



**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)

Northern India Regional Council

4, Prasad Nagar, New Delhi -110005

Tender No. ICSI-NIRC/LED Screen in Auditorium/2025/01

Date: November 20, 2025

SUB: Tender for Supply, Installation, Testing and Commissioning of Active-Matrix LED Wall in Auditorium at ICSI-NIRC, 4, Prasad Nagar, New Delhi 110005

Important Date & Information	
Tender Publish Date	20 th November 2025
Earnest Money Deposit (EMD)	Rs.30,000/- (Rupees Thirty Thousand Only)
Last Date and Time for Submission of Bids	1 st December 2025 by 2:00 PM
Address for submission of Bids (in sealed envelope only)	The Institute of Company Secretaries of India, Northern India Regional Council 4, Prasad Nagar New Delhi 110005
Bid Validity	180 days after the date of opening of Technical bids.
Date, time & venue of opening of Bids.	1 st December 2025 at 4:00 PM or any other date and time as notified later. The Institute of Company Secretaries of India, Northern India Regional Council 4, Prasad Nagar, New Delhi – 110005 or any other location as notified later on.
Contact details	Shri A K Srivastava, Regional Director (North), ICSI-NIRC Tel. No. 011- 49343002, M: 9899349247 Email id: ashvini.srivastava@icsi.edu
Institute Website	www.icsi.edu



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A. About ICSI:

The Institute of Company Secretaries of India (ICSI) is a statutory body constituted under an Act of Parliament i.e. the Company Secretaries Act, 1980 (**herein after referred as ICSI / Institute**). ICSI is functioning under the overall administrative jurisdiction of Ministry of Corporate Affairs, Government of India and having its head office at 22, Institutional Area, Lodi Road, New Delhi. The Institute has other offices at C-36 & C-37, Sector – 62, Noida – 201 309. Its Northern India Regional Office (NIRO) is situated at 4, Prasad Nagar, New Delhi -110005. ICSI is the only recognized professional body in India to develop and regulate the profession of Company Secretaries in India.

B. DEFINITIONS

- i) The “ICSI” means THE INSTITUTE OF COMPANY SECRETARIES OF INDIA, New Delhi.
- ii) “Bidder” or “Tenderer” means the agency/firm that is engaged in the business of Supply, Installation, Testing and Commissioning of Active-Matrix LED Wall and applies in response to this notice inviting tender.
- iii) “Vendor” means the successful bidder who is engaged by ICSI to provide the service through this tender process.
- iv) “Party” means ICSI or Vendor individually and “Parties” shall mean ICSI and Vendor collectively.
- v) “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 tender documents and the agreement constitutes the contract.

Sealed tenders are invited from reputed service providers or authorized agencies for Supply, Installation, Testing and Commissioning of Active-Matrix LED Wall in Auditorium at ICSI-NIRC, 4, Prasad Nagar, New Delhi 110005 as per the details given in Part ‘A’, ‘B’ & ‘C’ of the Tender Document.

Statement of Confidentiality

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



The terms and conditions governing the instant Tender are as under:

PART 'A'

1. Instruction to Bidders

1. Earnest Money Deposit (EMD)

- i. Every bidder has to make a deposit of Earnest Money (EMD) of **Rs. 30,000/- (Rupees Thirty Thousand only)** in the form of Demand Draft from any of the scheduled bank drawn in favour of "NIRC of the ICSI" payable at New Delhi.
- ii. Tenders received without the prescribed Earnest Money Deposit (EMD) shall not be entertained and shall be rejected summarily.
- iii. The EMD will be refunded to respective bidder without any interest/Bank commission/collection charges within 30 days after award of the contract / work order to the successful bidder.

(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).

Forfeiture of EMD:

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

- i. the bidder withdraws its bid;
 - ii. the selected bidder does not accept the Purchase / Work Order;
 - iii. the selected bidder fails to supply goods / services as per the terms of the Tender and Purchase / Work Order.
 - iv. any other justified reasons e.g. misleading or wrong information in the Bid, violation of the terms and conditions of the Tender, involvement in forming ring/cartel, submission of multiple bids in different names etc.
2. 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 and every page of the Tender document has to be signed, stamped and submitted along with the bid by bidder.**



3. **Bid Submission:** Each bidder shall submit the tender in three separate sealed envelopes, (i) EMD is to be put in **envelope No. 1** (please mark the envelope as “**No.1 – EMD**”), (ii) Part ‘A’ & ‘B’ including Form I (Annexure A), Form II(a) & II(b) (Annexure B1 & B2), Form III (Annexure C) along with all requisite documents is to be put in **envelope No. 2** (please mark the envelope as “**No. 2 – Technical Bid**”), (iii) Part ‘C’ (Annexure D) only is to be put in **Envelope No. 3** (Please mark the Envelope as “**No.3 – Financial Bid**”). All the sealed envelopes bearing No. 1, 2 and 3 are to be put in main envelope i.e. Envelope No. 4.

(Note: The bidders having valid registration with NSIC/MSME may avail exemption from submission of EMD but must enclose valid NSIC / MSME certificate/document in envelope No. 1 instead of EMD demand draft.).

The sealed tender envelope duly super scribed, “**Tender for Supply, Installation, Testing and Commissioning of Active-Matrix LED Wall in Auditorium at ICSI-NIRC, 4, Prasad Nagar, New Delhi 110005**” due on 1st December 2025” should be addressed to the Regional Director (North), ICSI-NIRC and be sent at the Institute’s address given below either by registered post/speed post/courier or by hand on address as mentioned below & should reach on or before **2.00 PM on 1st December 2025**.

Address:

The Regional Director (North)
Northern India Regional Council of
The Institute of Company Secretaries of India
4, Prasad Nagar,
New Delhi -110005

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.

4. The **Bids shall be opened on 1st December 2025 at 4:00 PM** or any other date and time as notified later on in the NIRO of the ICSI, 4, Prasad Nagar, New Delhi or any other place as notified later on in the presence of those bidder(s), who wish to be present. **In the event of due date being a closed holiday or declared Holiday for ICSI-HQ / Central Government offices, the due date and time for opening of the bids can be changed on the sole discretion of NIRC of the ICSI which will be notified only at the Child portal of NIRC of the ICSI.**
5. Bidders who do not have their GST number will not be eligible to participate in tendering process. Any offer received from the bidder without GST registration details will be summarily rejected.

6. The Bidder should not be blacklisted by Central/ State Government Ministry/ Department/ PSU/ Statutory Body / Government Company. Bidder also should not be under any legal action for indulging in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice with any Central/ State Government Ministry/Department/ PSU/ Statutory Body / Government Company in last 3 years.
7. 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.
8. 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.
9. 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.
10. ICSI reserves the right of accepting the bid in whole or in part without assigning any reason and such decision shall be final. The part acceptance of the bid shall not violate the terms and conditions of the tender documents and the bidder shall execute the work at the specified rates without any extra charges or compensation within the stipulated period.
11. 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. Tempering with any format given may be liable for rejection / disqualification of the bids. Correction and overwriting anywhere in the tender document should be avoided. Every correction and overwriting must be authenticated with full signature of the bidder, otherwise the tender is liable to be rejected. Decision of ICSI on such corrections, overwriting, authentications shall be final and binding on the concerned bidder.
12. 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.

13. Institute requires tentative service as mentioned in the Price Bid Format which may vary as per the actual scope of work. The vendor will be obliged to provide service for the actual quantity/specifications available at site.
14. Eligibility criteria for bidding

i	The bidder shall either be a company/LLP/ partnership firm registered under the Indian companies Act, 1956 / 2013 or Indian Partnership Act, 1932 or registered as LLP or a Sole Proprietor having registration of trade license from the local authority and must have their registered office or business office in Delhi/ NCR (please attach self-attested copy of certificate of incorporation, MoA and Articles of Association or LLP registration certificate or partnership registration deed or trade license as the case may be.)
ii.	Bidder has at least 3 years' experience in similar business in New Delhi/NCR.
iii	The average annual turnover of the bidder for each year of the last 3 years (FY 2022-23, 2023-24, 2024-25) must be not less than Rs.10 Crores. Copies of the ITRs (with proof of acknowledgement by the IT Department) or IT Assessment Orders or Audited financial P&L statements and Balance Sheet are to be enclosed.
iv	Submission of EMD or valid NSIC / MSME certificate/document
v	PAN (Please attach self-attested photocopy of the documentary proof to be submitted)
vi	GSTIN Code (Enclose self-attested photocopy)
vii	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 practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, 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 in any country (Declaration from Authorized Signatory on the Bidder's Business Letter Head).

15. **Bid Evaluation:** The technical bids will be evaluated based on the bid eligibility criteria and those who qualify in the technical evaluation process shall be declared as eligible bidder for financial bid. ICSI also reserves its right to evaluate bidders based on their past performance as certified by their clients which can be ascertained by ICSI by contacting their past/current clients.

A. Technical bids Evaluation Criteria:

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



S. No.	Proficiency Criteria	Maximum Marks
1	Bidder should have successfully executed similar assignments in past three years in Delhi/ NCR (Please submit list of organizations, their addresses, mobile number/email id of contact persons of these organizations) {5 marks for each similar assignment shall be awarded}	25
2	Copy of ISO 9001, ISO 14001, OHSAS 45001 & ISO 27001:1 certified (for Active LED) {2 marks for each above certificate shall be awarded}	10
3	Bidder having at least 3 years' experience in similar business in New Delhi/NCR	15
4	Evaluation of bidder's infrastructure, technical expertise and experience in the relevant fields will be done through the information / documents provided as a part of the technical and infrastructure bids or by visiting any of the bidder's client premises. {Please provide all necessary details about the same}	25
5	Clients site visit / interactions / feedback	25
	Total Marks	100

- The technical bids of the Bidders will be evaluated in the line of the eligibility criteria and technical evaluation criteria as mentioned in the tender document.
- Minimum marks to declare a bid technically qualified and eligible for opening of commercial bid is 50.
- Clients visit as desired by the evaluation team of the Institute shall be organized.
- Based on multiple parameters, the evaluation team will calculate the technical evaluation score for each bidder at the end of this phase.
- The Bidder who will technically qualify, only their Financial Bids shall be opened.

- B.** 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. 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.

ICSI reserves the right to obtain feedback from the previous/present clients and also depute its team(s) to inspect the site(s) at present contract(s) for on-the-spot first-hand information about services provided by the bidder. Decision of ICSI with regard to award of the contract will depend upon the feedback received from the previous/ and present clients and also from its team(s) deputed for the purpose. The decision of the Institute in this regard shall be final and binding on all bidders.

The Institute shall be under no obligation to accept the lowest or any other offer received in response to this tender notice and shall be entitled to reject any or all offers, including those received late or incomplete offers without assigning any reason what so ever. ICSI reserves the right to make any changes in the terms and conditions of the work. ICSI will not be obliged to meet and have discussions with any bidder, or to listen to any representations.



The ICSI reserves the right to accept any bid and to annul the entire tender process and reject all bids at any time 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.

Bidders are welcome to visit ICSI office to inspect the site condition, systems and process flow before submitting their bid.

Terms and Conditions of the contract:

1. Scope of Work

Vendor will have to complete the entire assignment of supply, installation, testing & commissioning of active Matrix LED wall at auditorium located at NIRO of the ICSI, 4, Prasad Nagar, New Delhi

1. Technical Specifications of active Matrix LED wall required :

TECHNICAL SPECIFICATIONS			
S. No	Specifications	Parameters	Compliance
A	Supply, Installation, Testing and Commissioning of Active-Matrix LED Wall		
1	Pixel Pitch	2.5 or lower	
2	Pixel Matrix	1024 x 576	
3	Display Dimension (ft)	8.4ft x 4.72ft	
4	Cabinet Dimension (mm)	640 x 480	
5	Cabinet Resolution (px)	256 x 192 or better	
6	LED Type/ Encapsulation	SMD 3in1	
7	Bezel Width	Nearly Zero	
8	Pixel Density (per sqm)	160000 or better	
9	Weight per cabinet (kg)	≤ 7kg	
10	Colour Temperature.	5000 to 10000K adjustable	
11	Grey Scale /processing depth.	16 bit or better	
12	Service Method.	Front	
13	Refresh Rate.	1920/3840 Hz or Higher	
14	No of Modules /Tile and per cabinet	6	
15	Sizes of individual video walls	31.5"	
16	Brightness	600- 800 cd/sq m	
17	Contrast Ratio	5000:1 or higher	
18	Viewing Angle (Horizontal).	≥140 deg or higher	
19	Viewing Angle (Vertical).	≥140 deg or higher	
20	LED Liftime.	1,00,000 Hours	
21	Maximum Power Consumption per sqm	≤550 W @600 Nits	
22	Average Power Consumption per sqm	≤250 W@600 Nits	
23	Drive mode	constant current drive	
24	Input Voltage	AC 100 -240V , 50 Hz	
25	Ingress protection (IP)	IP3X	

26	Planeness /Eveness.	< 0.2mm	
27	Colour Resolution	4.39 trillion or more colours	
28	Material.	Die Casting Aluminium	
29	Brightness & Color Calibration	Available	
30	Operating Temp/Humidity	-10°C - 45°C / 10% - 85% RH	
31	Storage Temp/Humidity	-40°C - 60°C / 10% - 80% RH	
32	Certificates	BIS, ISO, CE, MII, Rohs	
	Controller		
1	Loading Capacity	6.5 million pixels	
2	Max Width (pixels)	10240 pixels	
3	Max Height (pixels)	8192 pixels	
4	Layers	Minimum 3 Layers	
5	Input Connectors	1xHDMI1.4 (IN & Loop), 1xHDMI1.4, 1xDVI (IN & loop), 1xDVI, 1x3G-SDI, (IN & Loop), 1x10G Optical fiber port	
6	Output Connectors	10xGigabit Ethernet Port	
7	Pre-sets	10	
8	Control Connectors	1xEthernet, 1xUSB	
9	Electrical Consumption	35 W	
10	Operating Temperature	0°C to 45°C	
11	Operating Humidity	20% RH to 90% RH, non-condensing	
12	Controller Should be of same make	Yes	
13	Certificates	BIS ISO II Class 2 Rohs CE Required	
14	Security Automation Device	Display should be Inbuilt/External functionality to automation and real-time remotely monitoring by admin department and controlling other equipment with a focus on surge protection, secure operation, and energy efficiency with a simple touch of a NFC card to faculty person or Mobile App (Admin department), rack automation device automates the process of opening and closing Computer/OPS systems and other equipment, should be generates LOG files in a secure and tamper-proof manner, safeguarding against unauthorized modifications. The log file should be store in the protected xlsx format automatically, ensuring data integrity and providing a reliable record of equipment openings and closures for monitoring and auditing purposes of the faculty person. Surge voltage protection 2700 Vrms. In addition, ensures a streamlined shutdown process for the entire setup. Processor Xtensa dual-core 32-bit LX6, PIV 800, I2T: 450A2S for 9.6 mS, supports a continuous load of up to 16A. continuous operation, built to handle the demands of round-the-clock. Uninterrupted automation 24/7. intelligent power management capabilities, optimizing power distribution to maximize energy efficiency. FIFO buffer 64-byte Frequency 2.4Ghz ~ 2.5Ghz Power Indicators Intensity 2,000 mcd avg, Power Indicators Red. Blue & Green, Control Interface MIFARE Classic EV1 1K, Wi-Fi Mode 802.11 b/g/n (802.11n up to 150 Mbps), Supporting Operating Systems Window Xp, 7/8, 10, 11,	
	Approved Makes	AET / BARCO / Samsung / Instronix / Christie	



Terms and Conditions		
1. Financial Requirements: Bid-specific OEM MAF with Ink sign and Stamp. required with technical bid. OEM/OEM subsidiary should have a turnover of minimum 25 crores INR in India.		
2. The OEM have their repair and service centre in NCR		
3. Copy of ISO 9001, ISO 14001, OHSAS 45001 & ISO 27001:1 certified (for Active LED)		
4. Declaration mentioned that the Offered brands is not be from countries sharing land border with India		
5. Malicious Code Certificate.		
6. OEM Warranty declaration -Warranty period of the supplied products shall be minimum 3 years		

2. Warranty period of the products supplied

The warranty period for supplied products shall be minimum three years.
Extended warranty may also be provided for further period of two years.

3. OBLIGATIONS OF THE VENDOR

- i. The vendor shall be responsible for Supply, Installation, Testing and Commissioning of Active-Matrix LED Wall in Auditorium at ICSI-NIRC, 4, Prasad Nagar, New Delhi 110005
- ii. The vendor shall be responsible to provide adequate training to employees of the NIRC-ICSI to operate the supplied & installed products.
- iii. Vendor is responsible to complete the entire assignment within 30 days from the date of issue of work order.

4. OTHER OBLIGATIONS OF THE VENDOR

- i. Care must be taken to ensure that, while carrying out the work, no fittings, fixtures, furnishings, equipment provided by the Institute are damaged. Any damage done to the same or any other property shall have to be repaired / replaced by the vendor, failing which the same shall be got done by ICSI at the vendor's risk and cost. In this regard, the decision of the designated officer of ICSI shall be final and binding on the vendor.
 - ii. All work shall be carried out with due regard to the convenience of ICSI. The orders of the authority concerned shall be strictly observed.
5. **Payment Terms:** Payment will be made within 30 days from the date of receiving the bill, after successful installation of the desired products. Some advance amount may also be released as per mutually agreed terms by both parties. Payments shall be subject to deductions of any amount for which the contractor is liable under this contract. Further, all payments shall be made subject to deduction of TDS (Tax deduction at Source) as per the prevailing Income-Tax Act and any other taxes as prevailing on the date of invoice submission and/or payment date.
 6. The successful bidder will have to provide the service as per stipulated timeline as per instruction of ICSI, failing which the Institute will cancel the work order issued.
 7. The vendor is liable to disclose, in case he has been banned by any organizations under any Services rendered by the vendor. Failure to disclose the same at the beginning can lead to termination of the Contract at any phase.



8. In the event of failure and/or neglecting to perform any duties assigned to the vendor to the entire satisfaction of the Institute, the Institute shall have the right to have such duties and obligations performed and discharged by such vendor(s) as the Institute may deem fit, and shall be entitled to recover from the vendor all costs and expenses incurred towards getting such work done from other vendor(s).
9. In the event of failure and/or negligence in performance up to the satisfaction of the Institute, the Institute shall have the right to have such duties and obligations performed and discharged by such other party/parties, as the Institute may deem fit, and shall be entitled to recover from the vendor all costs and expenses incurred towards getting such work done from other party/parties.
10. The Vendor shall comply with all instructions, verbal or in writing, given to him by the authorized official of the ICSI from time to time. The Vendor will take all proper actions immediately after getting communications from ICSI.
11. **GENERAL:**
 - i) **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.
 - ii) **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.
 - iii) **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 mutually appointed by 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.
 - iv) **Jurisdiction:** In respect of any dispute arising between ICSI and the vendor in any matter covered / touched this tender / contract or arising directly or indirectly there from or connected or concerned with the said contract, the courts at Delhi shall only have the jurisdiction.
 - v) **Right to Blacklist:** ICSI reserves the right to blacklist a party / bidder for a suitable period in case such party / bidder fail 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). ICSI also reserves its right to blacklist the contractor by any indiscipline behavior or hooliganism by the contractor or any of its employee(s).
 - vi) **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.



vii) **Non-Exclusive Agreement:** The agreement between the ICSI and Service Provider is a non-exclusive agreement. The ICSI shall be free to enter into any such agreement with any other service provider during currency or the extended currency of this Agreement.

viii) **Force Majeure**

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.

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.

- ix) **Indemnity Clause:** The vendor 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.
- x) **Compensation:** Without prejudice to the foregoing, the Vendor shall be accountable and responsible to compensate and pay damages to ICSI for any loss/ damage/ claim/ liability, whatsoever, caused either directly or indirectly by the Vendor, its staff or agents which may arise either out of negligence, fraud, misrepresentation, misconduct or material breach of this contract/ tender.
- xi) **Termination:** The ICSI without prejudice to any other remedy for breach of contract or fails to discharge its obligation under this contract without sufficient ground or found guilty for breach of condition(s) of the contract negligence, carelessness, inefficiency, fraud, mischief and misappropriation or due to any other type of misconduct by the successful bidder or by its staff or agent, by giving written notice of default, sent to the vendor, terminate this contract in whole or in part:



- If the vendor 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.
- If the vendor fails to perform any other obligations under the contract and
- If the vendor, 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.
- Without any notice or on a notice period of maximum of 90 days.
- Any pending or unresolved operational issues, performance, unpaid fees and any other remedies shall be continued by the vendor during the period of the termination notice and the same must be satisfied / completed before the contract is terminated. The ICSI may also put in place any other vendor for carrying out the remaining work and expenditure incurred on same shall be recovered from the defaulting vendor.

For any details / clarifications, bidders may contact Shri A K Srivastava, Regional Director, Tel: 011-49343002, E-mail: ashvini.srivastava@icsi.edu

Date: 20th November 2025

**A K Srivastava
Regional Director (North), ICSI-NIRC**



Tender No. ICSI-NIRC/LED Screen in Auditorium/2025/01

Date: November 20, 2025

SUB: Tender for Supply, Installation, Testing and Commissioning of Active-Matrix LED Wall in Auditorium at ICSI-NIRC, 4, Prasad Nagar, New Delhi 110005

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 _____
(Proprietor /Partnership firm, Limited Co./Pvt. Ltd. Co./LLP)
(Enclose self-attested copy of document)
 - (c) Name of CEO/Directors /Partners _____
2. Postal Address _____
3. Telephone No. _____ / Mobile No. for communication _____
4. (a) E-mail-id (mandatory) _____
(b) / Website address (if available) _____
5. Bank Draft No, date, Bank name and amount (if applicable)/MSME or NSIC Regn. No.
(a)EMD _____
(b) 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.**



Tender No. ICSI-NIRC/LED Screen in Auditorium/2025/01

Date: November 20, 2025

SUB: Tender for Supply, Installation, Testing and Commissioning of Active-Matrix LED Wall in Auditorium at ICSI-NIRC, 4, Prasad Nagar, New Delhi 110005

Form II(a): Tender acceptance letter to be printed on business letterhead of the bidder and to be submitted with the Technical Bid

To
The Regional Director (North)
NIRC of the Institute of Company Secretaries of India
4, Prasad Nagar, New Delhi

SUB: Tender for Supply, Installation, Testing and Commissioning of Active-Matrix LED Wall in Auditorium at ICSI-NIRC, 4, Prasad Nagar, New Delhi 110005

Sir,

This is with reference to the tender no ICSI-NIRC/LED Screen in Auditorium/2025/01 due on 1st December 2025.

We are interested to participate in the for Supply, Installation, Testing and Commissioning of Active-Matrix LED Wall in Auditorium at ICSI-NIRC, 4, Prasad Nagar, New Delhi 110005

We declare that:

- i) We have read and understood the terms and conditions given in the quotation / tender Document;
- ii) We are eligible for award of the contract as per the qualification criteria mentioned in the quotation / tender Document;
- iii) We accept and agree to all the terms and conditions of the quotation / tender;
- iv) We shall comply with all the terms and conditions of the quotation / tender;
- v) All the information / documents provided in this bid are true to the best of our knowledge and belief. If at any stage, the information / documents are found to be false, misleading or incorrect then this Bid / Purchase Order shall be cancelled at our cost and risk and we shall indemnify the Institute (ICSI) for the loss caused due to the cancellation and we shall be liable for penal / legal action including black listing by ICSI.
- vi) We understand that ICSI reserves the right to cancel the quotation / tender at any stage or cancel / reject any one or more bid without incurring any liability.
- vii) The duly signed copies of all the tender pages are attached herewith.

(Signature of the Bidder)

Printed Name

Designation

Official seal/ stamp

Date:



Tender No. ICSI-NIRC/LED Screen in Auditorium/2025/01

Date: November 20, 2025

SUB: Tender for Supply, Installation, Testing and Commissioning of Active-Matrix LED Wall in Auditorium at ICSI-NIRC, 4, Prasad Nagar, New Delhi 110005

Form II(b): Eligibility Criteria Details

S. No.	Particulars	Documents to be submitted	Response Yes/No	Supporting Document Reference with Page No.
1.	The bidder shall either be a company/LLP/ partnership firm registered under the Indian companies Act, 1956 / 2013 or Indian Partnership Act, 1932 or registered as LLP or a Sole Proprietor having registration of trade license from the local authority as the case may be and must have their registered office or business office in Delhi/ NCR.	Self-attested copy of certificate of incorporation, MoA and Articles of Association or LLP registration certificate or partnership registration deed or trade license.		
2.	Bidder having at least 3 years' experience in similar business in New Delhi or Noida.	Copy of order/ agreement and/or Performance certificate of the work		
3.	The average annual turnover of the bidder for each year of the last 3 years (FY 2022-23, 2023-24, 2024-25) must be not less than Rs.25 Crores. Copies of the ITRs (with proof of acknowledgement by the IT Department) or IT Assessment Orders or Audited financial P&L statements and Balance Sheet are to be enclosed.	Please attach self-attested photocopy of Copies of the ITRs (with proof of acknowledgement by the IT Department) or IT Assessment Orders or Audited financial P&L statements and Balance Sheet.		
4.	Copy of ISO 9001, ISO 14001, OHSAS 45001 & ISO 27001:1 certified (for Active LED)			
5.	Submission of EMD or valid NSIC / MSME certificate/document	Receipt / DD or Copy of the NSIC / MSME certificate		
6.	PAN	Please attach self-attested photocopy of the documentary proof		
7.	GSTIN Code	Please attach self-attested photocopy of the certificate		
8.	Bidder should not have been blacklisted by any Firm / Organization / School / Board / University / Institution or any Government organization and no litigation is pending in	Please attach undertaking on bidder's business letterhead signed by the authorized signatory.		



	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 practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, 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 in any country.			
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NOTE:

- a) Conditional bids will be summarily rejected.

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



Tender No. ICSI-NIRC/LED Screen in Auditorium/2025/01

Date: November 20, 2025

SUB: Tender for Supply, Installation, Testing and Commissioning of Active-Matrix LED Wall in Auditorium at ICSI-NIRC, 4, Prasad Nagar, New Delhi 110005

Form III: List of Mandatory and Supporting Documents and Page No. along with all details as per Tender Instructions

S. No.	Description	Yes/No	Relevant Page number of the document
1.	EMD (Enclose self-attested certificate photocopy of MSME/NSIC Regn. No. (if applicable) & its valid period)		
2.	Form I (Annexure "A")		
3.	Form II (a) & II (b) (Annexure "B1" & "B2")		
4.	Form III (Annexure "C")		
5.	Self-attested copy of ISO 9001, ISO 14001, OHSAS 45001 & ISO 27001:1 certified (for Active LED)		
6.	Self-attested copy of GST Certificate		
7.	Self-attested copy of PAN		
8.	Please attach self-attested photocopy of Copies of the ITRs (with proof of acknowledgement by the IT Department) or IT Assessment Orders or Audited financial P&L statements and Balance Sheet.		
9.	Declaration from Authorized Signatory on the Bidder's Business Letter Head to the effect of 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, not under any legal action or not declared		

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



Tender No. ICSI-NIRC/LED Screen in Auditorium/2025/01

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PART 'C' (FINANCIAL BID)

The bidder has to quote rate inclusive of all i.e. cost of manpower, tools and tackles, consumables, enabling services or any other arrangement required to be available for providing effective service as per terms of the contract, and statutory taxes and duties except GST.

S. No.	Items	Rate offered
i	For entire assignment of Supply, Installation, Testing and Commissioning of Active-Matrix LED Wall in Auditorium at ICSI-NIRC, 4, Prasad Nagar, New Delhi 110005 [Quantity required: One LED wall only]	
ii	GST % (if applicable)	
iii	Total (i + ii)	

Date:

Signature of the Authorized Signatory with
official seal

