



**THE INSTITUTE OF
Company Secretaries of India**

भारतीय कम्पनी सचिव संस्थान

IN PURSUIT OF PROFESSIONAL EXCELLENCE

Statutory body under an Act of Parliament

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/CCTV-NOIDA/2025-26/125

February 06, 2026

SUB: Tender for Non-Comprehensive Annual Maintenance Contract of CCTV Surveillance System installed at ICSI Houses at C-36 & C-37 (Dte. Of Exams), Sector 62, Noida 201 309 or any other ICSI Location(s).

Important Date & Information	
Tender Publish Date	February 06, 2026
Tender Fee	Rs.236/- (Rs.200 /-+ 18% GST) (Rupees One Thousand One Hundred & Eighty Only)
Earnest Money Deposit (EMD)	Rs. 6,000/- (Rupees Six Thousand only)
Last date and time for sending Pre-Bid Queries through email (*)	All queries have to be sent at Email ID: birender.kumar@icsi.edu by 02:30 PM till February 10, 2026
Replies of Pre-Bid queries	If any, will be uploaded on the following website/portal on or after February 13, 2026 by 02:30 PM at Institute's website www.icsi.edu
Last Date and Time for Submission of Bids	on or before February 16, 2026 by 02:30 PM
Address for submission of Bids	The Institute of Company Secretaries of India, ICSI House, (Ground Floor Reception: Tender Box of Dte. of Purchase) C-36, Sector – 62, Noida – 201309. Note: The technical bid soft copy (complete in all respect) is also to be submitted by the bidders through downloadable link and such download link is to be shared on the following email id: Praveen.ojha@icsi.edu <u>Financial bid (soft copy) is not to be submitted by email till further notification.</u>
Bid Validity	120 days from the date of opening of technical bids.
Date, time & venue of opening of Technical Bids	February 16, 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 on.
Date and time of opening of commercial bids	To be intimated at a later stage, only to technically qualified bidders.
Contact details	Birender Kumar, Assistant Director, (Tel. No. 0120- 45341057) All pre-bid queries have to be sent Email id: birender.kumar@icsi.edu
Institute Website	www.icsi.edu

Disclaimer

The information contained in this Tender Document or subsequently provided to Bidder(s) or applicants whether verbally or in documentary form by or on behalf of Institute of Company Secretaries of India (hereinafter "Institute" / "ICSI") or by any of its employees or advisors, shall be subject to the terms and conditions set out in this Tender Document and all other terms and conditions subject to which such information is provided. The purpose of this tender document is to provide the Bidder(s) with information to assist the formulation of their proposals. This Tender Document does not purport to contain all the information each bidder may require. This Tender document may not be appropriate for all persons, and it is not possible for the ICSI, its employees or advisors to consider the investment objectives, financial situation and particular needs of each bidder who reads or uses this Tender document. Each bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this Tender document and where necessary obtain independent advice from appropriate sources. ICSI, its employees and advisors make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the Tender document. ICSI may in their absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this Tender document.



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February 06, 2026

SUB: Tender for Non-Comprehensive Annual Maintenance Contract of CCTV Surveillance System installed at ICSI Houses at C-36 & C-37 (Dte. Of Exams), Sector 62, Noida 201 309 or any other ICSI Location(s).

A. About ICSI:

The Institute of Company Secretaries of India (ICSI) is a statutory body constituted under an Act of Parliament i.e. the Company Secretaries Act, 1980 (herein after referred as ICSI / Institute). ICSI is functioning under the overall administrative jurisdiction of Ministry of Corporate Affairs, Government of India and having its head office at 22, Institutional Area, Lodi Road, New Delhi. The Institute has another office at C-36/37, Sector — 62, Noida. ICSI is the only recognized professional body in India to develop and regulate the profession of Company Secretaries in India.

B. DEFINITIONS

- i) The “ICSI” means THE INSTITUTE OF COMPANY SECRETARIES OF INDIA, New Delhi.
- ii) The “Service” means providing **Non-Comprehensive Annual Maintenance Contract of CCTV Surveillance System for ICSI**, which the Bidder is required to provide to the ICSI under the Contract through this tender.
- iii) “Bidder” or “Tenderer” means the agency/firm who are engaged in the business of providing **Non-Comprehensive Annual Maintenance Contract of CCTV Surveillance System for ICSI** on annual contract basis and applies in response to this notice inviting tender.
- iv) “Vendor” mean the successful Bidders who are empaneled with ICSI to provide the service 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 Bidder for the award of work read with Bid documents.
- vii) “Work Order” means the Order placed after issue of Letter of Intent by the ICSI to the Bidder signed by the authorized officer of ICSI including all attachments and appendices thereto and all documents incorporated by reference therein. Work order along with the Letter of Intent and Bid Documents and the Agreement constitutes the Contract.

Sealed tenders are invited from reputed service providers or authorized agencies for providing **Tender for Non-Comprehensive Annual Maintenance Contract of CCTV Surveillance System installed at ICSI Houses at C-36 & C-37 (Dte. Of Exams), Sector 62, Noida 201 309 or any other ICSI Location(s)** as

per the details given in Part 'A', 'B' & 'C' of the Tender Document. The terms and conditions governing the instant Tender are as under:

PART 'A'

1. Instruction to Bidders

1. The Tender is invited on Two Bid system. The Tender Document can be downloaded from **February 06, 2026 to February 16, 2026 (till 03:00 PM)** from the website of the Institute (www.icsi.edu) or Central Public Procurement Portal (CPPP) (<https://eprocure.gov.in/epublish/app>) for which Bidder would be required to enclose a demand draft of **Rs. 236/- (Rs. 200/- + Rs. 36/- 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. 236/- (Rs.200/- + Rs. 36/- for 18% GST)** by using following online link: "<https://apps.icsi.edu/TenderApp>" and enclose the receipt of online payment generated by the system towards the cost of the tender document along with the bid. The bidder who fails to submit the cost of the tender document along with the bid, the 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, the latest version of the tender document published by the ICSI through website notification at **Institute's website: www.icsi.edu/tender** or **Central Public Procurement Portal (CPPP): <https://eprocure.gov.in/epublish/app>** will be treated as authentic and correct.

Note:	<i>Bidders irrespective of their registration with NSIC/MSME have to submit the requisite fee towards the cost of Tender.</i>
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- 1.1 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.
2. **Bid Submission:** Each bidder shall submit the tender in three separate sealed envelopes,
 - (a) EMD & Tender Fee is to be put in **envelope No. 1** (please mark the envelope as "**No.1 – EMD & Tender Fee**"),
 - (b) Part 'A' & 'B' including Form I (Annexure A), Form II(a) & II(b) (Annexure B1 & B2), and Form III (Annexure C), Annexure E, Annexure F and Annexure G along with all requisite documents is to be put in **envelope No. 2** (please mark the envelope as "**No. 2 – Technical Bid**"),
 - (c) Part 'C' (Annexure D) only is to be put in **Envelope No. 3** (Please mark the Envelope as "**No.3 – Financial Bid**").
 - (d) All the sealed envelopes bearing No. 1, 2 and 3 are to be put in main envelop i.e. **Envelope No. 4.**

(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. However, all bidders irrespective of their registration with NSIC/MSME have to submit the requisite fee towards the cost of Tender).

The sealed tender envelope duly super scribed, **Tender for Non-Comprehensive Annual Maintenance Contract of CCTV Surveillance System installed at ICSI Houses at C-36 & C-37 (Dte. Of Exams), Sector 62, Noida 201 309 or any other ICSI Location(s)** due on **February 16, 2026** should be addressed by name to **Secretary, The ICSI** and sent at the Institute's address given below either by registered post/speed post/courier or by dropping in the tender box placed at 5th floor of Institute's Headquarter at its Noida office address as mentioned below & should reach on or before **February 16, 2026 at 02.30 pm.**

Address:

Secretary

The Institute of Company Secretaries of India

ICSI House, C-36, Sector - 62, **(Ground Floor: Tender Box of Dte. of Purchase)**

Noida 201309

The Institute shall not be liable for any transit delays whatsoever and tenders received after the stipulated time/date are liable to be rejected summarily without assigning any reason and without any further reference to the Bidder.

Note: The technical bid soft copy (complete in all respect) is also to be submitted by the bidders through downloadable link and such download link is to be shared on the following email id: praveen.ojha@icsi.edu Financial bid (soft copy) is not to be submitted by email till further notification.

- 1.2 The Technical Bids shall be opened on **February 16, 2026 at 03:00 PM** in the Institute of Company Secretaries of India at ICSI House, C-36, 5th Floor, Sector - 62, Noida – 201 309 in the presence of those bidder(s) who wish to be present. No separate communication will be sent in this regard. In the event of due date being a closed holiday or declared Holiday for ICSI / Central Government offices, the due date for opening of the bids will be the following working day at the appointed time and venue.
- 1.3 Institute requires tentative service as mentioned in the Price Bid Format which may vary as per the actual scope of work. The vendor will be obliged to provide service for the actual quantity available at site. The payment to the vendor will be made for the varied quantity either by reducing or enhancing the price pro-rata based on the quoted price.
- 1.4 The information contained in this Tender Document or subsequently provided to Bidder(s) / Applicants whether verbally or in documentary form by or on behalf of Institute of Company Secretaries of India (hereinafter "ICSI") or by any of their employees or advisors, shall be subject to the terms and conditions set out in this Tender Document and all other terms and conditions subject to which such information is provided. The purpose of this Tender document is to provide the Bidder(s)/Applicants with information to assist the formulation of their proposals. This Tender Document does not purport to contain all the information each Bidder/Applicant may