



**THE INSTITUTE OF
Company Secretaries of India**

भारतीय कम्पनी सचिव संस्थान

IN PURSUIT OF PROFESSIONAL EXCELLENCE

Statutory body under an Act of Parliament

(Under the jurisdiction of Ministry of Corporate Affairs)

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

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

ICSI/IT/IT Devices (Laptop/Desktop)/2026/123

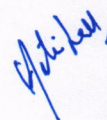
January 28, 2026

Sub: Tender for Supply, Installation, Testing & Commissioning of IT Devices (Laptop/Desktop).

Important Date & Information		
1	Tender Publish Date	January 28, 2026
2	Cost of Tender	Rs.1180/- (Rs.1000/- + Rs.180/- for 18% GST) (Rupees One Thousand One Hundred & Eighty Only)
3	Earnest Money Deposit	Rs.83,400/- (Rupees Eighty-Three Thousand Four Hundred only)
4	Last date and time for Sending Pre-Bid Queries in writing	All queries must be sent at email ID, praveen.kumar@icsi.edu by 2:00 PM till February 4, 2026
5	Replies of Pre-Bid queries	If any, will be uploaded on the following website/portal by February 9, 2026 by 2:00 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	February 19, 2026 by 2:00 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.	February 19, 2026 , at 3:00 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	Shri Praveen Kumar Veyikandla, Joint Director, Directorate of IT, ICSI. Tel. No.:0120-4522066; Email Id: praveen.kumar@icsi.edu
12	Institute Website	www.icsi.edu

Statement of Disclaimer

The information contained in this tender 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 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, their 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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ICSI/IT/IT Devices (Laptop/Desktop)/2026/123 January 28, 2026

Sub: Tender for Supply, Installation, Testing & Commissioning of IT Devices (Laptop/Desktop)

Tender Document

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 from reputed firms **for Supply, Installation, Testing & Commissioning of IT Devices (Laptop/Desktop)** 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 Agreement entered in between the ICSI and Vendor for **Supplying, Installation, Testing & Commissioning of IT Devices (Laptop/Desktop)** at ICSI, through this tender.
- (iii) "Bidder" or "Tenderer" means the agency/firm that is engaged in the business of **Supplying, Installation, Testing & Commissioning of IT Devices (Laptop/Desktop) Hardware** and applies in response to this notice inviting tender.
- (iv) "Vendor" means the successful bidder who is engaged by ICSI for **Supplying, Installation, Testing & Commissioning of IT Devices (Laptop/Desktop)** 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) "**Buy-back**" means The Institute may wish to sell the IT Devices to the vendor under buy-back. The bidder is requested to mention the buy-back price of the old IT Devices as per the list attached at Annexure 'E'.
- (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.



Atti

PART 'A'

I. Instruction to Bidders

The tender document can be downloaded from **January 28, 2026 to February 19, 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.1180/- (Rs.1000/- + Rs.180/- for 18% GST) (**Rupees One Thousand One Hundred & Eighty Only**) (non-refundable) from any of the scheduled bank drawn in favour of "THE INSTITUTE OF COMPANY SECRETARIES OF INDIA" payable at New Delhi. The bidder can also make online payment of Rs.1180/- (Rs.1000/- + Rs.180/- for 18% GST) (**Rupees One Thousand One Hundred & Eighty Only**) 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.

All bidders having registration with NSIC/MSME may take exemption from submission of requisite fee towards the cost of Tender, however, they must submit copy of valid NSIC/MSME certificate in envelope No. 1 instead of tender fee.

(1) Earnest Money Deposit (EMD)

- (i) Every bidder has to make a deposit of Earnest Money (EMD) of **Rs.83,400/- (Rupees Eighty-Three Thousand Four Hundred only)** in the form of Demand Draft from any of the nationalised bank drawn in favor 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 nationalised 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 nationalised bank drawn in favour of "THE INSTITUTE OF COMPANY SECRETARIES OF INDIA" payable at New Delhi.

(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).

(2) 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 or delays in accepting 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. 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.

(3) 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.**

(4) **Bid Submission:** Each bidder shall submit the tender in three separate sealed envelopes, (i) EMD & Tender Fee is to be put in **envelope No. 1** (please mark the envelope as "**No.1 – EMD & Tender Fee**"),

(ii) Part 'A' & 'B' including Form I (Annexure A), Form II(a) & II(b) (Annexure B1 & B2), Form III (Annexure C), and Annexure F 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 & E) only is to be put in **Envelope No. 3** (Please mark the Envelope as "**No.3 – Financial Bid**"). All the sealed envelopes bearing No. 1, 2 and 3 are to be put in the main envelop *i.e.* Envelope No. 4.

(5) 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. 4 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.

(6) The sealed tender envelope duly super scribed, "**Tender for supplying, installation, testing & Commissioning of IT Devices (Laptop/Desktop) due on February 19, 2026**" must be addressed to **Secretary, ICSI** and be sent at the Institute's address given below either by registered post/speed post/courier or by dropping in the tender box placed at Ground floor of Institute's Noida office address as mentioned below & should reach on or before **2.00 PM on February 19, 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.

(7) The **Technical Bid shall be opened on February 19, 2026 at 3:00 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).**

(8) The GST has rolled out with effect from 01.07.2017. Bidders who have not migrated to and is not registered with GST 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.

(9) ICSI prefers to deal with OEM. However, if for any reason OEM is not able/allowed to participate in the tender, the bid can be submitted through its authorised channel partners/authorized Resellers. If the bidder is an authorised channel partner/reseller, then it must submit authorization certificate from the OEM along with the technical bid. If the bidder is authorized channel partner or reseller, the bidders must provide a certificate from the OEM. This certificate is to be submitted by the bidder with the technical bid.

(10) Licensed Operating Software

The vendor will ensure the desktop and/or laptop systems supplied and installed must have licensed operating system (as mentioned in the technical specifications) with original product key/ certificate. It must not be copied from any source and/or not a pirated version of any nature.

(11) 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.

(12) 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.

(13) The Bidders have to submit make and model name of the desktops/Laptops for which they have submitted the bid with comparative of specifications as mentioned on the tender in hard copy as well as in soft copy on a pen-drive.

(14) The Institute at its discretion may call the bidders to discuss the technical specifications, make and model and the effectiveness of the product proposed to be supplied by them in commensuration to the Institute's requirements.

(15) ICSI reserves the right to negotiate the rate with the bidder and also may call for revised financial proposal as per modalities as approved by the Competent Authority of ICSI.

(16) 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 document and the bidder shall execute the work at the specified rates without any extra charges or compensation within the stipulated period.

(17) Incomplete bids shall be rejected outrightly. No alterations, amendments or modifications shall be made by the Bidder in the Tender documents and if any such alterations are made or any special conditions attached, the bid shall be liable to be rejected at the discretion of the ICSI without reference to the bidder. Tampering with any format given may be liable for rejection / disqualification of the bids. Correction and overwriting anywhere in the tender document should be avoided. Every correction and overwriting must be authenticated with full signature of the bidder, otherwise the tender is liable to be rejected. Decision of ICSI on such corrections, overwriting, authentications shall be final and binding on the concerned bidder. Please note that all the information desired, needs to be provided. Incomplete information may lead to rejection of Bid.

(18) 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.

(19) Bids submitted by forming any consortium or joint venture is not allowed. Any such bid received submitted by such bidders will be rejected outrightly and without any notice to the bidders. A single bidder can submit only one bid, any deviation, e.g. multiple bids by any bidder or bids submitted by forming a cartel will also be rejected. If at any stage of the bidding process, it is found that bids submitted by different bidders having common Directors/promoters, such bids will be rejected.

(20) 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.

(21) 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.

(22) The ICSI may at any time during the bidding process before and/or after opening the technical bid and/or financial bid, request the Bidders to submit revised Technical Bids and/or 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.

(23) 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.

(24) 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.

(25) 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.

(26) 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.

(27) All costs and expenses incurred by Bidders in any way associated with the development, preparation, and submission of bid / responses, including but not limited to; the attendance at meetings, discussions, demonstrations, etc. and providing any additional information required by ICSI to facilitate the evaluation process, and in all such activities related to the bid process, will be borne entirely and exclusively by the bidder.

(28) Any Corrigendum, Clarifications etc. shall be binding on the Bidders and shall be given due consideration by them while they submit their bids.

(29) In case of any work for which there is no specification given in the Tender document but the same is essential for the job / work mentioned in Tender document, such work shall be carried out in accordance with the directions of the ICSI without any extra cost to the Institute.

(30) 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.

(31) This invitation for tender does not commit ICSI to award a contract / order. Further, no reimbursable cost may be incurred in anticipation of award of contract / order.

(32) No binding legal relationship will exist between any of the Bidders and ICSI until issue of Purchase Order.

(33) 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.

(34) Bid Validity: Price quoted must be valid for at least 270 days from the date of opening of bid. Price quoted must be valid for at least 270 days from the date of opening of technical 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.

(35) **Eligibility Criteria Details:** Bidders who fulfil the following eligibility criteria will only be considered for evaluation of their bids:

Sl. No.	Criteria	Supporting Document with Page No.
1.	The bidder must be incorporated and registered in India under the Indian Companies Act 1956 or 2013 or under any other relevant legal provision in any other Country and should have been operating in India and must have their operating office in India. Please enclose self-attested copy of Certificate of Incorporation, copy of Memorandum of Association (MOA) and Article of Association (AOA) or any other relevant document of incorporation and proof of having office in India	
2.	ICSI prefers to deal with OEM. However, if for any reason OEM is not allowed to participate in the tender, the bid can be submitted through its authorized channel partners/authorized Resellers. If the bidder is an authorized channel partner/reseller, then it must submit authorization certificate from the OEM along with the technical bid.	
3.	The bidder should have average of Annual Turnover of minimum Rs.300 lakh or equivalent of similar amount in any other currency during the previous three financial years ended as on 31 st March, 2025. (Attach Copies of duly audited balance sheets and profit and loss Account for FY 2022-23 and FY 2023-24 and FY 2024-25, or any other valid document filed or submitted with the respective relevant regulatory authority)	
4.	The Bidder should have minimum three years of Experience in supplying, installation and providing support of IT Infrastructure like Desktops/Laptops (Attach documentary evidence e.g. copy of work order, contract document, award letters, agreement etc. or any other relevant document)	

5.	The bidder should have at least two clients, out of that one must be from business house/Central Government/State Government/Public Sector organizations /Autonomous Bodies/ Statutory Bodies with whom similar contract has been executed in immediately preceding 5 years ended as on 31 st March, 2025. Please enclose copy of work order, contract document, award letters, agreement etc. or any other relevant document (Please also provide name and contact details of the concerned officials of the respective clients).	
6.	Tender Fee. Please enclose online payment receipt / Demand Draft or valid NSIC / MSME certificate/document.	
7.	EMD. Please enclose online payment receipt or Demand Draft or valid NSIC / MSME certificate/document.	
8.	Copy of PAN. Please enclose self-attested photocopy of the PAN.	
9.	Copy of GSTIN Certificate. Please enclose self-attested photocopy of the GSTIN certificate.	
10.	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.	
11.	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.	
12.	The bidder must have a valid (as on the date of submission of the bid) ISO 9001:2008 /9001:2015 Equivalent certificate for quality and ISO 27001:2005 Equivalent certificate for Data Security. (Please attach supporting document).	

(36) Bid Evaluation:

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 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 evaluation of 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. On evaluation of financial bids of the technically qualified bidders, the lowest bidder will be treated as successful bidder. Any bidder who puts any condition in the financial bid will be disqualified from the bidding process without any further reference to the bidder. The financial bid submitted in unsealed cover along with technical bid in violation of bid submission process will also attract disqualification of the bidder from the bidding process. Indication of price anywhere in the technical bid also will disqualify the bidder. In both cases the EMD amount will be forfeited.

I. Evaluation of Technical Bids:

- a) Bids which are not supported by adequate proof / Supplementary documents will not be evaluated.
- b) The Evaluation Committee shall evaluate the technical bids only for those bidders who satisfy the eligibility criteria. The Technical bids which are unsigned, and incomplete, shall not be evaluated. The technical bids will be evaluated on the basis of their responses; evaluations will be based on documentary evidence submitted by the bidder with respect to selection criteria. A bid can be rejected at this stage if it does not respond to important aspects of the tender.

II. Financial-Bid Evaluation:

- a) The Financial-Bid evaluation is done only for those bids which are responsive.
- b) Financial bids of only those Bidders will be opened who qualify in the technical and infrastructure bids evaluation process. The date, time and venue for opening the financial bids will be intimated to the technically qualified bidders only.
- c) ICSI reserves its right to seek clarification on the financial bid submitted by the bidders. ICSI may also devise any method or process to derive the best competitive price for the tendered service. ICSI generally awards contract to the Lowest Bidder, however, ICSI may resort to any other criteria to award the contract.

Scope of Work: Supply/Installation/commissioning of IT Devices with Three (3) Years warranty of OEM and vendor will extend their support to call log/fix the issues onsite at ICSI during the contract period. Vendor will ensure all comprehensive support during the contract period to resolve the issues by OEM time to time.

II. Terms and Conditions of the Contract:

1. Delivery Schedule and Duration of Contract:

- (a) Time is the essence of the Contract. The successful bidder has to comply with the delivery schedule strictly as instructed/mentioned in the order.
- (b) The ordered quantity of desktops and/or laptops are to be delivered, installed and commissioned complete in all respects, within six weeks of placing the order.
- (c) The contract period will be for three years or till the expiry of the warranty of the systems (whichever is maximum). The contracted rates will remain same throughout the contract period. During the contract period no price escalation whatsoever, will be allowed.

2. Payment of any kind what-so-ever will not be made to the vendor except the one mentioned in the related work order.

3. Prices quoted in the bid shall expressly be inclusive of all statutory taxes, fees, cess, duties, levies, charges and any

other statutory components (net to ICSI). It should clearly indicate the base price plus all additional duty & taxes **except GST which is to be shown separately.**

4. Prices quoted in the bid shall include onsite **comprehensive warranty for Three (3) years, 24 hours CRT (Call Resolution Time) for 365 days including Saturdays and Sundays, off hours support.** In case the warranty is for one (1) year by default, the vendor shall quote for the support pack from the principal manufacturer, so as to validate the warranty for **Three (3) years.**

5. The terms "acceptance test" imply running of supplied material for 12 hours daily for seven days at two different locations including 72 hours continuous running of system. If the Desktops/Laptops, so supplied fails in acceptance test, the same shall be liable to be rejected. During the acceptance test, replacement of cards/devices shall not be permitted.

6. The Principal Manufacturer will provide a certificate of warranty for Three (3) years for the Desktops/Laptops with serial number in the name of the Institute or Three (3) years warranty information from the date of supply should be shown on the OEM website.

7. Escalation Matrix up to Three (3) levels, including upto highest level should be provided.

8. Though Institute prefers to deal with manufacturers/principal manufacturers directly, it may also consider the offers received through its authorized channel partners, provided the principal authorizes the said channel partner in this regard. **The authorization letter from the Principal Manufacturer is to be submitted with the technical bid.**

9. The whole work included in the Tender shall be executed by the vendor and the vendor shall not directly or indirectly transfer assign or sublet the contract or any part thereof or interest therein to any other party without the written consent of ICSI.

10. Copyright, Intellectual Property Rights and other incidental rights:

Copyright and any other intellectual property right shall vest with ICSI only. Data rights are also vested with the Institute. The vendor shall maintain the confidentiality of the same and in the event of any violation either by sharing or by transmitting or by any means including theft either in full or in part of the content / data then the vendor is liable for civil and criminal actions and liable to pay damages as determined by the Institute. The vendor shall not edit, copy, reproduce re-print, assign, transfer to any third party, and / or use the material for itself or for any purpose, from the date of execution of the contract and after the completion of the contract. ICSI has intellectual property rights over its trade names, corporate signs, logos, software, proprietary information and know-how which the vendor may come across through this Contract. The vendor shall recognize ICSI's intellectual property rights for all purposes. Nothing in this Agreement shall confer on vendor any right or title in the intellectual property of ICSI.

11. **Site for services or delivery are:**

The Institute of Company Secretaries of India C-36/37, Sector-62, Noida-201309.

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

(ICSI-CCGRT, Manesar)

The Institute of Company Secretaries of India

Centre For Corporate Governance, Research and Training

Plot No. 03, Sector 2, IMT Manesar, Gurugram - 122052

And/or any other location as instructed by the authorized official of ICSI.

12. **Security Deposit/performance guarantee:**

a. The successful bidder has to submit the security deposit/performance guarantee in form of an Account payee Demand Draft / Banker's Cheque drawn on any bank or a Bank Guarantee from any Nationalized bank (format enclosed as **Annexure G**) to cover any loss or damage caused to or suffered by the Institute due to acts of commission and omission

by the successful bidder or any failure on the part of the successful bidder in fulfilment of terms and conditions of the contract and conditions contained in the contract. The value of the Security Deposit/Bank Guarantee must be of equivalent amount of 10% of the annual contract price. The Bank Guarantee must 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.

b. 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.

13. The vendor will not have any direct interaction on behalf of the Institute with any third-party agency engaged by ICSI.

14. All communications to the employees or third-party agencies engaged by ICSI would be through designated channels as directed by the Institute.

15. **Payment Terms:** Payment will be released based on following points.

a) Payment on the supplied items shall be made after successful delivery and subsequent installation of the operating software along with fully operational support services and after confirmation of warranty of the materials; duly accepted by ICSI as per the scope of work and terms of the contract. Payment will be released upon acceptance of the bills/ Tax Invoice submitted duly authenticated by an authorized officer of the Institute.

b) In case any difficulties occur of receiving support during the warranty period then Vendor will be fully responsible for comprehensive maintenance free of charge during the warranty and/or support period and in case of default, ICSI will have the right to arrange maintenance at vendor's risk and cost and responsibility. Payment of any kind whatsoever will not be made to the vendor except the one mentioned in the order.

c) Payments shall be subject to deductions of any amount for which the vendor is liable under the agreement against 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.

d) The vendor's request for payment shall be made to the ICSI in writing, accompanied by appropriate tax invoices including all supporting documents describing, as appropriate, delivered and accepted by ICSI.

e) If any excess payment has been made by the ICSI due to difference in contracted price and vendor's invoice, the ICSI may without prejudice to its rights recover such amounts by other means after notifying the bidder or deduct such excess payment from any payment subsequently falling due to the ICSI.

16. **Payment of Taxes**

The vendor shall be responsible for and shall pay all taxes, duties, assessments or other charges of any kind or nature whatsoever levied by any government or governmental body on or in connection with the Services including without limitation all statutory levies, taxes, fee, duties, rate, charges, surcharges etc. and any other tax ("taxes") levied on service provided by the Service Provider. ICSI may withhold from payments due to the Service Provider any amounts required with respect to the aforementioned taxes and to remit the same with the relevant authorities, in case of failure on the part of the Service Provider.

17. **Penalty:**

(a) Without prejudice to its right to terminate and other rights the ICSI shall levy Penalty at the following rates

(i) ½ per cent of total value of contract, for each day of delay, in case of delivery within 7 days after the due date;

(ii) 1 per cent of total value of contract, for each day of delay, in case of delivery beyond 7 days but up to 14 days after the due date;

(iii) 2 per cent of total value of contract, for each week of delay, in case of delivery beyond 14 days subject to a maximum of 10% of total contract price.

(b) In case of delay beyond fifteen (15) days from the stipulated period, Institute may at its discretion cancel the order and arrange to procure the same from the next bidder on the panel/open market at the sole risk, cost and responsibility of the bidder.

(c) In case of failure to supply the ordered quantity / specifications / quality in the time schedule and at the agreed rates in, the Institute shall have right to purchase the same from the market at the prevalent rate and the difference between the agreed price and purchase price would be recovered from the successful bidder. Further, if the supplied items are not in accordance with the ordered items, then the Institute reserves the right to reject the whole lot or accept, whole or part supply, at less than the agreed / market price. Any loss to the Institute on this account shall be adjusted from the EMD / Performance Security.

(d) Three (03) years on site comprehensive warranty of Desktops/Laptops with response time of 4 hours call attending support after logging the complaint has to be provided and failure to do so will attract penalty of Rs.500/- per hour in case of default after 04 hours. The Desktops/Laptops must be repaired or standby to be arranged within 24 hours of lodging the complaint. In case of default, a penalty of Rs.500/- per day also would be levied. In case standby is provided, the desktops/Laptops must be repaired and installed back within seven days of lodging the complaint. In case of default, a penalty of Rs.500/- per day also would be levied.

18. In case any work for which there is no specification in the tender but required to be carried out for successful implementation, commissioning, and delivery of the contracted work to its entirety, as per scope of work mentioned in the tender/ work order, such work shall be carried out by the vendor in accordance with the directions of the ICSI without any extra cost to the Institute.

19. In case of any damage or loss caused to the Institute due to breach of term or condition of the tender / contract, negligence, carelessness, inefficiency, fraud, mischief and misappropriation or any other type of misconduct of the bidder(s)/ vendor or its staff, the bidder(s)/vendor shall be liable to compensate the loss cause to ICSI and to pay damages. The Institute shall have right to adjust the damage / loss suffered by it from the security deposit / earnest money deposit / bank guarantee and / or to charge penalty as decided by the Institute. Decision of the Institute in this respect shall be final & binding.

20. The vendor shall be liable for accident, injury, losses due to any accident or negligence of their staff/workers and shall also be liable to incur all the expenses in consequence thereof and Institute is in no way responsible for any damages arising out of this tender/contract.

III. GENERAL:

1. **Modification/variation in Terms of Contract:** ICSI reserves the right to modify or may bring some variation in the terms and conditions of the contract on mutually agreed terms, if it is found necessary due to any operational difficulty or any other genuine reasons.

2. **Recovery:** Whenever under the contract through this tender, any sum of money is recoverable by ICSI from the party or / and payable by the party to ICSI, the ICSI shall be entitled to recover such sum by appropriating in part or in whole from the security deposit of the party. In the event of the security being insufficient or if no security has been taken from the party, the balance or the total sum recoverable, as may be, shall be deducted from any sum due to the party or which at any time thereafter may become due to the party under this or any other contract with the ICSI. If this sum is not sufficient to cover the full amount recoverable, the party shall pay the ICSI on demand the remaining balance due along with penalty.

3. **Dispute Resolution:** Any dispute, difference, controversy or claim ("Dispute") arising between the successful bidder and ICSI hereinafter jointly to be called "parties" and singularly as "party" out of or in relation to or in connection with the agreement/contract, or the breach, termination, effect, validity, interpretation or application of this

agreement/contract or as to their rights, duties or liabilities hereunder, shall be addressed for mutual resolution by the authorized official of the parties.

4. **Arbitration:** If, for any reason, such dispute cannot be resolved amicably by the Parties, the same shall be referred to the Arbitration process. In the event of any dispute arising between ICSI and the vendor in any matter covered/ touched by this contract or arising directly or indirectly there from or connected or concerned with the said contract, the matter shall be referred to the sole arbitrator appointed by the mutual consent of both the parties. The decision / award of the Arbitrator shall be final and binding on the parties. Cost of Arbitration will be shared equally by the parties.

- i. The place of the arbitration shall be at, 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.

5. **Jurisdiction:** In respect of any dispute arising between ICSI and the vendor in any matter covered / touched tender / contract or arising directly or indirectly there from or connected or concerned with the said contract, the courts at Delhi shall only have the jurisdiction.

6. **Right to 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 condition /s of the contract or guilty of fraud and mischief and misappropriation or any other type of misconduct on the part of party(s) / bidder(s).
- Giving false, misleading or fake information/ document in the bid;
- Withdrawing the bid after opening of the Financial bids;
- Refusal to accept Purchase/ Work Order at the quoted prices;
- Failure to supply goods of the ordered quantity/ quality/ specifications at the agreed rates within the time schedule;
- Adoption of any unethical or illegal practices;
- Any other justified reason.

7. **Confidentiality:**

i. The bidder(s)/ vendor shall not use or disclose any Confidential Information of the Institute except as specifically contemplated herein. For purposes of this tender / contract "Confidential Information" means information that: (i) is sufficiently secret to derive economic value, actual or potential, from not being generally known to other persons who can obtain economic value from its disclosure or use; and (ii) is the subject of efforts that are reasonable under the circumstances to maintain its secrecy or confidentiality.

ii. The successful bidder acknowledges that all material and information which has and will come into its possession or knowledge in connection with this agreement or the performance thereof, whether consisting of confidential and proprietary data or not, whose disclosure to or use by third parties may be damaging or cause loss to ICSI will all times be held by it in strictest confidence and it shall not make use thereof other than for the performance of this agreement and to release it only to employees requiring such information, and not to release or disclose it to any other party. The successful bidder agrees to take appropriate action with respect to its employees to ensure that the obligations of non-use and non-disclosure of confidential information under this agreement are fully satisfied. In the event of any loss to ICSI in divulging the information by the employees of the successful bidder, the ICSI shall be indemnified. The successful bidder agrees to maintain the confidentiality of the ICSI's information after the termination of the contract also. The successful bidder will treat as confidential all data and information about the ICSI /Contract, obtained in the execution of this tender including any business, technical or financial information, in strict confidence and will not reveal such information to any other party.

8. **Sub-Contracting:** The successful bidder will not assign or transfer and sub-contract its interest / obligations under this contract to any other concern / individual without the prior written consent of the ICSI.

9. **Statutory Compliance:** The successful bidder will be required to comply with all statutory obligations from time to time applicable to this contract.

10. **Compensation:** In case of any damage or loss caused to the Institute due to breach of term or condition of the tender / contract, negligence, carelessness, inefficiency, fraud, mischief and misappropriation or any other type of misconduct or deficiency of Service Provider or its staff, the bidder(s)/vendor shall be liable to compensate the loss cause to ICSI and to pay damages. The Institute shall have right to adjust the damage / loss suffered by it from the security deposit / earnest money deposit / bank guarantee and / or to charge penalty as decided by the Institute. Decision of the Institute in this respect shall be final & binding

11. TERMINATION

The ICSI without prejudice to its right to price adjustment by way of discount or any other right or remedy available to ICSI, it may terminate the Contract or any part thereof by a Witten notice to the Vendor, if:

- i) The vendor fails to comply with any material term of the work order.
- ii) The vendor fails to deliver the material(s) or any part thereof within the stipulated Delivery Period and or to replace/rectify any rejected or defective material(s) promptly.
- iii) The vendor becomes bankrupt or goes into liquidation.
- iv) The vendor has misrepresented to ICSI acting on which misrepresentation ICSI has placed the Purchase order on the vendor.

The ICSI without prejudice to any other remedy, reserves the right to terminate the agreement in whole or in part by giving 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.

12. Force Majeure

a) For the purpose of this Article, Force "Majeure" means any cause, which is beyond the successful bidder control or that of the Institute, as the case may be, which both could not foresee or with a reasonable amount of diligence could not have foreseen, and which substantially affect the performance of the order, such as: -

- War / hostilities
- Riot or civil commotion
- Earth Quake, Flood, Fire, Tempest, Epidemics, Pandemic, Lightning or other natural physical Disaster, Quarantine restricts and Freight embargoes
- Restrictions imposed by the Government or other statutory bodies, which is beyond the successful bidder control

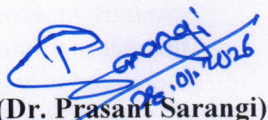
or of the Institute, which prevent or delay the execution of the order either by the successful bidder or by the Institute.
b) If a Force Majeure situation arises, the successful bidder are required to promptly notify ICSI in writing of such condition and the cause thereof within a period of three (3)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


13. **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 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, **Shri Praveen Kumar Veyikandla** may be contacted at **0120-4522066**; email id: **praveen.kumar@icsi.edu**

Date: January 28, 2026


(Dr. Prasant Sarangi)
Director (Purchase & Stores and Printing)
Email: **prasan.sarangi@icsi.edu**
Phone: 0120-4082185







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

ICSI/IT/IT Devices (Laptop/Desktop)/2026/123

January 28, 2026

Sub: Tender for Supply, Installation, Testing & Commissioning of IT Devices (Laptop/Desktop)

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./Pvt. Ltd.) _____
(Enclose self-attested copy of document)
(c) Name of CEO/Directors / _____
2. Postal Address (Including India office) _____
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 agency)
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.**

Sub: Tender for Supply, Installation & Commissioning of IT Devices (Laptop/Desktop).

Form II(a): TECHNICAL DETAILS

S. No.	Particulars	Response
1.	List of existing clients to whom hardware supplied and giving service under Warranty in last 1 year with details of company, value of business, concerned person name & their telephone no. (Please attach full details)	
2.	A) List of existing sites being maintained as per following: Name of the Company/Type of Hardware being maintained. B) Please indicate the hardware principal/s brands the bidder represents and bidders' level of association	
3.	Please indicate in full the following details: A) Manpower available – Technical & Non- technical Number and name of the personnel who can provide hardware support and do trouble shooting. B) "Provide Escalation Matrix upto Director/CEO of the firm". C) Duly signed and stamped at each page Tender document submitted	
4.	Authorization letter/Certificate from OEM as an Authorized Dealer/Partner.	
5.	Brochure of the product with detailed specifications.	

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

ICSI/IT/IT Devices (Laptop/Desktop)/2026/123

January 28, 2026

Sub: Tender for Supply, Installation & Commissioning of IT Devices (Laptop/Desktop)

Form II(b): Eligibility Criteria Details

Sl. No.	Criteria	Supporting Document with Page No.
1.	The bidder must be incorporated and registered in India under the Indian Companies Act 1956 or 2013 or under any other relevant legal provision in any other Country and should have been operating in India and must have their operating office in India. Please enclose self-attested copy of Certificate of Incorporation, copy of Memorandum of Association (MOA) and Article of Association (AOA) or any other relevant document of incorporation and proof of having office in India	
2.	ICSI prefers to deal with OEM. However, if for any reason OEM is not allowed to participate in the tender, the bid can be submitted through its authorized channel partners/ authorized Resellers. If the bidder is an authorized channel partner/reseller, then it must submit authorization certificate from the OEM along with the technical bid.	
3.	The bidder should have average of Annual Turnover of minimum Rs. 300 lakh or equivalent of similar amount in any other currency during the previous three financial years ended as on 31 st March, 2025. (Attach Copies of duly audited balance sheets and profit and loss Account for FY 2022-23 and FY 2023-24 and FY 2024-25, or any other valid document filed or submitted with the respective relevant regulatory authority)	
4.	The Bidder should have minimum three years of Experience in supplying, installation and providing support of IT Infrastructure like Desktops/Laptops/etc. (Attach documentary evidence e.g. copy of work order, contract document, award letters, agreement etc. or any other relevant document)	
5.	The bidder should have at least two clients, out of that one must be from business house / Central Government / State Government / Public Sector organizations / Autonomous Bodies / Statutory Bodies with whom similar contract has been executed in immediately preceding 5 years ended as on 31 st March, 2025. Please enclose copy of work order, contract document, award letters, agreement etc. or any other relevant document (Please also provide name and contact details of the concerned officials of the respective clients).	

6.	Tender Fee. Please enclose online payment receipt / Demand Draft or valid NSIC / MSME certificate/ document.	
7.	EMD. Please enclose online payment receipt or Demand Draft or valid NSIC / MSME certificate/document.	
8.	Copy of PAN. Please enclose self-attested photocopy of the PAN.	
9.	Copy of GSTIN Certificate. Please enclose self-attested photocopy of the GSTIN certificate.	
10.	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.	
11.	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.	
12.	The bidder must have a valid (as on the date of submission of the bid) ISO 9001:2008 /9001:2015 Equivalent certificate for quality and ISO 27001:2005 Equivalent certificate for Data Security. (Please attach supporting document).	

NOTE:

- i. Each and every page of the tender document has to be signed and stamped by bidder.
- ii. Conditional bids will be summarily rejected.

Name and Signature of Bidder
with office Seal

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
Institute of Company Secretaries of India (ICSI) ICSI House,
C – 36,
Sector 62, Noida-201309

Sir,

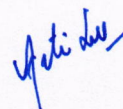
This is with reference to the Tender No.: **ICSI/IT/IT Devices (Laptop/Desktop)/2026/123** dated **January 28, 2026** due on February 19, 2026. We are interested to participate in the Tender.

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.

Date:

Name and Signature of Bidder
with office Seal



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

(Annexure D)

ICSI/IT/IT Devices (Laptop/Desktop)/2026/123

January 28, 2026

Sub: Tender for Supply, Installation, Testing & Commissioning of IT Devices (Laptop/Desktop)

PART 'C' FINANCIAL BID

(A) Rates Quoted should be all inclusive rate except GST which should be shown separately as percentage rate (%) (figure in Rs.)

Desktop Specifications	
S/N	Technical Specifications of Desktop to be procured for HQ of ICSI
1	Make & Model: Dell, HP, Lenovo
2	Computer with minimum 3 years onsite comprehensive warranty with OEM.
3	Motherboard, keyboard, and mouse must be from same OEM as computer and have OEM logo/ trademark embossed on them (No sticker).
4	OEM must have online system hardware diagnostics facility and facility to download updates of software, device drivers, and firmware on its website.
5	LAN: Integrated Gigabit Ethernet LAN 10/100/1000
6	MediaTek Wi-Fi 6 MT7920, 2x2, 802.11ax, MU-MIMO, Bluetooth(R) wireless card
7	BIOS Configuration Tool to Enable these features in a single Tool power on password, set up password , USB port disables with life cycle management tool
8	Drivers should be available for download from OEM site for at least 3 years from the date of the purchases order. (drive cab to be available on the support site)
9	OEM must have facility to download updates of pre-installed software's, device drivers, and firmware on its website.
10	OEM must support recovery media creation through its website to reinstall the operating system when required and bring the computer back to its original factory condition as configured by the OEM.
11	Processor: Intel(R) Core (TM) i5-14500 vPro(R) (14 cores, up to 5.0GHz) or above.
12	Processor base Speed 5.0 GHz or above
13	Chipset: Intel® Q670
14	Cache: 24 MB or above
15	Threads: 20 or above
16	Memory: 8 GB DDR5 RAM expandable up to 64 GB with min 2 DIMM Slots
17	Hard disk: 2 TB, 7200 RPM, 3.5-inch, SATA, HDD or better or above
18	SSD: 256 GB
19	8x DVD+/-RW 9.5mm Optical Disk Drive Optional
20	19.5" display with 1600 x 900 resolution minimum or higher, OEM make
21	USB Keyboard OEM make
22	USB Optical Scroll mouse OEM make
23	Integrated Intel Ethernet LAN 10/100/1000 or Higher

24	Separate Cabinet for CPU
25	Form Factor: Tower Form Factor less than 15 ltrs with Intrusion Switch.
26	Security: Trusted Platform Module (TPM) 2. Chassis lock slot support, optional Chassis Intrusion switch
27	Power Supply: 180W up to 80% Efficient
28	1 RJ-45 port 10/100/1000 Mbps
29	8 USB Ports (Min. 4 USB 3.2 ports including 1 Type C port) or better
30	1 Universal Audio Jack
31	1 Display Ports 1.4
32	1 HDMI 2.1
33	Slots:3 PCIe Gen 3 slots (Min. 1 PCIe x16) or better, 2 SATA Slots or better, 2 M.2 slots (Wireless + Storage)
34	Operating System: Windows 11 Pro 64 Bit
35	Compliance: Energy star 6.0, Windows 11 Certified, EPEAT Climate+ India Certified, EPEAT GOLD India Certified for Desktop & TCO 9 for Monitor, MIL STD 810 G Test passed, ISO 9001:2008 certification for OEM or better.

Description (Model No.)	HSN Code	Brand	Qty.	Rate per unit (Rs.)	Total Amount for 58 nos. (Rs.)
Desktop.....			58 Nos.		
GST%					
Grand Total					

- Note: The Institute is obtaining the quote of Desktops from the bidders for 58 nos of Desktops. Actual quantity of Desktops may vary and payment shall be made on actual basis.**
- The Institute may wish to sell the old IT Devices to the vendor under buyback. The bidder is requested to mention the buy-back price of the old IT Devices as per the list attached at Annexure 'E'.
- The Bidder has to mention the HSN Code of above item(s) —**

Date:

Name and Signature of Bidder
with office Seal

(B) Rates Quoted should be all inclusive rate except GST which should be shown separately as percentage rate (%) (figure in Rs.)

Laptop Specifications	
S/N	Technical Specifications of Laptop to be procured for HQ of ICSI
1	Make & Model :Dell ,HP ,Lenovo
2	Computer with minimum 3 years onsite comprehensive warranty with OEM.
3	Built-in Pre-boot system hardware Diagnostics Utility must be available from OEM.
4	OEM must have online system hardware diagnostics facility.
5	OEM must have facility to download updates of pre-installed software's, device drivers, and firmware on its website.
6	OEM must support recovery media creation through its website to reinstall the operating system when required and bring the computer back to its original factory condition as configured by the OEM.
7	Processor: Intel(R) Core(TM) Ultra 5 235U vPro(R) (12 TOPS NPU, 12 cores, up to 4.9 GHz) or above.
8	Processor base Speed 4.9 GHz or above
9	Cache: 12 MB or above
10	Memory: 16 GB DDR5 RAM or higher with min. 2 DIMM slots expandable up to 64 GB
11	Hard disk: 512 GB NVME drive and also slot will be available for future upgrade for SATA drive or above
12	Screen Size : 14" 16:10 FHD+ (1920 x 1200), 60Hz, IPS, Non-touch, Anti Glare, 300 nit, 45% NTSC, 6-bit + FRC
13	Integrated Intel Ethernet LAN 10/100/1000 or Higher
14	Power Cord for 3-pin Adapter
15	Wireless LAN: Wi-Fi 6, 2x2, 802.11ax or better
16	Bluetooth: MediaTek Wi-Fi 6 MT7920, 2x2, 802.11ax, Bluetooth® 5.4 wireless card
17	Audio: Integrated Audio with 2 x 2W Internal speakers, 2 Noise canceling Microphones or better
18	4 USB ports with minimum 2 USB 3.2 Gen 2 Type-C port including 1 Type-C Thunderbolt 4.0 with DisplayPort and Power Delivery or better, 1 HDMI 2.1, 1 RJ-45, 1 Universal Audio Jack, 1 Wedge Lock slot.
19	Input Devices: Spill resistant Backlit Key Board with Touchpad.
20	Wireless LAN: Yes, Web Camera: Yes, Audio: In and Out, One HDMI port,
21	Battery :3 cell 45 Wh, Li-ion, ExpressCharge 1.0 , ExpressCharge Boost
22	Security: Discrete TPM 2.0 (Hardware) Chassis intrusion switch - Remotely detects hardware tampering and is integrated with Dell SafeBIOS Indicators of Attack.
23	Chassis and Weight: PC+ABS body weighing Min 1.35 kg (Depends on config)
24	Operating System: Factory Pre-loaded Windows 11 Professional or higher, English 64 -bit
25	Compliance: BIS Certified, UL, FCC, RoHS, CE, Energy Star 8.0 Certificate, MIL-STD 810H (Min. 20 tests passed) or better, EPEAT Climate+ India Certified, EPEAT GOLD India Certified & TCO 9.0 certified, Ubuntu Linux Certified, ISO 9001:2008 certification for OEM or better

Description (Model No.)	HSN Code	Brand	Qty.	Rate per unit (Rs.)	Total Amount for 58 nos. (Rs.)
Laptop			5 Nos.		
GST%					
Grand Total					

Note: The Institute is obtaining the quote of laptops from the bidders on per unit basis, but Institute may not place order at all or it may place order in any quantities and the bidder will be liable to supply the same at quoted rate. The Institute does not give any guarantee of minimum quantity of order for IT Devices. Quantity of IT Devices may increase or decrease.

GST will be paid extra as applicable.

The Bidder has to mention the HSN Code of above item(s) _____

Date:

Name and Signature of Bidder
with office Seal

Annexure 'E'
Table – 1: DESKTOP
The details of Old Desktops to be given under buy back

S L N o.	MAK E	Serial Number	TFT Condit ion	CPU Condit ion	Configurations	Proc Date	Procurem ent price	Buy Back Price (Rs.) includi on of GST
1	Dell	56SMD02	ok	ok	Intel Core-i5, RAM-8 GB, HDD - 500GB	01-01- 2014	51,110	
2	Leno vo	PG005VY9	ok	ok	Intel Core-i5, RAM-8 GB, HDD - 500GB	15-09- 2014	50,400	
3	Leno vo	PG005VWU	ok	ok	Intel Core-i5, RAM-8 GB, HDD - 500GB	15-09- 2014	50,400	
4	Leno vo	PG005VVX	ok	ok	Intel Core-i5, RAM-8 GB, HDD - 500GB	15-09- 2014	50,400	
5	Leno vo	PG00UD7B	ok	ok	Intel Core-i5, RAM-8 GB, HDD - 500GB	07-03- 2017	53,500	
6	Leno vo	PG00UD8P	ok	ok	Intel Core-i5, RAM-8 GB, HDD - 500GB	07-03- 2017	53,500	
7	Leno vo	PG00UD7Q	ok	ok	Intel Core-i5, RAM-8 GB, HDD - 500GB	07-03- 2017	53,500	
8	Leno vo	PG00UD72	ok	ok	Intel Core-i5, RAM-8 GB, HDD - 500GB	07-03- 2017	53,500	
9	Leno vo	PG00UD9B	ok	ok	Intel Core-i5, RAM-8 GB, HDD - 500GB	07-03- 2017	53,500	
10	Leno vo	PG00UD7W	ok	ok	Intel Core-i5, RAM-8 GB, HDD - 500GB	07-03- 2017	53,500	
11	Leno vo	PG00UD97	ok	ok	Intel Core-i5, RAM-8 GB, HDD - 500GB	07-03- 2017	53,500	
12	Leno vo	PG00UD7V	ok	ok	Intel Core-i5, RAM-8 GB, HDD - 500GB	07-03- 2017	53,500	
13	Leno vo	PG00UD6L	ok	ok	Intel Core-i5, RAM-8 GB, HDD - 500GB	07-03- 2017	53,500	
14	Leno vo	PG00UD8Q	ok	ok	Intel Core-i5, RAM-8 GB, HDD - 500GB	07-03- 2017	53,500	
15	Leno vo	PG00UD8S	ok	ok	Intel Core-i5, RAM-8 GB, HDD - 500GB	07-03- 2017	53,500	
16	Leno vo	PG00UD8F	ok	ok	Intel Core-i5, RAM-8 GB, HDD - 500GB	07-03- 2017	53,500	
17	Leno vo	PG00UD7N	ok	ok	Intel Core-i5, RAM-8 GB, HDD - 500GB	07-03- 2017	53,500	
18	Leno vo	PG00UD93	ok	ok	Intel Core-i5, RAM-8 GB, HDD - 500GB	07-03- 2017	53,500	
19	Leno vo	PG00TTG4	ok	ok	Intel Core-i5, RAM-8 GB, HDD - 500GB	07-03- 2017	53,500	

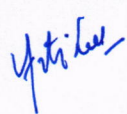
20	Lenovo	PG010U42	ok	ok	Intel Core-i5, RAM-8 GB, HDD - 500GB	08-11-2017	60,123	
21	Lenovo	PG010U3W	ok	ok	Intel Core-i5, RAM-8 GB, HDD - 500GB	08-11-2017	60,123	
22	Lenovo	PG010U46	ok	ok	Intel Core-i5, RAM-8 GB, HDD - 500GB	08-11-2017	60,123	
23	Lenovo	PG010U41	ok	ok	Intel Core-i5, RAM-8 GB, HDD - 500GB	08-11-2017	60,123	
24	Lenovo	PG010U47	ok	ok	Intel Core-i5, RAM-8 GB, HDD - 500GB	08-11-2017	60,123	
25	Lenovo	PG010U3Z	ok	ok	Intel Core-i5, RAM-8 GB, HDD - 500GB	08-11-2017	60,123	
26	Lenovo	PG010V43	ok	ok	Intel Core-i5, RAM-8 GB, HDD - 500GB	08-11-2017	60,123	
27	Lenovo	PG010U44	ok	ok	Intel Core-i5, RAM-8 GB, HDD - 500GB	08-11-2017	60,123	
28	Lenovo	PG010U40	ok	ok	Intel Core-i5, RAM-8 GB, HDD - 500GB	08-11-2017	60,123	
29	Lenovo	PG010U3V	ok	ok	Intel Core-i5, RAM-8 GB, HDD - 500GB	08-11-2017	60,123	
30	Lenovo	PG010U3X	ok	ok	Intel Core-i5, RAM-8 GB, HDD - 500GB	08-11-2017	60,123	
31	Hp	8CG8216XM5	ok	ok	Intel Core-i5, RAM-8 GB, HDD - 500GB	14-11-2018	52,038	
32	Hp	8CG8216XM6	ok	ok	Intel Core-i5, RAM-8 GB, HDD - 500GB	14-11-2018	52,038	
33	Hp	8CG8291QR	ok	ok	Intel Core-i5, RAM-8 GB, HDD - 500GB	14-11-2018	52,038	
34	Hp	8CG8216XM	ok	ok	Intel Core-i5, RAM-8 GB, HDD - 500GB	14-11-2018	52,038	
35	Hp	8CG8289RH9	ok	ok	Intel Core-i5, RAM-8 GB, HDD - 500GB	14-11-2018	52,038	
36	Hp	8CG830482F	ok	ok	Intel Core-i5, RAM-8 GB, HDD - 500GB	27-11-2018	52,038	
37	Hp	8CG8304837	ok	ok	Intel Core-i5, RAM-8 GB, HDD - 500GB	27-11-2018	52,038	
38	Hp	8CG8304826	ok	ok	Intel Core-i5, RAM-8 GB, HDD - 500GB	27-11-2018	52,038	
39	Dell	7NG89R2	ok	ok	Intel Core-i5, RAM-8 GB, HDD - 500GB	21-12-2018	79,966	
40	Dell	7NMC9R2	ok	ok	Intel Core-i5, RAM-8 GB, HDD - 500GB	21-12-2018	79,966	
41	Dell	7Q3F9R2	ok	ok	Intel Core-i5, RAM-8 GB, HDD - 500GB	21-12-2018	79,966	
42	Dell	95RB9R2	ok	ok	Intel Core-i5, RAM-8 GB, HDD - 500GB	21-12-2018	79,966	
43	Dell	7NHH9R2	ok	ok	Intel Core-i5, RAM-8 GB, HDD - 500GB	21-12-2018	79,966	

44	Dell	7PX89R2	ok	ok	Intel Core-i5, RAM-8 GB, HDD - 500GB	21-12- 2018	79,966	
45	Dell	FYMCJ13	ok	ok	Intel Core-i7, RAM-8 GB, SSD-250GB HDD - 1TB	12-01- 2020	77,437	
46	Dell	FYMCJ13	ok	ok	Intel Core-i7, RAM-8 GB, SSD-250GB HDD - 1TB	12-01- 2020	77,437	
47	Dell	DYMCJ13	ok	ok	Intel Core-i7, RAM-8 GB, SSD-250GB HDD - 1TB	12-01- 2020	77,437	
48	Dell	8YMCJ13	ok	ok	Intel Core-i7, RAM-8 GB, SSD-250GB HDD - 1TB	12-01- 2020	77,437	
49	Dell	CYMCJ13	ok	ok	Intel Core-i7, RAM-8 GB, SSD-250GB HDD - 1TB	12-01- 2020	77,437	
50	Dell	BYMCJ13	ok	ok	Intel Core-i7, RAM-8 GB, SSD-250GB HDD - 1TB	12-01- 2020	77,437	
51	Dell	GYMCJ13	ok	ok	Intel Core-i7, RAM-8 GB, SSD-250GB HDD - 1TB	12-01- 2020	77,437	
52	Dell	9YMCJ13	ok	ok	Intel Core-i7, RAM-8 GB, SSD-250GB HDD - 1TB	12-01- 2020	77,437	
53	Dell	JYMCJ13	ok	ok	Intel Core-i7, RAM-8 GB, SSD-250GB HDD - 1TB	12-01- 2020	77,437	
54	Dell	CC21BW2	ok	ok	Intel Core-i5, RAM-8 GB, HDD - 500GB	27-08- 2020	49,560	
55	Dell	C42Q3W2	ok	ok	Intel Core-i5, RAM-8 GB, HDD - 500GB	27-08- 2020	49,560	
56	Dell	C3ZQ3W2	ok	ok	Intel Core-i5, RAM-8 GB, HDD - 500GB	27-08- 2020	49,560	
57	Dell	C3ZT3W2	ok	ok	Intel Core-i5, RAM-8 GB, HDD - 500GB	27-08- 2020	49,560	
58	Dell	C3ZT3W2	ok	ok	Intel Core-i5, RAM-8 GB, HDD - 500GB	27-08- 2020	49,560	
Total Amount (in Rs.)								

Table – 2: LAPTOP

The details of Old Laptops to be given under buy back

SL N o.	MAK E	Serial Number	TFT Conditio n	CPU Conditio n	Configurations	Proc Date	Procurem ent price	Buy Back Price (Rs.) inclusive of GST
59	Hp	5CG028 61V4	ok	ok	Intel Core-i5, RAM-8 GB, HDD - 500GB	09-10-2020	73,500	
60	Hp	5CG028 61WX	ok	ok	Intel Core-i5, RAM-8 GB, HDD - 500GB	09-10-2020	73,500	
61	Hp	5CG028 61TQ	ok	ok	Intel Core-i5, RAM-8 GB, HDD - 500GB	09-10-2020	73,500	
62	Dell	FTYW MT2	ok	ok	Intel Core-i5, RAM-8 GB, HDD - 500GB	17-01-2020	78,737	
Total Amount (in Rs.)								

(Annexure G)

Format- Performance Bank Guarantee from a Nationalized Bank FOR PERFORMANCE GUARANTEE

Ref. No. Bank Guarantee No Dated

To,
The Secretary
Institute of Company Secretaries of India
ICSI House, C-36, Sector-62, Noida, UP-201309

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



WITNESS NO. 1

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

WITNESS NO. 2

Full name and official
Address (in legible letters)

Dated.....

Authorized Bank Representative

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

Attorney as per power of (Signature)
Attorney No.....

