



CCGRT
Mumbai

**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)

TENDER FOR SALE OF ASSETS at ICSI-CCGRT, MUMBAI

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The Institute of Company Secretaries of India– Centre for Corporate Governance, Research & Training (The ICSI-CCGRT, Mumbai) invites sealed offers from interested parties for outright sale of its assets at Plot No.101, Sector-15, Institutional Area, CBD Belapur, Navi Mumbai 400 614 on **“as is where is basis”**. For details visit our website <https://www.icsi.edu/ccgrt/home/> . The Last date of receipt of bids is on or before 08th December 2025 at 11.00 am.

**The Director and Head,
ICSI-CCGRT, Mumbai**



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The Institute of Company Secretaries of India herein after referred as “Institute” is a statutory body constituted under an Act of Parliament, i.e. the Company Secretaries Act, 1980. It is functioning under the overall administrative jurisdiction of Ministry of Corporate Affairs, Government of India having its Headquarter at “ICSI House”, 22 Institutional Area Lodi Road, New Delhi-110 003.

The Institute of Company Secretaries of India– Centre for Corporate Governance, Research & Training (The ICSI-CCGRT, Mumbai) invites sealed offers from interested parties for outright sale of its assets as per list in **Annexure-I** at Plot No.101, Sector-15, Institutional Area, CBD Belapur, Navi Mumbai 400 614 on “**as is where is basis**”. Interested parties may download the format placed in **Annexure-II after reading the** terms & conditions as mentioned here under. Interested parties may submit their offers in a sealed envelope super-scribed as “**Offer for Purchase of Assets at ICSI-CCGRT, Mumbai**” so as to reach on or before 08/DEC/2025 by 11.00 am at following address:

**Director and Head,
The Institute of Company Secretaries of India-CCGRT, Mumbai
Plot No.101, Sector-15, Institutional Area,
CBD Belapur, Navi Mumbai - 400614.**

The Institute shall not be liable for any postal delays what so ever in receipt of tender and tenders received after the stipulated date and time shall not be entertained. Incomplete tender received shall be summarily rejected.

The Institute reserves the right to accept or reject any or all tenders including the highest tender/s without assigning any reason at its sole discretion.

GENERAL TERMS AND CONDITIONS

I ELIGIBILITY

The bidder should:

- (a) Be any person, registered trust, registered firm, registered cooperative society, private limited company, public limited company, partnership firm registered in India.
- (b) be legally competent to enter into contract as per prevailing laws;
- (c) be financially sound.

II LOCATION AND DESCRIPTION OF THE ASSETS

The proposed outright sale of assets as per list in **Annexure-I** is at Plot No.101, Sector-15, Institutional Area, CBD Belapur, Navi Mumbai 400 614 on **“as is where is basis”**.

III SUBMISSION OF OFFER

Sealed offers with all pages of this Tender Document including Terms & Conditions should be Signed as token of acceptance and submitted in original in a sealed envelope super scribing **“Offer for Purchase of Assets at Plot No.101, Sector-15, Institutional Area, CBD Belapur, Navi Mumbai 400 614”**, addressed to the Director and Head, CCGRT-Mumbai. The last date of receipt of sealed offer is on or before 08/DEC/2025 at 11.00 AM in a sealed tender to be submitted by putting in Tender Box placed at the Reception of the office of the institute or the same may be sent by post.

No other mode of submission shall be considered. Tender received in open condition will be rejected / not accepted. The sealed offers will be opened on 08/DEC/2025 at 03.00 PM in the premises of the ICSI-CCGRT, Mumbai at Plot No.101, Sector-15, Institutional Area, CBD Belapur, Navi Mumbai 400 614. The representatives of the bidders may remain present while opening of the same, if they desire. In the event of Institute's office remaining closed on the day of opening of bid for any unforeseen reason, the bids shall be opened on the next working day of the Institute at the same time.

