



**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)

ICSI/IT/VC Systems/2024 -25/89

May 21, 2024

Sub: Tender for Upgradation and AMC of managed complete video conferencing/board room solution at 11 locations of the ICSI for a period of Five (5) years. (under buyback of VC devices at 8 locations and new procurement at 3 locations).

Important Date & Information		
1	Tender Publish Date	May 21, 2024
2	Cost of Tender	Rs. 1,000 /- + 18% GST) (Rupees 1,180/- Only)
3	Earnest Money Deposit	Rs. 1,50,000/- (Rupees One Lakh Fifty Thousand only)
4	Pre Bid Meeting	Pre Bid Meeting May 30, 2024 , at 2:00 PM or any other date and time as notified later. The Institute of Company Secretaries of India, 5 th Floor, ICSI House, C – 36, Sector – 62, Noida – 201309 or any other location as notified later
5	Last date and time for Sending Pre-Bid queries in writing	All queries must be sent at email ID, praveen.kumar@icsi.edu by 2:00 PM till June 03, 2024
6	Replies of Pre-Bid queries	If any, will be uploaded on the following website/portal by June 07, 2024 by 5:00 PM on website of the Institute (www.icsi.edu)
7	Last Date and Time for Submission of Bids	June 14, 2024 by 2:00 PM
8	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.
9	Bid Validity	270 days from the date of submission of bids
10	Date, time & venue of opening of Technical Bids.	June 14, 2024 , at 3:00 PM or any other date and time as notified later. The Institute of Company Secretaries of India, 5 th Floor, ICSI House, C – 36, Sector – 62, Noida – 201309 or any other location as notified later.
11	Date and time of opening of commercial bids.	To be intimated at a later stage, only to technically qualified bidders.
12	Contact details	Shri Asit Kumar Rath, Joint Secretary, Directorate of IT, ICSI. Tel. No.: 0120-4522018; Email Id: asit.rath@icsi.edu
13	Institute Website	www.icsi.edu

40