



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

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/DMS/2026-27/132(RE)

July 21, 2026

Sub: Tender for Engagement of Agencies for To and Fro Inter-Office Dak & Messenger Services (Internal Mail, Letters, Study Material, Stationeries, any other material etc.) in Delhi NCR at ICSI HQ (Lodi Road), ICSI-NIRO (Prasad Nagar) and ICSI Noida Offices

Important Date & Information		
1.	Publish Date	July 21, 2026
2.	Cost of Tender	Rs. 1180/- (Rs.1000/- + Rs.180/-for 18% GST) (Rupees One Thousand One Hundred and Eighty Only)
3.	Earnest Money Deposit	Rs. 50,000/- (Rupees Fifty Thousand Only)
4.	Last date and time for sending Pre-Bid Queries through email (*)	Birender Kumar, AD(Admin), (Tel. No. 011-45341056), Email id: birender.kumar@icsi.edu by 05:00 PM till July 24, 2026.
5.	Replies of Pre-Bid queries	If any, will be uploaded on the following website/portal by July 27, 2026 by 05:00 PM on website of the Institute (www.icsi.edu) and/or Central Public Procurement Portal (CPPP) (https://eprocure.gov.in/epublish/app)
6.	Bid Validity	270 days from the date of submission of bids
7.	Last Date of Submission of Bids	July 31, 2026 by 03:00 PM
8.	Venue, Date and time of opening of Technical Bids.	July 31, 2026 by 03:30 PM The Institute of Company Secretaries of India, ICSI House, C-36, Sector-62 Noida – 201309
9.	Date and time of opening of commercial bids.	Will be intimated in due course to technically short-listed bidders only
10.	Contact details	Birender Kumar, AD(Admin), (Tel. No. 011-45341056), Email id: birender.kumar@icsi.edu
11.	Institute Website	www.icsi.edu

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Disclaimer

The information contained in this tender Document or subsequently provided to Bidder(s) whether verbally or in documentary form by or on behalf of Institute of Company Secretaries of India (hereinafter "ICSI" / "Institute") or by any of their employees or advisors, shall be subject to the terms and conditions set out in this tender Document and all other terms and conditions subject to which such information is provided. The purpose of this tender document is to provide the Bidder(s) with information to assist the bidders for 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, their 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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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 other offices at C-36 & C-37, Sector – 62, Noida – 201 309. ICSI is the only recognized professional body in India to develop and regulate the profession of Company Secretaries in India.

B. DEFINITIONS:

- i) The “ICSI” means THE INSTITUTE OF COMPANY SECRETARIES OF INDIA, New Delhi.
- ii) The “Contract” means Agreement executed between the ICSI and the Vendor for providing service of To and Fro Inter-Office Dak & Messenger Services (Internal Mail, Letters, Study Material, Stationeries, any other material etc.) in Delhi NCR at ICSI HQ (Lodi Road), ICSI-NIRO (Prasad Nagar) and ICSI Noida Offices
- iii) “Bidder” or “Tenderer” means the agency/firm that is engaged in the business of providing Transfer of Dak & Messenger Services on annual contract basis and applies in response to this notice inviting tender.
- iv) “Vendor” means the successful bidder who is engaged by ICSI to provide the service of To and Fro Inter-Office Dak & Messenger Services (Internal Mail, Letters, Study Material, Stationeries, any other material etc.) in Delhi NCR at ICSI HQ (Lodi Road), ICSI-NIRO (Prasad Nagar) and ICSI Noida Offices
- v) “Party” means ICSI or Vendor individually and “Parties” shall mean ICSI and Vendor collectively.
- vi) “Letter of Intent” means the communication of the intention of the ICSI to the vendor for the award of work read with tender documents.
- vii) “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.

PART 'A'

I: Instruction to Bidders

1. The tender document can be downloaded from **July 21, 2026 to July 31, 2026 (till 03:00 PM)** from the website of the Institute (www.icsi.edu) or Central Public Procurement Portal (CPPP) (<https://eprocure.gov.in/epublish/app>) for which Bidder would be required to enclose a demand draft of Rs.1180/- (Rs.1000/- + 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.1180/- (Rs.1000/- + 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 with the bid. The bidder who fails to submit the cost of the tender document with the bid, their 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 document, the latest version of the tender document published by the ICSI through website notification at **Institute's website:** <https://www.icsi.edu/tenders/>.

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. 50,000/-** (Rupees Fifty Thousand Only) in the form of Demand Draft from any of the nationalised bank drawn in favour of "THE INSTITUTE OF COMPANY SECRETARIES OF INDIA" payable at New Delhi. The bidder can also make online payment of the EMD using following online link: "<https://apps.icsi.edu/TenderApp/>" and enclose the receipt of online payment generated by the system with the bid.
- ii. Tenders received without the prescribed Earnest Money Deposit (EMD) shall not be entertained and shall be rejected summarily.
- iii. The EMD of the successful bidder can either be converted as part of the performance security on request of the bidder or will be refunded after receipt of Performance Guarantee/Security. In case the selected bidder/vendor opts to convert the EMD to be part of the performance security, balance amount towards the performance security is to be submitted by the selected bidder / vendor with the ICSI in the form of bank guarantee from nationalised bank immediately within seven (07) days of issue of work order but before execution of the agreement. The EMD of the unsuccessful bidders will be refunded without any interest/Bank commission/collection charges within 30 days after award of the contract / work order to the successful bidder. The balance of the performance security amount can also be submitted through demand draft issued from any of the nationalised bank drawn in favour of "THE INSTITUTE OF COMPANY SECRETARIES OF INDIA" payable at New Delhi.

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

3. **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.

4. The sealed tenders are to be submitted in prescribed format on the bidder's business letter head duly stamped, signed and dated on each page of Part 'A' & 'B' and 'C' as a token of the bidder's unconditional acceptance to the terms prescribed by the Institute. Details/supporting documents wherever applicable, if attached with the tender must be duly authenticated by the bidder. No over-writing shall be accepted unless authenticated with full signature of the bidder. ICSI shall reserve its discretion to decide on authenticity/ validity of the over-writing without prejudice to its any other right. **Each page of the Tender document must be signed, stamped and submitted with the Tender by bidder.**

5. **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.*

6. The bidders must mention the price details in the prescribed format of price bid which is to be put in the sealed envelope as instructed at Sr. No. 5 above. The bidders should ensure that price details are not mentioned anywhere, except the prescribed price bid format. In case, during the evaluation it is found that the bidder has mentioned the price details anywhere other than in the prescribed price bid format, or if the price bid is not submitted in sealed cover; the bid submitted by such bidder shall be out rightly rejected. In case of non-compliance of this instruction, the EMD and tender fee submitted by such bidders will also be forfeited.

7. The sealed tender envelope duly super scribed, "**Tender for Engagement of Agencies for To and Fro Inter-Office Dak & Messenger Services (Internal Mail, Letters, Study Material, Stationeries, any other material etc.) in Delhi NCR at ICSI HQ (Lodi Road), ICSI-NIRO (Prasad Nagar) and ICSI Noida Offices**" due on, **July 31, 2026** should be addressed by name **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 **03:00 PM on July 31, 2026.**

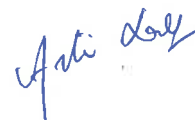
Address:

Secretary
The Institute of Company Secretaries of India
ICSI House, C-36, **(Ground Floor: Tender Box)**
Sector-62 Noida – 201309 (UP)

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.

8. The Technical Bid shall be opened on **July 31, 2026 at 03:30 PM** or any other date and time as notified later 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. **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 will be notified only to the participating bidders.**
9. The GST has rolled out with effect from 01.07.2017. For implementation of GST in ICSI, bidders who have not migrated to or registered with GST regime will not be eligible to participate in any tender of the Institute. Any offer received from the bidder without GST registration details will be summarily rejected.
10. The Bidder is expected to examine all instructions, forms, terms and specifications in the bidding 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.
11. 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.
12. 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.
13. 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 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.
14. This invitation for tender does not commit ICSI to award a contract. Further, no reimbursable cost maybe incurred in anticipation of award.
15. No binding legal relationship will exist between any of the Bidders and ICSI until execution of the contract.

16. 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.
17. 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.
18. 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.
19. Bidders are welcome to visit ICSI office to inspect the site condition, systems and process flow before submitting their bid.
20. At any time, prior to the date of submission of bids, ICSI may, for any reason, at its own initiative modify tender document by amendments. The amendments shall be notified on ICSI's web site, i.e., at <https://www.icsi.edu> and these amendments will be binding on all the Bidders. 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. Any Corrigendum, Clarifications etc. shall be binding on the Bidders and shall be given due consideration by them while they submit their bids.
21. ICSI may call for any additional documents, from the participating bidders during the technical evaluation process to establish their eligibility. ICSI may also call for further technical clarification on the proposals submitted by the bidders. ICSI may also instruct bidders to appear for the technical evaluation of their bids on a specified date and time, for which bidders have to comply or else their bids will be treated as unresponsive and will be dealt as per relevant provision of the tender.
22. ICSI reserves the right to negotiate the rate with the bidder and also may call for revised financial proposal as per modalities as approved by the Competent Authority of ICSI.
23. 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.



24. ICSI reserves the right to award the contract in whole or in part to any single vendor or multiple vendors without assigning any reason and thereby incurring any liability to ICSI and such decision shall be final. The bidder shall execute the awarded work at the specified rates without any extra charges or compensation within the stipulated period.
25. ICSI reserves its right to enter into similar contract with any other vendor for any other requirement of ICSI and thereby incurring any liability to ICSI and such decision shall be final.
26. 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 in recent past. Such inclusion or exclusion of bidder shall be decided during technical evaluation of the bids of this tender process.
27. The acceptance of TENDER shall rest with the ICSI. ICSI does not bind itself to accept the lowest bidder and reserves to itself the right to reject any or all the bids received without assigning any reason(s) whatsoever and any notice to Bidder. Non acceptance of any bid shall not make the ICSI liable for compensation or damages of any kind. ICSI further reserves the right to accept a bid other than the lowest or to annul the entire bidding process with or without notice or reasons. Such decisions by ICSI shall be final and bear no liability whatsoever consequent upon such decisions.
28. The ICSI may at any time during the bidding process but before opening the technical bid request the Bidders to submit revised Technical Bids, Financial Bids and/or Supplementary Bids, in case of change in Scope of Work, without thereby incurring any liability to the affected Bidder or Bidders.
29. The Institute reserves the right to accept or reject any or all the tenders including the lowest tender(s) without assigning any reason or to cancel the whole tender process at any stage without assigning any reason whatsoever at its sole discretion prior to award of Contract, 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.
30. The Bidder who was awarded any contract in the past by the Institute but terminated during the contract period due to unsatisfactory performance will not be eligible /considered to participate in this tender. Also, a bidder who was awarded any contract earlier but refused to continue the contract/refused to sign the agreement, not performed as per terms & conditions of the contract with ICSI will not be eligible to participate in this tender.

31. Eligibility Criteria:

(i)	The bidder shall be a company incorporated, registered under the Indian Companies Act, 1956 or Companies Act, 2013 / Registered Partnership Firm / LLP or Proprietorship firm. Please attach self-attested copy of incorporation Details from ROC website and certificate of Incorporation along with copy of MOA & AOA / copy of object clause / copy of registered partnership deed / Copy of trade license (for proprietorship firm).
(ii)	Bidder must have Registration under Employee Provident Fund and Miscellaneous Provisions Act, 1952. Bidder must have Registration under Employees State Insurance Act., 1984. (Please attach self-attested photocopy of the certificates).
(iii)	Bidder must have at least 3 years' experience of providing similar work in reputed private / professional / training or educational institutes / PSUs / Central / State Government



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	Establishments ended as on tender date. (Please attach self-attested copy of work order / certificates from the previous or existing clients).
(iv)	The bidder must have served at least Three (3) clients in last three calendar years, out of which minimum One (1) should be from Central Government / State Government / Public Sector organizations / Autonomous Bodies / Statutory Bodies / Public Listed Company / Business House. Please provide name and contact details of the concerned officials of each client.
(v)	Bidder must have average turnover of Rs.30 Lakhs (Rupees Thirty Lakhs only) in last three Financial Years (F.Y 2022-23, 2023-24 and 2024-25). (Please submit the certified audit report of the relevant financial years those who get their accounts audited and those who don't get their accounts audited can submit self-attested copy of IT Returns (complete return and not just ITR-V)).
(vi)	Bidder should have office establishment in Delhi (NCR) (Please attach supporting document).
(vii)	Tender Fee
(viii)	EMD or valid NSIC / MSME certificate/document
(ix)	PAN (Please attach self-attested photocopy)
(x)	GSTIN Code (Please enclose self-attested photocopy)
(xi)	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).
(xii)	The Bidder who has refused to continue or sign the agreement in past 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. Please submit Declaration from Authorized Signatory on the Bidder's Business Letter Head.

32. Scope of Work

- i. The vendor has to provide service for To and Fro Inter-Office Dak & Messenger Services (Internal Mail, Letters, Study Material, Stationeries, any other material etc.) in Delhi NCR at ICSI HQ (Lodi Road), ICSI-NIRO (Prasad Nagar) and ICSI Noida Offices
- ii. The work must be done in day-to-day basis (Monday to Friday) to and from Prasad Nagar and Noida. Mail/materials should be collected from HQ by 11:00 AM and deliver to NIRO & Noida office and bring Dak/material from NIRO & Noida to HQ before 5:00 PM and distribute to concern Department/officers. ***In case of requirement, the vendor has to provide the service on holiday, Saturday and Sunday also.***

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- iii. The vendor shall have / hire their own transportation and must ensure proper arrangement of handling the Dak & Messenger Services without any failure.
- iv. The vendor shall maintain reasonable number of manpower as per requirement. The vendor must deploy suitable person as courier boy. He must collect the Dak, letters; materials etc. from each department for the designated persons and officials and maintain the register for receiving and delivery.
- v. The letters delivery and receiving shall be well documented and receiver's signature can be obtained. In case of Confidential, and other important letters requisite step must be taken with regard to receiving and delivery of letters and receiver's signature must be taken.
- vi. The vendor will carry the mail/document/materials in a closed vehicle. The vendor will take-care all the urgency related to mail transferring.
- vii. vendor shall adhere to safety practices and avoid hazardous and unsafe working conditions and shall comply with the safety rules in force from time to time in Delhi & U.P.
- viii. To and Fro Inter-Office Dak must take from the designated persons and officials of the Institute.
- ix. The vendor shall ensure that there shall not be any delay in delivering the DAK and mail or other items to the designated officer or department.
- x. The personnel of the vendor must be well behaved, any misbehaving will be taken into seriously; the person may be debarred to enter in to ICSI premises. In such case the vendor will deploy other person. The vendor should provide proper identity card to its personnel deployed at ICSI. ICSI reserves the right to ask the vendor to remove any employee deployed at ICSI.
- xi. The vendor will provide all safety appliances i.e., gloves/gears/gadgets, tool kit etc. to the deputed personnel as per their requirement on duty while attending to ICSI and follow all safety rules regulations and all statutory provisions. The cost for such aforesaid arrangement shall be borne by the vendor. No extra payment will be made for the same. Vendor must ensure that every deputed personnel is covered by adequate insurance coverage to address any contingencies. The vendor shall be liable for accident, injury, losses due to any accident or negligence of their workers and shall also be liable to incur all the expenses in consequence thereof and Institute is in no way responsible for any damages arising out of this tender/work contract.

33. Address for Service Delivery

- 1) ICSI-House, 22, Institutional Area, Lodi Road, New Delhi – 110003
- 2) ICSI House, C-36/C-37, Institutional Area, Sector 62, Noida – 201309
- 3) ICSI House, Plot No. 5, Institutional Area, Prasad Nagar, Delhi – 11005
- 4) And/or other places in Delhi (NCR)

- 34. **Bid Validity:** Price quoted must be valid for at least 270 days from the date of opening of bid. If required, ICSI may ask extension of bid validity as suitable from the bidders and in that case the bidder either may opt out of the bid or may extend the bid as required.



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35. Evaluation of Technical Proposals

- a. Proposals which are not supported by adequate proof / Supplementary documents will not be evaluated.
- b. ICSI shall evaluate the Technical Proposals only for those bidders who satisfy the eligibility criteria. The technical proposals which are unsigned, and incomplete shall not be evaluated. The technical proposals will be evaluated on the basis of their responses; evaluations will be based on documentary evidence submitted by the bidder with respect to selection criteria. A Proposal shall be rejected at this stage if it does not respond to important aspects of the tender.

36. Opening and Evaluation of Financial Proposals

- a. After the technical evaluation is completed, the bidders who qualify in the Technical Proposal Evaluation shall be informed through email for opening their financial bid.
- b. The bidders who want to be present during the opening of financial bid may do so by sending authorised representatives.
- c. Award of Contract will be based on Evaluation of the commercial bids of the technically qualified bidders on lowest quote basis.
- d. 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-compliance by the bidders the EMD amount will be forfeited.
- e. 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.
- f. 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 mutually agreed rate but at same terms and condition.

II. Terms and Conditions of the Contract:

1. **Duration of Contract:** The contract will be initially for a period of three years and is likely to commence from the date of signing of the agreement which may be extended for a further period of three years as per quoted rates, terms and conditions as mutually agreed upon.

The contract shall be 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. Either party may terminate the contract by giving three months' notice in writing.

2. **Security Deposit / Performance Guarantee:** The vendor has to submit the security deposit in form of a Demand Draft (in favour of ICSI) / performance guarantee in form of a Bank Guarantee from any Nationalized bank (format enclosed as **Annexure E**) to cover any loss or damage caused to or suffered by the Institute due to acts of commission and omission by the vendor or any failure on the part of the vendor in fulfilment of terms and conditions of the contract and conditions contained in the contract. The value of the Security Deposit/Bank

Guarantee has to be of equivalent amount of 5% of the Total contract price. The performance security/guarantee has to be submitted within 10 days of issue of order but before execution of the contract. The performance security/guarantee shall have to remain valid for the entire duration of the Contract plus three months beyond the completion of contract period. The vendor shall not be entitled to any claim or receive any interest on the amount of performance security/guarantee. The EMD of the vendor will be refunded after submission of the performance security/guarantee.

The vendor having valid registration with NSIC/MSME on the date of submission of tender, are also required to submit requisite performance security/guarantee.

- 3. Forfeiture of Security Deposit and Invoking of Bank Guarantee:** ICSI shall have the right to invoke the Bank Guarantee and to forfeit the security deposit if Service Provider contravene or breach any of the terms and conditions of this tender or if the Service Provider withdraws or amends, impairs or derogates from Work Order / or fails to execute the work as per the Work Order or fails to deliver the satisfactory performance during the period of contract. ICSI shall also have the right to invoke the Bank Guarantee and to forfeit the security deposit and to adjust the damage or loss caused to the ICSI due to the negligence, carelessness, inefficiency, fraud, mischief and misappropriation or any other type of misconduct of the Service Provider or its staff / employee / agent / representative.

Whenever under Work Order any sum of money is recoverable from and payable by the Service Provider, the ICSI shall have right to recover such sum by appropriating in part or in whole from the security deposit / bank guarantee of the Service Provider. In the event of the security deposit / bank guarantee being insufficient, 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 this or any other agreement with the ICSI. If this sum is not sufficient to cover the full amount recoverable, the Service Provider shall pay the Institute on demand the remaining amount.

If the successful bidder having valid registration with NSIC/MSME on the date of submission of tender, are still also required to submit requisite security deposit / performance guarantee.

4. In the event of failure and/or neglecting to perform any duties assigned to the vendor to the entire satisfaction of the Institute, the Institute shall have the right to have such duties and obligations performed and discharged by such agency(s) as the Institute may deem fit, and shall be entitled to recover from the vendor all costs and expenses incurred towards getting such work done from other agency(s).
5. The vendor will ensure for getting proper license/permission from the concerned authorities wherever applicable. The vendor shall ensure that all the relevant licenses/registrations/permission, which are/may be required related to the services provided are valid during the entire period of the contract, failing so will attract the appropriate penalties.
6. No other person except the vendor's staff on duty at ICSI premises shall be allowed to enter the premises and the vendor will not provide or extend any service to any other client from the ICSI premises.
7. The vendor on its part and through its own resources shall ensure that the goods, materials and equipment etc. are not damaged in the process of carrying out the Services undertaken by it and shall be responsible for acts of commission and omission on the part of its staff etc. If ICSI suffers any loss or damage on account of negligence, default or theft on the part of the staff of the vendor, then the vendor shall be liable to reimburse to ICSI for the same. This is subject to the limitation of the contract.

8. The rate quoted by the vendor will be valid during contract period and request for revision of rate shall not be entertained under any circumstances during the currency of the contract. The bidder has to quote rate inclusive of all i.e., cost of manpower, tools and tackles, consumables, enabling services e.g., scaffolding, lifting tools or any other arrangement required to be available for providing effective service as per terms of the contract, statutory benefits to its manpower and statutory taxes and duties except GST which is to be shown separately as per the financial bid format.
9. In case of any work for which there is no specification given in the Tender document 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.
10. **Payment Terms:** No advance payment shall be made. Institute's usual payment terms are 30 days upon completion of work as per schedule and acceptance of the ICSI in writing. Payments shall be subject to deductions of any amount for which the vendor 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.
11. **Claim for Interest:** No claim for interest will be entertained by the ICSI with respect to any moneys or balances which may be in its hands owing to a dispute between the Service Provider and the ICSI or in respect of any delay on the part of the ICSI in making interim or final payments or otherwise.
12. **Payment Of Taxes:** The vendor shall be responsible for and shall pay all taxes, duties, excises, assessments or other charges of any kind or nature whatsoever levied by any government or governmental body on or in connection with the Services including without limitation sales taxes, duties, customs, levies, service tax and any other tax ("taxes") levied on the equipment, supplies and any other item/service supplied by Service Provider during the tenure of the agreement. ICSI may seek proof of payment of such taxes, duties etc. before release of future payments failing which payment would not be released till the compliance thereof.
13. The vendor 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 vendor.
14. **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 ICSI may impose penalty as he finds appropriate on case-to-case basis based on the damage or loss or any other inconvenience incurred to ICSI, including stopping the payment of bills of respective service, if vendor fails to provide the desired service or making delay in providing services or not able to provide services up to the satisfaction of ICSI.
 - b) **Penalty for Misconduct or Breach of Condition of Contract:** The vendor and the employees of the vendor shall be held responsible for guilty of fraud, mischief, misappropriation or any other type of misconduct or breach of condition on the part of vendor or his employee. The ICSI may impose for the aforesaid misconduct or breach of condition on the vendor 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.

All such penalties shall be limited to 10% of the 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.

15. The vendor shall ensure that all the relevant licenses / registrations / permission, which are/may be required related to the Services provided are valid during the entire period of the contract, failing so will attract the appropriate penalties.
16. The vendor is liable to disclose, in case he has been banned by any organizations for any Services rendered by the vendor. Failure to disclose the same at the beginning can lead to termination of the Contract at any phase.
17. All members / staff deployed by vendor will be subject to security check by the Institute's Security staff while leaving the premises. The vendor will issue Photo Identity card to all its staff deployed at ICSI, which must be carried by all deputed staff while on duty at ICSI Premises. The cost of ID card/photographs etc. will be borne by the vendor. The Vendor has to provide uniforms including photo identity cards at its own cost to the personnel deployed at ICSI sites. These cards are to be constantly displayed and their loss to be reported immediately. The vendor would also ensure that all the deputed personnel wear appropriate uniforms and safety gear and adhere to the safety standards wherever applicable. All staff would be in a neat, clean and well-groomed appearance and should carry proper ID cards as provided by the vendor including proper name badges. In case of violations suitable penalties shall be applicable.
18. The transportation, food, medical and other statutory requirements in respect of each personnel of the vendor shall be the responsibility of the vendor.
19. The Vendor shall provide a substitute well in advance if there is any probability of any personnel deployed by the vendor leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute if any shall be the responsibility of the vendor.
20. The vendor shall be contactable at all times and messages sent by phone /e- mail/ fax / special messenger from ICSI shall be acknowledged immediately on receipt on the same day. The vendor shall strictly observe the instructions issued by ICSI in fulfillment of the Contract from time to time.
21. The Vendor will attend or report to the authorized official or Administration Department of the Institute immediately, as and when directed. He will personally attend any meeting or discussion as per instructions from the Institute.
22. The vendor shall be required to keep ICSI updated about the change of address, change of the Management etc. from time to time.
23. The vendor and/ or the personnel deployed at the ICSI sites shall be responsible for its belongings and ICSI shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel of the vendor.
24. Any discrepancy on schedule of quantities and scope of work shall be brought to notice of ICSI for decision, immediately.

25. Quantities given in this tender document are tentative and can be changed or varied. ICSI also reserves the right to delete or increase any items of Services. No extra claims of whatsoever nature will be entertained on this account. The qty. mentioned in this document are for guidance of vendor, clearance will be governed by site conditions. Any discrepancy/changes required shall be reported to ICSI.
26. The contract may remain valid and the Term may be extended and/or shall remain incomplete until no dues certificate has been signed by ICSI.
27. All statutory compliance applicable (Central Govt. / State Govt. / any other) in regard to the service is to be ensured by the vendor. The vendor has to ensure at its own cost and risk that EPF, ESI, GSTN, Contract Labour License etc. and all other statutory licences and/or certificates related to this contract remains in force during entire period of the contract at ICSI. On failing to comply with this provision, it will attract the appropriate penalties and/or termination of the contract.

III. 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) **Recovery:** Whenever under the contract through this tender, any sum of money is recoverable by ICSI from the party or / and payable by the party to ICSI, the ICSI shall be entitled to recover such sum by appropriating in part or in whole from the security deposit of the party. In the event of the security being insufficient or if no security has been taken from the party, the balance or the total sum recoverable, as may be, shall be deducted from any sum due to the party or which at any time thereafter may become due to the party under this or any other contract with the ICSI. If this sum is not sufficient to cover the full amount recoverable, the party shall pay the ICSI on demand the remaining balance due along with penalty.
- c) **Dispute Resolution:** Any dispute, difference, controversy or claim ("Dispute") arising between the successful bidder and ICSI hereinafter jointly to be called "parties" and singularly as "party" out of or in relation to or in connection with the agreement/contract, or the breach, termination, effect, validity, interpretation or application of this agreement/contract or as to their rights, duties or liabilities hereunder, shall be addressed for mutual resolution by the authorized official of the parties.
- d) **Arbitration:** If, for any reason, such dispute cannot be resolved amicably by the Parties, the same shall be referred to the Arbitration process. In the event of any dispute arising between ICSI and the vendor in any matter covered/ touched by this contract or arising directly or indirectly there from or connected or concerned with the said contract, the authorized official of the Institute and the successful bidder will address the disputes / differences for mutual resolution and failing which the matter shall be referred to the sole arbitrator to be appointed mutually by both the parties.
- The place of the arbitration shall be at the ICSI, 22, Institutional Area, Lodi Road, New Delhi.
 - The Arbitration proceeding shall be governed by the Arbitration and Conciliation Act of 1996 as amended from time to time.
 - The proceedings of arbitration shall be in English language.
 - The parties are not entitled to approach any court of law without resorting to arbitration approach.
 - The decision / award of the arbitrator shall be final and binding on parties to the arbitration proceedings.

- e) **Jurisdiction:** In respect of any dispute arising between ICSI and the vendor in any matter covered / touched this tender / contract or arising directly or indirectly there from or connected or concerned with the said contract, the courts at Delhi shall only have the jurisdiction.
- f) **Right to Blacklist:** ICSI reserves the right to blacklist a party / bidder for a suitable period in case such party / bidder fails to honour his bid without sufficient grounds or found guilty for breach of condition /s of the contract or guilty of fraud and mischief and misappropriation or any other type of misconduct on the part of party(s) / bidder(s).
- g) **Confidentiality:** The successful bidder acknowledges that all material and information which has and will come into its possession or knowledge in connection with this agreement or the performance thereof, whether consisting of confidential and proprietary data or not, whose disclosure to or use by third parties may be damaging or cause loss to ICSI will at all times be held by it in strictest confidence and it shall not make use thereof other than for the performance of this agreement and to release it only to employees requiring such information, and not to release or disclose it to any other party. The successful bidder agrees to take appropriate action with respect to its employees to ensure that the obligations of non-use and non-disclosure of confidential information under this agreement are fully satisfied. In the event of any loss to ICSI in divulging the information by the employees of the successful bidder, the ICSI shall be indemnified. The successful bidder agrees to maintain the confidentiality of the ICSI's information after the termination of the contract also. The successful bidder will treat as confidential all data and information about the ICSI /Contract, obtained in the execution of this tender including any business, technical or financial information, in strict confidence and will not reveal such information to any other party.
- h) **Sub-Contracting:** The successful bidder will not assign or transfer and sub-contract its interest / obligations under this contract to any other concern / individual without the prior written consent of the ICSI.
- i) **Statutory Compliance of Regulations & Work Rules:** The successful bidder will be required to comply with all statutory obligations (Central Govt. / State Govt. / any other) from time to time applicable to this contract.
- (a) The successful bidder shall be responsible for complying with the applicable laws/bye laws/Regulations in force from time to time.
 - (b) The successful bidder shall have to bear all statutory liabilities as applicable to workers/personnel engaged by him for the job. Nothing will be paid extra in this regard. If any amount is paid by ICSI in this regard, the same amount will be deducted from vendor's bill.
 - (c) The successful bidder shall have to arrange insurance cover for the workers/personnel engaged by him for the job.
 - (d) The successful bidder shall be wholly and solely responsible for all the dues of the workers/personnel engaged by him including the liabilities if any towards workmen compensation or under any other law
- j) **Force Majeure**
- i. 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 successful bidder 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 successful bidder will continue to perform its obligations under this order as far as is reasonably practical and shall seek all reasonable alternative means for performances of this order.

k) Indemnity Clause: The vendor will indemnify ICSI against all statutory liabilities present and future arising out of this contract. In the event of violation of any contractual or statutory obligations, the successful bidder will be fully and solely responsible for the same. Further, in the event of any action, claim, damages, suit initiated against ICSI by any individual, law enforcement agency or government authority due to acts and omissions, the successful bidder will be liable to make good/compensate such claims or damages to the ICSI. As a result of the successful bidder action, inaction or any omissions, if ICSI is required to pay any damages to any individual, law enforcement agency or government authority, the successful bidder would be required to reimburse to ICSI such amount along with other expenses incurred by ICSI or ICSI reserves the right to recover but not limited to such amount from the payment(s) due to the successful bidder while settling its bills or from the amount of security deposit lying with ICSI. However, ICSI reserves its right to take legal recourse as permitted under law of the land. In case of any damage caused to the institution due to negligence, carelessness or inefficiency of staff of the vendor, the vendor shall be responsible to make good the loss. The ICSI shall have right to adjust the damage / loss suffered by it from the security deposit or / and to charge penalty as decided by the Institute. Decision of the ICSI in this respect shall be final & binding on the vendor.

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

m) Termination: The ICSI without prejudice to any other remedy for breach of contract or fails to discharge its obligation under this contract without sufficient ground or found guilty for breach of condition(s) of the contract negligence, carelessness, inefficiency, fraud, mischief and misappropriation or due to any other type of misconduct by the successful bidder or by its staff or agent, by giving written notice of default, sent to the vendor, terminate this contract in whole or in part:

- i. If the vendor fails to deliver any or all the services within the time period(s) specified in the contract, or any extension thereof granted by the ICSI.
- ii. If the vendor fails to perform any other obligations under the contract and
- iii. If the vendor, in either of the above circumstances, does not remedy his failure within a period of 15 days (or such longer period as the ICSI may authorize in writing) after receipt of the default notice from the ICSI.

- iv. 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 vendor 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 vendor for carrying out the remaining work and expenditure incurred on same shall be recovered from the defaulting vendor.

For any details / clarifications, bidders may contact for any details / clarifications, bidders may contact **Shri. Birender Kumar**, Assistant Director, Admin (Tel. No.: 011-45341056) Email id: birender.kumar@icsi.edu.

Date: July 21, 2026



A K Shrivastava

Joint Secretary (Purchase)

The Institute of Company Secretaries of India

A. K. SRIVASTAVA
Joint Secretary
(Purchase & Store and Printing)
The Institute of Company Secretaries of India
C-36, Sector-62, Noida (U.P.) - 201309





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

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

Annexure 'A'

Tender No.: ICSI/Admin/DMS/2026-27/132(RE)

July 21, 2026

Sub: Tender for Engagement of Agencies for To and Fro Inter-Office Dak & Messenger Services (Internal Mail, Letters, Study Material, Stationeries, any other material etc.) in Delhi NCR at ICSI HQ (Lodi Road), ICSI-NIRO (Prasad Nagar) and ICSI Noida Offices.

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./Pvt. Ltd/LLP/Proprietor.)

(Enclose self-attested copy of document)

(c) Name of CEO/Directors /Partners/ Proprietor

2. Postal Address

(including India office)

3. Telephone No./ Mobile No. for communication

4. (a) E-mail-id (mandatory)

(b) Website address (if available)

5. Bank Draft No, date, Bank name and amount (if applicable)/MSME or NSIC Regn. No.

(a) Tender Fees

(b) EMD

(c) MSME/NSIC Regn. No. (if applicable) & its valid period

(Enclose self-attested certificate photocopy)

6. Name of the Banker, Branch Name, A/c No. and IFS Code

(for e-payment purpose)

7. PAN (Enclose self-attested photocopy)

8. GSTIN Code (Enclose self-attested photocopy)

9. Trade License/Business License/CIN (if applicable)

(Enclose self-attested photocopy)

10. Lab. Licence /EPF/ESIC Reg. No. (if applicable)

(Enclose self-attested photocopy)

11. Any other Relevant Information

(e.g. Number of Years of Experience in similar line of business / Turnover for last Financial year)

Signature

(Authorized signatory of the agency)

Name of the bidder

Date

Official seal of bidder

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







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

Annexure 'B'

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

Tender No.: ICSI/Admin/DMS/2026-27/132(RE)

July 21, 2026

Sub: Tender for Engagement of Agencies for To and Fro Inter-Office Dak & Messenger Services (Internal Mail, Letters, Study Material, Stationeries, any other material etc.) in Delhi NCR at ICSI HQ (Lodi Road), ICSI-NIRO (Prasad Nagar) and ICSI Noida Offices
Form II: Eligibility Criteria Details

(i)	The bidder shall be a company incorporated, registered under the Indian Companies Act, 1956 or Companies Act, 2013 / Registered Partnership Firm / LLP or Proprietorship firm.	Please attach self-attested copy of incorporation Details from ROC website and certificate of Incorporation along with copy of MOA & AOA / copy of object clause / copy of registered partnership deed / Copy of trade license (for proprietorship firm).
(ii)	Bidder must have Registration under Employee Provident Fund and Miscellaneous Provisions Act, 1952. Bidder must have Registration under Employees State Insurance Act., 1984.	Please attach self-attested photocopy of the certificates.
(iii)	Bidder must have at least 3 years' experience of providing similar work in reputed private / professional / training or educational institutes / PSUs / Central / State Government Establishments ended as on tender date.	Please attach self-attested copy of work order / certificates from the previous or existing clients.
(iv)	The bidder must have served at least Three (3) clients in last three calendar years, out of which minimum One (1) should be from Central Government / State Government / Public Sector organizations / Autonomous Bodies / Statutory Bodies / Public Listed Company / Business House.	Please provide name and contact details of the concerned officials of each client.
(v)	Bidder must have average turnover of Rs.30 Lakhs (Rupees Thirty Lakhs only) in last three Financial Years (F.Y 2022-23, 2023-24 and 2024-25).	Please submit the certified audit report of the relevant financial years those who get their accounts audited and those who don't get their accounts audited can submit self-attested copy of IT Returns (complete return and not just ITR-V).
(vi)	Bidder should have office establishment in Delhi (NCR)	Please attach supporting document.

(vii)	Tender Fee	Please attach supporting document.
(vii)	EMD or valid NSIC / MSME certificate/document	Please attach supporting document.
(ix)	PAN	Please attach self-attested photocopy
(x)	GSTIN Code	Please attach self-attested photocopy
(xi)	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.
(xii)	The Bidder who has refused to continue or sign the agreement in past 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.

Signature _____

(Authorized signatory of the agency)

Name of the bidder _____

Date _____

Official seal of bidder _____

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



Optical

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

To

The Secretary

Institute of Company Secretaries of India (ICSI)

ICSI House, C – 36, Sector 62, Noida- 201309

Sir,

This is with reference to the tender no. **Tender No.: ICSI/Admin/DMS/2026-27/132(RE)** due **July 31, 2026**. We are interested to participate in the **Tender for Engagement of Agencies for To and Fro Inter-Office Dak & Messenger Services (Internal Mail, Letters, Study Material, Stationeries, any other material etc.) in Delhi NCR at ICSI HQ (Lodi Road), ICSI-NIRO (Prasad Nagar) and ICSI Noida Offices**

We declare that:

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

(Signature of the Bidder)

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)

Tender No.: ICSI/Admin/DMS/2026-27/132(RE)

July 21, 2026

Sub: Tender for Engagement of Agencies for To and Fro Inter-Office Dak & Messenger Services (Internal Mail, Letters, Study Material, Stationeries, any other material etc.) in Delhi NCR at ICSI HQ (Lodi Road), ICSI-NIRO (Prasad Nagar) and ICSI Noida Offices.

PART 'C' (FINANCIAL BID)

The bidder has to quote rate inclusive of all *i.e.*, cost of manpower, tools and tackles, consumables, enabling services 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.

S. No.	PARTICULAR	Unit	Amount in INR
1.	- ICSI, 22, Institutional Area Lodi Road Office to ICSI, C 36-37, Sector 62, Noida and Back to Lodi Road office. - ICSI, 22, Institutional Area Lodi Road Office to ICSI House, 04, Institutional Area, Prasad Nagar, New Delhi and Back Lodi Road office.	Movement of bulk mail/materials in a closed vehicle on Monthly basis (Monday to Friday) (daily one trip, both way - to & from). Including Manpower and transportation charges etc. (Monthly rate on lumpsum basis)	
2.	Additional Trip from ICSI, 22, Institutional Area Lodi Road Office to Noida Office.	Per trip (both way) To & from	
3.	Additional Trip from ICSI, 22, Institutional Area Lodi Road Office to NIRC, Prasad Nagar New Delhi.	Per trip (both way) To & from	
4.	GST (As applicable)	%	
5.	Total Amount (in Figures)		
6.	Total Amount (in Words)		
In case the contract is extended beyond three years (Vendor shall have no Right to claim extension of the contract).			%
1.	Enhancement in % for further next three years		

Note: Rate should be inclusive of Collection & Delivery to concern department/person, loading and unloading charges and exclusive of GST. GST shall be allowed as applicable from time to time.

Place:

SIGNATURE OF THE BIDDER

Date:

NAME & DESIGNATION SEAL OF ORGANISATION

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, C-36, Sector-62, Noida, UP-201309

1. Against contract vide Advance Acceptance of the Tender covering "Tender for " (hereinafter called the said 'contract') entered into between the Institute of Company Secretaries of India, (hereinafter called the Purchaser) and _____ (hereinafter called the Vendor) this is to certify that at the request of the Vendor 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 Vendor 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 Vendor 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 Vendor 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.
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 Vendor 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 Vendor 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 Vendor 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 Vendor and to forebear 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 Vendor or for any forbearance by the Purchaser to the said Vendor 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 Vendor.

WITNESS NO. 1

Authorised Bank Representative

(Signature)

(Signature)

Full name and official

Full name, designation and

Address (in legible letters)

address (in legible letters)

with Bank stamp

WITNESS NO. 2

Attorney as per power of

(Signature) Attorney No.....

Full name and

Dated.....

official Address (in legible letters)