IV ASSETS INSPECTION

Inspection of assets may be done by the bidders from Monday to Friday between 03.00 PM to 5.00 PM by taking appointment by Contacting on mobile number – 93726 88937.

V SALE BY BIDDING

The Sale of the property will be done on the basis of highest tendered /negotiated price provided that the price should not below the written down value/fair value/net realizable value and shall be final and binding on the Parties. However, the Institute has the right for selection of the parties considering their reputation and other factors.

VI SELECTION OF BID

(a) Assets should be identified with specification mentioned in Annexure-I including Serial number and the category under which the Asset is falling & this should be mentioned in the bid.

(b) Bidders shall also completely familiarize themselves with all prevailing rules, regulations, statutory obligations etc., required for transfer of assets by way of outright sale.

(c) Sale will be done on the basis of the highest bid price provided that such tendered rate / amount quoted by the Bidder are found reasonable and acceptable by the institute.

(d) Sale shall be made in the name of the Bidder only.

(e) The assets will be sold on “**as is where is basis**” only.

(f) Assets will be released after full payment is received from the bidder.

(g) Assets once transferred by the Institute to the highest bidder, the Institute will not bear any further responsibility or cost for the assets.

(h) The highest bidder has to arrange for operation cost, transportation cost and any ancillary cost required for physically taking the assets from the ICSI-CCGRT, Mumbai premises.

VII MODE OF PAYMENT

(a) The full 100% of the accepted bid price of the property shall become payable as per the Acceptance Letter within 7 days from the date of issue of Acceptance Letter failing which the bid is liable for cancellation.

(b) The Assets as mentioned in the Acceptance letter should be removed from the ICSI-CCGRT, Mumbai premises within 10 days from the date of issue of Acceptance Letter failing which the bid is liable for cancellation.

VIII POSSESSION

Possession of property will be given to the party only after receiving the full 100% payment as per Acceptance Letter. The Institute will handover the assets after the entire sale consideration is received for that asset.

IX AMENDMENTS

The Institute reserves the right to amend any terms and conditions of the tender without notice of such amendment(s) and the same shall be binding on the bidders.

X ACCEPTANCE/REJECTION OF OFFERS

The Institute reserves the right to accept or reject any or all offers without assigning any reason therefor.

XI MIS-REPRESENTATION OR SUPPRESSION OF FACTS

If it is found that the applicant has given false information or concealed certain facts, the offer is liable to be cancelled without making any reference to the applicant and all deposits made until then shall be forfeited

XII TERMINATION AND BLACKLISTING

The Institute without prejudice to its right to terminate the tender / offer in whole or in part and also to blacklist Applicant / Tenderer / Bidder for a suitable period in case he fails to honour his bid without sufficient grounds or found guilty for breach of condition(s) of the tender / offer, negligence, carelessness, inefficiency, fraud, mischief and misappropriation or any other type of misconduct by such Applicant / Tenderer / Bidder or by its staff, agent or representative.

XIII VALIDITY

Offers submitted by the Bidders should be kept valid for One month from the date of opening of bids and the Institute may seek extension, if necessary.

XIV FORCE MAJEURE

The Institute shall not be liable for any failure or delay in performance due to any cause beyond their control including fires, floods, strikes, go-slow, lock-out, closure, pestilence, dissilience, dislocation of normal working conditions, war, riots, epidemics, political upheavals, Governments actions, civil commotion, breakdown of machinery, shortage of labour acts, demand or otherwise or any other cause or conditions beyond the control of aforesaid causes or not and the existence of such cause or consequence may operate at the sole discretion of the Institute to extend the time of performance on the part of the Institute by such period as may be necessary to enable the Institute to effect performance after the cause of delays will have ceased to exist. The provisions aforesaid shall not be limited or abrogated by any other terms of the contract whether printed or written.

