



**THE INSTITUTE OF
Company Secretaries of India**
IN PURSUIT OF PROFESSIONAL EXCELLENCE
Statutory body under an Act of Parliament



PC: 2017-18(ROV)

Date: October 31, 2017

SUB: REGISTRATION OF VENDORS FOR SUPPLY OF CONCERNED ITEMS

Registration of Vendors for Supply of Stationery Articles, Photocopy Papers, Computer Consumables, Computer Stationery, Envelopes (Ordinary / Clothline Envelopes, Packing Material (Sutli / Hessian Cloth / Corrugated Rolls / Iron Clips / Nylon Strips), Novelties items (Neck-Tie, Caps, Broaches, Flag and Brass Stand, Leather lite Bags)

The Institute of Company Secretaries of India herein after referred as "Institute" is a statutory body constituted under an Act of Parliament, i.e. the Company Secretaries Act, 1980. It is functioning under the overall administrative jurisdiction of Ministry of Corporate Affairs, Government of India having its Headquarters at "ICSI House", 22 Institutional Area Lodi Road, New Delhi-110 003 and ICSI House C-36, Sector 62, NOIDA -201309. The Institute has its Regional Offices at Kolkata, Delhi, Chennai & Mumbai, Centre for Corporate Governance, Research & Training Centre at Navi Mumbai, and 69 Chapters all over India.

The Institute invites expression of interest from the interested parties for Registration of vendors for supply of various **Stationery Articles, Photocopy Papers, Computer Consumables, Computer Stationery, Envelopes (Ordinary / Clothline Envelopes, Packing Material (Sutli / Hessian Cloth / Corrugated Rolls / Iron Clips / Nylon Strips), Novelties items (Neck-Tie, Caps, Broaches, Flag and Brass Stand, Leather lite Bags)** items to the Institute for one year effective from the date of registration . The last date of receipt of application is on or before **January 31, 2018**.

The interested vendors / manufacturers may submit the application in the format enclosed to this Notice in a sealed envelope super scribing "**Registration of Vendors for Supply of Concerned Items**" addressed to:

**The Secretary
The Institute of Company Secretaries of India
'ICSI House', C-36, Sector 62
NOIDA -201309**

The application may be submitted / dropped in a sealed tender box kept at 3rdFloor, 'ICSI House', **C-36, Sector 62, NOIDA -201309** or the same may be sent by post on or before **January 31, 2018** at the above mentioned address.

The Institute shall not be liable for any postal delays what so ever in receipt of the applications and the applications received after the stipulated date and time shall not be entertained. Incomplete application received shall be summarily rejected.

The Institute reserves the right to accept or reject any or all applications without assigning any reason at its sole discretion.

Date: October 31, 2017

**(Amit Kumar Ghosal)
Director (Purchase & Admn)**



APPLICATION FOR REGISTRATION OF VENDORS

1 Description of Items for which Registration is requested

Sr. No.	Items
1	
2.	

2. Interested parties / agencies should apply for Registration with the Institute by furnishing following details:

- a. Name of the firm/Organization
- b. Address (Please enclosed a copy of the address proof)
- c. Contact Numbers (M) _____ / e-mail ID _____
- d. Permanent Account Number (PAN)
- e. GSTIN
- f. Other Registrations (MSME/NSIC)
- g. Area of interest for rendering/supplying various items
- h. Details of existing clients
- i. Date of incorporation /Commencement of business
- j. Annual Turnover/Profit :
Copy of audited annual accounts, ITR, if available
- k. Whether trader or manufacturer
- l. An undertaking that the firm has never been blacklisted by any of the client(s) on any of the reasons whatsoever
- m. Any other information, the party/agency desires to share with the Institute

- 3 The agency / vendor can submit application for registration for supply of single or more items in one application;
- 4 The short listed/successful parties / agencies will be communicated regarding registration with the Institute;
- 5 The applicant shall have to deposit a non-refundable fee of Rs. 1000/- by way of DD in favour of '**The Institute of Company Secretaries of India**' payable at **New Delhi** with the application.
- 6 For any clarification, the vendors may contact Mr. A K Pahwa, Asstt Director / Ms. Neelam Wadhwa, Executive (Admn) (Phone No.: 0120– 4082146/ 4082140).
- 7 The registered vendor may be required to deliver goods at both the office of the Institute at Lodi Road New Delhi 110003 & NOIDA (Sector 62)-201309.
- 8 Institute reserves the right to reject or accept the application for registration without assigning any reason.
9. Mere registration shall not entitle vendor to receive order for supply. Registration is only for the purpose of sending Tender enquiry. Only lowest bidder in the receptive goods/services category will be considered for awarding order/contract.