



**THE INSTITUTE OF  
Company Secretaries of India**

**भारतीय कम्पनी सचिव संस्थान**

**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/Transport/2025-26/120(RE)**

**11<sup>th</sup> February, 2026**

**SUB: Tender for empanelment of vendors for hiring taxis for Local and Outstation Transportation for ICSI Delhi and/or Noida offices.**

<b>Important Date &amp; Information</b>	
Request for Proposal (RFP) Publish Date	<b>11<sup>th</sup> February, 2026</b>
Request for Proposal (RFP) Fee	Rs. 1180/- (Rs.1000/- + Rs.180/- for 18% GST) (Rupees One thousand One Hundred Eighty Only)
Earnest Money Deposit (EMD)	Rs. 90,000/- (Rupees Ninety Thousand only)
Last date and time for sending Pre-Bid Queries through email (*)	All queries have to be sent at Email ID: <a href="mailto:birender.kumar@icsi.edu">birender.kumar@icsi.edu</a> By 02:30 PM till <b>16<sup>th</sup> February, 2026</b> .
Replies of Pre-Bid queries	If any, will be uploaded on the following website/portal on or after <b>23<sup>rd</sup> February, 2026</b> , by 04:00 PM on website of the Institute ( <a href="http://www.icsi.edu">www.icsi.edu</a> ).
Last Date and Time for Submission of Bids	On or before <b>06<sup>th</sup> March, 2026</b> , by <b>02:30 PM</b>
Address for submission of Bids	The Institute of Company Secretaries of India, ICSI House, C – 36, (Ground Floor Reception: Tender Box of Dte. of Purchase) Sector – 62, Noida – 201309. <b>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: <a href="mailto:praveen.ojha@icsi.edu">praveen.ojha@icsi.edu</a></b> <b>Financial bid (soft copy) is not to be submitted by email till further notification.</b>
Bid Validity	180 days from the date of opening of technical bids.
Date, time & venue of opening of Technical Bids	<b>06<sup>th</sup> March, 2026, at 03:00 PM</b> at The Institute of Company Secretaries of India, ICSI House, C – 36, Sector – 62, Noida – 201309 or any other date, time and venue as notified later.
Date and time of opening of commercial Bids	To be intimated at a later stage, only to technically qualified bidders.
Contact details	<b>Birender Kumar, Assistant Director,</b> (Tel. No. 011- 45341004) <b>All pre-bid queries have to be sent Email id:</b> <a href="mailto:birender.kumar@icsi.edu">birender.kumar@icsi.edu</a>
Institute Website	<a href="http://www.icsi.edu">www.icsi.edu</a>

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*[Signature]*

## Disclaimer

The information contained in this Request for Proposal (RFP) 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 (herein after "Institute"/"ICSI") or by any of its employees or advisors, shall be subject to the terms and conditions set out in this Request for Proposal (RFP) Document and all other terms and conditions subject to which such information is provided. The purpose of this Request for Proposal (RFP) document is to provide the Bidder(s) with information to assist the formulation of their proposals. This Request for Proposal (RFP) Document does not purport to contain all the information each bidder may require. This Request for Proposal (RFP) 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 Request for Proposal (RFP) document. Each bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this Request for Proposal (RFP) document and where necessary obtain independent advice from appropriate sources. ICSI, its employees and advisors make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the Request for Proposal (RFP) document. ICSI may in their absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this Tender Document.

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**Tender No. ICSI/Admin/Transport/2025-26/120(RE)**

**11<sup>th</sup> February, 2026**

**SUB: Tender for empanelment of vendors for hiring taxis for Local and Outstation Transportation for ICSI Delhi and/or Noida offices.**

**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 – 201309. 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” / “Institute” means THE INSTITUTE OF COMPANY SECRETARIES OF INDIA.
- ii) The “Contract” means agreement executed between the ICSI and vendor for the purpose of providing taxis for Local and Outstation Transportation, which the vendor is required to provide to the ICSI.
- iii) The words “Bid”, “RFP”, “Tender” to be read inter alia and the words have been used inter-changeably. Therefore, the words may be understood and interpreted correctly as may be best applicable.
- iv) The words “Contract”, “Agreement”, “Order” to be read inter alia and the words have been used inter-changeably. Therefore, the words may be understood and interpreted correctly as may be best applicable.
- v) “Bidder” or “Tenderer” means the bidder/firm that is engaged in the business of providing service Local and Outstation Transportation and applies in response to this notice inviting tender/bid.
- vi) “Vendor” means the successful bidder who is engaged by ICSI for providing taxis for Local and Outstation Transportation, through this tender process by entering the contract with the ICSI.
- vii) “Party” means ICSI or Vendor individually and “Parties” shall mean ICSI and Vendor collectively.
- viii) “Work Order” means the order placed 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 if any and tender documents and the agreement constitutes the contract.

Sealed tenders are invited from reputed service providers or authorized vendors for providing **taxi for Local and Outstation Transportation for ICSI offices** 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'**

### **I. Instruction to Bidders**

1. The tender document can be downloaded from **11<sup>th</sup> February, 2026 to 06<sup>th</sup> March, 2026 (till 01:00 PM)** from the website of the Institute ([www.icsi.edu](http://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 along with the bid. The bidder who fails to submit the cost of the tender document along 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: [www.icsi.edu/tender](http://www.icsi.edu/tender)** or **Central Public Procurement Portal (CPPP):<https://eprocure.gov.in/epublish/app>** will be treated as authentic and correct.

***Note: All bidders irrespective of their registration with NSIC/MSME have to submit the requisite fee towards the cost of Tender.***

### **2. Earnest Money Deposit (EMD)**

- i. Every bidder has to make a deposit of Earnest Money (EMD) of **Rs.90,000/- (Rupees Ninety 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 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. The balance of the performance security amount can also be submitted through demand draft issued from any of the scheduled bank drawn in favour of "THE INSTITUTE OF COMPANY SECRETARIES OF INDIA" payable at New Delhi.

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*(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).*

**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 and every page of the Tender document has to be signed, stamped and submitted with the Tender by bidder.**
5. **Bid Submission:** Each bidder shall submit the tender in three separate sealed envelopes:
- (i) EMD & Tender Fee is to be put in envelope No. 1 (please mark the envelope as "**No.1 – EMD & Tender Fee**"),
  - (ii) Part 'A' & 'B' including 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**"),
  - (iii) Part 'C' (Annexure D) only is to be put in Envelope No. 3 (Please mark the Envelope as "**No.3 – Financial Bid**"). All the sealed envelopes bearing No. 1, 2 and 3 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 the prescribed price bid; the bid submitted by such bidder shall be out rightly rejected.
7. The sealed tender envelope duly super scribed, "**Tender for empanelment of vendors for hiring taxis for Local and Outstation Transportation for ICSI Delhi and/or Noida offices due on 06<sup>th</sup> March, 2026**" must be addressed to **Secretary, ICSI** and be 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 Noida office address as mentioned below & should reach on or before **02:30 PM on 06<sup>th</sup> March, 2026.**

Address:

**Secretary**

The Institute of Company Secretaries of India





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

***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](mailto:Praveen.ojha@icsi.edu). Financial bid (soft copy) is not to be submitted by email till further notification.***

8. The Technical Bid shall be opened on 06<sup>th</sup> March, 2026, at 03:00 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. 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, or due to the lockdown condition, the due date and time for opening of the bids can be changed on the sole discretion of ICSI which will be notified only at the ICSI website (tender page).**
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. ICSI shall have the right to assess the competencies and capabilities of the bidder by going through the credentials given in the Technical Bid and on the basis of such credentials, ICSI may reject the candidature of the bidder without assigning any reason. In such case(s) the Financial Bid shall not be opened for that particular bidder. The Financial Bid of only those bidders who qualify in the technical scrutiny shall be opened and time and date for opening the Financial Bid shall be communicated separately.
13. 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.
14. Incomplete bids shall be rejected out rightly. 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.

15. Tender document each and every page has to be signed and stamped by bidder.
16. 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.
17. 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.
18. 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.
19. The Bidder who was awarded any contract in the past by the Institute but terminated during the contract period due to unsatisfactory performance will not be eligible /considered to participate in this tender. Also, a bidder who was awarded any contract earlier but refused to continue the contract/refused to sign the agreement as given by the Institute will not be eligible to participate in this tender.
19. 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.
20. The information contained in this Tender Document or subsequently provided to Bidder(s) / Applicants whether verbally or in documentary form by or on behalf of Institute of Company Secretaries of India (hereinafter "ICSI") or by any of their employees or advisors, shall be subject to the terms and conditions set out in this Tender Document and all other terms and conditions subject to which such information is provided. The purpose of this Tender document is to provide the Bidder(s)/Applicants with information to assist the formulation of their proposals. This Tender Document does not purport to contain all the information each Bidder/Applicant may require. This Tender document may not be appropriate for all persons, and it is not possible for the ICSI, their employees or advisors to consider the investment objectives, financial situation and particular needs of each Bidder/Applicant who reads or uses this Tender document. Each Bidder/Applicant should conduct its own investigations and analysis and should check the accuracy, reliability, and

completeness of the information in this RFP document and where necessary obtain independent advice from appropriate sources. ICSI, its employees and advisors make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the RFP document. ICSI may in their absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this Tender Document.

21. Rates should be quoted as per the enclosed financial bid pro-forma (**Part C**). Any change in the pro-forma by the bidder shall lead to cancellation of the tender. In case bidder does not quote rate for any component mentioned in financial bid pro-forma, then it will be deemed that bidder will not claim such charges/amount from ICSI and bidder will be liable to pay the same as applicable to the concerned. An undertaking in this regard must be enclosed along with the bid, failing which the tender shall be out rightly rejected.
22. The rates should be mentioned in figures as well as words and GST, if applicable, shall be mentioned separately. If bid is not submitted as per instruction as mentioned above, will not be considered or evaluated.
23. 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.
24. The person signing the tender form or any other documents forming part of the contract on behalf of the Bidder shall be deemed to warranty that he has authority to bind the bidder. If subsequently comes to light that the person so signed had no authority to do so, ICSI may without prejudice to any other civil & criminal remedies cancel the tender and hold the bidder liable for all costs, charges and damages.
25. All the columns of the tender shall be duly, properly and exhaustively filled in. Any cutting/over writing etc. in the tender must be signed by the person who is signing the tender. The rates and units shall not be overwritten. The financial part in the bid shall always be both in figures and words. In case of discrepancy in words or figures, the amount written in figure will be treated as final.
26. Bidders quoting rates in the financial bids shall include all charges except GST which is to be shown separately as per the financial bid format. Further, parking fees, Toll tax, environmental tax and State Transit tax if any will be paid by ICSI on submission of proper receipt.
27. While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected. If any bidder stipulates any condition of his own, such conditional tender is liable to be rejected.
28. Tender is floated for empanelment of vendors for providing local and Outstation transportation. Bidder whoever is interested to get empaneled with ICSI on the compiled L1 rates will be empaneled for providing services. Bids received by ICSI from bidders will be scrutinized and compiled for L1 rates.
29. Preference shall be given to bidders having GPS enabled vehicles.




Articular



30. Depending upon the requirement and need, ICSI may requisition the vehicle to provide either from Delhi or Noida and the charges for the distance either from ICSI or the place of pickup /drop to the place of garage would be considered accordingly. For payment purpose, the distance of garage up to max of 20 KM (both side) or actual whichever is less from the Institute (Lodi Road) / Noida office) will be considered. Preference will be given to the vendors having garage located at distance less than the prescribed 10 KM from the institute.

31. **Scope of Work:** Vendor (i.e. bidder selected) is required to do the following but not limited to:

- a. Vendor will provide services to ICSI at both or any one location:
  - (i) **ICSI House, 22, Institutional Area, Lodi Road New Delhi 110003**
  - (ii) **ICSI House, C-36 & C-37, Sector-62, Noida – 201309**
- b. Any untoward incident has to be reported immediately to authorized official of the ICSI.
- c. For any misconduct, mischief, criminal act etc., the deployed staff and the vendor shall be dealt under the prevailing law of land.
- d. The vehicle must be having Commercial Number plate and CNG Vehicles must have exemption stickers from Indraprastha Gas Ltd.
- e. The vehicle details along with driver details must be sent to the concerned official of the ICSI immediately after booking of vehicle and also to a designated official from Directorate of Admin.
- f. The vehicle must reach at designated locations i.e. ICSI HQ, Lodi Road or ICSI House, NOIDA well in advance where designated official from the Directorate of Admin will inspect the vehicle of its neatness and cleanliness. The drivers must be well versed with the local routes to ensure comfort of the Guest.
- g. It would be the responsibility of the Driver to get the duty slip signed by the Guest containing details of journey undertaken.
- h. The firm must have infrastructure to send SMS to the guest viz Cab No, Driver name, Driver mobile number in addition to the officials of ICSI
- i. All the vehicles supplied to ICSI shall fully comply with vehicle fitness requirements in the Union Territory of Delhi and State of Uttar Pradesh & Haryana, and all provisions of the Motor Vehicles Act, 1988 and rules made there under including other instructions/requirements issued/specified from time to time by the Competent Government.
- j. The vehicles supplied on regular basis should be in good condition. The vendor should ensure regular servicing of the vehicle for proper conditions.
- k. The vendor should ensure that vehicle shall be neat and clean when in use by the ICSI. The vehicles shall be fitted with perfume and mosquito repellent. The vehicle should be free of any Pests/ rodents etc.
- l. The vendor must use our customized placard and return the same after use at Airport or in Railway station. In case of emergency the vendor shall prepare the same and show in the Airport or in Railway station.
- m. The Vendor shall obtain adequate insurance cover for the vehicle, his staff and all bonafide passengers of the vehicle supplied pursuant to this tender. Further, the vendor shall be responsible for all injuries and accidents to such staff and bonafide passengers including such injuries and accidents which may arise or occur to his employees and/ or the bonafide passengers during the course of performance of the Vendor's obligations pursuant to this tender.

  
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- n. The vendor shall maintain a Complaint Book which will be made available to the Supervisory Staff of ICSI to redress the complaints of ICSI staff making use of the transport services provided hereunder.
- o. The Vendor Employees shall be trained and educated. The Vendor shall also undertake at his own expense in consultation with ICSI, a continuous updating of skills and procedure to be followed by the Vendor Employees provided to ICSI by organizing suitable training schedules for them.
- p. The Vendor will get all the Vendor's Employees, verified of their antecedents, through Police and a certificate to this effect be furnished by the Vendor to ICSI before deployment of such Vendor's Employees. The Vendor should also maintain proper record/documents of the same.

**32. Bid Validity:** Price quoted must be valid for at least 180 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.

**33. Eligibility Criteria:**

S. No.	Particulars	Response Yes/No	Supporting Document Reference with Page No.
1.	Bidder may be Proprietorship firm / Registered Partnership firm / Registered LLP / Limited Co. registered under the Indian companies Act, 1956 / 2013, Indian Partnership Act, 1932, LLP Act 2008 or registration of business with local authority as the case may be and must have their registered office/operational office in NCR Delhi. Please submit self-attested copy of the Certificate of Incorporation including MOA and AOA of the Company / Copy of Registration Certificate (s) as applicable.		
2.	The bidder should have a minimum fleet of 15 Vehicles (Taxis) (Please enclose proof of registration number of vehicles to be attached) eligible to ply all times.		
3.	Bidder must have at least 03 years' experience of providing taxis for local and Outstation transportation service in reputed establishments. (Please enclose self-attested copy of Work order/ certificates from the previous or existing clients).		
4.	Bidder must have average annual turnover of Rs.20.00 lakhs (Rupees Twenty Lakhs only) per year in last three financial years (F.Y. 2022-23, 2023-24 and 2024-25). (Submit the self-attested copy of certified audit report or IT returns (all pages) of the relevant financial years with technical bid, whichever is applicable).		
5.	Submission of Tender Fee		
6.	Submission of EMD or valid NSIC / MSME certificate/document		
7.	PAN. Please submit self-attested copy of PAN.		

8.	GSTIN Code. Please submit self-attested copy of GSTIN.		
9.	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. Please submit an undertaking on the Bidder's Business Letter Head signed by the Authorized Signatory of the bidder.		
10.	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 an undertaking on the Bidder's Business Letter Head signed by the Authorized Signatory of the bidder.		

- 34. Bid Evaluation:** The technical bids will be evaluated based on the bid eligibility criteria and those who qualify in the technical evaluation process shall be declared as eligible bidder for financial bid. After evaluation of the technical bids, the financial bids of the technically qualified bidders will be made open. On evaluation of financial bid, the **lowest** rate for each category and each location (i.e. Noida and/or Lodi Road New Delhi) offered by the bidders during this tender process will be defined as '**Benchmark Rate**'. The technically qualified bidders will be offered the chance to be empanelled with ICSI for the service on the basis of '**Benchmark Rate**'. All the technically qualified bidders who agree to provide the service to ICSI based on '**Benchmark Rate**' are to be empanelled with ICSI.
- 35.** Any bidder who puts any condition in the financial bid will be disqualified from the bidding process without any further reference to the bidder. Financial bid submitted in unsealed cover along with technical bid in violation of bid submission process will also attract disqualification of the bidder from the bidding process. Indication of price anywhere in the technical bid also will disqualify the bidder. In both the cases the EMD amount will be forfeited.
- 36.** 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 whatsoever. 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.
- 37.** The ICSI reserves the right to accept any bid and to annul the entire tender process and reject all bids at any time 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.

**Terms and Conditions of the Contract:**

1. The contract being offered through this tender is intended to have empanelment of vendors who agree to provide service on the basis of '**Benchmark Rate**'.
2. 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 on yearly basis up to two years as per quoted rates, terms and conditions as mutually agreed upon, except the absorption of cost due to increase in fuel charges, if any, as per the formula defined below subject to the age, working condition and maintenance of vehicle being provided in good condition.
3. The **price quoted and accepted by ICSI would remain same during the contract period**. However, during the extension of the contract, if any, the hike in fuel charges would be absorbed by ICSI as per the formula given below:  
$$\frac{X - Y}{Z} \text{ multiplied by total no. of KM used by ICSI}$$

X = Present Cost of fuel per Ltr. / Kg. used in the vehicle  
Y = The cost of the fuel before increase per Ltr. / Kg.  
Z = The mileage being provided by the respective vehicle per Ltr. / Kg. as mentioned in the tender document.


The Performance of the vendor shall be appraised/ reviewed on quarterly basis and in case the jobs performed are not found to be satisfactory, the contract shall be terminated at any time by giving one-month prior notice.

4. Vendor will not provide services with vehicles which are more than three (03) years old.
5. **Security Deposit /performance guarantee:**
  - 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 - F**) 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.
6. The vendor having valid registration with NSIC/MSME on the date of submission of tender, are also required to submit requisite security deposit / performance guarantee.
  7. The parking fees, Toll tax, environmental tax and State Transit tax if any will be paid by ICSI in addition to the cost of running. The parking fee/ tax receipt should be attached to the main bill.
  8. ICSI will pay for garage-in and/or garage-out subject to maximum limit of 05 (Five) kms from ICSI offices at Sector 62, Noida or Lodi Road, New Delhi, as applicable.
  9. The driver/ staff deployed by the Vendor for driving the vehicles should hold valid driving license and to be in uniform as well, be fit physically and mentally. Medical Fitness certificate for all such staff appointed pursuant to this Tender should be provided at the time of award of tender.
  10. The vendor shall be responsible for the good conduct and behavior of his staff. If any of the vendor's Staff is found misbehaving with the supervisory staff or any other staff member/ guest /student of ICSI, on receipt of instructions from the authorized officer of ICSI, the Vendor shall replace such staff, at its own risk, cost and responsibility.
  11. Driver must possess a Cell phone of his own or being provided by the vendor for proper co-ordination with the guest.
  12. The service provider shall follow the COVID appropriate protocols, as directed by the government from time to time.
  13. The Vendor shall issue necessary instruction to his fleet staff to act upon the instruction given by the authorized official of the ICSI.
  14. The Vendor shall ensure proper and reasonable precautions during performance of their obligations and in the event of any loss being caused to ICSI on account of negligence/derelection of duties or performance of their obligations by the Vendor or the

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Vendor's staff, the Vendor shall be liable to indemnify ICSI for such loss, out of the Vendor's insurance cover or otherwise, such loss being quantified after an inquiry comprising of the representative of ICSI and the Vendor.

15. Vendor shall abide by all applicable laws including but not limited to Motor Vehicle Act, 1988 (amendments thereof), labour and welfare Laws (ESI, PF, BONUS, Income Tax, GST or any other extra taxes levied by the Government), the companies Act, etc. and shall adopt all required, Welfare measures for the Vendor Staff and discharge all other obligations concerning thereto. The Vendor shall furnish adequate proof to ICSI in this regard. It is again clarified that all such responsibilities and obligations, whether specified herein or not, shall be the exclusive responsibility and obligations of the Vendor, and ICSI shall not be held liable for such responsibilities/ obligations in any manner what-so-ever.
16. ICSI reserves the right to ask and require the vendor to remove any Vendor Staff deployed by the Vendor, without assigning any reason/notice, therefore.
17. The Vendor must be compliant of all applicable statutory provisions.
18. **Payment Terms:** Payment will be made on monthly basis at the end of each month for the preceding month. Institute will make payment on submission of certified tax invoice subject to appropriateness of the invoice. Payments shall be subject to deductions of any amount for which the contractor is liable under this contract. Further, all payments shall be made subject to deduction of TDS (Tax deduction at Source) as per the prevailing Income-Tax Act and any other taxes as prevailing on the date of invoice submission and/or payment date.
19. The vendor will have to provide the service as per stipulated timeline as per instruction of ICSI, failing which the Institute will cancel the work order (as mentioned in termination clause) issued to the vendor.
20. **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) Deficiency in Service**

Sl. No.	Causes of Penalties	Amount (Rs.)
1.	Late arrival a) Between 10-30 minutes b) 30 minutes or beyond or does not turn up.	a) Rs.500.00 b) Rs.1,000.00 In all the above cases the Institute, depending upon the urgency, can hire taxi for the day or take a taxi to reach the destination, payment for which shall be borne by the vendor.
2.	Unclean vehicle, seat cover/ smell in the vehicle	a) Rs.200/- per day b) Rs.500/- per day for second consecutive day and beyond.
3.	AC not functioning /malfunctioning	The vendor will provide alternative vehicle in an hour's time or else Institute, depending upon the urgency, can


		hire taxi for the day or take a taxi to reach the destination, payment for which shall be borne by the vendor.
4.	Breakdown en-route	Institute will hire taxi to reach the destination, payment for which shall be borne by the vendor.
5.	Recurrent malfunctioning /dissatisfactory vehicle condition	Vehicle will be returned. Institute will hire taxi to reach the destination, payment for which shall be borne by the vendor. Daily fine of Rs.500/- till the time a proper vehicle is provided.
6.	Older model (other than prescribed model)	10% reduction in quoted rate for each day of default.
7.	Misbehavior by staff with the users.	Blacklisting of such Contractor's personnel. Fine of Rs. 1,000/- per incident.
8.	Failure of driver to carry the mobile phone	Rs 100/- per day
9.	Any lapse noticed during operation of the present Agreement other than listed in clause of penalties	Rs 200/- per incident.
10.	In case any unauthorized man/material is found in the cab	Rs. 1000/- per incident.
11.	Absence of Log Book or Any tampering of the log-sheet details, by the contractor or his person.	Rs. 100/- per log sheet

b) The competent authority of the ICSI may impose penalty as he finds appropriate on case to case basis based on the damage or loss or any other inconvenience incurred to ICSI, including stopping the payment of bills of respective service, if vendor fails to provide the desired service or making delay in providing services or not able to provide services up to the satisfaction of ICSI.

c) Further, if the Vendor fails to perform its obligations as per the scope of work as enumerated above to the satisfaction of the Supervisory Official of ICSI or any officer nominated by Secretary ICSI or on any day in any assigned route, ICSI may, without prejudice to its other rights and remedies, levy a charge of Rs. 1000/- or less / more as deemed fit for each day or part thereof. The Vendor shall provide an adequate replacement in case any of the vehicles not performed or stopped or failed to run. This will be at no additional expenses to ICSI. This will be in addition to the penalty for non-implementation of or non-performance as per the Standard Operating Procedures as mentioned above. This will also be in addition to the claim of ICSI as mentioned above.

d) **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 its employee. The competent authority of 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

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

21. 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 on failing to comply the aforesaid provisions will attract the appropriate penalties or termination of the contract.
22. The staff deployed by the vendor should not have any Police records/criminal cases against them. The vendor should make adequate enquiries about the character and antecedents of the persons whom they are deploying at ICSI. The character and antecedents of persons will be verified by the vendor before their deployment through local police, collecting proofs of residence, driving license, bank account details, previous work experience and recent photograph and a certification to this effect submitted to ICSI before commencing the service.
23. The vendor is liable to disclose in case he has been banned by any organizations under any Services rendered by the vendor. Failure to disclose the same at the beginning can lead to termination of the Contract at any phase.
24. The vendor will also ensure that the staff deployed are medically fit and will keep record of certificates of their medical fitness. The vendor shall withdraw such staff who are not found suitable by ICSI for any reasons immediately on receipt of such a request from ICSI.
25. The staff deployed by the vendor shall be the employees of the vendor for all intents and purposes and that the staff so deployed shall remain under the control and supervision of the vendor and in no case, shall a relationship of employer and employee between deployed staff and ICSI shall accrue/arise implicitly or explicitly. The vendor and the staff deployed by the vendor at ICSI sites shall not divulge or disclose to any person, any details of office, operational process, technical know-how, arrangements and administrative / organizational matters which has no direct forbearance on the service provided by the vendor.
26. The vendor's deployed staff should be polite, cordial, positive and efficient, while handling the assigned work. The vendor shall be responsible for any act of indiscipline on the part of persons deployed by him. The vendor shall be bound to prohibit and prevent any of their employees from being intoxicated while on duty, trespassing or acting in any detrimental or prejudicial to the interest of this office. The decision of the officer in-charge upon any matter arising under the clause shall be final and binding on the vendor.
27. The Vendor has to provide uniforms including photo identity cards at its own cost to the staff deployed at duty for ICSI sites. These cards are to be constantly displayed and their loss reported immediately. The vendor would also ensure that all the employees wear appropriate uniforms and safety gear and adhere to the safety standards wherever applicable. All staff would be in a neat, clean and well-groomed appearance and should





carry proper ID cards as provided by the vendor including proper name badges. In case of violations suitable penalties shall be applicable.

28. The vendor will issue Photo Identity card to all its deputed 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.
29. The transportation, food, medical and other statutory requirements in respect of each staff of the vendor shall be the responsibility of the vendor.
30. 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.
31. The vendor shall be required to keep ICSI updated about the change of address, change of the Management etc. from time to time.
32. The vendor and/ or the staff 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 staff of the vendor.
33. That the vendor on its part and through its own resources shall ensure that the goods, materials and equipment etc. are not damaged in the process of carrying out the services undertaken by it and shall be responsible for acts of commission and omission on the part of its staff and its employees etc. If ICSI suffers any loss or damage on account of negligence, default or theft on the part of the employees/agents of the vendor, then the vendor shall be liable to reimburse to ICSI for the same. This is subject to the limitation of contract.
34. 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 vendor(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 vendor(s).
35. The vendor shall be directly responsible for any/all disputes arising between it (vendor) and its employees and keep the Institute indemnified against all losses, damages and claims arising thereof.
36. The vendor will ensure for getting proper license/permission from the concerned authorities wherever applicable.
37. No other person except the vendor's staff on duty at ICSI premises only 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.



38. 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 employees/agents of the vendor, then the vendor shall be liable to reimburse/ indemnify to ICSI for the same. This is subject to the limitation of the contract.
39. 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.
40. All statutory compliance applicable 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.
41. The Vendor shall comply with all instructions, verbal or in writing, given to him by the authorized official of the ICSI from time to time. The Vendor will take all proper actions immediately after getting communications from ICSI.
42. The Vendor will attend or report to the authorized official or Administration Department of the ICSI immediately, as and when directed. The vendor or its authorized representative will personally attend any meeting or discussion as per instructions from ICSI.
43. The vendor has to submit a monthly invoice in triplicate towards the Services rendered in the previous month to the ICSI. Payment shall be effected by Credit into the bank account of the Vendor through ECS/RTGS within 30 days from the date of receipt of the invoice with supporting documents, complete in all respect. The Vendor shall provide correct 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 Vendor all due amount as per the invoice, that are not the subject bona fide dispute, within 10 days after receipt of a valid invoice that complies in all material respect in terms of this agreement; the payment shall be subject to any reduction such as penalty, statutory deductions etc.

### III. GENERAL:

1. **Modification/variation in Terms of Contract:** ICSI reserves the right to modify or may bring some variation in the terms and conditions of the contract on mutually agreed terms, if it is found necessary due to any operational difficulty or any other genuine reasons.
2. **Recovery:** Whenever under the contract through this tender, any sum of money is recoverable by ICSI from the party or / and payable by the party to ICSI, the ICSI shall be entitled to recover such sum by appropriating in part or in whole from the security deposit of the party. In the event of the security being insufficient or if no security has been taken from the party, the balance or the total sum recoverable, as may be, shall be deducted

from any sum due to the party or which at any time thereafter may become due to the party under this or any other contract with the ICSI. If this sum is not sufficient to cover the full amount recoverable, the party shall pay the ICSI on demand the remaining balance due along with penalty.

3. **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.
4. **Arbitration:** If, for any reason, such dispute cannot be resolved amicably by the Parties, the same shall be referred to the Arbitration process. In the event of any dispute arising between ICSI and the vendor in any matter covered/ touched by this contract or arising directly or indirectly there from or connected or concerned with the said contract, the matter shall be referred to the sole arbitrator appointed by the mutual consent of both the parties. The decision / award of the Arbitrator shall be final and binding on the parties. Cost of Arbitration will be shared equally by the parties.
  - a) The place of the arbitration shall be at The ICSI, 22, Institutional Area, Lodi Road, New Delhi.
  - b) The Arbitration proceeding shall be governed by the Arbitration and Conciliation Act of 1996 as amended from time to time.
  - c) The proceedings of arbitration shall be in English language.
  - d) The parties are not entitled to approach any court of law without resorting to arbitration approach.
  - e) The decision / award of the arbitrator shall be final and binding on parties to the arbitration proceedings.
5. **Jurisdiction:** In respect of any dispute arising between ICSI and the vendor in any matter covered / touched this tender / contract or arising directly or indirectly there from or connected or concerned with the said contract, the courts at Delhi shall only have the jurisdiction.
6. **Right to Black List:** ICSI reserves the right to blacklist a party / bidder for a suitable period in case such party / bidder
  - Fail 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).
  - Giving false, misleading or fake information/ document in the bid;
  - Withdrawing the bid after opening of the Financial bids;
  - Refusal to accept Purchase/ Work Order at the quoted prices;
  - Failure to supply goods of the ordered quantity/ quality/ specifications at the agreed rates within the time schedule;
  - Adoption of any unethical or illegal practices;
  - Any other justified reason.



**7. Confidentiality:**

- i. The bidder(s)/ vendor shall not use or disclose any Confidential Information of the Institute except as specifically contemplated herein. For purposes of this tender / contract "Confidential Information" means information that: (i) is sufficiently secret to derive economic value, actual or potential, from not being generally known to other persons who can obtain economic value from its disclosure or use; and (ii) is the subject of efforts that are reasonable under the circumstances to maintain its secrecy or confidentiality.
  - ii. The successful bidder acknowledges that all material and information which has and will come into its possession or knowledge in connection with this agreement or the performance thereof, whether consisting of confidential and proprietary data or not, whose disclosure to or use by third parties may be damaging or cause loss to ICSI will all times be held by it in strictest confidence and it shall not make use thereof other than for the performance of this agreement and to release it only to employees requiring such information, and not to release or disclose it to any other party. The successful bidder agrees to take appropriate action with respect to its employees to ensure that the obligations of non-use and non-disclosure of confidential information under this agreement are fully satisfied. In the event of any loss to ICSI in divulging the information by the employees of the successful bidder, the ICSI shall be indemnified. The successful bidder agrees to maintain the confidentiality of the ICSI's information after the termination of the contract also. The successful bidder will treat as confidential all data and information about the ICSI /Contract, obtained in the execution of this tender including any business, technical or financial information, in strict confidence and will not reveal such information to any other party.
- 8. Sub-Contracting:** The successful bidder will not assign or transfer and sub-contract its interest / obligations under this contract to any other concern / individual without the prior written consent of the ICSI.
- 9. Statutory Compliance:** The successful bidder will be required to comply with all statutory obligations from time to time applicable to this contract.

**10. TERMINATION**

- a) Either party may terminate this Agreement by giving a three (3) months' notice in writing to the other party for termination of agreement.
- b) The ICSI without prejudice to any other remedy, reserves the right to terminate the agreement in whole or in part by giving One (01) months' notice in writing in case Service Provider fails to discharge its obligation under this agreement without sufficient grounds or found guilty for breach of condition(s) of the agreement, negligence, carelessness, inefficiency, fraud, mischief and misappropriation or any other type of misconduct by Service Provider or by its staff or agent or in case there are more than 3 penalties on the Service Provider in any month.
- c) 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 agency for carrying out the remaining work and expenditure incurred on same shall be recovered from the Service Provider.

- d) 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.

#### **11. Force Majeure**

- a) 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, Pandemic, 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.
- b) If a Force Majeure situation arises, the successful bidder are required to promptly notify ICSI in writing of such condition and the cause thereof within a period of three (3) days from the date of happening of such an event requiring invocation of this force majeure article. Unless otherwise directed by the ICSI in writing, the successful bidder will continue to perform its obligations under this order as far as is reasonably practical and shall seek all reasonable alternative means for performances of this order.

**12. Indemnity Clause:** The Service Provider will indemnify ICSI against all statutory liabilities present and future arising out of this contract. In the event of violation of any contractual or statutory obligations, the successful bidder will be fully and solely responsible for the same. Further, in the event of any action, claim, damages, suit initiated against ICSI by any individual, law enforcement agency or government authority due to acts and omissions, the successful bidder will be liable to make good/compensate such claims or damages to the ICSI. As a result of the successful bidder action, inaction or any omissions, if ICSI is required to pay any damages to any individual, law enforcement agency or government authority, the successful bidder would be required to reimburse to ICSI such amount 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

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*[Signature]*

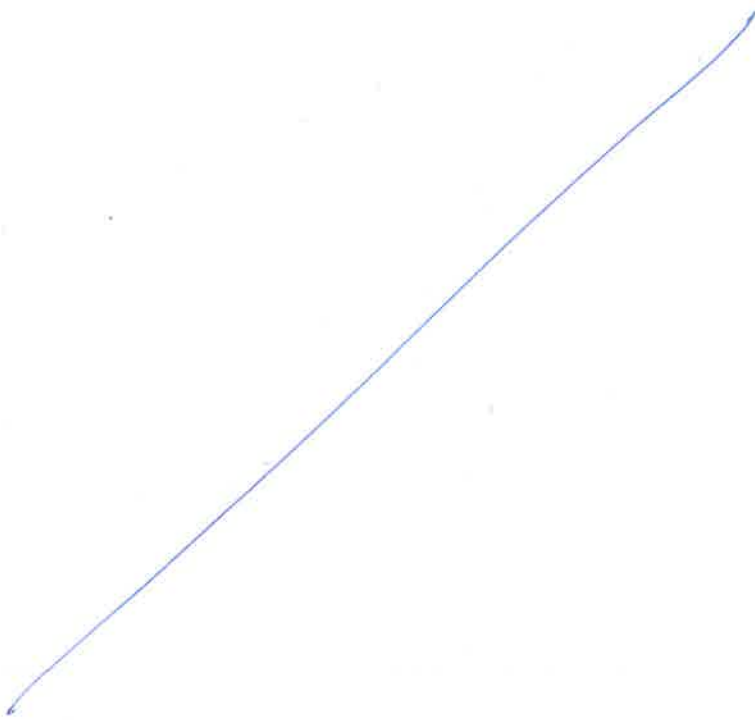
from the security deposit or / and to charge penalty as decided by the Institute. Decision of the ICSI in this respect shall be final & binding on the vendor.

The services indicated in Part "C" (Financial Bid) are tentative and may be increased / decreased at the sole discretion of the Institute and the vendor 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: 011- 45341004, E-mail: birender.kumar@icsi.edu***

**Date: 11<sup>th</sup> February, 2026**

  
**Dr. Prasant Sarangi**  
Director (Purchase & Stores and Printing)  








**THE INSTITUTE OF  
Company Secretaries of India**

**भारतीय कम्पनी सचिव संस्थान**

**IN PURSUIT OF PROFESSIONAL EXCELLENCE**

Statutory body under an Act of Parliament

(Under the jurisdiction of Ministry of Corporate Affairs)

(Annexure A)

**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/Transport/2025-26/120(RE)**

**11<sup>th</sup> February, 2026**

**SUB: Tender for empanelment of vendors for hiring taxis for Local and Outstation Transportation for ICSI Delhi and/or Noida offices.**

**PART 'B' (TECHNICAL BID)**

**Form I(a): 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

(Proprietor /Partnership firm, Limited Co./Pvt. Ltd. Co.)

(Enclose self-attested copy of document)

(c) Name of CEO/Directors /Partners

2. Postal Address

3. Telephone No. / Mobile No. for communication

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

(b) Website address (if available)

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

(a) Tender Fees

(b) EMD

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

(Enclose self-attested certificate photocopy)

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

(for e-payment purpose)

7. PAN (Enclose self-attested photocopy)

8. GSTIN Code (Enclose self-attested photocopy)

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

(Enclose self-attested photocopy)

10. Registration No. of the bidder [Under State Govt. or any other Act.]

(Please attach documentary proof)

Address of the Garage/ Stand where vehicle will be made available to the Institute.

11. Any other Relevant Information

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

I/We hereby declare and affirm that I/we have read and understood the terms and conditions of this tender/quotation/NIT as stipulated in the tender notice No.\_\_\_\_\_. Accordingly, I/ we accept the terms and conditions and hereby offer the rates for “\_\_\_\_\_ (name of the work or supply)” as per Financial Bid Part ‘C’).

(Signature \_\_\_\_\_  
(Authorized signatory of the bidder)

Name of the bidder \_\_\_\_\_

Date \_\_\_\_\_

Official seal of bidder \_\_\_\_\_

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







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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/Transport/2025-26/120(RE)**

**11<sup>th</sup> February, 2026**

**SUB: Tender for empanelment of vendors for hiring taxis for Local and Outstation Transportation for ICSI Delhi and/or Noida offices.**

**PART 'B' (TECHNICAL BID)**

**Form I(b): RESOURCE OF BIDDER**

1. Address and Distance of the Garage from the ICSI offices (Lodi Road and / or Noida office)
2. Name of bidder's 5 largest clients, to whom bidder provides similar Services.  
(Attach documentary evidence (copy of work order))
3. Details of infrastructure in terms of vehicles:

**Specify no. of vehicles owned**

- a) Total no of Vehicles company owned
- b) No of GPS enabled vehicles owned
- c) No of CNG Vehicles owned
- d) No of Petrol Vehicles owned
- e) No of Diesel Vehicles owned

(Attach proof (Photocopy) of Registration Certificate (RC) of vehicles)

**Signature** \_\_\_\_\_

(Authorized signatory of the bidder)

**Name of the bidder** \_\_\_\_\_

**Official seal of bidder** \_\_\_\_\_

**Date** \_\_\_\_\_



**THE INSTITUTE OF  
Company Secretaries of India**

**भारतीय कम्पनी सचिव संस्थान**

**IN PURSUIT OF PROFESSIONAL EXCELLENCE**

Statutory body under an Act of Parliament

(Under the jurisdiction of Ministry of Corporate Affairs)

(Annexure C)

**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/Transport/2025-26/120(RE)**

**11<sup>th</sup> February, 2026**

**SUB: Tender for empanelment of vendors for hiring taxis for Local and Outstation Transportation for ICSI Delhi and/or Noida offices.**

**Form II: Eligibility Criteria Details**

<b>S. No.</b>	<b>Particulars</b>	<b>Response Yes/No</b>	<b>Supporting Document Reference with Page No.</b>
1	Bidder may be Proprietorship firm / Registered Partnership firm / Registered LLP / Limited Co. registered under the Indian companies Act, 1956 / 2013, Indian Partnership Act, 1932, LLP Act 2008 or registration of business with local authority as the case may be and must have their registered office/operational office in NCR Delhi. Please submit self-attested copy of the Certificate of Incorporation including MOA and AOA of the Company / Copy of Registration Certificate (s) as applicable.		
2.	The bidder should have a minimum fleet of 15 Vehicles (Taxis) (Please enclose proof of registration number of vehicles to be attached) eligible to ply all times.		
3.	Bidder must have at least 03 years' experience of providing taxis for local and Outstation transportation service in reputed establishments. (Please enclose self-attested copy of Work order/ certificates from the previous or existing clients).		
4.	Bidder must have average annual turnover of Rs.20.00 lakhs (Rupees Twenty Lakhs only) per year in last three financial years (F.Y. 2022-23, 2023-24 and 2024-25). (Submit the self-attested copy of certified audit report or IT returns (all pages) of the relevant financial years with technical bid, whichever is applicable).		
5.	Submission of Tender Fee		

*Anti Seal*

*[Signature]*

6.	Submission of EMD or valid NSIC / MSME certificate/document		
7.	PAN. Please submit self-attested copy of PAN.		
8.	GSTIN Code. Please submit self-attested copy of GSTIN.		
9.	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. Please submit an undertaking on the Bidder's Business Letter Head signed by the Authorized Signatory of the bidder.		
10.	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 an undertaking on the Bidder's Business Letter Head signed by the Authorized Signatory of the bidder.		

**NOTE:**

- a) Conditional bids will be summarily rejected.

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






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(Annexure D)

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

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

**Tender No. ICSI/Admin/Transport/2025-26/120(RE)**

**11<sup>th</sup> February, 2026**

**Form III: Tender Acceptance Letter to be printed on business letterhead of the bidder and to be submitted with the Technical Bid**

To

**The Secretary**

**The Institute of Company Secretaries of India**

**ICSI House, C-36, (5<sup>th</sup> Floor)**

**Sector-62 Noida – 201 309 (UP)**

**Sub: Tender for empanelment of vendors for hiring taxis for Local and Outstation Transportation for ICSI Delhi and/or Noida offices.**

Sir,

This is with reference to the tender no. ICSI/Admin/Transport/2025-26/120(RE) due on **06<sup>th</sup> March, 2026**. We are interested to participate in the **Tender for empanelment of vendors for hiring taxis for Local and Outstation Transportation for ICSI Delhi and/or Noida offices dated 11<sup>th</sup> February, 2026**.

We declare that:

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

**(Signature of the Bidder)**

**Printed Name**

**Designation**

**Official seal/ stamp**

**Date:**



**THE INSTITUTE OF  
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(Annexure E)

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/Transport/2025-26/120(RE)

11<sup>th</sup> February, 2026

SUB: Tender for empanelment of vendors for hiring taxis for Local and Outstation Transportation for ICSI Delhi and/or 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 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.

[A] Providing Service at premises of ICSI HOUSE, 22, Institutional Area, Lodi Road, New Delhi.

(A-1) Rates for AC vehicles on day-to-day requirement basis (Delhi & NCR):

Type/category of Vehicle	DELHI (NCR) LOCAL CITY USE				OUTSTATION			Mileage of Vehicle per Liter/KG
	Rates 8 hrs & 80 Kms	Rates 4 hrs & 40 Kms	Rate per Extra Km. If any	Rate per Extra Hrs. if any	Rates up to 200 Km per day	Rates Per Km beyond 200 Km.	Night Halt Charge	
Hatchback (mini car)								
Ritz, Swift, Wagon-R, Indica, i10, i20, Micra or equivalent								



Sedan	Dzire, SX4, Honda City, Etios, Verna, Indigo, Amaze, Ciazetc or equivalent							
SUV	Innova, Duster, XUV, CR-V, Ecosport, Fortuner, Scorpio, Xylo, Qualis, Safari or equivalent							
Luxury/ Premium	<b>Toyota</b> - Corolla, Camry, <b>Skoda</b> - Octavia, Rapid, Superb, <b>Hundai</b> - Elantra, Sonata, <b>Honda</b> - City, Accord, Civic, <b>Suzuki</b> -Ciaz, <b>XL6</b> , <b>Nissan</b> - Sunny or equivalent							

Price of fuel as on _____ (due date of submission of tender)	Petrol _____/- per litre	Diesel _____/- per litre	CNG Gas _____/- per kg
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Parking, Toll tax, service taxes and other levies by the Government if any will be paid by the ICSL.

Date:

Signature of the Authorized Signatory with Seal of the bidder





**[A-2] Rates Quoted for AC vehicle on pickup & drop off basis for day-to-day requirements:**

Sr. No.	From / To	Type of Vehicle	Rate per AC Vehicle in Rs.
1.	ICSI, Lodi Road New Delhi to New Delhi Airport (T1 / T2/ T3) OR New Delhi Airport (T1 / T2/ T3) to ICSI, New Delhi	Hatchback (mini car)	Ritz, Swift, Wagon R, Indica, i10, i20, Micra or equivalent
		Sedan	Dzire, SX4, Honda City, Etios, Verna, Indigo, Amaze, Ciazetc or equivalent
		SUV	Innova, Duster, XUV, CR-V, Ecosport, Fortuner, Scorpio, Xylo, Qualis, Safari or equivalent
		Luxury/ Premium	<b>Toyota</b> - Corolla, Camry, <b>Skoda</b> - Octavia, Rapid, Superb, <b>Hundai</b> - Elantra, Sonata, <b>Honda</b> - City, Accord, Civic, <b>Suzuki</b> -Ciaz, XL6, <b>Nissan</b> - Sunny or equivalent
2.	ICSI, Lodi Road, New Delhi to ICSI, C - 36 / C-37, Sector - 62 Noida OR ICSI, C - 36 / C-37, Sector - 62 Noida to ICSI, New Delhi	Hatchback (mini car)	Ritz, Swift, Wagon R, Indica, i10, i20, Micra or equivalent
		Sedan	Dzire, SX4, Honda City, Etios, Verna, Indigo, Amaze, Ciazetc or equivalent
		SUV	Innova, Duster, XUV, CR-V, Ecosport, Fortuner, Scorpio, Xylo, Qualis, Safari or equivalent
		Luxury/ Premium	<b>Toyota</b> - Corolla, Camry, <b>Skoda</b> - Octavia, Rapid, Superb, <b>Hundai</b> - Elantra, Sonata, <b>Honda</b> - City, Accord, Civic, <b>Suzuki</b> -Ciaz, XL6, <b>Nissan</b> - Sunny or equivalent
3.	ICSI, Lodi Road, New Delhi to Railway Station (Delhi /New Delhi/Nizamuddin Station) OR Railway Station (Delhi/ New Delhi/Nizamuddin Station) to ICSI, Lodi Road, New Delhi	Hatchback (mini car)	Ritz, Swift, Wagon R, Indica, i10, i20, Micra or equivalent
		Sedan	Dzire, SX4, Honda City, Etios, Verna, Indigo, Amaze, Ciazetc or equivalent
		SUV	Innova, Duster, XUV, CR-V, Ecosport, Fortuner, Scorpio, Xylo, Qualis, Safari or equivalent
		Luxury/ Premium	<b>Toyota</b> - Corolla, Camry, <b>Skoda</b> - Octavia, Rapid, Superb, <b>Hundai</b> - Elantra, Sonata, <b>Honda</b> - City, Accord, Civic, <b>Suzuki</b> -Ciaz, XL6, <b>Nissan</b> - Sunny or equivalent

**Parking, Toll tax, service taxes and other levies by the Government if any will be paid by the ICSI.**

Date:

Signature of the Authorized Signatory with Seal of the Bidder


**[A-3] Rates Quoted for AC Vehicles on monthly rent basis for Five days a week:**  
(Five days a week with 1750 KM and 200 Hrs per Month)

Type of Vehicle		Rate per month (in Rs.)	Rate per Extra KM if any	Rate per Extra Hr if any
Hatchback (mini car)	Ritz, Swift, Wagon R, Indica, i10, i20, Micra or equivalent			
Sedan	Dzire, SX4, Honda City, Etios, Verna, Indigo, Amaze, Ciazetc or equivalent			
SUV	Innova, Duster, XUV, CR-V, Ecosport, Fortuner, Scorpio, Xylo, Qualis, Safari or equivalent			
Luxury/ Premium	Toyota - Corolla, Camry, Skoda - Octavia, Rapid, Superb, <b>Hundai</b> -Elantra, Sonata, <b>Honda</b> - City, Accord, Civic, <b>Suzuki</b> -Ciaz, XL6, <b>Nissan</b> - Sunny or equivalent			

Parking, Toll tax, service taxes and other levies by the Government if any will be paid by the ICSI.

Date:

Signature of the Authorized Signatory with Seal of the bidder

[B]: Providing Service at premises of ICSI HOUSE, C-36 & C-37, Sector 62, Noida 201309.

[B-1] Rates for AC vehicles on day-to-day requirement basis (Delhi& NCR):

Type/category of Vehicle		DELHI (NCR) LOCAL CITY USE					OUTSTATION			Mileage of Vehicle per Liter/KG
		Rates 8 hrs& 80 Kms	Rates 4 hrs& 40 Kms	Rate per Extra Km. If any	Rate per Extra Hrs. if any	Rates up to 200 Km per day	Rates Per Km beyond 200 Km.	Night Halt Charge		
Hatchback (mini car)	Ritz, Swift, Wagon-R, Indica, i10, i20, Micra or equivalent									
Sedan	Dzire, SX4, Honda City, Etios, Verna, Indigo, Amaze, Ciazetc or equivalent									
SUV	Innova, Duster, XUV, CR-V, Ecosport, Fortuner, Scorpio, Xylo, Qualis, Safari or equivalent									
Luxury/ Premium	Toyota - Corolla, Camry, Skoda - Octavia, Rapid, Superb, <b>Hundai</b> - Elantra, Sonata, <b>Honda</b> – City, Accord, Civic, <b>Suzuki</b> -Ciaz, XL6, <b>Nissan</b> – Sunny or equivalent									

Price of fuel as on _____ (due date of submission of tender)	Petrol _____/- per litre	Diesel _____/- per litre	CNG Gas _____/- per kg
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**Parking, Toll tax, service taxes and other levies by the Government if any will be paid by the ICSI.**

Date:

Signature of the Authorized Signatory with Seal of the bidder

**[B-2] Rates Quoted for AC vehicle on pickup & drop off basis for day-to-day requirements:**

Sr. No.	From / To	Type of Vehicle	Rate per AC Vehicle in Rs.
1.	ICSI, C-36 / C-37, Sector 62, Noida to New Delhi Airport (T1 / T2/ T3) OR New Delhi Airport (T1 / T2/ T3) to ICSI, C-36 / C-37, Sector 62, Noida	Hatchback (mini car)	Ritz, Swift, Wagon R, Indica, i10, i20, Micra or equivalent
		Sedan	Dzire, SX4, Honda City, Etios, Verna, Indigo, Amaze, Ciazetc or equivalent
		SUV	Innova, Duster, XUV, CR-V, Ecosport, Fortuner, Scorpio, Xylo, Qualis, Safari or equivalent
		Luxury/ Premium	Toyota - Corolla, Camry, Skoda - Octavia, Rapid, Superb, <b>Hundai-</b> Elantra, Sonata, <b>Honda</b> - City, Accord, Civic, Suzuki-Ciaz, XL6, <b>Nissan</b> - Sunny or equivalent
		Hatchback (mini car)	Ritz, Swift, Wagon R, Indica, i10, i20, Micra or equivalent
2.	ICSI, Lodi Road, New Delhi to ICSI, C-36 / C-37, Sector - 62 Noida OR ICSI, C-36 / C-37, Sector - 62 Noida to ICSI, Lodi Road New Delhi	Sedan	Dzire, SX4, Honda City, Etios, Verna, Indigo, Amaze, Ciazetc or equivalent
		SUV	Innova, Duster, XUV, CR-V, Ecosport, Fortuner, Scorpio, Xylo, Qualis, Safari or equivalent
		Luxury/ Premium	Toyota - Corolla, Camry, Skoda - Octavia, Rapid, Superb, <b>Hundai-</b> Elantra, Sonata, <b>Honda</b> - City, Accord, Civic, Suzuki-Ciaz, XL6, <b>Nissan</b> - Sunny or equivalent
		Hatchback (mini car)	Ritz, Swift, Wagon R, Indica, i10, i20, Micra or equivalent
		Sedan	Dzire, SX4, Honda City, Etios, Verna, Indigo, Amaze, Ciazetc or equivalent
3.	ICSI, C-36 / C-37, Sector - 62 Noida to Railway Station (Delhi /New Delhi/Nizamuddin Station) OR Railway Station (Delhi/ New Delhi/Nizamuddin Station) to ICSI, C-36 / C-37, Sector - 62 Noida	Hatchback (mini car)	Ritz, Swift, Wagon R, Indica, i10, i20, Micra or equivalent
		Sedan	Dzire, SX4, Honda City, Etios, Verna, Indigo, Amaze, Ciazetc or equivalent
		SUV	Innova, Duster, XUV, CR-V, Ecosport, Fortuner, Scorpio, Xylo, Qualis, Safari or equivalent
		Luxury/ Premium	Toyota - Corolla, Camry, Skoda - Octavia, Rapid, Superb, <b>Hundai-</b> Elantra, Sonata, <b>Honda</b> - City, Accord, Civic, Suzuki-Ciaz, XL6, <b>Nissan</b> - Sunny or equivalent
		Hatchback (mini car)	Ritz, Swift, Wagon R, Indica, i10, i20, Micra or equivalent

**Parking, Toll tax, service taxes and other levies by the Government if any will be paid by the ICSI.**

Date:

Signature of the Authorized Signatory with Seal of the bidder



**[B-3] Rates Quoted for AC Vehicles on monthly rent basis for Five days a week:**  
(Five days a week with 1750 KM and 200 Hrs per Month)

Type of Vehicle		Rate per month (inRs.)	Rate per Extra KM if any	Rate per Extra Hr if any
Hatchback (mini car)	Ritz, Swift, Wagon R, Indica, i10, i20, Micra or equivalent			
Sedan	Dzire, SX4, Honda City, Etios, Verna, Indigo, Amaze, Ciazetc or equivalent			
SUV	Innova, Duster, XUV, CR-V, Ecosport, Fortuner, Scorpio, Xylo, Qualis, Safari or equivalent			
Luxury/ Premium	Toyota - Corolla, Camry, Skoda - Octavia, Rapid, Superb, Hundai-Elantra, Sonata, Honda - City, Accord, Civic, Suzuki-Ciaz, XL6, Nissan - Sunny or equivalent			

Parking, Toll tax, service taxes and other levies by the Government if any will be paid by the ICSI.

Date:

Signature of the Authorized Signatory with Seal of the bidder

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(Annexure F)

**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 "RFP 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 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 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

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(Signature)

Full name and official

Address (in legible letters)

----- (Signature)

Full name, designation and  
address (in legible letters)  
with Bank stamp

WITNESS NO. 2

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(Signature)

Dated..... Address (in legible letters)

Attorney as per power of

Attorney No..... Full name and official