XV INDEMNITY

The Tenderer(s) / Bidder(s) shall indemnify and keep at all times indemnified the Institute against any loss or damage that the Institute may sustain directly or indirectly as a result of the failure or negligence of the Bidder or its employees / agent / representative to faithfully carry out its obligations under this tender / offer and to pay for all losses, damages, costs, charges and expenses which the Institute

may reasonably incur or suffer and indemnify and keep indemnified the ICSI in all respects.

XVI ARBITRATION

In case of any dispute or difference arising in relation to meaning or interpretation of this agreement, the authorised official of the Institute and the highest bidder will address the disputes/ differences for mutual resolution and failing which the matter shall be referred to the sole arbitrator appointed by the mutual consent of the parties, The Institute of Company Secretaries of India or his nominee. The provisions of the Arbitration and Conciliation Act, 1996 will be applicable to the arbitration proceedings. The venue of the arbitration shall be at New Delhi. The cost of the Arbitration proceedings shall be shared equally by both the parties. The decision / award of the arbitrator shall be final and binding.

XVII JURISDICTION

All disputes arising out of this work order are subject to the jurisdiction of Courts in New Delhi.

SPECIAL TERMS & CONDITIONS

1. Intending bidder(s) may obtain any clarification required before tendering. Submission of tender implies, the bidder(s) has obtained all the clarifications required.
2. The bidders may visit the site & ensure physical verification before quoting their rate / consideration. In case of any doubts, clarifications may be obtained from CCGRT, Mumbai.
3. The bidder shall quote clearly the Sl. No. of the Asset, Name of the Asset, The Quantity required and Category (Furniture & Fixtures, Other Assets, etc.) under which asset is falling as given in Annexure-I and bidding amount for each asset should be mentioned separately. The amount should be mentioned in both words and figures. In case of any discrepancy, the rates quoted in figures and words, the rates in words will be considered as correct.
4. If there is any discrepancy in the totaling, the rate will be considered as correct.
5. Incomplete tender or tenders submitted with qualifying conditions or with conditions at variance with any special or general terms & conditions of tender is liable to be rejected at the discretion of the institute.
6. All alterations, erasure(s) & or over-writings, if any, should be duly authenticated by the 'signatures.
7. It should be noted by the bidder(s) that by entering into this contract, the institute is not precluded from entering into similar contracts with anyone else of their choice at any time during the subsistence of this contract.
8. In case offer is not accepted, the bidder shall not be entitled to claim any cost, charges, expenses incidental to or incurred by the bidder through or in connection with the submission of the offer even though the institute may elect to withdraw the invitation for quotation. Should all invitation for quotation be withdrawn or cancelled by the institute for which the institute shall have the right to do so at any time.
9. Institute reserve its right to withdraw its offer / tender at any point of time.
10. The submission of the tender means and implies that the tenderer /bidder has unconditionally agreed to and accepted all the above terms and conditions of the tender.
11. Once the Acceptance Letter has been sent in favour of the party no request for any exchange, substitution alteration or modifications will be entertained.

Annexure - I

The Institute of Company Secretaries of India - CCGRT, Mumbai List of Assets to be sold as scrap sale through Open Tender

Furniture & Fixtures				
S.No.	Item Description	Net Value(Rs.) as on 31.03.2025	Movable (Y/N)	Qty.
1	Bed (Wooden Cot)	1,06,288	Y	50
2	Conference Table (Wooden)	1,11,603	N	3
3	Counter Table (canteen)	5,048	Y	1
4	AUDIO VIDEO RACK (WOODEN)	31,886	N	6
5	AUDIO VIDEO RACK (STEEL)	22,321	N	3
6	ROUND TABLE (WOODEN)	23,915	Y	1
7	NEWS PAPER RACK (WOODEN)	2,020	Y	1
8	BOARD 1 (WOODEN)	33,481	N	2
9	BOARD 2 (WOODEN)	38,263	N	3
10	WOODEN CHAIR	7,971	Y	5
11	DINNING TABLE (WOODEN)	9,566	Y	4
12	PLASTIC CHAIR	25,208	Y	116
13	MS Book Rack	2,976	N	4
14	Revolving Chair	82,902	Y	78
15	Non Revolving Chair (PADDED & STEEL MADE)	1,10,637	131-N & 62-Y	185
16	OFFICE TABLE BIG (WOODEN)	29,761	N	4
17	CUPBOARD BIG (WOODEN)	3,25,242	N	72
18	CUPBOARD SMALL (WOODEN)	3,509	Y	8
19	DRAWER WITH RACK (WOODEN)	35,076	N	30
20	Sofas	5,070	Y	3
21	Tables (WOODEN)	11,189	Y	71
22	MIST Fan	5,105	Y	1
23	Bed Mattresses with Pillow (Sleepwell)	2,70,155	Y	46
24	BOARD 3 (WOODEN)	13,412	N	1
	SUB-TOTAL	13,12,604		

Computers & Networking

S.No.	Item Description	Net Value(Rs.) as on 31.03.2025	Movable (Y/N)	Qty.
1	HP Color LaserJet Printer(CP2025dn)	27	Y	1
2	HP Scanner(Scanjet 5590)	15	Y	1
3	HP Laser Jet P1020 Plus Printers	17	Y	1
4	HP Laser Jet P2055 Printer	23	Y	1
5	UPS(PowerSafe 1000VA	7	Y	1
6	UPS-1000VA PCM	14	Y	1
7	UPS-600VA PCM Batteries	72	Y	15
8	UPS-7.5KVA Online PCM Heavy Duty	157	Y	1
9	Samsung Tab SM-P9010ZKA-BLACK	210	Y	1
10	Old Printers	355	Y	7
11	Old UPS	82	Y	17
12	Dell Desktops	9,211	Y	15
13	HP Laserjet 132A Printer 01 Nos.	271	Y	1
14	HP Laserjet 1020 Printer 01 Nos.	232	Y	1
	SUB-TOTAL	10,693		

Cooling Equipments

S.No.	Item Description	Net Value(Rs.) as on 31.03.2025	Movable (Y/N)	Qty.
1	A/C Machine L.G. 2 Ton window	2,896	Y	2
2	A/C Machine L.G. 2 Ton Split	13,268	Y	4
3	L.G.(8.5Ton Duct Auditorium)	37,122	N	2
4	Air Cooler (Symphony Hicool)	740	Y	1
5	Four Door Deep Freezer	11,082	Y	1
6	Daikin Split AC	19,752	Y	2
7	Usha Cooler	2,637	Y	1
8	Symphony Cooler	2,290	Y	1
9	Carrier Window AC 1.5 Ton	2,47,758	Y	16
10	Carrier Split AC 2.0 Ton	1,88,420	Y	14
	SUB-TOTAL	5,25,965		

Electrical Equipments				
S.No.	Item Description	Net Value(Rs.) as on 31.03.2025	Movable (Y/N)	Qty.
1	Celling Fans	1,965	Y	85
2	Geysers(Kraft)	1,599	Y	4
3	Exhaust Fans	1,856	Y	26
4	Electrical Bell FT96-Model	1,081	Y	1
5	Pedestal Fans Crompton Greaves	723	Y	2
6	Water Meter	3,352	Y	1
7	Microwave Oven Samsung 21 Ltr.	2,350	Y	1
8	Booster Pump 0.5 HP (Water Pump)	833	Y	1
9	Ahuja Wireless Mike	1,525	Y	1
10	Ahuja Amplifire	6,996	Y	1
11	Mixer/ Grinder	592	Y	2
12	DVR (16 Chhanel) Hikvision	5,022	Y	1
13	Water Pump 5 HP	8,559	Y	1
14	LED Flood Light - Halogen	-	Y	5
15	Geyser (Bajaj Flora 4.5)	30,664	Y	20
	SUB-TOTAL	67,117		

Office & Communication Equipments				
S.No.	Item Description	Net Value(Rs.) as on 31.03.2025	Movable (Y/N)	Qty.
1	EPBX Telephone System	10,881	Y	1
2	Sound Systems (Audio Mixer Machine etc.)	4,401	N	1
3	Other Misc. Office & Communication Equipments	3,615	N	1
4	Audio-Visual Systems	1,79,534		1
5	LG LCD TV-22"	1,238	Y	1
6	Samsung LCD TV	4,916	Y	1
7	Black Berry Mobile Phone (Model 9360)	2,332	Y	1
8	Samsung-LED-40H5	9,905	Y	1
9	CCTV Cameras	24,960	Y	23
10	Mike Purchased from Electronic Emporium	1,732	Y	1
11	Sony Plasma LCD TVs	14,999	Y	3
12	Mixer AMX	2,654	Y	1

13	Water Dispenser	5,794	Y	3
14	Amplifiers	4,459	Y	1
15	Mobile Phone	-	Y	1
16	Beetel Telephone Instruments	3,628	Y	10
17	Conference Phone Audio (Polycam)	34,143	Y	2
18	Telephone Instrument - Beetel	-	Y	1
19	Router - TP Link	-	Y	1
20	Presenter - Iball	-	Y	1
21	DVR Set 04 Channel	8,388	Y	1
	SUB-TOTAL	3,17,579		

Other Assets

S.No.	Item Description	Net Value(Rs.) as on 31.03.2025	Movable (Y/N)	Qty.
1	Wall Painting	956	Y	22
2	Cloth Stand	5,316	Y	42
3	Gas Chambers	8,343	Y	1
4	Kitchen Equipment (Kitchen Platform)	22,057	Y	1
5	Mirror	3,900	Y	48
6	Sports Equipments - Carrom	320	Y	4
7	Table Tennis Table	4,378	Y	1
8	Vaccum Cleaner Eureka	2,001	Y	1
9	Dosa Bhatti	1,542	Y	2
10	Sandwich Maker	1,432	Y	1
11	Electric tea heater	368	N	1
12	Signage Board	4,570	Y	1
13	BedSheet & Pillow covers	10,106	Y	25
14	Steel Plates (Plague)	2,111	Y	1
15	Sonic Vibararandom Snake Chaser	-	Y	4
	SUB-TOTAL	67,400		
	TOTAL	23,01,358		

BID

The Director & Head
The Institute of Company Secretaries of India-CCGRT, Mumbai
Plot No.101, Sector-15, Institutional Area,
CBD Belapur,
Navi Mumbai - 400614.

S.No.	Particulars of the Bidder	Inputs to be provided
1	Full name of the Bidder (in block letters)	
2.	Constitution of Bidder (Tick whichever is applicable) <ul style="list-style-type: none"> · Public Limited Company · Private Limited Company · Partnership · Individual/ Sole Proprietary 	
3	Applicant's registered office/ place of business <ul style="list-style-type: none"> · Address · Pin Code · Telephone No. · E-Mail No. 	
4	Particulars of Bid The price offered for purchase of Assets	Rs. _____ (in words also) (Details of the assets, quantity, amount quoted for each asset and other details to be given in a separate sheet and same will be part of the Bid offered)

Certified that :-

- (i) In case our offer is accepted and if we fail to pay the amount in the manner to be specified by the Institute in the "Letter of Acceptance", the bid shall stand cancelled with no liability on the Institute.
- (ii) I/We agree to abide by the decision of the Institute.
- (iii) I/We have read and understood terms and condition and hereby unequivocally and unconditionally accepted the same.
- (iv) I/We have inspected the assets for which quotation is being submitted.

I/We hereby declare that the information stated hereinabove is complete and absolutely correct and any error or omission therein, accidental or otherwise, will be sufficient justification for the Institute to reject our bid and/or to cancel the acceptance letter.

Dated :

Applicant's Signature(s):

Full Name: