



**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

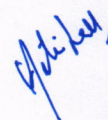
January 28, 2026

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.



Handwritten signature

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.