



**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/SS/2025-26/119

29th December, 2025

Sub: Tender for providing of Security Services round the clock (24 Hours) security at the premises of ICSI at various location in Delhi and NCR including Gurugram, Ghaziabad, Faridabad and Noida.

Important Date & Information		
1	TENDER Publish Date	29th December, 2025
2	Cost of TENDER	Rs. 1,180/- (Rs.1,000/- + Rs.180/-for 18% GST) (Rupees Two Hundred Thirty-Six Only)
3	Earnest Money Deposit	Rs. 3,60,000/- (Rupees Three lakh Sixty Thousand only)
4	Last date and time for Sending Pre-Bid Queries in writing	All queries must be sent at email ID, birender.kumar@icsi.edu by 02:30 PM till 05th January, 2026 .
5	Replies of Pre-Bid queries	If any, will be uploaded on the following website/portal by 09th January, 2026 by 04:30 PM on website of the Institute (www.icsi.edu) and/or Central Public Procurement Portal (CPPP) (https://eprocure.gov.in/epublish/app)
6	Last Date and Time for Submission of Bids	20th January, 2026 by 02:30 PM
7	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.
8	Bid Validity	270 days from the date of submission of bids
9	Date, time & venue of opening of Technical Bids.	20th January, 2026, at 03:00 PM or any other date and time as notified later. The Institute of Company Secretaries of India, ICSI House, C – 36, Sector – 62, Noida – 201309 or any other location as notified later.
10	Date and time of opening of commercial bids.	To be intimated at a later stage, only to technically qualified bidders.
11	Contact details	Birender Kumar, Assistant Director, (Tel. No. 011- 45341057) All pre-bid queries have to be sent Email id: birender.kumar@icsi.edu
12	Institute Website	www.icsi.edu

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Disclaimer

The information contained in this RFP Document or subsequently provided to Bidder(s) whether verbally or in documentary form by or on behalf of Institute of Company Secretaries of India (hereinafter "ICSI" / "Institute") or by any of their employees or advisors, shall be subject to the terms and conditions set out in this RFP Document and all other terms and conditions subject to which such information is provided. The purpose of this RFP document is to provide the Bidder(s) with information to assist the formulation of their proposals. This RFP Document does not purport to contain all the information each Bidder may require. This RFP document may not be appropriate for all persons, and it is not possible for the ICSI, their employees or advisors to consider the investment objectives, financial situation and particular needs of each Bidder who reads or uses this RFP document. Each Bidder 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 RFP Document.

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Tender No. ICSI/Admin/SS/2025-26/119

29th December, 2025

Sub: Tender for providing of Security Services round the clock (24 Hours) security at the premises of ICSI at various location in Delhi and NCR including Gurugram, Ghaziabad, Faridabad and Noida.

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-110003. The Institute has two other offices at ICSI-House, C-36 & C-37, Sector – 62, Noida. ICSI is the only recognized professional body in India to develop and regulate the profession of Company Secretaries in India.

Sealed tenders are invited for providing of Tender for providing of Security Services round the clock (24 Hours) security at the premises of ICSI at various location in Delhi and NCR including Gurugram, Ghaziabad, Faridabad and Noida as per the details given in the Part 'A', 'B' & 'C' of the Tender Document. The terms and conditions governing the instant Tender are as under:

B. DEFINITIONS

- i) The "ICSI" means THE INSTITUTE OF COMPANY SECRETARIES OF INDIA, New Delhi.
- ii) The "Contract" means providing of Security Services round the clock (24 Hours) security at premises of ICSI House, 22, Institutional Area, Lodi Road, New Delhi 110003 and ICSI House at Sector 62, Noida 201309 which the bidder is required to provide to the ICSI under the Contract through this tender.
- iii) "Bidder" or "Tenderer" means the agency/firm that is engaged in the business of providing **Security Services** and applies in response to this notice inviting tender.
- iv) "Vendor" means the successful bidder who is engaged by ICSI **providing of Security Services round the clock (24 Hours) security at the premises of ICSI at various location in Delhi and NCR including Gurugram, Ghaziabad, Faridabad and Noida** through this tender process by entering into the contract with the ICSI.
- v) "Party" means ICSI or Vendor individually and "Parties" shall mean ICSI and Vendor collectively.
- vi) "Letter of Intent" means the communication of the intention of the ICSI to the vendor for the award of work read with tender documents.
- vii) "Work Order" means the order placed 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.

PART 'A'

1. Instruction to Bidders

1. The tender document can be downloaded from **29th December, 2025 to 20th January, 2026** (till 01:00 PM) from the website of the Institute (www.icsi.edu) or Central Public Procurement Portal (CPPP) (<https://eprocure.gov.in/epublish/app>) for which Bidder would be required to enclose a demand draft of **Rs.1,180/- (Rs.1,000/- + Rs.180/- for 18% GST)** (non-refundable) from any of the scheduled bank drawn in favour of "THE INSTITUTE OF COMPANY SECRETARIES OF INDIA" payable at New Delhi. The bidder can also make online payment of **Rs. 1,180/- (Rs. 1,000/- + Rs.180/- for 18% GST)** by using following online link: "<https://apps.icsi.edu/TenderApp/>" and enclose the receipt of online payment generated by the system towards the cost of the tender document with the bid. The bidder who fails to submit the cost of the tender document with the bid, their bid shall not be considered for evaluation and no further communication shall be entertained in this regard. If any discrepancies found in the downloaded version of the tender document, the latest version of the tender document published by the ICSI through website notification at **Institute's website: www.icsi.edu/tenders** 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. 3,60,000/- (Rupees Three lakh Sixty Thousand only) in the form of Demand Draft from any of the nationalized 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 page of the Tender document with all annexures (including blank price bid format) must be signed, stamped and submitted with the Tender by bidder.**

- 5. Bid Submission:** Each bidder shall submit the tender in three separate sealed envelopes,

- (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 (Annexure B), Form III (Annexure C), and Annexure E 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**").
- (iv) **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 providing of Security Services round the clock (24 Hours) security at the premises of ICSI at various location in Delhi and NCR including Gurugram, Ghaziabad, Faridabad and Noida**" 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 20th January, 2026**.

Address:

The 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.

8. The **Technical Bid shall be opened on 20th January, 2026, at 03:00 PM** in the Institute of Company Secretaries of India at ICSI House, C-36, Sector-62 Noida 201309 or any other date, time or place as notified later in the presence of those bidder(s), who wish to be present. Due to any exigency, ICSI may decide to open the bids on electronic mode. Mode, Date & time of opening of bids will be informed through the e-mail id those who requests for the same and also be notified on the on ICSI's website (www.icsi.edu). 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 any other exigency, 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. 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.
11. ICSI may call for any additional documents, from the participating bidders during the technical evaluation process to establish their eligibility. ICSI may also call for further technical clarification on the proposals submitted by the bidders.
12. 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.

13. Incomplete bids shall be rejected outright. 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. Tempering 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. Please note that all the information as desired needs to be provided. Incomplete information may lead to rejection of Bid.
14. Each Bidder acknowledges and accepts that ICSI may in its absolute discretion apply selection criteria specified in the tender document for evaluation of proposals for short listing / selecting the eligible vendor(s). All Bidders on responding to ICSI for this tender will be deemed to have accepted the terms of this tender document. Non acceptance of any of the terms & conditions as stated in Tender document and non-submission of the stipulated Earnest Money Deposit (EMD) shall render the Bid invalid.
15. 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.
16. The acceptance of TENDER shall rest with the ICSI. ICSI does not bind itself to accept the lowest bidder and reserves to itself the right to reject any or all the bids received without assigning any reason(s) whatsoever and any notice to Bidder. Non acceptance of any bid shall not make the ICSI liable for compensation or damages of any kind. ICSI further reserves the right to accept a bid other than the lowest or to annul the entire bidding process with or without notice or reasons. Such decisions by ICSI shall be final and bear no liability whatsoever consequent upon such decisions.
17. The ICSI may at any time during the bidding process but before opening the technical bid request the Bidders to submit revised Technical Bids, Financial Bids and/or Supplementary Bids, in case of change in Scope of Work, without thereby incurring any liability to the affected Bidder or Bidders.
18. In order to afford prospective Bidders a reasonable time to take the amendment into account in preparing their bids, ICSI, at its discretion, may extend the deadline for the submission of bids suitably.
19. 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.
20. 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.

21. 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/TENDER in recent past. Such inclusion or exclusion of bidder shall be decided during technical evaluation of the bids of this tender process.
22. 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.
23. This invitation for tender does not commit ICSI to award a contract / order. Further, no reimbursable cost may be incurred in anticipation of award if contract / order.
24. No binding legal relationship will exist between any of the Bidders and ICSI until issue of Purchase Order.
25. Bidder should have all necessary patents, license rights, authority, agency and other proprietary rights required in respect of any device or method used by it for completing the Purchase Order. Bidder shall indemnify and hold ICSI harmless from and against any liability, penalty, cost or expense suffered or incurred as a result of Bidder failing to comply with this obligation.
26. Institute also may include more qty. for the existing items as described in the scope of work or brought in new items in the scope of work if needed in future. The vendor(s) will be paid pro-rata based on the qty., rate and duration of contract for such new qty. for the existing items. For new items brought under the scope of contract, Institute will pay as per mutual agreed rate but at same terms and condition.
27. Bidders are welcome to visit ICSI office to inspect the site condition, systems and process flow before submitting their bid. The vendor has to submit a report/certificate before the contract is taken up by them certifying that all systems are found in proper working condition. The detailed list of the defective equipment/items related to this contract has to be submitted separately.
28. Bidders may submit the bids for either of the location or both the locations.
29. Institute reserves the right to award whole or part of work. Institute also reserves its rights to award work of both the locations to single vendor or work of different locations to different vendors.
30. **Obligation of vendor** selected through this tender:
 - (i) 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.
 - (ii) The personnel 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.
 - (iii) 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.

- (iv) The vendor will also ensure that the personnel deployed are medically fit and will keep in record a certificate of their medical fitness. The vendor shall withdraw such personnel who are not found suitable by ICSI for any reasons immediately on receipt of such a request from ICSI.
- (v) The personnel deployed by the vendor shall be the employees of the vendor for all intents and purposes and that the personnel 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 personnel and ICSI shall accrue/arise implicitly or explicitly. The vendor and the personnel deployed by the vendor at ICSI sites shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements and administrative / organizational matters which has no direct forbearance on the service provided by the vendor
- (vi) The vendor's deployed personnel 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.
- (vii) The vendor shall maintain the documentary proof for the qualifications and experience of the manpower deployed by them. The bio-data, qualification and experience of the said manpower should be certified by the vendor. All such details have to be submitted by the vendor on demand by ICSI.
- (viii) ICSI may require the vendor to dismiss or remove from the site of service, any person or persons, employed by the vendor, who may be incompetent or for his/ her/their misconduct and the vendor shall forthwith comply with such requirements. The vendor shall replace immediately any of its personnel, if they are unacceptable to this office because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from office.
- (ix) The Vendor has to provide uniforms including photo identity cards at its own cost to the personnel deployed at ICSI sites. These cards are to be constantly displayed and their loss 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.
- (x) The vendor will issue Photo Identity card to all its deputed personnel deployed at ICSI, which must be carried by all deputed personnel while on duty at ICSI Premises. The cost of ID card/photographs etc. will be borne by the vendor.
- (xi) The transportation, food, medical and other statutory requirements in respect of each personnel of the vendor shall be the responsibility of the vendor.
- (xii) The Vendor shall provide a substitute well in advance if there is any probability of any personnel deployed by the vendor leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute if any shall be the responsibility of the vendor.
- (xiii) That on the expiry of the contract as mentioned above, the Vendor will withdraw all its personnel and clear their accounts by paying them all their legal dues. In case of any dispute on account of the termination of employment or non-employment by the personnel of the vendor, it shall be the entire responsibility of the Vendor to pay and settle the same.

- (xiv) 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.
- (xv) The vendor shall be required to keep ICSI updated about the change of address, change of the Management etc. from time to time.
- (xvi) The vendor and/ or the personnel deployed at the ICSI sites shall be responsible for its belongings and ICSI shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel of the vendor.
- (xvii) 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.
- (xviii) Any discrepancy on schedule of quantities and scope of work shall be brought to notice of ICSI for decision, immediately.
- (xix) Service Status Report: Vendor shall provide ICSI detail report based on Service schedule. In case of default on vendor's part, ICSI may employ and pay a third party to make good the defects and deduct the expenses from the dues payable to the vendor. The Service shall not be considered as completed until it has been certified by ICSI.
- (xx) Quantities given in this tender document are tentative and can be changed or varied on mutually agreed terms. Also the ICSI reserves the right to delete or increase any items of Services. No extra claims of whatsoever nature will be entertained on this account. The qty. mentioned in this document are for guidance of vendor and exact locations, clearance will be governed by site conditions. Any discrepancy/changes required shall be reported to ICSI.
- (xxi) The contract may remain valid and the term may be extended and/or shall remain incomplete until no dues certificate has been signed by ICSI.
- (xxii) Water and electricity shall be provided to the Vendor by ICSI free of cost related to the service during the contract period only at ICSI sites. However, unavailability of water and electricity shall not be accepted as reasons for delay. Vendor should make his own arrangements for the same.
- (xxiii) The vendor will ensure payment of wages to the staff deployed by it at the Institute's premises by seventh day of every month, irrespective of the fact whether the payment of its bill submitted to ICSI has been released by the Institute or not by that date. If seventh day of a particular month happens to be a holiday, the vendor may be required to make payment of wages to its staff on a working day prior to the seventh day of such month.
- (xxiv) In the event of failure and/or neglecting to perform any duties assigned to the vendor to the entire satisfaction of the Institute, the Institute shall have the right to have such duties and obligations performed and discharged by such agency(s) as the Institute may deem fit, and shall be entitled to recover from the vendor all costs and expenses incurred towards getting such work done from other agency(s).
- (xxv) 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.

- (xxvi) The vendor will ensure for getting proper license/permission from the concerned authorities wherever applicable.
- (xxvii) In the event of failure and/or negligence in performance up to the satisfaction of the Institute, the Institute shall have the right to have such duties and obligations performed and discharged by such other party/parties, 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 party/parties.
- (xxviii) 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.
- (xxix) 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 to ICSI for the same. This is subject to the limitation of the contract.
- (xxx) The Service Provider 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.
- (xxxi) 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.
- (xxxii) 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.
- (xxxiii) 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.
- (xxxiv) 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.
- (xxxv) The vendor selected through this tender cannot participate in any other tender except Security services of ICSI during the entire tenure of the contract.

31. Bid Validity: Price quoted must be valid for at least 270 days from the date of opening of bid. However, the prices finalized after opening the tenders shall not increase throughout the period of Contract. ICSI reserves its discretion to extend the validity of the Tender with the mutual consent of the concerned bidder.

32. 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.
33. Bidders quoting wages in their financial bids **below the notified minimum wages** by the appropriate government in the respective location as applicable to The ICSI **shall not be considered for financial evaluation.**
34. Category of security guard, armed guard and supervisor shall be determined based on the government notification by the appropriate government in the respective location.
35. 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 Tenderer stipulates any condition of his own, such conditional tender is liable to be rejected.
36. **Scope of Work:** Vendor (*i.e.* bidder selected) is required to do the following but not limited to:
- a) The Security Guards (including armed-guards and female security guards, if required) will be deployed at ICSI Offices at Delhi, Noida, Ghaziabad, Faridabad and Manesar for 8 hours shift or any other location as per the requirement of ICSI. The number of guards may be increased or decreased as per the requirement of the ICSI at the aforesaid location. The ICSI may at its sole discretion deploy security guards through the successful bidder or it may engage separate agency(s) for deployment of guards at different location. The bidder will have no right to claim work at all the locations.
 - b) The security personnel deployed shall not below the age of 21 years and not above 40 years, who must fulfill the following physical and educational criteria:
 - Education Qualification : Matriculation but not Graduate (Under Semi-Skilled) for Male
Graduate and Non-Graduate for Female
 - Height : 5' 8" (Minimum) for Male
5' 2" (Minimum) for Female
 - Languages Known : Hindi & English (read & write)
 - c) Police Verification of security personnel which will be working at ICSI Offices to be submitted by the vendor to all ICSI offices where the vendor will provide its Services. Whenever there is change of any employee, User Directorate to be notified and Police verification of the changed employee to be submitted at the Office where the staff will work with a copy to the user Directorate.
 - d) The exact required number of Security Guards without Arms would be intimated at the time of award of contract.
 - e) The security personnel have to attend duties in neat uniform for which the cost will be borne by the agency. Identity badges (Showing the name of the personnel) shall have to be provided by the agency which should be displayed on uniform of all the security personnel while on duty.

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- f) The watch and guard will be round the clock and 7 days of the week and shall be changing as per requirement of ICSI from time to time. In case there is any change in deployment of security guard, such change shall be intimated in writing by the Agency in advance to ICSI.
- g) Visitors' inward and outward entry must be maintained properly in the register by the security personnel in the manner as will be instructed by ICSI, time to time. After obtaining confirmation from the concerned official, all visitors must be guided properly to reach the concerned official.
- h) Security personnel will ensure that the electrical equipment/ instruments/light/Fans which are not in use must be switched off at the time of closure of the ICSI office by informing/consulting the electrician on duty.
- i) Any untoward incident has to be reported immediately to authorized official of the ICSI after happening of such incident.
- j) Day-to-day log book on shift basis has to be maintained and to be submitted on daily basis to the authorized official of the ICSI.
- k) Weekly duty roster has to be submitted to the authorized official of ICSI in advance and any suggestion/change by ICSI in duty roster to be incorporated immediately.
- l) Payment to personnel deployed at ICSI has to be made in time irrespective of payment of its invoice by ICSI.
- m) The vendor will provide the security services round the clock in three shifts running from 6:00 am to 2:00 pm; 2:00 pm to 10:00 pm; 10:00 pm to 6:00 am or as instructed by the authorized official of ICSI. The security will work invariably on shifts.
- n) The vendor will vouch CCTV proceedings/feed.
- o) The security personnel will not use android based mobile phones in the office premises.
- p) The security personnel should be provided with the whistle, Torch, umbrella, rain coats, winter garments and lathes by the vendor as per their requirement on duty. For frisking hand gloves to be used. The gloves should be neat and clean and changed at regular intervals.
- q) The security personnel will not visit other premises during duty except when duty demand.
- r) The security personnel should not leave the point unless and until the reliever comes for shift duties. The vendor has to arrange reliever as per duty roster. No security guards will be allowed to perform duty more than 8 hours at a stretch in any circumstances. If any exigency arises the vendor has to take prior permission from the authorized official of the ICSI to allow any security personnel to work more than 8 hours at a stretch. However, that the extended duty hour for any particular security personnel shall not exceed 12 hours at a stretch. If any such incident happens ICSI shall not be bound to pay to vendor for such extended hours of duties by security personnel deployed at ICSI site. By dint of this condition, no post should remain vacant. The vendor has to arrange suitable replacement and on failing to do so will be treated as breach of contract.
- s) Vendor will properly maintain the in-time and out-time register for security personnel deployed at ICSI site and on demand same has to be produced duly updated to the authorized official of ICSI.
- t) The security supervisor will maintain all the registers, log books, duty roster which will be maintained at the main gate and other points suitably. On demand such records have to be produced before the officials of ICSI.

- u) The security personnel must not give lenient or casual impressions on duty and they should be alert and attentive. They must observe movement of all the staff, labors and visitors etc. They should not allow any visitor inside the Institute's premises without proper entry in the visitors registers. If any visitor visits office with vehicle inside the premises prior permission must be taken from the authorized official of the ICSI.
- v) On requirement, the agency shall have to provide extra or more guards, or gunman as and when required for which separate charges shall be paid as per the contract rate. The vendor has to pay salary to deployed persons by 07th of the next month through NEFT or in the form of cheque.
- w) The vendor shall organize surprise visits (during day and night) to check the alertness and attentiveness of the security guards.
- x) Security guards must be rotated from their deployment at an interval of every three months.
- y) The vendor shall submit a monthly report of compliance and happenings in the premises under the supervision.
- z) The security personnel should be properly trained and should be alert in performance of his duty. The performance, if not found satisfactory, the concerned personnel shall be replaced by the vendor, within a period of one day.
- aa) Security guards are required to frisk people on entry/exit based on production of identity cards system, issue of passes, etc. and maintain visitor's record.
- bb) Thorough checking of incoming and outgoing material against proper Gate Pass duly signed by the authorized signatory of ICSI. All in coming material has to be thoroughly checked and to be entered in the inward material register with due authentication on the manifest of the challan and/or invoice. The intimation for inward material has to be communicated to the concerned official of the ICSI.
- cc) To ensure that no hawkers, marketing persons or vendors are allowed into the campus without permission.
- dd) To bring to notice any suspicious activity noticed during discharge of duties by security guards.
- ee) To attend fire-fighting operations i.e. capable of handling fire extinguishers, fire alarm system and fire hydrants whenever required. Deputed security personnel must be given quarterly training for firefighting, evacuation and mock drill and rescue of persons trapped in the lift.
- ff) Conduct periodic training to the deployed manpower on its own.
- gg) Carry out any other jobs assigned by the authorities of ICSI in the interest of security of ICSI.
- hh) The vendor has to follow all the statutory provision as prescribed under all statutory laws applicable to this contract and monthly compliance report will be submitted to ICSI.
- ii) In any case, Guards shall not be replaced by the agency without prior approval of the Institute. In case of violation, a penalty of Rs.2000/-shall be imposed in every case.
- jj) When the Guards are not on duty or on leave and no guards are provided, salary on pro-rata basis up to three days shall be deducted and beyond three days, a penalty of Rs.2000/- per week shall be levied for continuous absence. For any misconduct, mischief, criminal act etc, the security personnel and the agency shall be dealt under the prevailing law of India.

37. **Bid Validity:** Price quoted must be valid for at least 270 days from the date of opening of bid. If required, ICSI may ask extension of bid validity as suitable from the bidders.

38. **Eligibility Criteria:**

Sl. No.	Criteria	Response Yes/No	Supporting Document Reference with Page No.
1.	<p>The bidder must be incorporated and registered in India under the Indian Companies Act 1956 or 2013/ Registered LLP/Registered Partnership Firm. Please enclose self-attested copy of Certificate of Incorporation along with copy of Memorandum of Association (MOA) and Article of Association (AOA) / Copy of LLP Registration Certificate (s) / Registered Partnership Deed.</p> <p>Please attach Certificate of Incorporation / Copy of Registration Certificate (s).</p> <p>The following document submissions is mandatory:</p> <ol style="list-style-type: none"> 1. Declaration - None of the Director is disqualified 2. Declaration- All compliances of Companies Act, 2013 has been duly filed 3. KYC of all Directors is required to be submitted. 4. Declaration that None of the Directors are Blacklisted 5. Complete Office ID containing Photograph of all the Directors 6. KYC of the authorised Person i.e Supervisor or the Nodal officer of the Agency who will be the POC for the ICSI Offices. 7. KYC of Security guards and deputed Supervisor. 8. No direct or indirect conflict of interest should be there of the Directors of the Company who are bidders. 9. Disclosure of interest should be taken from all security guards appointed on permanent or ad hoc basis by the Vendor at C-37 Sector 62 Noida, that none of them may be enrolled in the CS Course or undergoing any stage of CS examination. 		
2.	<p>Bidder must have Registration under Employee Provident Fund and Miscellaneous Provisions Act, 1952. (Please enclose self-attested photocopy of the certificate)</p>		

3.	The Bidders must have offices in Delhi, NCR. (Please enclose self-attested photocopy of the office address, telephone bill, electricity bill etc.)		
4.	Bidder must have Registration under Employees State Insurance Act., 1984. (Please enclose self-attested photo copy of the certificate)		
5.	Bidder should have average of annual turnover of minimum Rs.90.00 Lakh in the last three financial years: 2022-23, 2023-24 & 2024-25. Please enclose self-attested copy of Audited P&L accounts and balance sheet of three preceding consecutive financial years ending as on 31 st March, 2025.		
6.	Bidders must have Registration under the contract labour (Regulation & Abolition) Act, 1970. (Please enclose self-attested photo copy of the certificate)		
7.	Bidders must have Registration under the Private Security Agencies Regulation Act, 2005. (Please enclose self-attested photo copy of the certificate)		
8.	Bidder must have at least 5 years' experience of providing Security service in reputed training or educational institutes/PSUs/ Central Government/State Government/ Public Sector organizations /Autonomous Bodies/ Statutory Bodies, Business house. Self-attested copy of the contract or work order to be enclosed.		
9.	The bidders must have an organized and established command structure, which can respond immediately as per requirements of the Institute (Please enclose organizational structure on bidder's letterhead with specific name, designation and their qualification).		
10.	Bidder must have strength of at least 50 security guards in its Delhi/NCR branches. (Self-attested latest PF statement downloaded from the EPFO website showing deposit of PF for full month in the respective accounts of the personnel).		
11.	Tender Fee. Please enclose online payment receipt / Demand Draft or valid NSIC / MSME certificate/document.		
12.	EMD. Please enclose online payment receipt or Demand Draft or valid NSIC / MSME certificate/document.		
13.	Copy of PAN. Please enclose self-attested photocopy of the PAN.		
14.	Copy of GSTIN Certificate. Please enclose self-attested photocopy of the GSTIN certificate.		
15.	The bidder will provide declaration to the effect that there is no direct or indirect conflict of interest of the Directors of the Company who are submitting their bids.		
16.	The Bidder who was awarded any contract in the past by the Institute but terminated during the contract period due to unsatisfactory performance will not be eligible /considered to participate in this tender. Also, a bidder		

	who was awarded any contract earlier but refused to continue the contract/refused to sign the agreement as given by the Institute will not be eligible to participate in this tender. Please enclose declaration from Authorized Signatory on the Bidder's Business Letter Head.		
17.	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, fraudulent, coercive, undesirable, or restrictive practices or 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. Please enclose declaration from Authorized Signatory on the Bidder's Business Letter Head.		

39. 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. ICSI also reserves its right to evaluate bidders based on their past performance as certified by their clients which can be ascertained by ICSI by contacting their past/current clients.

I. Technical bids Evaluation Criteria:

Total marks for Technical Bid shall be evaluated /calculated by summing up the marks obtained for each Proficiency Criteria as stipulated below:

Particulars	Criteria for marks distribution			Maximum Marks
Number of work orders in Private/PSU/Govt departments in last five financial years (since 1 st April 2020) for providing Security Services: (Minimum satisfactory level, to be clearly mentioned in the experience certificate	a)	Upto 3 numbers	10 Marks	25 marks
	b)	Above 3 number to 5 numbers	15 Marks	
	c)	Above 5 numbers to 7 numbers	20 Marks	
	d)	Above 7 numbers	25 Marks	
Average Annual Turnover (in Indian Rupees) in last three years (2022-2023,2023-2024,2024-2025)	a)	Upto 1 cr	10 Marks	25marks
	b)	Above 1 Crore to 5 Crore	15 Marks	

	c)	Above 5 Crore to 10 Crore	20 Marks	
	d)	Above 10 Crore	25 Marks	
Experience of Security services in different years in Govt (Centre/State/Autonomous/PSUs) Departments) (no. of work orders of different years)	a)	5 different years of experience	10 Marks	25 marks
	b)	Above 5 years to 7 years	15 Marks	
	c)	Above 7 years to 10 years	20 Marks	
	d)	Above 10 years experience	25 Marks	
Number of employees employed (on the basis of year 2024-25)	a)	50-75 Employees	10 Marks	25 marks
	b)	76-125 Employees	15 Marks	
	c)	126-200 Employees	20 Marks	
	d)	Above 200 Employees	25 Marks	
Total marks				100 marks
Qualifying marks				40 marks (out of 100 marks)

II. Financial-Bid Evaluation

The bidders are required to study the complete requirement specified in the Scope of Work mentioned in this Tender while submitting their bid.

The minimum qualifying score in the technical evaluation is 40 (out of 100). Bidders scoring less than 40 will not be considered for further evaluation. ICSI reserves its right to shortlist/restrict number of Bidders for further evaluation based on the score obtained by the bidders as per above technical evaluation matrix.

Scores of the Financial evaluation would be weighed pro-rata on a scale of 100 with the bidder with the lowest financial quote getting 100 (as per below mentioned formula). These Financial scores would then be added-up with the score of the technical evaluation as per below mentioned formula and the bidder getting the maximum total score out of 100 would be considered as the successful bidder and called for discussion, if required.

Formula for Final Bid Evaluation is:

$$Bm = .6 (TM) + .4 (Fn) \quad Fn = (Fmin / Fb) * 100$$

Where: **Bm** is total marks of the VENDOR in consideration

TM is Technical Marks of the VENDOR in consideration

Fn is Normalized financial score of the VENDOR in consideration

Fb is Evaluated Cost of VENDOR under consideration

Fmin is Minimum evaluated cost of any VENDOR

Note: Conditional bids will be rejected.

Financial bid must be submitted in sealed cover and if the same is 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.

II. Terms and Conditions of the Contract:

- a. The contract being offered through this tender is intended to have security solution for ICSI instead of mere deployment of security guards and supervisors. The successful bidder has to provide a holistic security services to ICSI.
- b. The contract will be initially for a period of three years and is likely to commence from the date of signing of the agreement which may be extended for a further period of one year as per quoted rates, terms and conditions as mutually agreed upon.
- c. The successful bidder has to submit the performance guarantee/security deposit in form of a Bank Guarantee from any nationalized bank 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 fulfillment of terms and conditions of the contract and conditions contained in the contract. The value of the bank Guarantee has to be of equivalent amount of 5% of the annual contract price. The bank Guarantee has to be submitted within 10 days of issue of order but before execution of the contract. The Bank Guarantee shall have to remain valid for the entire duration of the Contract plus three months beyond the completion of contract period. 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.
- d. *The Vendor shall comply with all Labor laws as may be applicable from time to time.*
- 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.
- f. The rate quoted by the firm will be valid for entire contract period and request for revision of rate shall not be entertained under any circumstances during the currency of the contract. The bidder has to quote rate inclusive of all i.e. cost of manpower, tools and tackles, consumables, enabling services e.g. scaffolding, lifting tools or any other arrangement required to be available for providing effective service as per terms of the contract, statutory benefits to its manpower and statutory taxes and duties except GST which is to be shown separately as per the financial bid format.
- g. **Payment Terms:** Payment will be made on monthly basis at the end of each month for the preceding month. Institute will make payment within thirty days 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 on the date of invoice submission and/or payment date.

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- h. The successful bidder will have to provide the service as per stipulated timeline as per instruction of ICSI, failing which the Institute will cancel the service order issued to the successful bidder.
- i. The successful bidder must have sufficient supervisory staff, in addition to the requisite number of security guards, proficient in managing the Security service. On failing to supervise effectively the security services at ICSI, the contract can be terminated premature.
- j. The successful bidder will provide KYC of security guards and the supervisor.
- k. The successful bidder will provide disclosure of interest from all deployed security guard at C-37, Office that none of them are enrolled in the CS Course or undergoing any stage of examination.

- l. **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.

Penalty for Deficiency in Service: The Competent Authority ICSI may impose penalty as he finds appropriate on case to case basis based on the damage or loss or any other inconvenience incurred to ICSI, including stopping the payment of bills of respective service, if you fail to provide the desired service or making delay in providing services or not able to provide services up to the satisfaction of ICSI.

- i. ½ per cent of total value of monthly invoice, for each instance of violation of compliance delay of up to 7 days after the due date;
- ii. 1 per cent of total value of monthly invoice, for each instance of violation of compliance delay beyond 7 days but up to 14 days after the due date;
- iii. Even after two (02) weeks of delay, if the Service Provider fails to comply, the ICSI may reject or accept the goods and services at its sole discretion after imposing applicable penalty and decide accordingly, on approval of the competent authority.
- iv. The Competent Authority of the ICSI may impose for the aforesaid misconduct or breach of condition or deficiency of service, a penalty of up to twice to the maximum damages and loss incurred to ICSI, apart from the right to terminate the contract, blacklisting, and forfeiture of security deposit / EMD and claim damages.

The Secretary 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.

- i. **Penalty for Misconduct or Breach of Condition of Contract:** The vendor and the employees of the vendor shall be held responsible for guilty of fraud, mischief, misappropriation or any other type of misconduct or breach of condition on the part of vendor or his employee. The Secretary 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 incurred to ICSI, apart from the right to terminate the contract, blacklisting of vendor, forfeiture of security deposit / EMD and claim damages.

III. GENERAL:

- a. **Modification/variation in Terms of Contract:** ICSI reserves the right to modify or may bring some variation in the terms and conditions of the contract on mutually agreed terms, if it is found necessary due to any operational difficulty or any other genuine reason(s).
- b. **Recovery:** Whenever under the contract through this tender, any sum of money is recoverable by ICSI from the party or / and payable by the party to ICSI, the ICSI shall be entitled to recover such sum by appropriating in part or in whole from the security deposit of the party. In the event of the security being insufficient or if no security has been taken from the party, the balance or the total sum recoverable, as may be, shall be deducted from any sum due to the party or which at any time thereafter may become due to the party under this or any other contract with the ICSI. If this sum is not sufficient to cover the full amount recoverable, the party shall pay the ICSI on demand the remaining balance due along with penalty.
- c. **Dispute Resolution:** Any dispute, difference, controversy or claim ("Dispute") arising between the successful bidder and ICSI hereinafter jointly to be called "parties" and singularly as "party" out of or in relation to or in connection with the agreement/contract, or the breach, termination, effect, validity, interpretation or application of this agreement/contract or as to their rights, duties or liabilities hereunder, shall be addressed for mutual resolution by the authorized official of the parties.
- d. **Arbitration:** If, for any reason, such dispute cannot be resolved amicably by the Parties, the same shall be referred to the Arbitration process. In the event of any dispute arising between ICSI and the vendor in any matter covered/ touched by this contract or arising directly or indirectly there from or connected or concerned with the said contract, the 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.
 - i. The place of the arbitration shall be at the ICSI, 22, Institutional Area, Lodi Road, New Delhi.
 - ii. The Arbitration proceeding shall be governed by the Arbitration and Conciliation Act of 1996 as amended from time to time.
 - iii. The proceedings of arbitration shall be in English language.
 - iv. The parties are not entitled to approach any court of law without resorting to arbitration approach.
 - v. The decision / award of the arbitrator shall be final and binding on parties to the arbitration proceedings.
- e. **Jurisdiction:** In respect of any dispute arising between ICSI and the vendor in any matter covered / touched this tender / contract or arising directly or indirectly there from or connected or concerned with the said contract, the courts at Delhi shall only have the jurisdiction.
- f. **Right to Blacklist:** ICSI reserves the right to blacklist a party / bidder for a suitable period in case such party / bidder
 - Fails to honour his bid without sufficient grounds or found guilty for breach of

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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.

g. 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.
- h. Sub-Contracting:** The successful bidder will not assign or transfer and sub-contract its interest/ obligations under this contract to any other concern / individual without the prior written consent of the ICSI.
- i. Statutory Compliance:** The successful bidder will be required to comply with all statutory obligations from time to time applicable to this contract.
- j. TERMINATION:** Either party may terminate this Agreement by giving a three (3) months' notice in writing to the other party for termination of agreement.

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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.

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.

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.

k. Force Majeure

- i. For the purpose of this Article, Force "Majeure" means any cause, which is beyond the successful bidder control or that of the Institute, as the case may be, which both could not foresee or with a reasonable amount of diligence could not have foreseen, and which substantially affect the performance of the order, such as: -
 - War / hostilities
 - Riot or civil commotion
 - Earth Quake, Flood, Fire, Tempest, Epidemics, 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.
- ii. 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.

- i. **Indemnity:** 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

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

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- 45341057, E-mail: birender.kumar@icsi.edu.*

Date: 29th December, 2025


S.K.SHARMA
Director (Purchase & Stores)



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/SS/2025-26/119

29th December, 2025

Sub: Tender for providing of Security Services round the clock (24 Hours) security at the premises of ICSI at various location in Delhi and NCR including Gurugram, Ghaziabad, Faridabad and Noida.

PART 'B' (TECHNICAL BID)

Form I: PARTICULARS OF BIDDER

(ALL COLUMNS ARE TO BE FILLED IN BLOCK LETTERS)

1. Name of the bidder

(a) Trade Name

(b) Status of the Bidder

(Limited Co./LLP/Partnership)

(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. Lab. Licence/EPF/ESIC Reg. No. (if applicable)
(Enclose self-attested photocopy)

11. Any other Relevant Information

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

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 _____

Official seal of bidder _____

Date _____

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

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/SS/2025-26/119

29th December, 2025

Sub: Tender for providing of Security Services round the clock (24 Hours) security at the premises of ICSI at various location in Delhi and NCR including Gurugram, Ghaziabad, Faridabad and Noida.

Form II: Eligibility Criteria Details

Sl. No.	Criteria	Response Yes/No	Supporting Document Reference with Page No.
1.	<p>The bidder must be incorporated and registered in India under the Indian Companies Act 1956 or 2013/ Registered LLP/Registered Partnership Firm. Please enclose self-attested copy of Certificate of Incorporation along with copy of Memorandum of Association (MOA) and Article of Association (AOA) / Copy of LLP Registration Certificate (s) / Registered Partnership Deed. Please attach Certificate of Incorporation / Copy of Registration Certificate (s).</p> <p>The following document submissions is mandatory:</p> <ol style="list-style-type: none"> 1. Declaration - None of the Director is disqualified 2. Declaration- All compliances of Companies Act, 2013 has been duly filed 3. KYC of all Directors is required to be submitted. 4. Declaration that None of the Directors are Blacklisted 5. Complete Office ID containing Photograph of all the Directors 6. KYC of the authorised Person i.e Supervisor or the Nodal officer of the Agency who will be the POC for the ICSI Offices. 7. KYC of Security guards and deputed Supervisor. 8. No direct or indirect conflict of interest should be there of the Directors of the Company who are bidders. 9. Disclosure of interest should be taken from all security guards appointed on permanent or ad hoc basis by the Vendor at C-37 Sector 62 Noida, that none of them may be enrolled in the CS Course or undergoing any stage of CS examination. 		
2.	Bidder must have Registration under Employee Provident Fund and Miscellaneous Provisions Act, 1952. (Please enclose self-attested photo copy of the certificate)		

3.	The Bidders must have offices in Delhi, NCR. (Please enclose self-attested photocopy of the office address, telephone bill, electricity bill etc.)		
4.	Bidder must have Registration under Employees State Insurance Act., 1984. (Please enclose self-attested photo copy of the certificate)		
5.	Bidder should have average of annual turnover of minimum Rs.90.00 Lakh in the last three financial years: 2022-23, 2023-24 & 2024-25. Please enclose self-attested copy of Audited P&L accounts and balance sheet of three preceding consecutive financial years ending as on 31 st March, 2025.		
6.	Bidders must have Registration under the contract labour (Regulation & Abolition) Act, 1970. (Please enclose self-attested photo copy of the certificate)		
7.	Bidders must have Registration under the Private Security Agencies Regulation Act, 2005. (Please enclose self-attested photo copy of the certificate)		
8.	Bidder must have at least 5 years' experience of providing Security service in reputed training or educational institutes/PSUs/ Central Government/State Government/ Public Sector organizations /Autonomous Bodies/ Statutory Bodies, Business house. Self-attested copy of the contract or work order to be enclosed.		
9.	The bidders must have an organized and established command structure, which can respond immediately as per requirements of the Institute (Please enclose organizational structure on bidder's letterhead with specific name, designation and their qualification).		
10.	Bidder must have strength of at least 50 security guards in its Delhi/NCR branches. (Self-attested latest PF statement downloaded from the EPFO website showing deposit of PF for full month in the respective accounts of the personnel).		
11.	Tender Fee. Please enclose online payment receipt / Demand Draft or valid NSIC / MSME certificate/document.		
12.	EMD. Please enclose online payment receipt or Demand Draft or valid NSIC / MSME certificate/document.		
13.	Copy of PAN. Please enclose self-attested photocopy of the PAN.		
14.	Copy of GSTIN Certificate. Please enclose self-attested photocopy of the GSTIN certificate.		
15.	The bidder will provide declaration to the effect that there is no direct or indirect conflict of interest of the Directors of the Company who are submitting their bids.		
16.	The Bidder who was awarded any contract in the past by the Institute but terminated during the contract period due to unsatisfactory performance will not be eligible /considered to participate in this tender. Also, a bidder		

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	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. Please enclose declaration from Authorized Signatory on the Bidder's Business Letter Head.		
17.	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, fraudulent, coercive, undesirable, or restrictive practices or 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. Please enclose declaration from Authorized Signatory on the Bidder's Business Letter Head.		

NOTE:

- a) Tender document each and every page has to be signed and stamped by bidder.
- b) Conditional bids will be summarily rejected.

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

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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,
Sector-62 Noida – 201 309 (UP)

Sir,

This is with reference to the tender no. ICSI/Admin/SS/2025-26/119 due on 20th January, 2026. We are interested to participate in the **Tender for providing of Security Services round the clock (24 Hours) security at the premises of ICSI at various location in Delhi and NCR including Gurugram, Ghaziabad, Faridabad and Noida.**

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:

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

Tender No. ICSI/Admin/SS/2025-26/119

29th December, 2025

Sub: Tender for providing of Security Services round the clock (24 Hours) security at the premises of ICSI at various location in Delhi and NCR including Gurugram, Ghaziabad, Faridabad and Noida.

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.

Financial bid – for providing of Security Services round the clock (24 Hours) security at the premises of ICSI at various location in Delhi and NCR including Gurugram, Ghaziabad, Faridabad and Noida.

TABLE-A:

Particulars				
S. No.	Components	Proposed rates (in Rs.) for Male		
		Charges per Security Guard (Un-armed) (Semi-Skilled)	Charges per Security Guard (Armed) (Skilled)	Supervisor
	SAC			
A.	Wages for 8 hrs. Duty (Basic)			
B.	P.F. -.....%)			
C.	E.S.I. -.....%)			
D.	Relieving Charges/Cost of weekly off *(per days minimum wage X average 5 weekly off per month)			
E.	Bonus -.....%)			
F.	Any other Charges please specify			
G.	Sub Total (A+B+C+D+E+F)			
H.	Service Charge @ (All miscellaneous charges of any nature to be included under the service charge heading only. No other charges will be considered even if quoted by the bidder)			
I.	Sub Total (G + H) (Cost per UNIT including Service Charge) for 8 hrs. duty except GST			
J.	GST			

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K.	Total Cost all-inclusive including GST (I+J)			
	(I) Charges per security Guard (Un-Armed) (Semi-Skilled):	Rs.		
	Amount in words: (Rupees)	
	(II) Charges per Security Guard (Armed) (Skilled):	Rs.		
	Amount in words: (Rupees)	
	(III) Charges per Supervisor:	Rs.		
	Amount in words: (Rupees)	

**Considering 52 Sundays and 8 Holidays (National and Local major festival holidays), i.e. total 60 days in a year, thus average 5 days of weekly off per month.*

Note:- In case of any change/revision in statutory rates/minimum wages/levies/taxes by the Government during the contract period, the revised such rates as applicable shall be payable, as per the terms and conditions of the tender.

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

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TABLE-B:

Particulars				
S. No.	Components	Proposed rates (in Rs.) for Female		
		Charges per Non-Graduate Security Guard (Semi-Skilled)	Charges per Graduate Security Guard (Skilled)	Supervisor
	SAC			
A.	Wages for 8 hrs. Duty (Basic)			
B.	P.F. -%)			
C.	E.S.I. -%)			
D.	Relieving Charges/Cost of weekly off *(per days minimum wage X average 5 weekly off per month)			
E.	Bonus-.....%)			
F.	Any other Charges please specify			
G.	Sub Total (A+B+C+D+E+F)			
H.	Service Charge @ (All miscellaneous charges of any nature to be included under the service charge heading only. No other charges will be considered even if quoted by the bidder)			
I.	Sub Total (G + H) (Cost per UNIT including Service Charge) for 8 hrs. duty except GST			
J.	GST			
K.	Total Cost all-inclusive including GST (I+J)			
(I) Charges per Non-Graduate Security Guard (Semi-Skilled): Rs. Amount in words: (Rupees)				
(II) Charges per Graduate Security Guard (Skilled): Rs. Amount in words: (Rupees)				
(III) Charges per Supervisor: Rs. Amount in words: (Rupees)				

*Considering 52 Sundays and 8 Holidays (National and Local major festival holidays), i.e. total 60 days in a year, thus average 5 days of weekly off per month.

Note:- In case of any change/revision in statutory rates/minimum wages/levies/taxes by the Government during the contract period, the revised such rates as applicable shall be payable, as per the terms and conditions of the tender.

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

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Format- Performance Bank Guarantee from a Nationalized Bank
(Annexure E)

FOR PERFORMANCE GUARANTEE

Ref. No.

Bank Guarantee No

Dated

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

1. Against contract vide Advance Acceptance of the Tender covering "RFP for " (hereinafter called the said 'contract') entered into between the Institute of Company Secretaries of India, (hereinafter called the Purchaser) and _____ (hereinafter called the Contractor) this is to certify that at the request of the Contractor we _____ Bank Ltd., are holding in trust in favour of the Purchaser, the amount of Rs _____/- (Rs.----- only) to indemnify and keep indemnified the Purchaser against any loss or damage that may be caused to or suffered by the Purchaser by reason of any breach by the Contractor of any of the terms and conditions of the said contract and/or in the performance thereof. We agree that the decision of the Purchaser, whether any breach of any of the terms and conditions of the said contract and/or in the performance thereof has been committed by the Contractor and the amount of loss or damage that has been caused or suffered by the Purchaser shall be final and binding on us and the amount of the said loss or damage shall be paid by us forthwith on demand and without demur to the Purchaser.
2. We _____ Bank Ltd, further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for satisfactory performance and fulfilment in all respects of the said contract by the Contractor i.e. till _____ hereinafter called the said date and that if any claim accrues or arises against us _____ Bank Ltd, by virtue of this guarantee before the said date, the same shall be enforceable against us _____ Bank Ltd, notwithstanding the fact that the same is enforced within six months after the said date, provided that notice of any such claim has been given to us _____ Bank Ltd, by the Purchaser before the said date. Payment under this letter of guarantee shall be made promptly upon our receipt of notice to that effect from the Purchaser.
3. It is fully understood that this guarantee is effective from the date of the said contract and that we _____ Bank Ltd, undertake not to revoke this guarantee during its currency without the consent in writing of the Purchaser.
4. We undertake to pay to the Purchaser any money so demanded notwithstanding any dispute or disputes raised by the Contractor in any suit or proceeding pending before any court or Tribunal relating thereto our liability under this present bond being absolute and unequivocal.
5. The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the Contractor shall have no claim against us for making such payment.

6. We _____ Bank Ltd, further agree that the Purchaser shall have the fullest liberty, without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said contract or to extend time of performance by the Contractor from time to time or to postpone for any time or from time to time any of the powers exercisable by the Purchaser against the said Contractor and to forbear or enforce any of the terms and conditions relating to the said contract and we, _____ Bank Ltd., shall not be released from our liability under this guarantee by reason of any such variation or extension being granted to the said Contractor or for any forbearance by the Purchaser to the said Contractor or for any forbearance and or omission on the part of the Purchaser or any other matter or thing whatsoever, which under the law relating to sureties, would, but for this provision have the effect of so releasing us from our liability under this guarantee.

7. This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor.

WITNESS NO. 1

Authorised Bank Representative

- (Signature)
Full name and official
Address (in legible letters)

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

WITNESS NO. 2

(Signature)
Full name and official
Dated..... Address (in legible letters)

Attorney as per power of
Attorney No.....

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