be incorporated immediately.
- m. Payment to staff deployed at ICSI has to be made in time irrespective of payment of its invoice by ICSI.
- n. The usage of android based mobile phones in the office premises is to be limited.
- o. The housekeeping staff should be provided with the umbrella, rain coats, winter garments and housekeeping material by the vendor as per their requirement on duty.
- p. The housekeeping staff will not visit other premises during duty except when duty demands.
- q. In case of absence of any housekeeping staff as per duty roster, the vendor has to arrange suitable staff on the site. No housekeeping staff will be allowed to perform duty more than 8 hours at a stretch in any circumstances. If any exigency arises the vendor has to take prior permission from the authorized official of the ICSI to allow any housekeeping staff to work more than 8 hours at a stretch. However, that the extended duty hour for any particular staff shall not exceed 12 hours at a stretch. If any such incident happens ICSI shall not be bound to pay to vendor for such extended hours of duties by housekeeping staff deployed at ICSI site. By dint of this condition, no post should remain vacant. The vendor has to arrange suitable replacement and on failing to do so will be treated as breach of contract.
- r. Vendor will properly maintain the in-time and out-time register either in physical form or electronic form as instructed by the authorized officer of ICSI for housekeeping staff deployed at ICSI site and on demand same has to be produced duly updated to the authorized official of ICSI.

- s. The supervisor deputed by the vendor will maintain all the registers, log books, duty roster as instructed by the authorized officer of ICSI. On demand such records have to be produced before the authorized officials of ICSI.
- t. The housekeeping staff must not give lenient or casual impressions on duty and they should be alert and attentive.
- u. On requirement, the vendor shall have to provide extra or more housekeepers as and when required for which separate charges shall be paid as per the contract rate. The vendor has to pay salary to deployed persons by 07th of the next month through NEFT or in the form of cheque.
- v. The vendor shall organize surprise visits during day time to check the availability of the deputed staff at site.
- w. The vendor shall submit a monthly report of compliance in the premises under the supervision.
- x. The successful bidder must have sufficient supervisory staff, in addition to the requisite number of house keepers, proficient in managing the house keeping service. On failing to supervise effectively the housekeeping services at ICSI, the contract can be terminated premature.
- y. The housekeeping staff should be properly trained and should be alert in performance of their duty. The performance, if not found satisfactory, the concerned staff shall be replaced by the vendor, within a period of one day.
- z. Conduct periodic training to the deployed staff on its own or as instructed by authorized officer of ICSI.
- aa. Carry out any other jobs related to this contract assigned by the authorities of ICSI.
- bb. Security personnel at site may do frisking and thorough checking of deputed housekeeping staff and incoming & outgoing material and deputed housekeeping staff will cooperate for the same. For any misconduct, mischief, criminal act etc., the housekeeping staff and the vendor shall be dealt under the prevailing law.

23. Special Instructions :

- a) Vendor must provide atleast two sets of uniform to Housekeeping Staff both for summer and winter.
- b) It would be duty of the Vendor to visit site on regular intervals and
- c) Supervisor should daily report to the designated official (s) of the Institute and submit daily report.

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24. Bid Evaluation:

(i) Technical bids Evaluation Criteria:

- a) The Bidder should fulfil the eligibility criteria for bidding as mentioned in the document. The Bidder who does not qualify these criteria may not be evaluated further and rejected at this point itself.
- b) Evaluation of bidder's infrastructure, manpower, financial strength, expertise and experience in the relevant fields will be done through the information / documents provided as a part of the technical bids.
- c) Evaluation of work experience in the relevant fields will be done through the information / documentary proofs such as client's certificate provided by the bidder as a part of the technical bids.

(ii) Financial-Bid Evaluation

- (a) The Institute shall be under no obligation to accept the lowest or any other offer received in response to this tender notice and shall be entitled to reject any or all offers, including those received late or incomplete offers without assigning any reason what so ever. ICSI reserves the right to make any changes in the terms and conditions of the work. ICSI will not be obliged to meet and have discussions with any bidder, and or to listen to any representations.
- (b) 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 above mentioned non-compliances by the bidders the EMD amount will be forfeited.
- (c) The Institute also reserves the right to revise, reduce or increase the scope of work mentioned in this tender without assigning any reason at its sole discretion and the decision of the Institute will be final and binding on all concerned.
- (d) 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 contract for such new qty. for the existing items. For new items brought under the scope of contract, Institute will pay as per mutual agreed rate but at same terms and condition.
- (e) Bidders are welcome to visit ICSI office to inspect the site condition, systems and process flow before submitting their bid. The vendor has to submit a report/certificate before the contract is taken up by them certifying that all systems are found in proper working condition. The detailed list of the defective equipment/items related to this contract has to be submitted separately.

25. All costs and expenses incurred by Bidders in any way associated with the development, preparation, and submission of bid / responses, including but not limited to; the attendance at meetings, discussions, demonstrations, etc. and providing any additional information required by ICSI to facilitate the evaluation process, and in all such activities related to the bid process, will be borne entirely and exclusively by the bidder.
26. **Bid Validity:** Price quoted must be valid for at least 180 days from the date of opening of bid. Institute may extend the validity of Bid in the concurrence of the Bidder for a further period of 90 days or more as per the requirement.
27. 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. The Institute also reserve its right at its sole discretion to cancel the whole tender process at any stage but before issuing the order without assigning any reason whatsoever without thereby incurring any liability to the affected Bidders or any obligation to inform the affected Bidders of the grounds for the ICSI's action. The decision of the Institute will be final and binding on all concerned.
28. At any time prior to the last date for receipt of Bids, the ICSI, may, for any reason, whether at its own initiative or in response to a clarification requested by the Bidders, modify the Tender documents by issuing an addendum/corrigendum. Any such amendment issued along with the original Tender document will constitute Revised Tender Documents. The addendum/corrigendum will be uploaded on the ICSI website. The Bidders are requested to visit the website frequently to check for any of the decision of ICSI on the need for any modification shall be final and binding on all.
29. In order to afford prospective bidders reasonable time to take the Corrigendum into account in preparing their bids, ICSI may, at its discretion, extend the deadline for submission of bids.
30. Any Corrigendum, Clarifications etc. shall be binding on the Bidders and shall be given due consideration by them while they submit their bids.
31. The ICSI may at any time during the bidding process but before opening the technical/commercial bid request the Bidders to submit revised Technical / Commercial Bids and/or Supplementary Commercial Bids, in case of change in Scope of Work, without thereby incurring any liability to the affected Bidder or Bidders.
32. In case of any work for which there is no specification given in the tender but the same is essential for the job / work mentioned in Tender document, such work shall be carried out in accordance with the directions of the ICSI without any extra cost to the Institute.
33. That it is expressly understood and made clear to the Bidders that its employees, staff, agents, representatives etc. or any other person directly or indirectly employed by him shall not be employee / officer of the ICSI for any purpose and in no case, there will be any relationship of Employer & Employee, implicitly or explicitly between ICSI and Bidder or its employees, staff, agents, representatives etc. or any other person directly or indirectly employed by him. None of such person of the Bidder shall have any right to claim anything against the ICSI.

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34. All the Bidders automatically agree with ICSI for honouring all aspects of fair-trade practices in executing the works assigned by ICSI.
35. The ICSI may by notice in writing blacklist the Service provider for suitable period in case it found guilty of breach of condition(s) of the tender, negligence, carelessness, inefficiency, fraud, mischief and misappropriation or any other type of misconduct by Vendor or by its partner or staff or agent.
36. This invitation for tender does not commit ICSI to award a contract. Further, no reimbursable cost maybe incurred in anticipation of award.
37. No binding legal relationship will exist between any of the Bidders and ICSI until execution of a contractual agreement.
38. Bidder should have all necessary patents, license rights and other proprietary rights required in respect of any device, software, online platform or method used by it for completing the service executed through the Work Order. Bidder shall indemnify and hold ICSI harmless from and against any liability, penalty, cost or expense suffered or incurred as a result of Bidder failing to comply with this obligation.

B: Terms and Conditions of the Contract:

1. Duration of Contract

Duration of contract will be of three years from the date of execution of the Agreement 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. The service provider will be kept under trial period of 3 months and if found satisfactory, the contract will be continued for the balance period of 3 years, which **may be extendable for a further period of two (02) years** on year-to-year basis beyond the initial period of contract of 3 (Three) years at the discretion of ICSI on the mutually agreed rates and same terms & conditions. The Service Provider shall not have any right to claim renewal or extension of the contract. The Contract can be cancelled by the ICSI by giving one months' notice in writing without assigning any reason whatsoever.

2. The contract can also be terminated by the Service Provider for any justified reason, with an advance notice of three months failing which, the Service Provider shall be liable, to pay damages besides forfeiture of security deposit. The termination of contract shall not affect the work order already undertaken by the Service Provider.
3. The contract intended to be awarded through this tender, is for empanelment of service providers hence, on unsatisfactory performance of any of the Service Provider, the Institute may offer the work to any other empanelled service provider. Contract may be extended for a further period of two (02) years beyond the initial three-year period of the contract on year-to-year basis on the mutually agreed rates and same terms & conditions.
4. On awarding the contract the service provider has to sign an agreement with the Institute within ten days of submission of performance security deposit as per tentative format provided as **Annexure D**.

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5. Institute reserves the right to offer / assign the same type of job/services to more than one Service Provider. No Service Provider shall have any right into the matter.
6. The intended service through this tender is provided for all ICSI offices.
7. **Performance Guarantee / Security:**
- a) The successful bidder has to submit the security deposit / performance guarantee in the form of an Account payee Demand Draft / Banker's Cheque/Bank Guarantee from nationalized bank (as per format enclosed at **Annexure - D**) of equivalent amount of **5% of the contract value** on awarding the contract within 10 days of issue of order but before execution of the agreement, 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 fulfilment of terms and conditions of the bid or work order or contract.
 - b) The Bank Guarantee shall have to remain valid for the entire duration of the Contract plus three months (i.e., 90 days) beyond the completion of contract period including warranty obligations. 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.
 - c) Whenever under the agreement, any sum of money remains recoverable from or payable by the selected bidder, the ICSI shall have the right to recover sum by appropriating in part or whole of the Performance Security. In the event of the performance security being insufficient, the balance or the total sum recoverable, as may be, shall be deducted from any sum due to the bidder under this or any other agreement with the selected bidder. If this sum is not sufficient to cover the full amount recoverable, the selected bidder shall pay the ICSI on demand the remaining amount.
 - d) 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/Service Provider 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 / Service Provider with the ICSI in the form of bank guarantee from nationalized 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.
 - e) 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.
8. **Payment:** Payment will be made for the invoice raised by the Service Provider on monthly basis at the end of each month for the preceding month within 45 working days after submission of certified tax invoice / bills together with the Requisite statement related to PF, ESI, NoDues etc. subject to appropriateness of the bill / invoice:

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- (i) The Service Provider has to submit monthly invoice in triplicate towards the Services rendered in the previous month to the ICSI. The Service Provider should provide correct PAN, duly operational Bank account number and other details of the Bank to enable the ICSI to credit the payment directly into the account. ICSI shall pay the Service Provider all due amount as per the invoice, that are not the subject to bona fide dispute. The bills shall be verified by the concerned officer and approved by the competent authority by the ICSI and **subject to compliance of all statutory provisions by the Service Provider as applicable to the service availed through this tender.**
- (ii) All the payments shall be made by the ICSI through ECS mode and the Service Provider will provide their ECS mandate for the release of the payment. 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.
- (iii) Payment of any kind what-so-ever will not be made to the Service Provider except the one mentioned in the related work order/tender.
- (iv) No advance money shall be payable by ICSI to the Service Provider in any circumstances under this contract. However, in the exceptional circumstances or owing to undue delay in processing of invoice due to any reason, part payment, as decided by the ICSI, may be released to the Service Provider against the pending invoice(s) / delivered services. The Service Provider shall have no right to claim part payment against any invoice on any ground.
- (v) **The payment to staff will be paid by the Vendor as per State Minimum Wages.**

9. **Timeline:** Time is the essence of the contract. The successful bidder will have to provide the service as per stipulated timeline as per instruction of ICSI, failing which the Institute will cancel the service order issued to the successful bidder. In case of failure to supply the services of the ordered quantity / specifications / quality within the time schedule and at the agreed rates, the Institute shall have right to purchase the same from the market at the prevalent rate and the difference between the agreed price and purchase price would be recovered from the Service Provider. Further, if the supplied services are not in accordance with the Purchase / Work Order, then the Institute reserves the right to reject the whole lot or accept, whole or part supply, at less than the agreed / market price. Any loss to the Institute on this account shall be recovered from the Service Provider.

10. **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.

a) **Penalty for Deficiency in Service:** The Competent Authority 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 you fail to provide the desired service or making delay in providing services or not able to provide services up to the satisfaction of ICSI.

- i. $\frac{1}{2}$ per cent of total value of monthly invoice, for each instance of violation of compliance delay of up to 7 days after the due date;

- ii. 1 per cent of total value of monthly invoice, for each instance of violation of compliance delay beyond 7 days but up to 14 days after the due date;
- iii. Even after two (02) weeks of delay, if the Service Provider fails to comply, the 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.
- iv. The Competent Authority of the ICSI may impose for the aforesaid misconduct or breach of condition or deficiency of service, a penalty of up to twice to the maximum damages and loss incurred to ICSI, apart from the right to terminate the contract, blacklisting, and forfeiture of security deposit / EMD and claim damages.

All such penalties shall be limited to 10% of the total contract value and may be recovered from the payment dues or the security amount / Bank Guarantee / EMD of the bidder as felt appropriate by the ICSI. In case of repeated penalties on Service Provider, the ICSI shall have right to terminate the contract by giving one month notice and such decision of the ICSI shall be final.

- b) **Penalty for Misconduct or Breach of Condition of Contract:** You and your employees shall be held responsible for guilty of fraud, mischief, misappropriation or any other type of misconduct or breach of condition on your part or your employee. The Competent Authority ICSI may impose for the aforesaid misconduct or breach of condition on you or a penalty of minimum Rs.1000/- (Rupees one thousand only) to twice to the maximum damages and loss incurred to ICSI, apart from the right to terminate the contract, blacklisting of vendor, forfeiture of security deposit / EMD and claim damages.
- c) Housekeeping staff shall be replaced by the vendor only with the prior approval of the Institute. In case of violation, a penalty of Rs. 2000/- shall be imposed in every case.
- d) When the housekeeping staff are not on duty or on leave and no housekeeping staff are provided, salary on pro-rata basis up to three days shall be deducted and beyond three days, a penalty of Rs.2000/- per week shall be levied for continuous absence.

11. Compensation: Without prejudice to the foregoing, the Service Provider shall be accountable and responsible to compensate and pay damages to ICSI for any loss/ damage/ claim/ liability, whatsoever, caused either directly or indirectly by the Service Provider which may arise either out of negligence, fraud, misrepresentation, misconduct or material breach of this Agreement.

12. GENERAL:

- a) **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.
- b) The Institute will have the right to drop the Service Provider without assigning any reason whatsoever. Institute also reserves the right to modify the term and conditions.
- c) **Independent Contract & Relationship between the Parties:** The relationship of the Service Provider to the ICSI under this Agreement shall be that of an Independent Party. There is no agency relationship between the Parties. The acts/performance and actions taken by either party in furtherance of their respective activities of operation shall not bind the other except to the extent provided under this Agreement. The acts performed and action taken by either party that do not fall

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under the Agreement shall have binding effect on the other to the extent they are reduced to writing and the prior consent of the other party is obtained.

- d) That it is expressly understood & agreed between the parties to this Agreement that the personnel(s) employed / hired / engaged (permanent / regular / casual / contractual / temporarily / daily wager or whatever be the status / name) by the Service Provider directly or indirectly for the execution of work as provided under this Agreement, shall not be employee / officer of the ICSI for any purpose. None of such person(s) of the Service Provider shall have any right to claim anything against the ICSI.
- e) Recovery: Whenever under the contract through this tender, any sum of money is recoverable by ICSI from the Service Provider and payable by the Service Provider to ICSI, the ICSI shall be entitled to recover such sum by appropriating in part or in whole from the security deposit of the Service Provider. In the event of the security being insufficient or if no security has been taken from the Service Provider, the balance or the total sum recoverable, as may be, shall be deducted from any sum due to the Service Provider or which at any time thereafter may become due to the Service Provider under said or any other contract with the ICSI. If this sum is not sufficient to cover the full amount recoverable, the Service Provider shall pay the ICSI on demand the remaining balance due along with penalty.
- f) **Right to Black List:** ICSI reserves the right to blacklist a party / bidder for a suitable period under the following circumstances:
- i. Giving false, misleading or fake information / document in the bid;
 - ii. Withdrawing the bid after opening of the Financial bids;
 - iii. Refusal to accept Purchase / Work Order at the quoted prices;
 - iv. Failure to supply goods of the ordered quantity / quality / specifications at the agreed rates within the time schedule;
 - v. Adoption of any unethical or illegal practices;
 - vi. any indiscipline behaviour or hooliganism by the bidder or any of its employee(s) any other justified reason;
 - vii. Any other justified reason.
- EMD / Performance Security of black-listed Bidder shall be forfeited after giving him an opportunity of being heard. The decision of the ICSI shall be the final and binding. The Black listed Service Provider shall not be eligible for issuance of any tender document / invitation to quotations or to participate therein subsequently during the period of black listing.
- g) **Confidentiality:** The Service Provider acknowledges that all material, consignment and information which has and will come into its possession or knowledge in connection with this bidding process or the performance of the work order 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 Service Provider 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 Service Provider, the ICSI shall be indemnified. The Service Provider agrees to maintain the confidentiality of the ICSI's information after the termination of the contract also. The Service Provider 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.

h)

- (i) Provided that upon the expiration, cancellation, or termination of this Agreement, each party shall, upon the written request of the other party, return or destroy, to the satisfaction of the other Party, all Confidential Information, documents, manuals and other materials specified by the other Party.
- (ii) Service provider shall sign Non-Disclosure Agreement with the ICSI for confidentiality of the data and information/records of the ICSI.

i)

Service Provider should confirm that it holds all valid licenses, registration and permissions that are required under the applicable laws for carrying out the activity as outlined in the 'scope of work'.

j)

Service Provider should comply with applicable Union, State and local laws, ordinance, regulations in performing its obligations including the procurement of licenses, permissions, certificates, etc. payment of taxes, if required.

k)

The Service Provider should agree to indemnify and hold the Institute harmless from all losses, claims, damages, costs, taxes, duties, additions, penalties, interest charges and expenses of any kind to which the Institute may be subjected to on account of any proven warranty representations, unauthorized acts, fraud, deed or thing done by Service Provider & its employees, officers, agents and Service Provider will be liable for consequent damages that the Institute may suffer.

l)

Statutory Compliance: The Service Provider will be required to comply with all applicable laws / bye laws / Regulations in force from time to time and to the statutory obligations applicable to this contract from time to time.

m)

Non-exclusive and Non-compete agreement: The Agreement between the ICSI and the Service Provider is a non-exclusive agreement. The ICSI shall be free to enter into any such agreement with any other Service Provider during period or the extended period of the Agreement.

n)

Complete / Entire Agreement: This Agreement, it's Annexure/Attachments, if any, and the documents specifically referred to shall constitute the complete Agreement between the Parties and shall replace any written or oral Agreement or understanding with respect to the subject matter.

o)

Representations and warranties: The Parties represent and warrant that they have relevant authority and permission under the applicable laws/ rules/ notifications or by virtue of the order/ instruction/ directive from the relevant authority to enter into this Agreement. The Service Provider further represents and warrants as follows:

- i. When executed and delivered, this Agreement shall be a valid and binding obligation of the Service Provider enforceable in accordance with its terms.
 - ii. Service Provider shall, at all times during the term of this Agreement be duly licensed to perform the Services, and if there is no licensing requirement for the profession or services, be duly qualified and competent;
 - iii. Service Provider is an experienced company/organization having the skill, legal capacity, and professional ability necessary to perform all the work required under this Agreement.
- p) **Non-Waiver:** Failure to exercise by either party of any right under this Agreement in one or more instances shall not constitute a waiver of those rights in another instance. Such waiver by one Party of any of the rights established herein shall not be considered as a waiver of another right established herein. A provision or right under this Agreement shall not be waived except in writing signed by the party granting the waiver, or varied except in writing signed by all the parties.
- q) **Severability:** If any provision of this Agreement or any part thereof is held invalid, unenforceable or illegal for any reason, this Agreement will remain otherwise in full force apart from that provision(s) or the part thereof which shall be deemed deleted.
- r) **Assignment & Sub-letting:** The Service Provider shall not assign or sub-let any of its rights and obligations hereunder whether in whole or in part without the prior written consent of the ICSI. However, nothing in the foregoing shall be affected in the event of there being a merger, amalgamation or takeover of the business/ management of a party, provided that prior notification is given to the ICSI in case of such event. In such an eventuality all the rights and obligations shall automatically be vested with the entity with which such party has been merged or is taken over.
- s) **Notices & Notifications:** All notices, notifications, request, consents or other communications required or permitted to be given to either party pursuant to this Contract shall be in writing and shall be delivered personally or sent by Registered Post with acknowledgement due, Speed post or by courier to the addresses indicated in this Contract. Any change of Address should be notified to each other.
- t) **Alteration and Modification:** Any alteration or modification or waiver in connection with this Contract will not be effective unless made in writing and signed by both the parties.
- u) **Headings:** The headings used in this Contract are for purposes of convenience only and shall not control the language or meaning of the provision following.
- v) **Precedence:** In the event of any ambiguity or doubt or dispute on the terms and conditions applicable, the order of precedence for the purposes of resolving such ambiguity, doubt or dispute shall be:
- (i) **Contract/Agreement**

- (ii) The Attachments (if any)
- (iii) Work Order
- (iv) Tender

The matters which are not specifically spelt out in this document the construction of meaning and interpretation thereof shall be provided by the ICSI.

w) Force Majeure

- i. The Service Provider and ICSI shall not be liable for any failure to perform, any of its obligations under this to tender and Work / Purchase order if the performance is prevented, hindered or delayed by a Force Majeure event (defined below) and in such case its obligations shall be suspended for so long as the Force Majeure Event continues. 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.
- ii. If a Force Majeure situation arises, the Service Provider is 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 Service Provider 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.

- x) Indemnity Clause:** The Service Provider will indemnify ICSI against all statutory liabilities present and future arising out of his bid / work order / 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 Service Provider will be liable to make good/compensate such claims or damages to the ICSI. As a result of the Service Provider action, inaction or any omissions, if ICSI is required to pay any damages to any individual, law enforcement agency or government authority, the Service Provider 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 Service Provider 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 institute due to negligence, carelessness, or inefficiency of staff of the Service Provider, Service Provider 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 Service Provider. Cancellation of Award / Work Order: The ICSI without prejudice to any other remedy, reserves the right to cancel the Award / Work Order in whole or in part by giving one (1) months' notice in writing in case the Service Provider fails to discharge its obligation under this tender / Work Order without sufficient ground or found guilty for breach of condition(s) of this tender/ Work Order, 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.

y) TERMINATION OF THE CONTRACT

The ICSI without prejudice to any other remedy for breach of contract or failure by the Service Provider 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 Service Provider or by its staff or agent, by giving written notice of default, sent to the Service Provider, terminate this contract in whole or in part:

- (i) If the Service Provider 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.
- (ii) If the Service Provider fails to perform any other obligations under the contract
- (iii) If the Service Provider, 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.
- (iv) Without any notice or on a notice period of maximum of 30 days.
- (v) Any pending or unresolved operational issues, performance, unpaid fees and any other remedies shall be continued by the Service Provider during the period of the termination notice and the same must be satisfied / completed before the contract is terminated. The ICSI may also put in place any other Service Provider for carrying out the remaining work and expenditure incurred on same shall be recovered from the defaulting Service Provider.
- (vi) 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.
- (vii) in case there are more than Three (3) penalties on the Service Provider in any month

The contract can also be terminated by the Service Provider for any justified reason, with the advance notice of three months failing, which, the Service Provider shall be liable, to pay damages besides forfeiture of security deposit. The termination of contract shall not affect the work order already undertaken by the Service Provider.

Any pending or unresolved operational issues, performance, unpaid fees and any other remedies shall continue by the Service Provider during the period of termination notice and the same must be satisfied before this agreement is terminated. The ICSI may also put in place any other Service Provider for carrying out the remaining work and expenditure incurred on same shall be recovered from the Service Provider.

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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.

z) Dispute Resolution:

Any dispute, difference, controversy or claim ("Dispute") arising between the Service Provider and ICSI hereinafter jointly to be called "parties" and singularly as "party" out of or in relation to or in connection with the bidding, work order/agreement/contract, or the breach, termination, effect, validity, interpretation or application of this Tender/bid/ workorder/agreement/contract or as to their rights, duties or liabilities hereunder, shall be addressed for mutual resolution by the authorized official of the parties. If, for any reason, such dispute cannot be resolved amicably by the Parties, the same shall be referred to the Sole Arbitrator to be appointed mutually by both the Parties.. The provisions of the Arbitration and Conciliation Act, 1996 or any statutory modifications on re-enactment thereof as in force will be applicable to the arbitration proceedings. The venue of the arbitration shall be at New Delhi. The cost of the Arbitration proceedings shall be shared equally by both the parties. The language of the arbitration and the award shall be English. The decision / award of the arbitrator shall be final and binding on parties to the arbitration proceedings. The parties are not entitled to approach any court of law without resorting to arbitration approach.

aa) Jurisdiction:

All disputes arising out of or relating to the tendering / bidding shall be deemed to have arisen in Delhi and only courts having jurisdiction over Delhi shall determine the same.

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: 31st October, 2025

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(S. K. Sharma)

Director (Purchase & Stores)

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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/HKS/2025-26/116

31st October, 2025

SUB: Tender for providing of House Keeping Facility and Allied Services at ICSI House, C-36 & C-37, Sector-62, Noida (HQ), ICSI New Delhi (HQ), and Various ICSI Locations in Delhi NCR.

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

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(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)

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 agency)

Name of the bidder _____

Official seal of bidder _____

Date _____

- **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.**

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31st October, 2025

SUB: Tender for providing of House Keeping Facility and Allied Services at ICSI House, C-36 & C-37, Sector-62, Noida (HQ), ICSI New Delhi (HQ), and Various ICSI Locations in Delhi NCR.

Form II(a): Tender acceptance letter to be printed on business letterhead of the bidder and to be submitted with the Technical Bid

To
The Secretary
Institute of Company Secretaries of India
(ICSI) ICSI House, C — 36, Sector 62,
Noida-201309 Sir,

This is with reference to the **Tender No.: ICSI/Admin/HKS/2025-26/116** due on **20th November, 2025**. We are interested to participate in the **Tender for providing of House Keeping Facility and Allied Services at ICSI House, C-36 & C-37, Sector-62, Noida (HQ), ICSI New Delhi (HQ), and Various ICSI Locations in Delhi NCR.**

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 tender/quotation document;
- iii) We accept and agree to all the terms and conditions of the tender/quotation;
- iv) We shall comply with all the terms and conditions of the tender/quotation;
- 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 tender/quotation 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:

ICSI HQ: ICSI HOUSE, 22, INSTITUTIONAL AREA, LODI ROAD, NEW DELHI-110003

ICSI NOIDA OFFICE: ICSI House, C-36, SECTOR-62, NOIDA-201309 (UP)

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31st October, 2025

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Form II(b): Mandatory Eligibility Criteria Details

S. No.	Particulars	Response Yes/No	Supporting Document Reference with Page No.
(i)	The bidder shall be a company incorporated, registered under the Indian Companies Act, 1956 or Companies Act, 2013. The Object Clause of the Company to mention the specific Function (in this case Housekeeping Services) in the MOA as its main/ ancillary business. The following document submissions to be made mandatory to ensure that: 1. Declaration - None of the Director is disqualified 2. Declaration- All compliances of Companies Act, 2013 has been duly filed 3. KYC of all Directors is required to be submitted. 4. Declaration that None of the Directors are Blacklisted 5. Complete Office ID containing Photograph of all the Directors 6. KYC of the authorised Person i.e Supervisor or the Nodal officer of the Agency who will be the POC for the ICSI Offices.		
(ii)	Bidder must have Registration under Employee Provident Fund and Miscellaneous Provisions Act, 1952. (Please enclose self-attested photo copy of the certificate)		
(iii)	Bidder must have Registration under Employees State Insurance Act., 1984. (Please enclose self-attested photo copy of the certificate)		
(iv)	Bidders must have Registration under the contract labour (Regulation & Abolition) Act, 1970. (Please enclose self-attested photo copy of the certificate)		

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(v)	The bidder should have at least Three (3) clients, out of which minimum One (1) should be from Central Government/State Government/Public Sector organizations /Autonomous Bodies/ Statutory Bodies/ Public Listed Company (Please attach work order/agreement copy) for providing similar service. Kindly also provide name and contact details of the concerned officials of each client.		
(vi)	The bidder must have served in at least one (01) similar organization (Government Departments / Universities / Autonomous Institute / Statutory bodies / PSUs / Public Listed Company) for similar business/services during immediately preceding 03 calendar years ended as on March 31, 2024 (Please attach copy of work order/completion certificate in support of the bidder's submission).		
(vii)	The bidders must have an organized and established command structure, which can respond immediately as per requirements of the Institute (Please enclose organizational structure on bidder's letterhead with specific name, designation and their qualification).		
(viii)	Bidder must have strength of at least 50 housekeeping staff in its Delhi/NCR branches (self-attested latest PF statement downloaded from the EPFO website showing deposit of PF for full month in the respective accounts of the staff).		
(ix)	Bidder must not have defaulted on any bank / financial institute loans in the past. There should not be any statutory dues or undisputed liability (Please enclose undertaking on bidder's business letterhead signed by the authorized signatory).		
(x)	Average of the annual turnover of the bidder for each year of the last 3 years (FY 2021-22, 2022-23, 2023-24) must be not less than Rs.50 lakhs. Audited financial P&L statements and Balance Sheet are to be enclosed.		
(xi)	Bidder should have office establishment in Delhi (NCR) (Please attach supporting document).		
(xii)	Submission of Tender Fee		
(xiii)	Submission of EMD or valid NSIC / MSME certificate/document		
(xiv)	PAN (Please attach self-attested photocopy of the documentary proof to be submitted)		
(xv)	GSTIN Code (Enclose self-attested photocopy)		

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(xvi)	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 practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, any other unlawful or unethical business practices with any Central/ State Government Ministry/Department/ PSU/ Statutory Body / Government Company in last 5 years. The Bidder also must not have been declared bankrupt/insolvent or should not have filed for bankruptcy/insolvency in the past five years or in the process of being declared bankrupt / insolvent before any designated authority in any country (Declaration from Authorized Signatory on the Bidder's Business Letter Head).		
(xvii)	The Bidder who has refused to continue or sign the agreement in past five years for any contract awarded by ICSI, will not be eligible to participate in this tender. The bidder who has been terminated during the contract period due to unsatisfactory performance will also not be eligible to participate in this tender. Declaration from Authorized Signatory on the Bidder's Business Letter Head to be enclosed.		

NOTE:

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

(Name and Signature of Bidder with Corporate Seal)

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ICSI HQ: ICSI HOUSE, 22, INSTITUTIONAL AREA, LODI ROAD, NEW DELHI-110003

ICSI NOIDA OFFICE: ICSI House, C-36, SECTOR-62, NOIDA-201309 (UP)

ICSI/Admin/HKS/2025-26/116

31st October, 2025

SUB: Tender for providing of House Keeping Facility and Allied Services at ICSI House, C-36 & C-37, Sector-62, Noida (HQ), ICSI New Delhi (HQ), and Various ICSI Locations in Delhi NCR.

Form III: List of Mandatory and Supporting Documents and Page No. along with all details as per Tender Instructions

S.No	Description	Yes/No	Relevant Page number of the document
1.	Tender Fee		
2.	EMD (Enclose self-attested certificate photocopy of MSME/NSIC Regn. No. (if applicable) & its valid period)		
3.	Form I (Annexure "A")		
4.	Form II (a) & II (b) (Annexure "B1" & "B2")		
5.	Form III (Annexure "C")		
6.	Self-attested copy of GST Certificate		
7.	Self-attested copy of PAN		
8.	Undertaking on letterhead for not 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		
9.	Self-attested copy of Certificate of Incorporation		
10.	Self-attested copy of Audited P&L Account and Balance sheet for FY 2021-22, 2022-23, & 2023-24		
11.	Self-attested copy of proof of having office at Delhi & NCR		
12.	Self-attested copy of work order/completion certificate of having provided similar service in preceding three calendar years of which minimum One (1) should be from Central Government/State Government/Public Sector organizations /Autonomous Bodies/ Statutory Bodies, Public Listed Company Declaration from Authorized Signatory on the Bidder's Business Letter Head to the effect of 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, not under any legal action or not declared ineligible to participate for unsatisfactory past performance by the Government of India for indulging in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, any other unlawful or unethical business practices with any Central/ State Government		

	Ministry/Department/ PSU/ Statutory Body / Government Company in last 5 years and must not have been declared bankrupt/insolvent or should not have filed for bankruptcy/insolvency in the past five years or in the process of being declared bankrupt / insolvent before any designated authority in any country.		
13.	Copy of tender document Sealed & signed on each page		
14.	Self-attested copy of ISO Certificate		
15.	Financial bid enclosed and sealed in separate envelope		

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

Date:

[A large blue diagonal line is drawn across the page, likely indicating a signature or a placeholder for a signature.]

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Format- Performance Bank Guarantee from a Nationalized Bank

FOR PERFORMANCE GUARANTEE

Ref. No.

Bank Guarantee No
Dated

To,
The Secretary
Institute of Company
Secretaries of India ICSI
House, 22, Institutional
Area,
Lodi Road, New Delhi-110003

1. Against contract vide Advance Acceptance of the Tender covering "RFP for " (here in after called the said 'contract') entered into between the Institute of Company Secretaries of India, (hereinafter called the Purchaser) and _____ (here in after called the Contractor) this is to certify that at the request of the Contractor we _____ Bank Ltd., are holding in trust in favour of the Purchaser, the amount of Rs ____/- (Rs. _____ only) to indemnify and keep indemnified the Purchaser against any loss or damage that may be caused to or suffered by the Purchaser by reason of any breach by the Contractor of any of the terms and conditions of the said contract and/or in the performance thereof. We agree that the decision of the Purchaser, whether any breach of any of the terms and conditions of the said contract and/or in the performance thereof has been committed by the Contractor and the amount of loss or damage that has been caused or suffered by the Purchaser shall be final and binding on us and the amount of the said loss or damage shall be paid by us forthwith on demand and without demur to the Purchaser.
2. We _____ Bank Ltd, further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for satisfactory performance and fulfilment in all respects of the said contract by the Contractor i.e. till _____ hereinafter called the said date and that if any claim accrues or arises against us _____ Bank Ltd, by virtue of this guarantee before the said date, _____ the same shall be enforceable against _____ us _____ Bank Ltd, notwithstanding the fact that the same is enforced within six months after the said date, provided that notice of any such claim has been given to us _____ Bank Ltd, by the Purchaser before the said date. Payment under this letter of guarantee shall be made promptly upon our receipt of notice to that effect from the Purchaser.

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3. It is fully understood that this guarantee is effective from the date of the said contract and that we _____ Bank Ltd, undertake not to revoke this guarantee during its currency without the consent in writing of the Purchaser.
4. We undertake to pay to the Purchaser any money so demanded notwithstanding any dispute or disputes raised by the Contractor in any suit or proceeding pending before any court or Tribunal relating thereto our liability under this present bond being absolute and unequivocal.
5. The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the Contractor shall have no claim against us for making such payment.
6. We _____ Bank Ltd, further agree that the Purchaser shall have the fullest liberty, without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said contract or to extend time of performance by the Contractor from time to time or to postpone for any time or from time to time any of the powers exercisable by the Purchaser against the said Contractor and to forbear or enforce any of the terms and conditions relating to the said contract and we, __ Bank Ltd., shall not be released from our liability under this guarantee by reason of any such variation or extension being granted to the said Contractor or for any forbearance by the Purchaser to the said Contractor or for any forbearance and or omission on the part of the Purchaser or any other matter or thing whatsoever, which under the law relating to sureties, would, but for this provision have the effect of so releasing us from our liability under this guarantee.
7. This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor.

WITNESS NO. 1

Authorised Bank Representative

(Signature)

Full name and official

Address (in legible letters)

(Signature)

Full name, designation and address

(in legible letters) with Bank stamp

WITNESS NO. 2

(Signature)

Full name and official

Address (in legible letters)

Attorney as per power of

Attorney No

Dated.....

ICSI HQ: ICSI HOUSE, 22, INSTITUTIONAL AREA, LODI ROAD, NEW DELHI-110003

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31st October, 2025

SUB: Tender for providing of House Keeping Facility and Allied Services at ICSI House, C-36 & C-37, Sector-62, Noida (HQ), ICSI New Delhi (HQ), and Various ICSI Locations in Delhi NCR.

PART 'C' (FINANCIAL BID)

The bidder has to quote rate inclusive of all i.e. cost of manpower, or any other arrangement required to be made 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. Institute will not arrange any manpower for availing service from the vendor(s).

PRICE SCHEDULE (The tenders will be evaluated on the prices quoted). The following is to be filled up without any cutting/overwriting/smudging of ink/erasing or by putting correction fluid

A(i): Providing Housekeeping Staff at all offices of ICSI

		Particulars					
S. No.	Components	Proposed rates (in Rs.) For Delhi State		Proposed rates (in Rs.) For Noida(UP stae)		Proposed rates (in Rs.) For Haryana State	
		Monthly charges per House keeper (I)	Monthly charges per supervisor (II)	Monthly charges per House keeper (I)	Monthly charges per supervisor (II)	Monthly charges per House keeper (I)	Monthly charges per supervisor (II)
	SAC						
A.	Wages for 8 hrs. Duty (Basic)						
B.	P.F.						
C.	E.S.I.						
D.	Relieving Charges/Cost of weekly off						
E.	Bonus						
F.	Any other Charges						

	please specify						
G.	Sub Total (A+B+C+D+F)						
I	Service Charge						
J.	Sub Total (G + I) (Cost per UNIT including Service Charge) for 8 hrs. duty except GST						
K	GST						
L	Total Cost all-inclusive including GST (J + K)						
(I) Charges per House keeper: Amount in words: (Rupees _____)							
(II) Charges per Supervisor: Amount in words: (Rupees _____)							

A (ii): Bidders have to quote the %-age increase or decrease on the above quoted Service Charge (S.No. I) for the fourth and fifth year, if applicable. Institute may or may not renew contract for fourth and fifth year at its discretion. If the contract is renewed for fourth and fifth year the below mentioned %-age increment in rate will be applicable and GST will be paid separately as applicable. If bidder wishes to keep their rate unchanged for 4th and 5th year they may fill up the below columns as zero (0).

(i) **Service Charge for the 4th year % (if any):** _____ %.

(ii) Service Charge for the 5th year % (if any): _____%.

B: Material Lump sum charges (all inclusive) Rs. _____/- per month (for providing premium quality branded material to be used by vendor for cleaning/sweeping at ICSI premises at ICSI House, C-36 & C-37, Sector-62, Noida (HQ), ICSI New Delhi (HQ), and Various ICSI Locations in Delhi NCR. Amount in words: (Rupees

C: Providing Housekeeping Staff such as Carpenter/Plumber if required on need basis at ICSI premises at ICSI House, C-36 & C-37, Sector-62, Noida (HQ), ICSI New Delhi (HQ), and Various ICSI Locations in Delhi NCR.

i. Charges for Carpenter deployed for 8 hrs. per day : Rs. _____ (all inclusive except GST)
Amount in words: (Rupees

ii. Charges for Plumber deployed for 8 hrs. per day : Rs. _____ (all inclusive except GST)
Amount in words: (Rupees

iii. Charges for Swear cleaning service staff for 8 hrs. per day: Rs. _____ (all inclusive except GST)
Amount in words: (Rupees

D: For above B & C

Bidders have to quote the %-age increase or decrease on the above (B & C) quoted charges for the fourth and fifth year, if applicable. Institute may or may not renew contract for fourth and fifth year at its discretion. If the contract is renewed for fourth and fifth year the below mentioned %-age increment in charges will be applicable. If bidder wishes to keep their charges unchanged for 4th and 5th year they may fill up the below columns as zero (0).

(i) Change for the 4th year % (if any): _____%.

(ii) Change for the 5th year % (if any): _____%.

(Signature of the Bidder)

Printed Name Designation

Official seal/stamp

Date:
