Tender for providing
Knowledge Kits to the existing and new Students of Professional Programme of
Company Secretaryship Course

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Cost of Tender</th>
<th>Rs.500/- (Rupees Five Hundred Only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Earnest Money Deposit</td>
<td>Rs. 3,00,000/- (Rupees Three Lakh only)</td>
</tr>
<tr>
<td>2.</td>
<td>Tender Publish Date</td>
<td>September 19, 2016</td>
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<tr>
<td>3.</td>
<td>Last date and time for Sending (in written form) Pre-Bid Queries</td>
<td>September 27, 2016 by 3:00 PM</td>
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<tr>
<td>4.</td>
<td>Pre-Bid Meeting</td>
<td>September 28, 2016 at 10:00 AM at ICSI HQ at 22, ICSI House, Institutional Area, Lodi Road, New Delhi</td>
</tr>
<tr>
<td>5.</td>
<td>Last Date and Time for Submission of Bids</td>
<td>October 10, 2016 by 3:00 PM</td>
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<tr>
<td>6.</td>
<td>Address for submission of Bids</td>
<td>The Institute of Company Secretaries of India ICSI House, 22, (Illrd Floor: Tender Box) Institutional Area, Lodi Road, New Delhi-110003</td>
</tr>
<tr>
<td>7.</td>
<td>Venue, Date and time of opening of Technical Bids.</td>
<td>Address as above. Date: October 10, 2016 at 4:00 PM</td>
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<tr>
<td>8.</td>
<td>Bid Validity</td>
<td>90 days from the date of submission of bids</td>
</tr>
<tr>
<td>9.</td>
<td>Contact details</td>
<td>Ms. Preeti Kaushik Banerjee, Director, Corporate Communication Tel: 011- 4534 1013 E-mail: <a href="mailto:Preeti.Banerjee@icsi.edu">Preeti.Banerjee@icsi.edu</a></td>
</tr>
<tr>
<td>10.</td>
<td>Institute's Website</td>
<td><a href="http://www.icsi.edu">www.icsi.edu</a></td>
</tr>
</tbody>
</table>
Statement of Confidentiality

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

Sub: Tender for providing Knowledge Kits to the existing and new Students of Professional Programme of Company Secretaryship Course

Tender No. : Purchase: 2016-17 (Knowledge Kits) September 19, 2016

The Institute of Company Secretaries of India (ICSI) is a premier national professional body (imparting education primarily through distance learning) established by an Act of Parliament (Company Secretaries Act, 1980) to develop and regulate the profession of Company Secretaries. The Institute functions under the jurisdiction of the Ministry of Corporate Affairs, Government of India. The Institute's Headquarters are at ICSI House, 22 Institutional Area, Lodhi Road, New Delhi. The Regional Offices are at Mumbai, Kolkata, New Delhi and Chennai and 69 Chapters of ICSI are located in various cities all across India. It provides postal and oral coaching and training to students to qualify as Company Secretaries. The ICSI has on its rolls over 45,000 qualified members both in employment & in practice. Around 4 lakh students are currently enrolled in the Company Secretaries Course.

The Institute of Company Secretaries of India (ICSI) registers students with 10+2 and graduate qualifications for CS Foundation and CS Executive Programme of Company Secretaryship respectively with course content in Corporate Governance, Economic and Corporate Laws, Management, Accounting, Taxation and Finance discipline.

Sealed tender is invited from reputed, resourceful and bonafide bidders for providing Knowledge Kits to the existing and new Students of CS Professional Programme of Company Secretaryship Course (Estimated 60,000 - 70,000 students are enrolled in CS Professional Programme and additionally an estimated 10,000 students are enrolled annually in CS Professional Programme).

Knowledge Kit: The ICSI intends to provide a Knowledge Kit to the students which shall include monthly Magazines / Newsletters (both hard and soft copy), Regular SMS’s, E-mails on Updates/amendments in the Companies Act 2013, Securities law, Tax laws and other relevant economic and commercial laws, Case Studies, compliance calendar and various important decisions by Regulatory authorities NCLT, NCLAT, SEBI, CCI, MCA etc. and Indian Judiciary bodies like – Supreme Court, High Courts, etc. Vendor may add any other relevant value addition product to the Knowledge kit.

Eligibility criterion of Bidders:

- At least 5 years of experience in a similar field
- Should have handled at least 3 projects of similar nature
- Total Turnover of at least Rs.2.5 Crore during the last three years.
The terms and conditions governing the instant tender are as under:

1. The sealed tender to be submitted in prescribed format on your business letter head duly stamped and signed and dated on each page, as their unconditional acceptance to the terms prescribed by the Institute. Details/supporting documents wherever applicable, if attached with the Tender should be duly authenticated by the vendor/s. No over-writings shall be accepted unless authenticated with full signature of the vendor/s.

2. The tender document should be submitted under two separate covers, Envelope No. 1 and 2. Envelope No. 1 is Technical bid and should contain Profile of the Bidder in brief, cost of tender form and other details as mentioned in Eligibility criterion of Bidders to be furnished for technical evaluation. (Please mark the envelope as “Envelope No. 1– Technical Bid”. EMD should be put in envelope No. 1.”Commercial Bid should be put in Envelope No. 2”. The Envelope No. 1 and 2 should be superscribed with the Tenderers Name and Address and sealed separately. Both the sealed envelopes bearing No. 1 and 2 are to be put in main envelop i.e. Envelope No. 3.

3. The sealed Tender duly super scribed, “Tender for providing Knowledge Kits to the existing and new Students of CS Professional Programme of Company Secretaryship Course” due on October 10, 2016”, must reach The ICSI head office either by Registered Post/Speed Post/Courier or submitted by hand at R&I Section counter or dropping in the quotation box placed at ICSI House, 22, 3rd floor Lodi Road, New Delhi not later than 3:00 PM on October 10, 2016.

Address: The Secretary
The Institute of Company Secretaries of India
ICSI House, 22, (IIIrdFloor : Tender Box)
Institutional Area, Lodi Road
New Delhi-110003

Tender received after the stipulated date and time shall not be entertained. The Institute shall not be liable for any postal delays whatsoever and tender received after the stipulated time/date are liable to be rejected summarily without giving any reason.

4. ICSI shall have the right to assess the competencies and capabilities of the bidder by going through the credentials given and on the basis of such credentials, ICSI may reject the candidature of the bidder without assigning any reason.

5. Scope of Work:

   (a) Currently there are 60-70 thousand Students registered in CS Professional Programme. Additionally an estimated 10,000 students are enrolled annually in CS Professional Programme.
   (b) The ICSI intends to provide Knowledge kit of upto Rs.200/- per student per year to the existing and new Students of CS Professional Programme of Company Secretaryship Course.
   (c) Bidder should devise the content of the Knowledge Kit.
   (d) Bidder has to specify the interval for sending SMS’s, E-mails etc., The bidder has to disseminate the communication / Items of Knowledge kit on monthly basis directly to the students (inclusive of Postage / delivery charges).
6. Selection Criterion:

a. The Bidder(s) will be finalised based on the Contents, quality, presentation, process of execution, cost, value addition, personal visit by ICSI at service providing premises of the Bidder etc., of the Knowledge Kit devised by the respective bidder.

b. Weightage: 70% for Technical and 30% for Financial

c. The decision of the Purchase Committee of ICSI on the selection of Vendor will be final and binding to all the party. In this case L1 is not the only criterion for selection.

d. ICSI reserves the right to shortlist, accept or reject any or all proposals, without assigning any reason thereof.

7. Delivery period should be mentioned clearly in the proposal. Penalty for the late delivery would be levied at the rate of half percent per week subject to a maximum of 10 percent of the value of the order as has not been supplied during the stipulated period. In case of delay beyond fifteen 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 vendor.

8. The selected Bidder’s Knowledge Kit (along with the Contents) for upto Rs.200/- should be valid for at least 1 year from the date of opening of quotations.

9. Institute’s usual payment terms are 45 days upon acceptance/ verification of the supplied material. The payment will be released on Quarterly basis.

10. The Tender must be submitted in covers duly sealed, failing which the documents would not be accepted.

11. EARNEST MONEY DEPOSIT (EMD)

I. The Earnest Money Deposit (EMD) of Rs. 3,00,000/- (Rupees Three Lakh only) in the form of Demand Draft/pay order drawn in favour of “THE INSTITUTE OF COMPANY SECRETARIES OF INDIA” payable at New Delhi only is to be submitted along with the technical bid.

II. Tenders received without the prescribed Earnest Money Deposit (EMD) shall not be entertained and shall be rejected summarily.

III. The EMD to the successful bidder shall be refunded after receipt of Performance Security. The EMD to the unsuccessful bidder should be refunded without any interest/Bank commission/collection charges within 30 days after award of the contract / work order.

12. IMPOUND OF EMD

The EMD of the bidder shall be forfeited in the following circumstances:-

(i) the bidder withdraws his bid;
(ii) the bidder does not accept the Purchase / Work Order;
(iii) the bidder fails to supply goods / services as per the terms of the Tender and Purchase / Work Order.
(iv) any other justified reasons e.g. misleading or wrong information in the Bid, violation of the terms and conditions of the Tender, involvement in forming ring / cartel, submission of multiple bids in different names etc.

13. SECURITY DEPOSIT

Security deposit / performance guarantee of 5% of the annual contract value in the form of bank guarantee from Govt. Sector Bank is to be submitted immediately within 7 days of issue of work order to cover any loss or damage caused to or suffered by the ICSI due to acts of commission and omission by the party or any failure on the part of party in fulfillment of terms and conditions of the contract and conditions contained. The bank guarantee should be valid up to three months beyond the expiry of contract period.

14. TERMS & CONDITIONS OF THE CONTRACT

a) The Bidder will be selected for one year; however this period can be extended / shortened at the discretion of the Institute. There shall be an option to renew the empanelment for a further additional period of 1 year based on satisfactory performance and with the existing Terms and conditions. The Institute will have the right to drop the Company from the said assignment without assigning any reason whatsoever. Institute also reserves the right to modify the term and conditions.

b) The selected Bidder is expected to maintain a high level of professional ethics and will not act in any manner, which is detrimental to Institute’s interest. Company will maintain confidentiality on matters disclosed. ICSI reserves the right to impose penalty in case of any violation of the above.

c) The Successful Bidder has to submit a security deposit of 5% of the annual Contract Value.

d) Payment shall be released on Quarterly basis, made within 45 days after receipt of the final bill, duly supported by Challan towards receipt of the Knowledge Kit.

e) ICSI being a service organization, many of the requirements could be of emergency nature. The Company selected have to respond to such demands at short Notice despite holidays/ beyond office hours.

f) TERMINATION FOR DEFAULT

The ICSI may, without prejudice to any other remedy for breach of contract, by written notice of default, sent to the agency, terminate this contract in whole or in part:

i. If the agency fails to deliver any or all the services within the time period(s) specified in the contract, or any extension thereof granted by the ICSI.

ii. If the agency fails to perform any other obligations under the contract and

iii. If the agency, in either of the above circumstances, does not remedy his failure within a period of 15 days (or such longer period as the ICSI may authorize in writing) after receipt of the default notice from the ICSI.

iv. Without any notice or on a notice period of maximum of 30 days.
15. GENERAL:

a) All disputes, differences, claims and demands arising under or pursuant to or touching the contract shall be referred to the arbitrator to be appointed by the Secretary/ President of the Institute of Company Secretaries of India, New Delhi. The award of the sole arbitrator shall be final and binding on both the parties under provisions of the Arbitration and Conciliation Act, 1996 or any statutory modifications on re-enactment thereof as in force. Place of such arbitration proceedings shall be at Delhi.

b) The Institute reserves the right to accept or reject any or all tenders including the lowest tender/s without assigning any reason at its sole discretion and the decision of the Institute will be final and binding on all concerned.

c) The quantities indicated 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 volume of business.

d) For any details/clarifications, Ms. Preeti Kaushik Banerjee Director, Corporate Communication on telephone No. 011-45341013, may be contacted.

e) Kindly submit duly filled in and signed Declaration & Acceptance of Terms and Conditions, as per Performa enclosed in Annexure – 1

Date: September 19, 2016

(Dr. Sanjay Pandey)
Joint Secretary
1. Name and complete address of the bidder
2. Tele/Fax/E-mail/Cell No. of the Bidder Company
3. Contact person’s name & residence telephone No.
4. Details of registered office, along with contact person’s name and tele. No.  
   (Please attach Registration Certificate issued under Companies Act)
5. Legal status i.e. Public/Private limited/ Proprietor/ any other along with documentary  
   evidence.
6. Composition of Directors/ Partners etc.
7. Income-Tax registration number along with documentary evidence.
8. CIN Number along with documentary evidence.
9. TAN Number along with Documentary evidence.
10. Service Tax Registration number
11. VAT (TIN No.)
12. a) Sales Tax registration number along with documentary evidence.
    b) Please also specify, if you are registered with appropriate Authority under Works  
       Contract Act, 1999. (Please provide details).
13. Experience details (at least 5 years of Experience in similar field)
14. Details of Projects of similar Nature handled
15. Certificate certified by Chartered Accountant for turnover of last Financial year
16. Details of the Contents for the “Knowledge Kit” (Attach Sample of each Item)
17. Total Turnover of at least Rs.2.5 Crore during the last three years.

Date: Name and Signature of Bidder with  
Corporate Seal and Mobile No.
FINANCIAL BID

Purchase: 2016-17 (Knowledge Kit) September 19, 2016

Rates Quoted should be Net Unit Rate (Unit Price + VAT + Cartage, if any)

<table>
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<tr>
<th>Sl. No</th>
<th>Specifications</th>
<th>Unit Rate in Rupees</th>
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<td>The ICSI intends to provide a Knowledge Kit to the students which shall include monthly Magazines/Newsletters (both hard and soft copy), Regular SMS’s, E-mails on Updates/amendments in the Companies Act 2013, Securities law, Tax laws and other relevant economic and commercial laws, Case Studies, compliance calendar and various important decisions by Regulatory authorities NCLT, NCLAT, SEBI, CCI, MCA etc. and Indian Judiciary bodies like – Supreme Court, High Courts, etc. Vendor may add any other relevant value addition product to the Knowledge kit.</td>
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Delivery Period : ______________________________________________________________

Validity of Offer : ____________________________________________________________

Any Special Terms (Please Specify) : ____________________________________________

Date : Name and Signature of Bidder with Corporate Seal and Mobile No.
DECLARATION & ACCEPTANCE OF TERMS AND CONDITIONS

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

Sub: Tender for providing Knowledge Kits to the existing and new Students of Professional Programme of Company Secretaryship Course

Sir,

This is with reference to your Tender No. : Purchase: 2016-17 (Knowledge Kit) due on October 10, 2016. We are interested in participate in the Tender for providing Knowledge Kits to the existing and new Students of Professional Programme of Company Secretaryship Course. We declare that:

i) We have read and understood the terms and conditions given in the 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 agrees 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 his 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 his cost and risk and he shall indemnify the Institute for the loss caused due to the cancellation and we shall be liable for penal / legal action including black listing.

vi) We understand that the Institute reserves the right to cancel the tender at any stage or to cancel / reject any one or more bid without incurring any liability.

vii) The duly signed copies of all the tender pages are attached herewith.

(Signature of the Bidder)
Name and Designation

Official seal/ stamp
Date:
Business Address: